



NON-SENATE FACULTY HANDBOOK

DISTRIBUTED BY THE ACADEMIC PERSONNEL OFFICE

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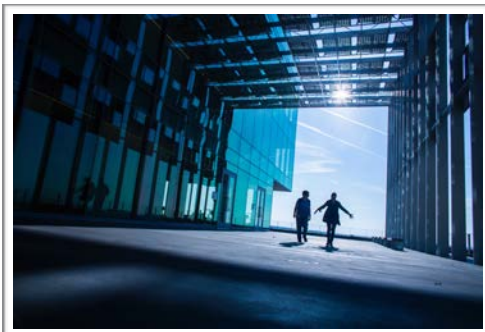


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The University of California, Merced stands as the embodiment of promise for California's future. UC Merced is diverse, growing, and committed to those ideals that serve the state, nation and world through education, research, and public service.

THE UNIVERSITY

UC Merced is a dynamic new university campus which opened in September 2005 as the tenth campus of the University of California system and the first American research university in the 21st century. In keeping with the mission of the University to provide teaching, research and public service of the highest quality, UC Merced offers research-oriented and student-centered educational opportunities.

Current Academic Schools:

- School of Engineering
- School of Natural Sciences
- School of Social Sciences, Humanities and Arts

Future Academic Schools:

- School of Management
- School of Medicine

There is an ever-expanding list of majors, minors and graduate programs available to UC Merced students. More than 235 full-time faculty members and over 150 Lecturers, also known as Non-Senate Faculty or NSF, have come to us from some of the world's top-ranked universities.

Our student body numbers more than 6,035 (as of Fall 2015) and is a diverse population made up of some of the brightest young minds in the state who share one special trait - savoring the challenge of pioneering a young university. The first class of students formed more than 100 clubs and organizations, wrote their own constitution and held their first associated students' election.

UC Merced has offered graduate studies since the first dozen students enrolled for off-campus classes in August 2004. Their ranks have grown to more than 400, and they are participating in some of the most cutting-edge research conducted today ranging from stem cells to artificial intelligence and alternative energy.

As of Fall 2015 we have 2,192 beds in student housing, with the completion of phase two of The Summits, named Half Dome by the students. The campus continues to develop to meet the needs of an ever-expanding student population.

PART OF THE UC SYSTEM

Like all UC campuses, Merced operates under the direction of the President of the UC system and is governed by The Regents of the University of California, a 26-member board established under the California Constitution.

In 1988, the California Legislature authorized the development of a new UC campus to address the higher-education needs of the state's fastest-growing region, the San Joaquin Valley (population 1.3 million), and to provide added capacity for the UC system as a whole. The presence of a new campus in the heart of the Valley will close the geographical gap and inspire the educational dreams of young people in the underserved region for generations to come.

UC MERCED EXECUTIVE LEADERSHIP



CHANCELLOR LELAND

DOROTHY LELAND

Chancellor

Chief Executive Officer responsible for providing leadership and overall management of the campus.

THOMAS W. PETERSON

Provost and Executive Vice Chancellor

Chief Academic Officer who advises the Chancellor on critical campus issues and acts on the Chancellor's behalf in her absence. Responsible for

overseeing all academic programs and for the planning, development and implementation of academic initiatives.

SAMUEL TRAINA

Vice Chancellor for Research

Provides leadership, education and oversight to support scholarly investigation and research at UC Merced.

MICHAEL REESE

Vice Chancellor for Business and Administrative Services

Provides leadership and administrative management related to finance, budgeting, physical planning, capital development, facilities management and human resources.

CHARLES NIES

Interim Vice Chancellor for Student Affairs

Provides leadership and administrative management related to enrollment, services for current students, and oversees an undergraduate admissions process that ensures the quality and diversity of the student body.

KYLE HOFFMAN

Vice Chancellor for Development and Alumni Relations

Provides leadership and administrative management, overseeing fundraising and trustee relations.

DANIEL FEITELBERG

Vice Chancellor for Budget and Planning

Provides leadership for the development of campus operating and capital budgets in the strategic allocation and use of campus resources.

GREGG CAMFIELD

Vice Provost for the Faculty

Member of academic management team providing leadership in support of academic personnel matters.

MARJORIE ZATZ

Vice Provost and Dean of Graduate Education

Member of academic management team providing leadership and administrative management related to graduate education.

ELIZABETH WHITT

Vice Provost and Dean of Undergraduate Education

Member of academic management team providing leadership and administrative management related to undergraduate education.

JEFFREY GILGER

Interim Dean of the School of Social Sciences, Humanities and Arts

Member of academic management team serving as senior scholarly and professional leader with administrative responsibility for the School.

MARK MATSUMOTO

Dean of the School of Engineering

Member of academic management team serving as senior scholarly and professional leader with administrative responsibility for the School.

JUAN MEZA

Dean of the School of Natural Sciences

Member of academic management team serving as senior scholarly and professional leader with administrative responsibility for the School.

ANN KOVALCHICK

Associate Vice Chancellor of Information Technology Chief Information Officer

Member of management team with leadership and administrative responsibility for all aspects of information technology and telecommunications

HAIPENG LI

University Librarian

Member of management team with leadership and administrative responsibility for the campus library.

A STRATEGIC INVESTMENT

UC Merced increases educational access and opportunities for Valley students and contributes to the economic growth of Central California. In the San Joaquin Valley, where unemployment and poverty rates substantially exceed California averages, campus construction has supported thousands of jobs, stimulating new business development and pumping millions of dollars into the local economy each year. The campus' economic contribution to the region and state of California is nearing \$5 billion since the beginning of operations in 2000. In addition, faculty research initiatives and administrative projects have brought in more than \$326,438,161.74 research expenditures since 2003, primarily from federal agencies. The University's future includes a School of Medicine, increasing the ability of the region to meet the health needs of its population, as well as a School of Management.

GREEN CAMPUS

Merced is committed to reaching its goal of becoming the first zero net energy campus and climate-neutral university by 2020. A progressive climate action plan is in place that focuses on efficient use of current resources, efficient building design, recycling and on-site generation of renewable energy. With the campus' centralized infrastructure and thermal energy storage, the University saves energy and reduces peak period demands. UC Merced is the only U.S. university where every building on campus is LEED Certified. Building design and construction at UC Merced incorporates advanced techniques in energy and resource conservation and surpass California's Energy Efficiency Standards, achieving credits in all 10 LEED (Leadership in Energy and Environmental Design) categories for energy efficiency. In 2009, UC Merced completed construction of a 1-megawatt solar power system encompassing 8.5 acres southeast of the Science & Engineering Building and is in the process of installing another 1 MW rooftop solar. Once completed, the university will have over 30% of its current annual electrical load from on-campus Photovoltaic systems. Also, starting 2014, the university made an additional solar purchase that covers 60% of the current campus load. The university achieved 73% reduction of its waste solid diversion from the landfill.



In addition to these innovative energy efficiency strategies, land conservation is also a priority. Through a special collaboration with the Packard Foundation, the Hewlett Foundation, the Nature Conservancy and the State of California, UC Merced has set aside 25,000 acres of grassland habitat for permanent conservation.

PHILANTHROPIC SUPPORT

To help launch the University, enrich student life and provide scholarship funds for students, leading private, corporate and foundation philanthropists have committed donations since its inception. Private support lies at the heart of our University's vital partnerships with the community. Our gracious donors have continued to show support for UC Merced's mission by contributing funds to fill the gaps where public funding ends. This tremendous support ensures that our University has the opportunity to continue research and educational efforts that enhance lives for years to come.

OUR VALUES

PRINCIPLES OF COMMUNITY

The University of California, Merced, is a public, land-grant institution created to serve the communities of the San Joaquin Valley, the State of California, the Nation and the World through excellence in education, research and public service. These principles reflect our ongoing efforts to increase access and inclusion and to create a community that nurtures lifelong learning and growth for all of its members. We encourage every member of the UC Merced community to join us in our collective pursuit of these principles.

We recognize and celebrate the identities, values, and beliefs of our community.

We affirm the inherent dignity and value of every person while cultivating a campus climate rooted in mutual respect and compassion.

We uphold the right to freedom of expression and encourage a culture of dialogue, understanding and civility in all interactions. We seek to create a campus where rich tapestry of ideas is shared, collaboration is embraced, and innovation is promoted.

We pursue excellence in teaching and learning through contributions from all community members fostering a culture of open exchange.

We promote opportunities for active participation and leadership through our communities.

We champion civic engagement, environment stewardship, research and teaching that connect theory and practice to learning and doing.

We take pride in building, sustaining and sharing a culture that is founded on these principles of unity and respect.

CHILD ABUSE AND NEGLECT REPORTING ACT (CANRA)

California legislature passed a revision to the Child Abuse and Neglect Reporting Act that went into effect on January 1, 2013. The revisions to CANRA included a broadening of the definition of **Mandated Reporter** and the inclusion of post-secondary institutions

as organizations that must now comply with CANRA. Mandated Reporters are individuals required to report observed or suspected child abuse or neglect to designated law enforcement or social service agencies. CANRA requires employers, including the University, to identify Mandated Reporters and to secure, **as a condition of employment**, acknowledgement of their status and reporting obligations. *Failure to report suspected child abuse or neglect can result in criminal charges against the Mandated Reporter as an individual. Mandated Reporters include any University employees (this includes faculty and other academic personnel, including graduate students) who have contact with children on a regular basis, or who supervise others with such duties, with such activities occurring on the University's premises or at official University activities or programs.*

As a University employee, you may have contact with minors in a number of different scenarios, including, but not limited to, classroom and other instructional activities.

The acknowledgement form is included in the "new hire" documents completed at the beginning of employment with UC Merced. The acknowledgement form only needs to be signed and filed once. Training on Mandated Reporter requirements is optional; however, we strongly recommend that you review the obligations imposed on you **as an individual** if you are designated as a Mandated Reporter.



You may read the University of California CANRA policy at <http://policy.ucop.edu/doc/4000603/CANRA>, including FAQs about the policy and how it applies to UC employees. Additional supplemental material may be viewed at <http://minors.ucmerced.edu/Pages/default.aspx>



GETTING STARTED

As teachers, Lecturers:

- encourage the free pursuit of learning in their students;
- hold before their students the best scholarly and ethical standards;
- demonstrate respect for students as individuals;
- adhere to their roles as intellectual guides and counselors; and
- protect their students' academic freedom.



GENERAL EXPECTATIONS

Non-Senate Faculty are to meet with classes regularly, post and keep regular office hours open to students without prior appointment, hold examinations as scheduled, evaluate student work in a timely manner, and ensure that grades directly reflect course performance.

TEACHING LOAD

Instructional workload is established and maintained in accordance with the [Memorandum of Understanding for the Non-Senate Instructional Unit \(MOU\)](#). The full-time (100%) instructional workload standard for Lecturer appointments is six (6) instructional Workload Courses (IWCs) over two (2) semesters, or the equivalent. A full-time course load for a Lecturer teaching writing and/or foreign language courses will not exceed five instructional workload courses over two semesters. Please see [Article 24.A.2](#) of the MOU for the definition of an IWC.

CENTER FOR RESEARCH ON TEACHING EXCELLENCE (CRTE)

The Center for Research on Teaching Excellence (CRTE) advocates a union of scholarship and instruction grounded in the academic principles of research and evidence. To enable students to excel academically, they support a campus-wide culture that values, fosters and rewards continuous improvement in teaching and learning. The Center offers workshops, grant support, and consultations to faculty. These services give new and experienced faculty members feedback on their teaching and provide an opportunity to discuss teaching strategies in relation to classroom teaching goals. Faculty who are teaching in a new format or setting, are unaccustomed to the American classroom, or are simply interested in improving their teaching are also encouraged to use this resource to consider different techniques in light of their pedagogical goals. Any member of the faculty who is teaching a course or planning to teach a course may choose to consult the Center on issues related to classroom teaching. For an appointment, please contact extension 7950 or visit crte.ucmerced.edu.

FIRST-YEAR EXPERIENCE (FYE) FACULTY

The First Year Experience (FYE) for Faculty working group focuses on freshman teaching challenges and solutions with the goal of refining understanding of freshman preparation and needs a target for further instructional resource planning. Developed by UC Merced faculty for UC Merced faculty, the website fyefaculty.ucmerced.edu provides instructors of first-year students with resources to support their students' academic success.

The First Year Experience Faculty working group invites faculty take advantage of these faculty authored resources as well as to consider joining the FYE for Faculty working group which meets monthly to discuss select topics and share tips faculty have found effective in supporting freshman learning and academic success. You are welcome to join one or all of our meetings. For more information on the FYE Faculty, please contact the FYE coordinator Adriana Signorini (CRTE) (asignorini@ucmerced.edu).

REGISTRAR

The Office of the Registrar handles academic records, course schedules, registration, classroom assignments, and degree verifications. The Office of the Registrar is located in the Students First Center on the first floor of the Kolligian Library. Contact extension 7178 or visit registrar.ucmerced.edu.

ACADEMIC CALENDAR

The academic calendar contains important dates and deadlines. It is available for viewing online at registrar.ucmerced.edu.

REGISTRATION

UC Merced students register each semester using the interactive, web-based registration system, MyRegistration. This registration process includes enrolling in classes, paying fees and other financial obligations, filing a current address with the Office of the Registrar, and completing and filing other information forms. With UC Merced's MyRegistration, students will always receive the most up-to-date information regarding their registration and class enrollment.

CATCOURSES

CatCourses is UC Merced's online learning management system used to support the delivery of all course content for instruction. The online course environment is pre-loaded with all UC Merced courses, has up-to-date course rosters, and serves as the vehicle through which grades are submitted. CatCourses is an implementation of the cloud-based Canvas collaborative learning environment maintained by Instructure, and can be accessed by visiting <https://catcourses.ucmerced.edu>, or via links provided in the MyUCMerced portal, <https://my.ucmerced.edu>.

For questions, contact the IT Help Desk (helpdesk@ucmerced.edu) or visit <http://it.ucmerced.edu/catcourses/>.

GRADES

UC Merced Academic Senate regulation Part 1.50 (senate.ucmerced.edu) specifies the qualitative meaning of letter grades A - F, and a variety of codes for incomplete, withdrawals, and other actions that appear on students' transcripts. Instructors may exercise discretion in determining their grading policy within the norms of each School's practice.

The Office of the Registrar provides guidance on the administration of grades, grade changes, and appeals: (registrar.ucmerced.edu/policies/grades).

SUMMER SESSION

UC Merced Summer Session is committed to working with the campus community to build and deliver a strong base of high-demand core course offerings, as well as innovative programs and learning opportunities for current UC Merced students and visiting students. Summer Session seeks to increase student access to high-demand courses, help students make appropriate degree progress and enhance the university experience offered to students in the regular academic term. For more information, please visit the Summer Session Website: summersession.ucmerced.edu

LIBRARY

UC Merced Library staff are known for their expertise and collaborative approach as partners in teaching and research. The Library offers a number of services that support faculty in their teaching and research. Faculty are encouraged to collaborate with Library staff to ensure their teaching needs are met and that students are supported in their research and academic studies.

COLLECTIONS

Academic Resources

Faculty and students at UC Merced have access to the world's largest academic library, with access to over 70,000 online journals, 580 databases, and 5 million e-books. The Library aligns its in-house collection to the instructional focus of the campus and works with faculty to ensure the Library collection supports instructional goals. The Library welcomes suggestions for books and/or DVDs to be purchased for the UC Merced Library collection.

Interlibrary Loan (ILL)

Interlibrary Loan is a free service for UC Merced students, faculty and staff. Books and articles are usually delivered within 5 business days and requests can be made online through the Melvyl catalog or article databases. The library borrows from University of California campuses and also from campuses outside of the UC system. Interlibrary loan should not be used for textbooks or required reading materials.

Supplemental Course Resources (SCR)

When instructors need supplemental materials for their courses, the Library SCR service can make these materials available to students online through CatCourses. The service includes: securing materials



when available, determining if materials can be made available to students through Fair Use, and scanning and posting readings to your course in the CatCourses Learning Management System (LMS).

SUPPORT FOR STUDENT INSTRUCTION

Research Assignment Review

The Library offers assistance in the development of research assignments, including assignment review to ensure the Library's collection supports the assignment requirements and that students will be successful locating, evaluating and using needed information.

Online Guides and Tutorials

Librarians are available to create online research guides for use by students. These guides can include resources and tutorials that instructors want students to access for the duration of a course.

Instruction Support for Courses

Library instruction is offered through the Library in order to increase students' information literacy and research skills. Librarians customize classes to meet the instructor's teaching and learning goals and librarians can visit your class or offer a session in a Library classroom for groups with 24 students or less. Library classrooms allow for student interaction and have laptops available for student use during instruction sessions. Faculty are encouraged to attend instruction sessions with their class.



Reference Support

Students can contact a librarian for research assistance in a number of ways, including scheduling one-on-one research consultations with a librarian or chatting with a librarian through our 24/7 chat reference service.

Workshops & Tour

The Library offers additional assistance to students by offering workshops on topics related to finding and using information. Workshops offerings are listed on the Library website. Students can also learn more about the Library through a self-guided audio-visual tour available for checkout from the Library Services desk.

SUPPORT FOR RESEARCH

Digitization Services

The library can work with faculty and researchers on digitization projects that both promote the academic and research interests of UC Merced, as well as produce digital materials that will allow for greater access to the wider academic and research community. These digitization projects include the scanning of text-based materials, including performing OCR (Optical Character Recognition) on the scanned text, and creating digital files from select analog media formats.

Scholarly Publishing

Librarians are available to help identify appropriate and quality journals for publishing research. They are also versed in open-access publishing models and available to discuss a variety of publishing options.

Data Management

The Library is available to assist in all phases of the research data lifecycle from development of a data management plan required for most funding, through file organization, metadata selection, data sharing and archiving.

For more information, please visit the Library Website: library.ucmerced.edu.

STUDENT EVALUATIONS OF TEACHING

Students evaluate every course taught at UC Merced. Evaluation data from each course will be included in the instructor's file for personnel review.

Toward the end of the semester, students will receive an email prompting them to go to the course evaluation system, and complete evaluations for the courses in which they are enrolled. Once final grades have been posted by the registrar, all instructors are notified that they can view their course evaluations.

TEACHING AWARD

To encourage and recognize the outstanding work of Non-Senate Faculty in teaching undergraduates at UC Merced, the UC Merced Academic Senate confers the Distinguished Undergraduate Teaching Award for Non-Senate Lecturers. <http://senate.ucmerced.edu/awards>.

ACADEMIC HONESTY

Academic integrity is the foundation of an academic community. Academic integrity applies to research as well as to undergraduate and graduate coursework. Academic misconduct includes, but is not limited to: cheating, fabrication, plagiarism, altering graded examinations for additional credit, having another person take an examination for you, facilitating academic dishonesty, or other instances as further specified in campus regulations: (studentlife.ucmerced.edu/what-we-do/student-judicial-affairs/uc-conduct-standards).

Instructors (Senate Faculty, Lecturers, TAs and so forth) should explain to students at the outset of a course and on the syllabus the behavior expected of them when taking examinations or preparing and submitting other coursework.

Any member of the University community who suspects that a violation of the academic honesty policy may have occurred may report it to the Instructor of Record. If the Instructor of Record is unavailable, or the case is outside the scope of the course, it should be reported to the Dean of the School offering the course.

STUDENT REFERRALS

A variety of services is available at the UC Merced campus to assist students with academic and personal issues. Contact any of the offices listed below or reference their websites for more detailed information regarding their areas of service.

ACADEMIC ADVISING

Students are strongly encouraged to visit an Academic Advisor each semester. Advisors are pleased to meet with students at any time to assist in navigating UC Merced's student services, to discuss successes, doubts, struggles, and future goals, and provide references to the proper professionals when needed. If the student has declared a major, he or she may go directly to the School Advisor. Undeclared students can seek assistance from the Calvin E. Bright Success Center.

The Calvin E. Bright Success Center aims to provide academic assistance to students through a collaborative effort campus-wide, with the goal of helping students achieve academic success, overcome barriers, reach exciting milestones in their academic works, and develop leadership skills. The Center is located on the second floor the Kolligian Library (KL 222). Contact extension 7252 or visit learning.ucmerced.edu.



CENTER FOR CAREER AND PROFESSIONAL ADVANCEMENT

The Center for Career and Professional Advancement has a full range of programs and services to help students discover and achieve their career goals. The Center for Career and Professional Advancement staff also assists students in choosing majors, seeking internships, linking to on-campus employment, conducting job searches after graduation, and advising graduate students seeking a career in academia or in industry. The Center for Career and Professional Advancement can be reached at x7272 or visit hire.ucmerced.edu.

CAMPUS ADVOCACY, RESOURCES, & EDUCATION (CARE)

CARE provides prevention education and advocacy services for issues of sexual violence, dating/domestic violence and stalking. We serve all UC Merced affiliates including students, staff, and faculty. Find additional information at prevent-violence.ucmerced.edu

For advocacy and support contact Campus Advocate, Tamara Isaac-Cooksey, at (209) 386-2051 or the 24-hour crisis hotline through Valley Crisis Center at (209) 722-4357.

For training opportunities contact Director, Kari Mansager, at (209)228-7939.

COMMUNITY SERVICE OFFICER (CSO) PROGRAM

This program is committed to promoting safety and security on campus through the use of a wide array of services. CSOs are student employees, active members of the University community, and leaders among their peers. CSOs are easily identified by the yellow uniform that they wear and the Police Department ID card they carry. They provide a twenty-four-hour safety escort service, and can be reached by calling 209-CAT-COPS (ext. 2677).

DISABILITY SERVICES

UCM is committed to ensuring equal academic opportunities and inclusion for students with disabilities based on the principles of independent living, accessible universal design, and diversity. An integral part of this commitment is the coordination of effective academic access support services and other resources through Disability Services. Examples of these services include academic support, mobility assistance, proctoring services, and transcription services. Disability Services is located on the first floor of the Kolligian Library, and can be reached at extension 6996 or visit disability.ucmerced.edu.

EDUCATION ABROAD PROGRAM (EAP)

The UC Educational Abroad Program is the official systemwide study abroad program for the University of California. UC Merced students are encouraged to explore EAP because of a balance of academics, cost, convenience, services, reputation, program variety, and local expertise. Information about EAP and other study abroad options is available at studyabroad.ucmerced.edu.

INTERNATIONAL STUDENTS AND SCHOLARS (ISS)

International Students and Scholars assists with adjustments to life on campus and offers support to international students. More specifically, ISS is the resource for visa and immigration matters from the time required documents are prepared to apply for a student visa to the day the student completes his or her academic program at UC Merced.

Two major roles of ISS are to help the international student remain in legal status and to serve as a liaison with U.S. government agencies concerned with international students. In that capacity, ISS advisors are aware of special rules and regulations that apply to international students, and provide important information about issues including employment, finances and travel. International students are encouraged to contact ISS with all visa and immigration questions. Students will also receive counseling on academic, cultural and personal concerns.

ISS is located on the first floor of the Kolligian Library, within the Office of International Affairs. Contact: extension 4722 or visit iss.ucmerced.edu.

MERRITT WRITING PROGRAM

As one of the larger academic units on the UC Merced campus, the Merritt Writing Program offers an array of courses in which students explore the art of critical thinking, craft their written expression, and address a variety of issues and audiences. The program's interdisciplinary approach to writing offers students the opportunity to reflect broadly on their college education as well as to consider a range of pre-professional and academic opportunities.

The classes generally feature: about twenty students per section; teacher-student conferences; frequent written and verbal feedback on writing and ideas; interdisciplinary teaching, ranging from scientific literacy to aesthetic appreciation; conversational and collaborative in-class projects; portfolio projects that emphasize process and product in writing; and detailed assessment of student learning and teaching effectiveness. Contact: extension 7960 or writingprogram.ucmerced.edu.



STUDENTS FIRST CENTER

The Students First Center is the one-stop-shop for student services at the UC Merced campus. The SFC is the central location for admissions, financial aid, scholarships, student records, cashiering and registration and is available to help parents, students and visitors. Located on the first floor of the Kolligian Library, the SFC can be reached at 209-CATS-1ST (209-228-7178) or visit studentsfirst.ucmerced.edu.

STUDENT HEALTH SERVICES AND COUNSELING

One hallmark of a UC Merced education is an emphasis on wellness. "Wellness" encompasses an individual's social, physical, emotional, career, intellectual, environmental and spiritual health. The H. Rajender Reddy Health Center serves as the physical home of wellness, working with other campus departments and faculty to offer a range of wellness activities. The H. Rajender Reddy Health Center is located on the second floor of the Joseph Edward Gallo Recreation & Wellness Center. Hours may vary. For more information, call 228-2273 or visit health.ucmerced.edu.

Student Health Services provides quality primary medical care, with support services that include laboratory testing, prescriptions and over-the-counter drugs, and health education to the campus community. Primary care providers experienced in Family Medicine and student health issues are available by walk-in or appointment. They also assist students with referrals to specialty care or diagnostic testing. To schedule an appointment, call CAT-CARE or 228-2273.

Counseling and Psychological Services (CAPS) offers crisis intervention as well as short-term counseling services in individual, couple, and group formats, and can be reached at extension 4266 or visit counseling.ucmerced.edu.

STUDENT RIGHTS

NONDISCRIMINATION

It is illegal and against University policy to discriminate against a student on political grounds, or for reasons of race, religion, sex, sexual orientation, disability, ethnic or national origin, ancestry, marital status, medical condition, status as a Vietnam-era veteran or disabled veteran, or, within the limits imposed by law or University regulations, because of age or citizenship; or for other arbitrary or personal reasons.

FREEDOM FROM SEXUAL HARASSMENT

The University is committed to creating and maintaining a community in which all persons who participate in University programs and activities can work together in an atmosphere free of all forms of harassment, exploitation, or intimidation, including inappropriate sexual behavior. Sexual harassment is prohibited both by law and by University policy

STUDENT ORGANIZATIONS

Occasionally, Lecturers may receive social invitations from student organizations, such as invitations to participate in activities or to serve as advisors to student organizations. Any such participation by Lecturers is appreciated by the student groups and encouraged by the University. For further information on student organizations, contact the Office of Student Life at extension 5433 or visit studentlife.ucmerced.edu/.



RESOURCES

ACADEMIC PERSONNEL OFFICE (APO)

The Academic Personnel Office (APO) is the campus office of support for all academic appointees, including ladder-rank faculty. Led by the **Vice Provost for the Faculty** (VPF), the staff of the Academic Personnel Office facilitates the recruitment, appointment, advancement and retention of the most qualified and diverse faculty and other academic instructors and research personnel. Working in tandem with APPO (Academic Payroll), APO serves as a campus resource, ensuring appropriate safeguards and adherence to University, state and federal regulations are maintained. Contact the Academic Personnel Office at x7948 or visit academicpersonnel.ucmerced.edu.

ACADEMIC INFORMATION MANAGEMENT SYSTEM - DIGITAL MEASURES

Academic Affairs utilizes the academic information management system Digital Measures, a web-based software for higher education information management. It is available to Continuing Lecturers to organize curriculum vitae and bio-bibliographies to be utilized during the merit review process.

The UCM Digital Measures login utilizes Shibboleth single sign-on. If you are interested in accessing Digital Measures send an email to academicpersonnel@ucmerced.edu with "Continuing Lecturer access to Digital Measures" in the subject line. A staff member from APO will contact you and provide assistance.

ACADEMIC PERSONNEL MANUAL (APM)

The UC Academic Personnel Manual (APM) is the handbook of all policies and procedures pertaining to the employment relationship between an academic appointee and the University of California and as such is a critical resource for those who are or who work with academic appointees in all titles.

The Provost and Executive Vice President of Academic Affairs issues academic personnel policies on behalf of the Office of the President. These policies are maintained in the APM by the Office of Academic Personnel and Programs which is also responsible for maintaining the online version of the APM and posting any subsequent changes.

To review the APM, contact the Academic Personnel Office or go [here](#).

UC MERCED ACADEMIC PERSONNEL POLICIES AND PROCEDURES (MAPP)

UC Merced Academic Personnel Policies & Procedures (MAPP) governs and describes campus procedures for all academic personnel actions. Policies and procedures regarding terms and conditions of appointments in the Lecturer series which are not included in the MAPP are contained in [APM 283](#) and the [Memorandum of Understanding \(MOU\)](#) for the Non-Senate Instructional Unit (Unit 18).

The MAPP is revised and updated on an annual basis with input from the Academic Senate.

The MAPP can be found online [here](#).

MEMORANDUM OF UNDERSTANDING/BARGAINING AGREEMENT

The terms of employment for Lecturers have been negotiated with the American Federation of Teachers (AFT) union and are contained in a [Memorandum of Understanding](#). The MOU shall prevail if there is an apparent discrepancy between the APM and the MOU.

"PRE-SIX" APPOINTMENTS

During the first six years of service at UC Merced, Lecturer appointments are known as "pre-six" appointments. The MOU stipulates that when the University is considering reappointment of a pre-six Lecturer, the candidate must undergo a performance assessment prior to reappointment. Each unit or program will have different procedures for conducting this assessment, but the Lecturer must be notified of the review criteria, the form of assessment that the program or Unit will follow, and the timing of the review. Lecturers should consult their supervisors or Deans' Offices for details regarding the reappointment assessment. ([MAPP 3103](#))

Each Lecturer who embarks upon a seventh semester (fourth year) of service within the same School shall automatically receive a pay increase of two increments on the [Academic Salary Scale](#).

CONTINUING APPOINTMENTS

A Lecturer who has completed six years (12 semesters) of service in the same School is potentially eligible for a Continuing Appointment. Continuing Appointments have an indefinite end date, thus avoiding the need for annual or biannual assessments and reappointments, but do not confer tenure or security of employment. Continuing Appointees are reviewed by their Schools every three years to ensure that University of California standards of teaching excellence are being upheld. ([MAPP 3104](#))

NEEDS ANALYSIS

A Continuing Appointment can only be initiated, and subsequently continued, when the School Dean has determined that there is an instructional need for that appointment. Instructional need is established through the preparation of a Needs Analysis each Fall.

EXCELLENCE REVIEW

Once instructional need has been established, a Lecturer in his or her sixth year of service in the same School at UC Merced is eligible to undergo an Excellence Review. The Excellence Review will establish whether the candidate meets the excellence standard required for a Continuing Appointment. ([MOU Article 7b, 7c](#))



Lecturers enjoy a wide variety of employment benefits, some of which they share with all employees of the University of California, and some of which are unique. An enumeration of benefits can be found in [Article 11](#) and in [Appendix B](#) of the MOU.

Additional employment information can be found at atyourservice.ucop.edu.

LEAVES, VACATIONS AND MODIFIED DUTIES

SICK LEAVE AND VACATION

Lecturers do not accrue either sick leave or vacation credits.

PARENTAL LEAVE

Lecturers who bear a child or adopt are eligible for up to six weeks of disability leave for childbirth and recovery, regardless of the length of University service. Parents may request up to a year's parental leave without pay to care for a child. Parents preparing for and/or caring for a newborn or child under five years old may also be eligible for "active service-modified duties," a paid status that allows for a reduction in workload. ([APM 760-28](#))

ACTIVE SERVICES MODIFIED DUTIES (ASMD)

This is not a leave of absence; the Lecturer remains in service to the University with full salary and benefits, but with modified duties. For most Lecturers, this means a period in which he or she has a reduced teaching schedule. In order to be eligible, the Lecturer must have a full time appointment for at least one full academic year (two semesters). ASMD is available to any faculty member who is has substantial responsibility for the care of an eligible child. A faculty member is considered to have substantial responsibility if he or she has 50% or more of the day-to-day responsibility for the care of a child.

ABSENCES

Brief absences are arranged within your School or College. Longer leaves, with or without pay, require approval of the Dean and the Provost/EVC. In general, classes should not be cancelled unless there is compelling reason to do so. When circumstances related to illness or unanticipated problems arise, and you are not available to hold class, please notify your class via CatCourses of your absence. Please also send an email to your Academic Personnel contact in the School so that notice can be posted on your classroom door(s). If you are unable to email, please call your Academic Personnel contact in your School to notify him or her of your absence. Under no circumstances should you miss any aspect of your teaching duties for personal extracurricular activities. If your absence is related to extracurricular activities (i.e., academic conference, medical appointment, family or personal matter) it is your responsibility to make the necessary arrangements well ahead of time and arrange for a TA or colleague to substitute for you. A Leave of Absence request form (<http://academicpersonnel.ucmerced.edu/forms>) should be completed and submitted to your Academic Personnel contact in your School if an absence will be greater than three (3) business days. See the MOU, [Article 12](#) and [Appendix C](#) for a description of of available leaves and eligibility.

ON CAMPUS

BOOKSTORE

The Campus Store brings a modern touch to the tradition of high-quality bookstore service with online ordering. New or used class textbooks are available in the bookstore or online. You can shop from the comfort of your own home — or anywhere you decide to log on. Find all of your Golden Bobcat gear at the UC Merced apparel headquarters: t-shirts, sweatshirts, caps and more. Convenience items from snacks to batteries are also available.

Contact the Campus Store at extension 2665 or visit bookstore.ucmerced.edu.



CATCARD



The CatCard is a tool designed to make daily business and access on campus versatile while keeping data more secure. Catcards virtually eliminate the risk of compromised data or duplicated cards by utilizing industry-standard encryption techniques.

THE CATCARD IS USED ON CAMPUS FOR:

- Identification and status check
- Library card
- Building access
- Photocopying and printing
- Debit purchases at the Bookstore
- Campus Dining (including Lantern Cafe)
- Flex dollars prepaid services account
- Admission to the Gallo Recreation Center
- Admission to the Early Childhood Education Center



CatCards are available at the CatCard Office, located on the first floor of the library building, behind the Students First Center. Government or state issued photographic identification and Summary of Initial Hire (IDOC) forms from payroll are required.

For more information, call the CatCard office at extension 2228 or visit catcard.ucmerced.edu.

TRANSPORTATION AND PARKING SERVICES (TAPS)

TAPS is committed to providing safe and reliable parking and transit services for all students, faculty, staff and visitors. All faculty, staff and students are required to display a current UC Merced parking permit. Annual parking permits can be purchased at the TAPS office located in Facilities Building A or online at taps.ucmerced.edu. Tickets will be issued for vehicles that are in violation of regulations.

EARLY CHILDHOOD EDUCATION CENTER (ECEC)

UC Merced Early Childhood Education Center provides quality childcare for infants, toddlers and pre-school aged children at fees comparable to other local childcare agencies. ECEC provides a nurturing, developmentally appropriate environment where each child can explore and grow. The ECEC is open five days per week from 7:30 a.m. to 5:30 p.m. and operates around the UC Merced academic calendar. For more information, contact the ECEC at extension 5437 or visit ecec.ucmerced.edu.



IT HELP DESK

The UC Merced Information Technology (UCMIT) Help Desk provides UC Merced faculty, students and staff with customer service and support for computer hardware and software. The IT Help Desk is the first step in obtaining support; whether it is for UCMNetID password requests, email configurations, computer hardware failures, classroom technology questions or any other IT-related issues. Services are available by walk-in, over the phone, via e-mail or by appointment. IT is located in COB Suite 132A. Contact extension 4357 (HELP) or email helpdesk@ucmerced.edu.

MYUCMERCED

The UC Merced portal, myUCMerced, is the gateway for all IT support and service information, resources, as well as the means of access to Cat Courses. Log in at my.ucmerced.edu.

For questions, contact the IT help desk: helpdesk@ucmerced.edu.

FACILITIES MANAGEMENT

Facilities Management maintains and enhances buildings, grounds and infrastructure in a cost-effective, safe, and environmentally responsible manner.

For routine or non-critical work please submit a work order online via facilities.ucmerced.edu/fm-help.

For questions contact the FM help desk during regular business hours at extension 2986 or email fmhelp@ucmerced.edu. The after-hours emergency number is (209) 228-4218.

GALLO RECREATION CENTER

Membership at the Joseph Gallo Recreation Center is included in student fees for all currently registered graduate and undergraduate students. Faculty and staff memberships are available on a monthly basis. The faculty and staff membership provides full access to the entire recreation facility along with allowing the member to participate in Intramural Sports and receive member rates for Outdoor Adventure programs.

For more information please visit the Recreation and Athletics Website: recreation.ucmerced.edu

DINING

UC Merced Dining has a strong commitment to providing the highest quality, best-tasting and most diverse menu possible to the campus community. Our experience enables us to offer students flexible and varied meal options.

Located in the Valley Dining Commons is the Yablokoff-Wallace Dining Center which has multiple platform stations with a multitude of dining options. Located in the Kolligian Library is the Lantern Cafe. The cafe offers espresso drinks and pastries for breakfast, along with an extensive rotating lunch menu including salads, sandwiches, and wraps. Located just off Scholars Lane in the Summits Housing Community is the Summits Marketplace. The marketplace offers a large selection of snack items, fresh pre-made meals, milkshakes, smoothies, common grocery items, and much more. In the traffic quad located adjacent to the Kolligian Library is Diesel Dogs, and various food carts showcasing local eateries.

Dining services also provides catering for meetings, special events and activities. For additional information, call extension 3463 or visit dining.ucmerced.edu.

ARTS UC MERCED PRESENTS...

The University of California has a history of demonstrating great respect for the contribution that artists make to the quality of education and quality of life. The University plays an important role in the support and preservation of art and art forms that might otherwise be marginalized and largely unknown to the wider public. Arts UC Merced Presents featured artists who engage audiences, teach students, and preserve the notion that the arts not only entertain but also educate and enrich. Their mission is to provide enriched programming such as contemporary classical music, world music and dance, art created from new technologies, and cutting-edge works from contemporary theater artists and choreographers. For more information, please visit arts.ucmerced.edu.



OFF CAMPUS

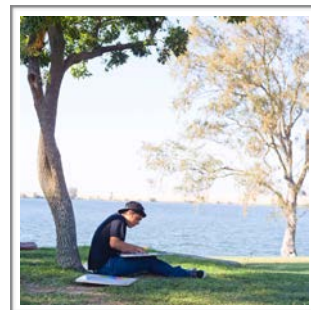
LOCAL ATTRACTIONS

APPLEGATE PARK ZOO

The Applegate Zoo is home to native Californian birds, reptiles and mammals including Boomer the UC Merced Bobcat.

LAKE YOSEMITE

Located directly west of the UC Merced campus, Lake Yosemite park offers camping, swimming, boating, picnic areas and barbecue facilities.



MERCED MULTICULTURAL ARTS CENTER - MERCED COUNTY ARTS COUNCIL

The Merced Multicultural Arts Center is a modern, three story facility providing space and support for arts education, training, world-class performances, tours, and five galleries showcasing arts and cultural exhibits of local, regional and national importance. Included is the Arbor Gallery, a retail cooperative of over 30 regional artists. For more information visit artsmerced.org.

PLAYHOUSE MERCED

Founded in 1994, Playhouse Merced is home to a live theater company that performs six main season shows and several limited-run shows. Playhouse Merced also offers classes in dance, acting and directing. See their website at playhousemerced.com.

MERCED SYMPHONY

With a history reaching back to 1958, the Merced Symphony is a revered institution in the community. More information is available at mercedsymphony.org.

LOCAL FAIRS AND FESTIVALS

Merced regularly features concerts, parades and celebrations:

- Merced Shakespearefest
- Central Valley Blues Festival
- Strawberry Music Festival
- Merced County Spring Fair
- Farmer's Market
- Art Hop
- Summerfest
- Merced County Fair



For additional information on local events and attractions, visit

yosemite-gateway.org.

MUSEUMS AND EDUCATIONAL OPPORTUNITIES

CASTLE AIR MUSEUM

Their collection includes planes from the WWII, Korean War and Vietnam War eras.

MERCED COUNTY COURTHOUSE MUSEUM

The museum houses 8500 square feet of exhibits, both permanent and rotating, which depict the history of Merced County as well as the settlers of the Great Central Valley. It is one of the oldest historical buildings in all of California and is included in the National Register of Historic Places.

MERCED AGRICULTURAL MUSEUM

Merced's agricultural museum depicts the lives of local farmers past. It features antique farm equipment, demonstrations, a living history program, 19th century wagons and a working blacksmith shop.

OTHER USEFUL LINKS

SCHOOL DISTRICTS IN MERCED COUNTY

mcoe.org/districts

GREAT VALLEY CENTER

greatvalley.org

MERCED SUN-STAR

mercedsunstar.com

MERCED CONFERENCE AND VISITORS BUREAU

yosemite-gateway.org

GREATER MERCED CHAMBER OF COMMERCE

merced-chamber.com

MERCED COUNTY ASSOCIATION OF REALTORS

mercedcounty.com

MERCED COUNTY FARM BUREAU

mercedcountyfb.org

TRANSPORTATION

CATTRACKS

The official transit system for the University of California, Merced, developed to create a transportation solution that uniquely serves the needs of students and faculty.

BIKE PATHS

Merced boasts over 12 miles of class one, grade-separated bike paths, which, along with the City's other bike lanes, connect most of Merced's open space park system. In all, 29 tree-shaded parks enhance the city's open space.

THE BUS

Timetables, maps and tips for travel within Merced County are available at mercedthebus.com.

RIDESHARE

Mercedrides will help you find other commuters living close to your home, who commute to a work or school site close to where you work or go to school. A voluntary service for those who choose to leave their cars parked in communities outside the Park and enjoy the journey along the way, seeing more of Yosemite than one can see from behind the wheel.

AMTRAK

The Amtrak San Joaquin trains run regularly through Merced and connect to places like Oakland, Sacramento, San Francisco and Los Angeles. Connections allow riders to travel anywhere in the United States. California Rail passes are available for travel anywhere in California.

GREYHOUND BUSES

Greyhound bus service is available in downtown Merced to locations across California and the United States.

MERCED REGIONAL AIRPORT AND LOCAL AREA AIRPORTS

Local airports include Fresno Yosemite International Airport, Merced Regional Airport, and the Sacramento International Airport.

For more information please visit these websites: flymercedairport.com, flyfresno.com, and sacramento.aero.

THE YOSEMITE AREA REGIONAL TRANSPORTATION SYSTEM (YARTS)

YARTS provides visitors to the Yosemite region with comfortable, economical, and convenient alternative to driving. Schedules and additional information are available at yarts.com.

HERTZ 24/7

Transportation and Parking Services (TAPS) is pleased to announce Hertz 24/7, hertzondemand.com/UCMerced, an alternative transportation program available to our campus community. Through the collaborative effort between TAPS and Hertz, this car sharing program has been brought to our campus and offers additional safe and convenient transportation options to our students, faculty and staff.

EXPLORE THE CENTRAL VALLEY - DAY TRIPS

There are a number of natural, cultural and recreational resources within a 1-4 hour drive of the campus. Windsurfing, hiking, major sports events, ski slopes, beaches, giant sequoias and even subterranean gardens are all within driving distance.

COLUMBIA STATE HISTORIC PARK - TUOLUMNE COUNTY

The Columbia State Historic Park, located in Sonora, is one of the most well preserved gold rush towns. There are opportunities to ride a 100 year-old stagecoach, take a horseback ride through the "diggins," pan for gold, or tour an active gold mine.

2 hours from Merced

FOSSIL DISCOVERY CENTER - MADERA COUNTY

Madera County, in partnership with the San Joaquin Valley Paleontology Foundation, completed a unique and exciting Fossil Discovery Center. The project is located at the Fairmead landfill in Madera County, the site of one of the largest middle-Pleistocene fossil excavations in North America. Located just off State Route 99 next to the landfill.

30 minutes from Merced

DON PEDRO RESERVOIR - TUOLUMNE COUNTY

Offering 160 miles of shoreline with nearly 13,000 surface acres of water (at maximum lake level), there is plenty of water on which to enjoy your favorite water sport. Boating, fishing (for bass, trout, salmon, crappie, bluegill and catfish), swimming, water-skiing, jet-skiing, windsurfing, sailing and house boating are some of the major water-oriented activities enjoyed at the lake.

1 hour from Merced

FORESTIERE UNDERGROUND GARDENS - FRESNO, CA

The Forestiere Underground Gardens were designed and hand-sculpted by Baldasare Forestiere, a Sicilian immigrant. A vineyardist and horticulturalist, Forestiere began in the early 1900s to carve and sculpt a unique underground retreat to escape the San Joaquin Valley's heat. Full of subterranean citrus trees and arches, the Gardens are on the National Register of Historic Places.

1 hour from Merced

LAKE MCCLURE & LAKE MCSWAIN RECREATION AREAS - MARIPOSA COUNTY

Whether you like to fish, boat, swim, camp or just want to enjoy a picnic day at the lake, Lake McClure and Lake McSwain offer your family some of California's best water-oriented recreation areas. Whatever your favorite great escape, Lake McClure and McSwain have it in a wide variety of recreational opportunities.

1 hour from Merced

PINNACLES NATIONAL PARK - SAN BENITO AND MONTEREY COUNTIES

Rising out of the chaparral-covered Gabilan Mountains, east of central California's Salinas Valley, is the spectacular remains of an ancient volcano. Massive monoliths, spires, sheer-walled canyons and talus passages define millions of years of erosion, faulting and tectonic plate movement. The monument is renowned for the beauty and variety of its spring wildflowers.

2 hours from Merced

SEQUOIA NATIONAL PARK AND KINGS CANYON - TULARE COUNTY

Ranging from 1,500' to 14,491' in elevation, these two adjoining parks protect immense mountains, deep canyons, huge trees, and stunningly diverse habitats. The Generals Highway climbs over 5000 feet from chaparral and oak-studded foothills to the awe-inspiring sequoia groves. From there, trails lead to the high-alpine wilderness that makes up most of these parks. Beneath the surface lie many beautiful caverns.

2 hours from Merced

YOSEMITE NATIONAL PARK

Yosemite National Park, one of the first wilderness parks in the United States, is best known for its waterfalls, but within its nearly 1,200 square miles, you can find deep valleys, grand meadows, ancient giant sequoias, a vast wilderness area, and much more.

90 minutes from Merced

COASTAL CITIES

- Monterey, Carmel, Santa Cruz *2.5 hours from Merced*
- San Francisco *3 hours from Merced*

DIAL 209-228-2677 (CAT COPS)

IT IS RECOMMENDED THAT YOU ADD THIS NUMBER TO YOUR CELL PHONE DIRECTORY

IMPORTANT CAMPUS PHONE NUMBERS

UC MERCED MAIN NUMBER

209-228-4400

UC MERCED EMERGENCY INFORMATION LINE

1-866-993-0969

UC MERCED DEPARTMENT OF PUBLIC SAFETY

209-228-2677 (CAT COPS)

EMERGENCY PREPAREDNESS AND RESPONSE

UC MERCED FIRE MARSHAL

209-217-7231

ENVIRONMENTAL HEALTH AND SAFETY

209-228-4234

OTHER EMERGENCY HELP

FACILITIES MANAGEMENT

209-228-2986

INFORMATION TECHNOLOGY

209-228-4357 (HELP)

PERSONAL SAFETY

CAMPUS ESCORT SERVICE

209-228-2677 (CAT COPS)

CAMPUS MEDIATION PROGRAMS

CAMPUS OMBUDSPERSON

209-228-4410

STUDENT CRISIS RESPONSE TEAM

209-228-2677

CAMPUS HEALTH SERVICES

209-228-2273 (Reddy Student Health Center)

EMPLOYEE ASSISTANCE PROGRAM

209-228-2363

COUNSELING AND PSYCHOLOGICAL SERVICES

209-228-4266

COMMUNITY SERVICES

MERCED POLICE DEPARTMENT

209-385-6905

MERCED FIRE DEPARTMENT

209-385-6891

MERCED COUNTY SHERIFF'S OFFICE

209-385-7445

MENTAL HEALTH SERVICES

209-381-6800

MERCY MEDICAL CENTER

209-385-7000

CHILDREN'S HOSPITAL

209-726-0199

For complete information on emergency plans and procedures, visit emergency.ucmerced.edu.

Campus Map

