

Faculty Handbook

Distributed by the Academic Personnel Office

2015 - 2016



Explore
Possibilities



UCMERCED



OFFICE OF THE PROVOST AND EXECUTIVE VICE CHANCELLOR

UNIVERSITY OF CALIFORNIA, MERCED
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Dear Members of the UC Merced Faculty:

As we begin our tenth year on campus, I am pleased to welcome you to the faculty of the University of California, Merced. We all play an important role in carrying out the University's mission of teaching, research and service, and the Academic Personnel Office has developed this handbook to help you be successful in this endeavor.

The beginning of each academic year presents direct evidence of how rapidly our campus community is growing. During the course of the 2014-2015 academic year, enrollments will exceed 6,000 students. Applications continue to hit new records each year. Our students are remarkable young men and women who inspire others, eagerly take on leadership roles, and meet the challenges of multiple responsibilities and commitments. UC Merced has a growing presence and has gained a reputation for providing a student-friendly, supportive campus that offers a UC-quality education.

Our faculty ranks also continue to grow and now include over 200 ladder-rank FTE and over 150 lecturers. During the coming years additional searches to fill faculty lines will be completed. UC Merced faculty have developed nationally-recognized research programs in fields such as cognitive science, water resource management, solar energy, and stem cell research, to name but a few. We're excited about the contributions that you also will make to the campus' educational and research reputation.

Our campus footprint also continues to grow. Science and Engineering II came on line this year and construction began north of the Kolligian Library on the Classroom Office Building 2, which will provide approximately 51,000 assignable square feet of flexible classroom, academic support, research and office space. Our long-range development plans approved in May 2013 by the UC Board of Regents' Committee on Grounds and Buildings will ensure the phased delivery of the academic research and student-support space needed to accommodate our growth to 10,000 students.

I am hopeful that you will find the information in this handbook useful as you begin your career at UC Merced. The faculty, staff, and students all welcome you to the newest campus of the University of California and hope that your career at UC Merced will be enjoyable and productive.

Sincerely,

A handwritten signature in black ink, reading "Thomas W. Peterson".

Thomas W. Peterson
Provost and Executive Vice Chancellor

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About UC Merced



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 opened 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 have come to us from some of the world's top-ranked universities.

Our student body numbers more than 6,500 (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 a growing 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 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 the academic management team providing leadership in support of academic personnel matters.

MARJORIE ZATZ

Vice Provost and Dean for Graduate Education

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

ELIZABETH WHITT

Vice Provost and Dean for Undergraduate Education

Member of the 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 Central 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's 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.

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 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 gap 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, environmental 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, 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. There are many opportunities to work with minors, in either funded or volunteer activities, including but not limited to: research or outreach programs that you might be conducting to meet the broader impact objectives of an NSF grant; grant-funded training programs; the mentoring of minors as researchers in your laboratory or research group; or classroom and other instructional activities.

In addition, the participation of your graduate students or any other personnel you supervise, in any activities that require regular contact with minors designates you as a Mandated Reporter. For example, a faculty member who does not have contact with children on a regular basis, but supervises a graduate student who does have contact with children as part of a research project or other University program, would also be a Mandated Reporter under the CANRA law, as would the graduate student.

The acknowledgment 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 obligations 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 policy.ucop.edu/doc/4000603/CANRA, including FAQs about the policy and how it applies to UC employees. Additional supplemental materials may be viewed at <http://minors.ucmerced.edu/Pages/default.aspx>

You may also want to review the UC Minors in Laboratories policy at policy.ucop.edu/doc/3500602/MinorsLabsShops.



GETTING STARTED

As teachers, faculty members:

- 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 role as intellectual guides and counselors; and
- protect their students' academic freedom.

GENERAL EXPECTATIONS

Faculty members 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

The teaching load varies among schools. New appointees may wish to consult their Dean's Offices regarding the specific course load they will be expected to carry.

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 x7950 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 as 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 to take advantage of this faculty authored resource 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, Summer Session and degree verifications. The Office of the Registrar is located in the Students First Center on the first floor of the Kolligian Library. Contact x2734 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.

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, withdrawal, 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).

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

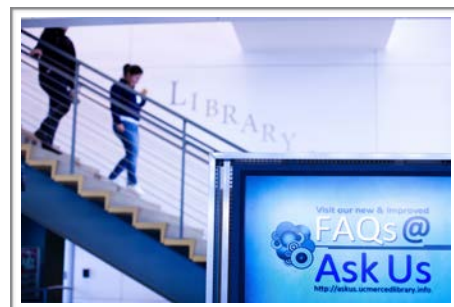
Faculty and students at UC Merced have access to the world's largest academic library, with access to over 70,000 online journals, 580 databases, and 5 million e-books. The Library aligns its in-house collection to the instructional focus of the campus and works with faculty to ensure the Library collection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

In order to establish fair and standardized procedures for obtaining student evaluations, sufficient class time must be designated during the last two weeks of the term for students to complete the questionnaire. Students shall be informed about the purpose of the evaluation and be allowed to complete the questionnaire while the faculty member is absent from the room. Each School develops, distributes, collects, and summarizes the evaluations. The report and evaluations are available to the instructor only after final grades have been submitted. The instructor under evaluation is prohibited from handling original student evaluations.

TEACHING AWARDS

The Academic Senate recognizes distinguished faculty teaching by offering the following monetary awards:

Senate Faculty Distinguished Undergraduate Teaching Award. To encourage and recognize individual excellence in teaching at the undergraduate level.

Senate Distinguished Graduate Teaching/Mentorship Award. To encourage and recognize individual excellence in teaching at the graduate level and mentorship of graduate students.

Senate Award for Distinguished Early Career Research (Non-Tenured Faculty). To encourage and recognize individuals for research and/or other creative activities that have had a major impact on the field, either through a sustained record of contributions or through a specific, highly influential contribution.

Senate Award for Distinction in Research (Tenured Faculty). To encourage and recognize individuals for research and/or other creative activities that have had a major impact on the field, either through a sustained record of contributions or through a specific, highly influential contribution.

The Dr. Fred Spiess Award for Distinguished Service to the Academic Senate. To recognize a member of the faculty who has performed outstanding service to the Academic Senate (campus and/or system-wide) and whose contributions have had a major impact on faculty governance.

Senate Award for Distinguished Scholarly Public Service. To recognize a faculty member who has energetically and creatively applied his or her professional expertise and scholarship to benefit the local, regional, national, or international community.

Distinguished Undergraduate Teaching Award for Non-Senate Lecturers. To encourage and recognize the outstanding work of non-Senate Lecturers in teaching undergraduates at UC Merced.

Initial nominations for the awards will be accepted from any member of the academic community (students, faculty, staff, alumni). The nomination should discuss reasons for the award to the faculty nominee based on the criteria listed above and be submitted to the Academic Senate Office (senate.ucmerced.edu).

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 can be found on the [Office of Student Conduct Website](#).

Instructors (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 are 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.

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, SFC can be reached at 209-CATS-1ST (209-228-7178) or visit studentsfirst.ucmerced.edu.

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 work, and develop leadership skills. Contact x7252 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.

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 can be reached at x6996 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.

GRADUATE STUDENT SERVICES

Graduate Student Services (GSS) is a centralized resource for graduate students at UC Merced. GSS develops services and support systems to serve the unique needs of graduate students in the areas of housing and transportation, finances and employment, health services, family and social life and funding resources. Contact: x4621 or gradlife.ucmerced.edu. The Graduate Advisors Handbook is a reference for faculty members in their role as mentors for graduate students: graduatedivision.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: x4722 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: x7960 or writingprogram.ucmerced.edu.

STUDENT HEALTH AND COUNSELING SERVICES

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 x4266 or visit counseling.ucmerced.edu.

UNIVERSITY OF CALIFORNIA IN THE DISTRICT OF COLUMBIA (UCDC)

The University of California has extended its mission of service, teaching and research to the nation's capital. The UC Washington Center is a multi-campus residential, instructional and research center that provides students and faculty from the University of California with opportunities to research, work, study and live within the rich cultural, political and international heritage of our capital city. Contact: x4598 or visit ucdc.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.



The University of California is committed to the achievement of the highest ethical and legal standards of research conduct and practices, and promotes an environment of compliance, responsibility, and conscience.

As the first American research university created in the 21st century, UC Merced is positioned to establish new ways to conduct research in support of the University's educational mission. The following offices are available to assist you in establishing and maintaining your individual research program.

OFFICE OF RESEARCH AND ECONOMIC DEVELOPMENT

The Office of Research and Economic Development provides leadership, education and oversight to support scholarly investigation and research at UC Merced. To highlight the significant research and scholarship taking place on campus the Office of Research hosts Research Week, a once-a-year event open to students, faculty and staff. The Office of Research and Economic Development can be reached at x.4371 or visit research.ucmerced.edu.

SPONSORED PROJECTS OFFICE (SPO)

Sponsored Projects is responsible for the pre- and post-award services of faculty research grants, co-operative agreements and contracts. SPO functions include the following:

- facilitate research administration
- expenditure monitoring & approvals
- monthly award reporting and projections
- resource for policy and compliance standards
- reconciliation
- cost share reporting
- award re-budgeting
- final close out

To contact Sponsored Projects Services email spo@ucmerced.edu or visit our website at <http://spo.ucmerced.edu>.

BUSINESS DEVELOPMENT

In general, the University does not request faculty or student authors to assign copyrights to the institution. Personal work is considered work of the creator, unless the work is commissioned as a special assignment separate from the general obligation to produce scholarly works. The University of California does require all employees (including those in employment titles reserved for students), as a condition of employment, to assign to the institution the patent rights for inventions growing out of research conducted under the auspices of the University. The University underwrites the costs of securing the patent and developing techniques for technology transfer, and shares royalties with persons whose inventions prove marketable.

RESEARCH DEVELOPMENT SERVICES (RDS)

RDS works with UC Merced faculty to develop and submit extramural research funding proposals with a primary focus on large multi- and interdisciplinary, team-based collaborative proposals and proposals to support graduate research. We provide advice and support in developing successful proposals that blend faculty expertise with funding opportunity requirements and policies and work to build relationships with extramural research funding agencies and potential collaborators. For more information, please visit rds.ucmerced.edu.

OFFICE OF RESEARCH COMPLIANCE AND INTEGRITY

The University of California is committed to the achievement of the highest ethical and legal standards of research conduct and practices, and promotes an environment of compliance, responsibility, and conscience. The duty of the Office of Research Compliance and Integrity is to provide broad oversight, resources, training and education for the integrity and compliance issues relating to the conduct of research practices at UC Merced. For more information, contact 209-383-8655 or visit rci.ucmerced.edu.

CONFLICT OF INTEREST

University policy encourages faculty to participate in outside professional activities, but discourages any of its faculty, staff, and managers from engaging in an activity which creates a conflict of interest between their official duties and any other activity. In particular, principal investigators must disclose whether they have financial interests in any non-government sponsors who may fund their research. ([APM 025](#))

HUMAN SUBJECTS

All research on human subjects and all other activities, which in part involve human subject research, regardless of sponsorship, must be reviewed and approved by the UC Merced IRB (Institutional Review Board), or registered exempt by the Office of Research IRB Administration prior to initiation. This includes all interventions and interactions with human subjects for research, including advertising, recruitment and/or screening of potential subjects. The Office of Research will work with the Institutional Review Board (IRB) to identify any investigators who are conducting human subject research with minors.

RESEARCH WITH ANIMALS

Federal law and University and campus policies mandate that all research, teaching, and testing activities involving vertebrate animals must receive prior review and approval by the Institutional Animal Care and Use Committee (IACUC), regardless of the funding source, animal use site, or species of animal used.

The UC Merced Department of Animal Research Services (DARS) is composed of a team of professionals committed to the advancement of science in collaboration with the research community by promoting the humane care and use of animals used in biomedical research and teaching. For more information, call x4189 or visit larc.ucmerced.edu.

ENVIRONMENTAL HEALTH AND SAFETY

The Office of Environmental Health & Safety (EH&S) provides a wide variety of services to faculty, students, and administrative staff to ensure that the campus operates in a safe and environmentally sound manner. These services include the development and implementation of policies, programs and plans related to biological, chemical, industrial and radiation safety; injury and illness prevention; medical surveillance; hazardous materials and emergency response; animal use and care; hazardous waste management; pollution prevention; and environmental stewardship. EH&S provides training on these topics and assists faculty, students and administrative staff in interpreting, applying, and maintaining compliance with applicable laws, regulations, and permits. EH&S is responsible for local, state, and federal environmental permitting as it relates to campus development. Finally, EH&S coordinates the University's response to external regulatory agencies concerned with workplace health, safety, and environmental compliance, and manages the UC Merced Safety Committee.

NEW PRINCIPAL INVESTIGATORS

UC Merced's Office of Environmental Health & Safety is available to assist new faculty members in beginning research quickly while achieving compliance with all relevant laws and regulations.

RESPONSIBILITIES:

As a principal investigator, you are the "administrative official" who is responsible and ultimately accountable for compliance with all applicable laws and regulations related to a research laboratory.

PIs are responsible for:

- Understanding the hazards of their work environment. Mitigating hazards as they become aware of them.
- Putting safety programs in place.
- Requiring employees to attend applicable EH&S lead training.
- Providing job specific training and new worker orientations for employees under their authority.

For more information, contact the Environmental Health and Safety Office at x7864 or visit ehs.ucmerced.edu.

RESEARCH INSTITUTES AND CENTERS

SIERRA NEVADA RESEARCH INSTITUTE (SNRI)

Faculty, researchers, and students in the Sierra Nevada Research Institute conduct basic and applied research on issues such as rapid population growth, competition for natural resources, air, water and soil pollution, climate change and competing land uses, using the San Joaquin Valley and the Sierra Nevada as their "outdoor laboratory".

SNRI's mission is to discover and disseminate new knowledge that contributes to sustaining natural resources and promoting social well-being in the San Joaquin Valley and Sierra Nevada regions of California and related regions worldwide, through integrated research in the natural, social, and engineering sciences.

HEALTH SCIENCES RESEARCH INSTITUTE (HSRI)

The Health Sciences Research Institute (HSRI) is a catalyst for important and innovative research on complex human health issues that affect both the San Joaquin Valley and the world. HSRI brings together skilled faculty who possess expertise in a wide range of health-related fields.

CENTER FOR THE HUMANITIES

The Center for the Humanities is committed to stimulating individual and collaborative research and scholarly work which explores both human experience and human consciousness, as well as the cultural products - art, literature, music, material culture - that record, reflect, and express them. The Center supports the exchange of intellectual and creative ideas and activities among faculty, students, and the broader regional community.

BLUM CENTER FOR DEVELOPING ECONOMIES

The mission of the Blum Center is to catalyze improvement in quality of life for the least prosperous people of the San Joaquin Valley and Sierra Nevada, as well as for analogous regions around the globe, through research, innovation in deployable technology, transformational educational experiences and community partnerships.

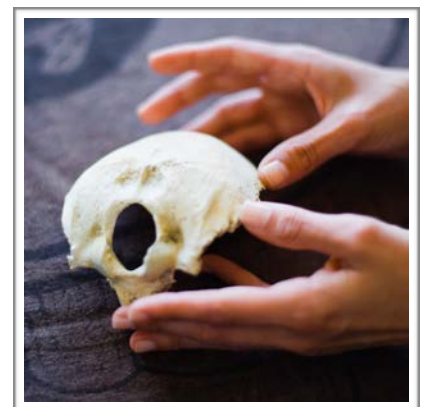
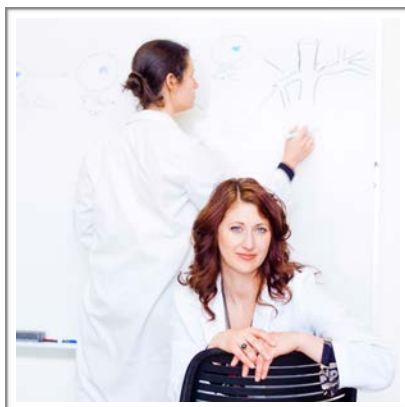
CENTER FOR COMPUTATIONAL BIOLOGY

The CCB sponsors multidisciplinary scientific projects in which biological understanding is guided by computational modeling. The Center also facilitates the development and dissemination of undergraduate and graduate course materials based on the latest research in computational biology.

COLLABORATIVE PARTNERSHIPS

UC Merced also has entered into collaborative partnerships with the National Park Service, the Lawrence Livermore National Laboratory, The Great Valley Center, and the Central Valley Higher Education Consortium.

Educational outreach centers are operational in Bakersfield and Fresno, with dozens of professional development programs for K-12 teachers and administrators, interaction with students at each of the 144 Valley high schools and educational opportunities for students who want to take classes in the summer.



CAMPUS SERVICE

COMMITTEES

Because of the University of California's strong tradition of shared governance, the faculty routinely participates in campus decision-making through service on three kinds of committees: School, Academic Senate and administrative committees.

Individual Schools vary in the number and makeup of the committees through which they transact their business, but most Schools have standing faculty committees to deal with curriculum, undergraduate and graduate affairs, and academic personnel decisions. Service on a School committee can be a good way for junior faculty to both interact with their senior colleagues and to begin developing a career record for service.

Academic Senate committees establish academic policy and advise senior administrators on a variety of issues including budget, allocations of faculty positions, establishment and disestablishment of academic programs, faculty hiring, awarding of tenure, faculty welfare, degree requirements, academic freedom, affirmative action, capital projects, computing and technology, research, library, effective teaching, scholarships and prizes, and the Senate's own organization. For a complete list of Senate committees and their functions, contact the Senate office at x4369 or visit senate.ucmerced.edu.

One of the most important committees is the Committee on Committees. The faculty elects its members, and its function is to name faculty members to serve on both Senate and administrative committees.

Administrative committees are usually appointed by the chancellor or one of the vice chancellors and include faculty, students, and staff. Administrative committees address non-academic issues which are of concern to all campus constituencies, such as safety, buildings, and grounds.



STUDENT ORGANIZATIONS

Occasionally, faculty members 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 faculty members is appreciated by the student groups and encouraged by the University. For further information on student organizations, contact the Office of Student Life at x5433 or visit studentlife.ucmerced.edu.

SERVICE TO YOUR DISCIPLINE

You serve your academic discipline by participating in conferences, planning events that bring outstanding scholars to UCM, serving on editorial boards or as an outside reader for scholarly journals, giving guest lectures at other institutions, consulting, and by other means of disseminating knowledge in the field.

COMMUNITY SERVICE

The University of California encourages faculty members to seek opportunities to communicate with the public about their research activities in pursuit of fostering community and educational partnerships. This includes public lectures, sharing expertise with the news media, volunteering for a variety of community organizations and governing boards and outreach and education of potential UC Merced students and their families.

For assistance with media relations, contact University Communications at x4483 or visit communications.ucmerced.edu.

The Office of Student Affairs coordinates outreach with local schools and community organizations. For information on these activities, contact x4482 or visit studentaffairs.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 faculty members to organize curriculum vitae and create reports utilized during the review process for career advancement and promotion, personnel management, the UCM website, accreditation, grant/funding applications and other needs. The advantage of taking the time to organize information this way is that it becomes flexible in the ways it can be searched, formatted and represented in order to match different needs, styles and presentations. Data you enter into Digital Measures is used to prepare reports (e.g. annual honors and awards) for submission to the Office of the President (UCOP) and to prepare the bio-bibliography, the documentation of scholarly work and professional activities, that will be included in your review materials.

To log in, use your UC Merced logon credentials: [Digital Measures](#).

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)

The MAPP is the campus manual for local academic personnel policies and procedures. The MAPP governs and describes campus procedures for all academic personnel actions, and is issued by the Academic Personnel Office on behalf of the Provost and Executive Vice Chancellor. Intended as a supplement to the APM, the MAPP must always be used in conjunction with the APM.

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

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

RANKS AND TENURE

There are three ladder faculty ranks: Assistant Professor, Associate Professor, and Professor. Within each rank are salary steps.

Assistant Professors are appointed for two-year terms, renewable following positive reviews for a maximum of eight years. Tenure review customarily takes place during an Assistant Professor's sixth year of service. Associate Professor and Professor appointments are tenured. These appointments are for an indefinite period and are subject to termination only for just cause. Circumstances that qualify as just cause can be found in the [APM](#).

CRITERIA FOR FACULTY REVIEW

The University of California considers four criteria during the review process: 1) teaching, 2) research and other creative work, 3) professional activity, and 4) University and public service.

TEACHING

Clearly demonstrated evidence of high quality in teaching is an essential criterion for appointment, advancement, or promotion. Under no circumstances will a tenure commitment be made unless there is clear documentation of ability and diligence in the teaching role.

Among significant types of evidence of teaching effectiveness are the following: (a) opinions of other faculty members knowledgeable in the candidate's field, particularly if based on class visitations, on attendance at public lectures or lectures before professional societies given by the candidate, or on the performance of students in courses taught by the candidate that are prerequisite to those of the informant; (b) opinions of students; (c) opinions of graduates who have achieved notable professional success since leaving the University; (d) number and caliber of students guided in research by the candidate and of those attracted to the campus by the candidate's reputation as a teacher; and (e) development of new and effective techniques of instruction, including techniques that meet the needs of students from groups that are underrepresented in the field of instruction. (APM 210-1.d.1)

RESEARCH

A record of research needs to show growth, independence and direction. It is expected that completion of one project opens pathways to others. Textbooks, reports, circulars, and similar publications normally are considered evidence of teaching ability or public service. However, contributions by faculty members to the professional literature or to the advancement of professional practice or professional education, including contributions to the advancement of equitable access and diversity in education, should be judged creative work when they present new ideas or original scholarly research. In certain fields such as art, architecture, dance, music, literature, and drama, distinguished creation should receive consideration equivalent to that accorded to distinction attained in research. (APM 210-1.d.2)

PROFESSIONAL ACTIVITY

A demonstrated distinction in the special competencies appropriate to the field and its characteristic activities is recognized as a criterion for appointment or promotion. The candidate's professional activities will be examined for evidence of achievement and leadership in the field and of demonstrated progressiveness in the development or utilization of new approaches and techniques for the solution of professional problems, including those that specifically address the professional advancement of individuals in underrepresented groups in the candidate's field. (APM 210-1.d.3)

UNIVERSITY AND PUBLIC SERVICE

The faculty plays an important role in the administration of the University and in the formulation of its policies. Recognition is given to scholars who prove themselves to be able administrators and who participate effectively and imaginatively in faculty government and the formulation of departmental, college, and University policies. Service by members of the faculty to the community, State, and nation, both in their special capacities as scholars and in areas beyond those special capacities when the work done is at a sufficiently high level and of sufficiently high quality, is likewise recognized as evidence for promotion.

Faculty service activities related to the improvement of elementary and secondary education represent one example of this kind of service. Similarly, contributions to student welfare through service on student-faculty committees and as advisers to student organizations are recognized as evidence, as are contributions furthering diversity and equal opportunity within the University through participation in such activities as recruitment, retention, and mentoring of scholars and students. (APM 210-1.d.4)

REVIEW PROCESS

The decision to retain, grant tenure to, or promote a faculty member is among the most vital that takes place in a university. One key measure of the excellence of a university is the quality of its faculty and their scholarly achievements. The policy and procedures for the review and evaluation of faculty are designed to equitably document and assess the performance of individual faculty members, rewarding both excellence and diversity in contributions made to the Schools' and University's goals. In the development of these policies and procedures, the University recognizes the uniqueness of individual faculty members, the schools of which they are a part and their specific fields of research.

FREQUENCY OF REVIEWS

University of California faculty members undergo review for merit increases on a regular schedule. Assistant Professors are on a two-year cycle. In addition, Assistant Professors undergo a mid-career appraisal during year four and a full review for tenure evaluation, usually during year six. In exceptional cases, a request can be made for an earlier review.

Alternately, the tenure clock can be stopped for up to one year in certain circumstances. Contact your dean's office or the Academic Personnel Office for information on when and how you may "stop the clock." Tenured faculty members undergo merit reviews regularly and full career reviews when seeking advancement to Professor, Professor Step VI, or Professor Above-Scale. In the case of joint appointments between Schools, each School will prepare and review its case for merit or promotion.

REVIEW MATERIALS

Each faculty member is responsible for maintaining documentation of scholarly work and professional activities. Examples of items included in a faculty review file are copies of all publications, syllabi for every course taught, confirmation of awards and grants, lists of committee and community service, record of students advised, and invitations to scholarly activities or requests for service. UC Merced offers faculty members access to [Digital Measures](#) as a means of electronically storing their scholarly information and producing required review materials.

THE REVIEW PROCESS

Academic personnel review at the University of California is done exclusively by the faculty. Staff helps prepare cases and monitors the progress of files through the system, but only faculty, including faculty who also hold administrative appointments, make recommendations or decisions regarding outcomes. All cases for merit and promotion are evaluated by each of the following levels of review:

The **Academic Personnel Chair** (APC) will inform you when you become eligible for review and will assist you through the process. The AP Chair also arranges the faculty meeting to discuss your action and obtains the faculty vote to add to the review file.

The **Dean** assesses the review file, makes a recommendation on the proposed action and sends forward the case file to the Academic Personnel Office.

The **Committee on Academic Personnel** (CAP) evaluates the case file and recommends an action to the Provost and Executive Vice Chancellor. CAP is composed of both internal faculty and external members from other UC campuses.

The **Provost and Executive Vice Chancellor** is delegated the authority to approve appointments, reappointments, merit increases, and promotions.

The **Chancellor** receives authorization from the Regents to approve all appointments, reappointments, merit increases, and promotions except those appointments involving salaries above Regental compensation threshold and appointments of Regents' Professors and University Professors. The Chancellor may delegate this authority.



MID-CAREER APPRAISAL (MCA)

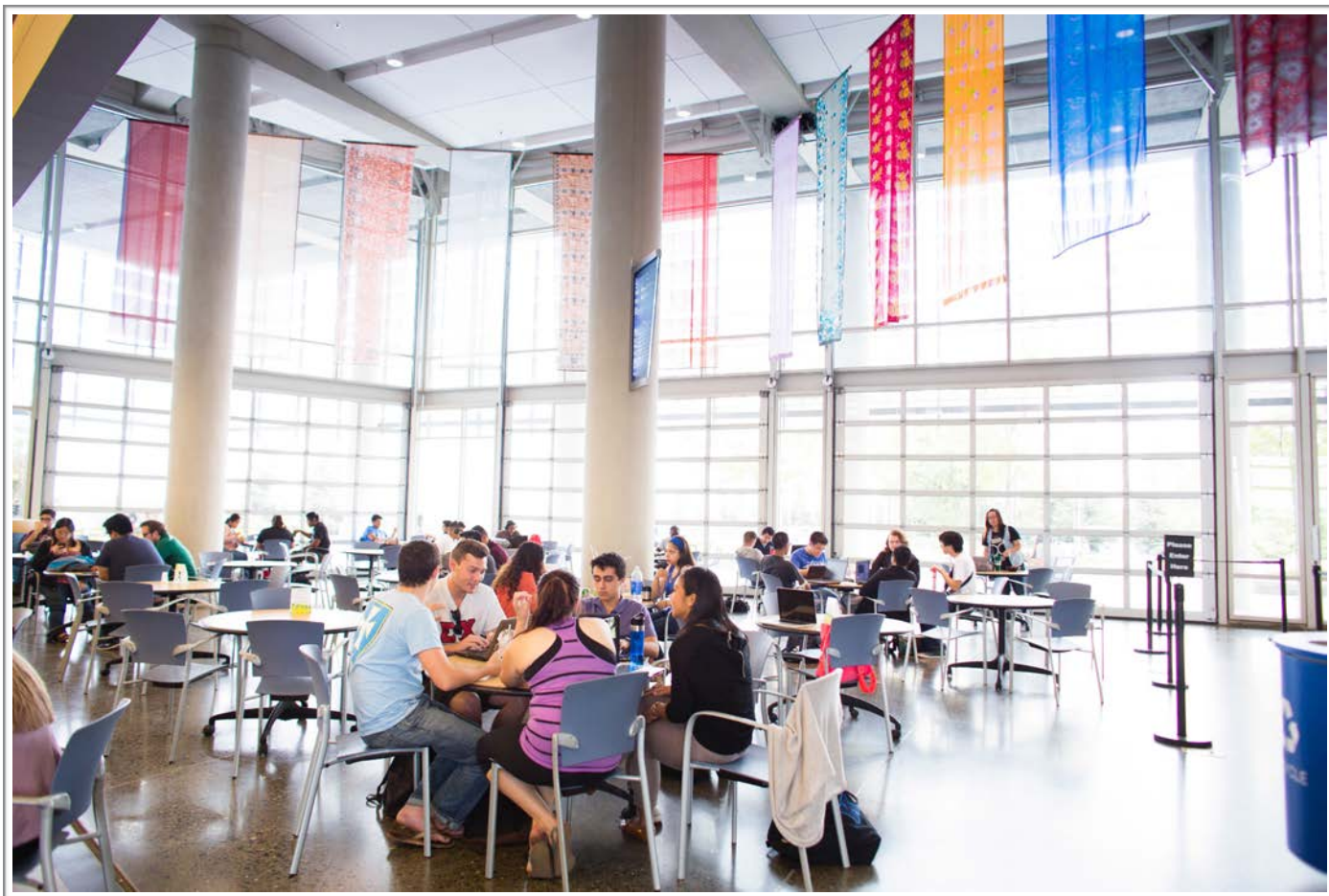
The Mid-Career Appraisal (MCA) of an Assistant Professor shall normally be conducted during the fourth year of service in that title, or in combination with certain other titles, as defined in [APM 133-0a](#) and [APM 133-0b](#). Also known as Formal Appraisal, the MCA is conducted “in order to arrive at preliminary assessments of the prospects of candidates for eventual promotion to tenure rank as well as to identify appointees whose records of performance and achievement are below the level of excellence desired for continued membership in the faculty”. ([APM 220-83](#))

The MCA seeks to assess the complete record-to-date (including work in progress). The assessment is a careful, considered analytical evaluation of the appointee’s performance in the areas of teaching, research and creative work, professional competence and activity, and University and public service. An MCA is initiated by the individual’s Bylaw Unit and follows the same path of review as all other personnel actions (i.e., Dean, CAP, Provost/EVC).

The assessment also makes a candid prediction concerning the probability or improbability of a favorable tenure decision based upon the evidence. External letters may be obtained but are not required if there is sufficient expertise in the School to make the assessment. The appraisal must be specific, identifying areas of deficiency (if any) and include recommended actions to be taken by the individual and/or the dean. ([MAPP 2014-A](#))

CONFIDENTIALITY OF RECORDS

Confidential academic review records are available to the candidate in redacted form. “Redaction,” as used at UC, pertains to the removal from the document of the writer’s name, title, institutional or organizational affiliation, and relationship to the candidate, leaving the text unchanged. ([APM 160-20.c.4](#))



Faculty members 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 to the faculty. Benefits for faculty's special circumstances are outlined in the Academic Personnel Manual [section V](#). Additional employment information can be found at atyourservice.ucop.edu. Further information relating to life as a faculty member at UC Merced may be found at [Academic Personnel Office Website](#). Below are some common leaves afforded to UC faculty members. For a full listing please refer to [APM 700](#).

FACULTY-FRIENDLY LEAVE POLICIES

SICK LEAVE AND VACATION

Faculty members do not accrue either sick leave or vacation credits.

PARENTAL LEAVE

A faculty member who bears or adopts a child is 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](#))

SABBATICAL LEAVE

Sabbatical leaves are granted in accordance with regulations established by the University to enable faculty to be engaged in intensive programs of research and/or study, and thus enhance their subsequent service to the University by increasing their effectiveness as teachers and scholars.

Sabbatical leave credits are accrued at a rate of two credits per academic year with a minimum of nine credits required for one semester of leave. Accrued credits in excess of the amount required for the current sabbatical leave may be carried forward to apply toward eligibility for the next succeeding sabbatical leave up to a maximum of 20 credits. Depending on the balance of your leave credits, you may take up to one academic year of sabbatical leave.

Regular sabbatical leave provides full salary or salary at varying percentages depending on the amount of accrued sabbatical credit available. For example, you may receive full salary using nine sabbatical credits for one semester or receive 67% of your salary using six sabbatical credits.

Sabbatical leave in residence may be awarded to a faculty member who is eligible for regular sabbatical and who, in addition to a program of research and/or study at one of the University campuses, will teach one class at the home campus, or will perform an equivalent amount of instructional service in a course.

A sabbatical leave shall be granted only at a time when it will not disrupt the teaching program or other vital operation of the University.

Sabbatical leaves are not an entitlement and must be requested and approved in advance by the Deans and the Provost/Executive Vice Chancellor. For more details, see [APM 740](#).

ABSENCES

Absences of seven days or less (for example, to attend a professional conference) are arranged within your School. Longer leaves, with or without pay, require approval of the Dean and the Provost/EVC. In cases of illness or family emergency, the School must be notified to arrange for course rescheduling or substitute instructors.

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 x2665 or visit bookstore.ucmerced.edu.

CAT CARD

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

THE CAT CARD IS USED ON CAMPUS FOR:

- Identification and status check
- Library card
- Meal Plans
- Building access
- Photocopying and printing
- Debit purchases at the Bookstore
- Flex dollars prepaid services account
- Admission to the Gallo Recreation Center
- Admission to the Early Childhood Education Center

Cat Cards are available at the Cat Card 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 Cat Card office at x2228 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 Center 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 x5437 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 x4357 (HELP) or email helpdesk@ucmerced.edu.

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/>.

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 fmhelp.ucmerced.edu. For questions contact the FM help desk during regular business hours at x2986 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 for \$35 per month. 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.

DINING

UC Merced Dining has a strong commitment to providing the highest quality and most diverse menu options possible to the campus community.

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. The Summits Housing Community is home to 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 Scholars Plaza (located adjacent to the Kolligian Library) sits Diesel Dogs and vendor food trucks.



Dining services also include catering for meetings, special events and activities. For additional information, call x3463 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 features 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.



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
- Cap 'n' Town
- 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, staff and faculty. CatTracks information can be accessed here: <http://cattracks.ucmerced.edu>.

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.

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

Great Lakes Airlines flies regularly between Merced and Los Angeles. Other local airports include Fresno Yosemite International and Modesto City-County Airport.

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

If 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 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 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

UC MERCED ENVIRONMENTAL HEALTH & 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 AND COUNSELING 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

CITY OF 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

