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2020-21 Chairs Workshop #1
Supporting Early Career Faculty
Office of Vice Provost for the Faculty

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Introductions
1. Name and department
2. How long you've been Department Chair

Some aims of these workshops
1. Share information and network
2. Expand knowledge of leadership and chair expectations (per UC policy)
3. Provide updates from UCOP or senior UCM leadership
4. Identify issues that need attention

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Highlights from June 2020 chair survey

<table>
<thead>
<tr>
<th>Item</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workshops useful</td>
<td>80%</td>
</tr>
<tr>
<td>Frequency - about right</td>
<td>67%</td>
</tr>
<tr>
<td>Time allocation - about right</td>
<td>80%</td>
</tr>
<tr>
<td>Feel supported by Dean</td>
<td>80%</td>
</tr>
<tr>
<td>Feel supported by staff</td>
<td>80%</td>
</tr>
<tr>
<td>Familiar w. APM 245 duties</td>
<td>87%</td>
</tr>
<tr>
<td>Meeting asst. profs one or more times a semester</td>
<td>73%</td>
</tr>
</tbody>
</table>

Challenges: COVID-19 disruptions and extra work beyond standard duties; climate issues

Successes: Recruitment; award nominations; large research grants; cultivated and maintained good departmental climate; helped faculty adapt with COVID-19

Other support from VPF
- 1:1 meetings w. VPF; more say on administrative and university processes
- Helped with allocation of resources; deans should give more financial responsibility, staff

Suggested topics for future workshops:
- Administrators (EVC, Chancellor, EVC Provost, dean panel);
- Visitors from other UCs;
- Managing conflict and climate issues;
- Handling committee assignments;
- Writing transmittal letters;
- Time management and prioritization
- Suggested topics for future workshops:
  - Go through list of chairs' duties and have workshops on them; how to treat job candidates; discuss how depts function/what they do (variability); learn from experienced UC chairs; put what we discuss into a three-hole binder (permanent reference)

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Department chairs meeting with CAP, VPF, APO

September 3, 11-12
https://ucmerced.zoom.us/j/98491583702

Ashlie Martini, CAP Chair
Simrin Takhar, Principal Analyst
Teenie Matlock, VPF
Kelly Anders, Assistant VP of Academic Personnel

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Herbie Lee, Senior Leadership, UCSC

Discussion topic: How to be an effective leader

Herbie Lee, Professor of Statistics in the Jack Baskin School of Engineering, has been Vice Provost for Academic Affairs (VPAA) at UCSC for 10 years. As VPAA, Lee provides administrative leadership in key academic areas, including program development and review, resource allocation, leadership development, accreditation, administrative processes, and faculty policy. In the position, he also oversees the UCSC Arboretum and serves as the campus’s chief diversity officer for faculty — helping promote diversity, equity, and inclusion at UCSC.

Lee’s B.S. is from Yale University, and his PhD, from Carnegie Mellon University. He was a post-doc at Duke University before joining the UCSC in 2002. His research interests include Bayesian statistics, computer simulation experiments, inverse problems, spatial statistics, and neural networks.

APM 245

"The chair of a department of instruction and research is its leader and administrative head."

As leader of the department, you are

1. in charge of planning teaching, research, and other functions [...] expected to keep the curriculum of the department under review, and to maintain a climate that is hospitable to creativity, diversity, and innovation.

2. responsible for the recruitment, selection, and evaluation of faculty and staff. In consultation with colleagues, you recommend appointments, promotions, merit advances, and terminations [...] responsible for maintaining a department affirmative action program for faculty and staff personnel, consistent with University affirmative action goals. [...] make sure that faculty members are aware of the criteria prescribed for appointment and advancement, and you make appraisals and recommendations in accordance with the procedures and principles stated in the President’s Instructions to Appointment and Promotion Committees.

3. receptive to questions, complaints, and suggestions from members of the department

Supporting early career faculty

Meet 1:1 regularly (+1 a semester), and in groups?

Show concern for career and success at UC Merced and beyond

Check in, ask what they need

Encourage them to speak up in faculty meetings

Nominate them for awards

Point to funding opportunities [e.g., extramural funding, Hellman, CITRIS]

Provide mentoring options

Know of/discuss accommodations they may need

Stop-the-Clock (APM 133-17-h[3])

ASMD (Active Service Modified Duties, APM 760-28)

AFTER MCA: GIVE FEEDBACK
### EVENTS FOR EARLY CAREER FACULTY

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>On the Path to Tenure: Getting started</td>
<td>Aug 11, 18</td>
<td>done</td>
</tr>
<tr>
<td>New Faculty Orientation</td>
<td>Aug 24</td>
<td>8:45-2:30</td>
</tr>
<tr>
<td>On the Path to Success: Q&amp;A w. CAP, VPF, APO</td>
<td>Sept 10</td>
<td>Noon, 1:00</td>
</tr>
<tr>
<td>On the Path to Success: Managing work during COVID-19</td>
<td>Aug 17, 18, 20</td>
<td>Noon</td>
</tr>
<tr>
<td>Coffee Hour w. VPF &amp; AVPF</td>
<td>Sept 8 (10:00)</td>
<td>Oct 6(1:00), Nov 3(1:00)</td>
</tr>
<tr>
<td>On the Path to Tenure: Self Statement Writing Workshops</td>
<td>Spring 2021</td>
<td>TBD</td>
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</tbody>
</table>

### Mentoring for your early career faculty

- Collaborative process aimed at sharing knowledge & guidance
  - hierarchical/vertical, formal/informal, short/long-term, internal/external
- Several units offer mentoring programs on campus
  - SSHA Mellon Program
  - VPF Faculty Mentoring and Networking Program
  - Departments – assign advisor/mentor to new assistant profs
- National Center for Faculty Development and Diversity
  - [www.FacultyDiversity.org/Join](http://www.FacultyDiversity.org/Join)

### Teaching resources

**Faculty Support Resources for Remote Instruction**
- Center for Engaged Teaching and Learning [https://cetl.ucmerced.edu](https://cetl.ucmerced.edu)
- Office of Information Technology [https://it.ucmerced.edu](https://it.ucmerced.edu)

### Climate, conflict, complaints, grievances

- Try to work with faculty on issues
- Educate people
- Be familiar with APM 015 Faculty Code of Conduct
- Magnified? Need input?
  - Contact Vice Provost for the Faculty Office
  - Zulema Valdez, Associate Vice Provost for the Faculty reload
  - Work your dean when it makes sense
Have an academic personnel question?

You can contact
APO  academicpersonnel@ucmerced.edu
Kelly Anders, Assistant VP of Academic Personnel
Teenie Matlock, Vice Provost for the Faculty

Work with your AP School Staff
SNS Dora Lopes, SSHA Becky Smith, SOE Rosanna Barron

Don’t go to EVC/Provost Gregg Camfield for pedestrian questions – busy with high level strategic planning, COVID-19 planning, etc.

How many UC letters are really needed for tenure review?

How do Stop-the-Clocks work?

What's the process for hiring Visiting Professor?

What counts as a conflict of interest on a review committee?