



Chairs Workshop #1
Academic Review 101
August 30, 2021

Agenda

Announcements and Introductions

Tips for chairs

Academic Review Process 101

- Policies and procedures

- Roles: Who does what and when?

 - Candidate~Review Comm~Chair~Dean~CAP~Provost or VP

What CAP does and how it makes recommendations

Q&A

Announcements

Fall 2021

DEPARTMENT CHAIR WORKSHOPS

Academic Review 101

Discussion led by Vice Provost Teenie Matlock and CAP Chair Ramesh Balasubramaniam
Monday, August 30 | Noon

A walk through the complaint process

Discussion led by Associate Vice Provost Zulema Valdez
Graduate Group Chairs also invited
Thursday, September 23 | Noon

Managing department communications and meetings

Discussion led by Dr. Gene Crumley of UC Davis
Wednesday, October 27 | Noon

Accelerations and off-cycle reviews: when, why, how

Discussion led by Vice Provost Teenie Matlock and ME Chair Ashlie Martini
Tuesday, November 16 | Noon

Faculty leaves and accommodations: policy and the chair's role

Discussion led by Asst. Vice Provost Kelly Anders and Analyst Esmeralda Martinez
Wednesday, December 8 | Noon

Zoom link for all workshops: <https://ucmerced.zoom.us/j/89611424907>

UNIVERSITY OF CALIFORNIA
MERCED

REFLECTING ON ANTI-RACIST PEDAGOGY

AN ONGOING VIRTUAL DISCUSSION SERIES

WHEN:

BEGINS SEPTEMBER
Meets monthly, with topics
as determined by
participants.

HOW TO JOIN:

RSVP
by 9/1/2021

FACILITATORS:



EILEEN KOGL
CAMFIELD

SAMANTHA TETANGCO
OCENA
&
HALA ALNAGAR



The continuation of this virtual discussion series is designed to help instructors (any discipline, all levels) form a community of reflective practice focused on improving pedagogy.

Together, we will:

- Explore the intersection between anti-racist teaching and anti-racist pedagogy
- Continue “unlearning” by examining how our assumptions and inherent practices influence classroom practice
- Discuss ways we can adjust those practices to be more inclusive and effective
- Share and learn some of the scholarship in this area
- Practice together shifts in our pedagogy
- Design course content that might be presented at an EDI teaching showcase in May.

The purpose of this series is not to hand down mandates and protocols, but to share experiences and create a space to collaborate with peers and support personal and professional growth.



CENTER FOR
ENGAGED
TEACHING &
LEARNING
AT UC MERCED



Send any
questions to
diversity@ucmerced.edu

Announcements

Senate/Admin Task Force SP21

Sent to you recently

- Developed **guidance** for managing neg C19 impacts, with focus on AP review
- **Recommendations** for Senate Faculty, Departments, CAP, Administrators
- **Senate Consultation** w. CAP, RCAP, D&E, FWAF
- Effort resonates w. SP21 UCAP guidance

Recommendations from Senate/Admin Task Force 2021 Spring

COVID 19 Pandemic has introduced challenges to academic personnel review, including review of promotion cases and merit advancements. It has adversely affected all Senate faculty, some more than others. Faculty particularly vulnerable to this impact include parents of school-age children and those responsible for sick and aging relatives, as well as those whose research or creative activity requires long-distance travel and/ contact with large numbers of other people. Examples of such impacts may include challenges related to family care responsibilities, loss or reduction of childcare, illness to self or family members, death among family members and social network, restriction in research lab and population access, access to graduate students and staff, changes in instructional delivery, and acute and chronic stress.

Per UC academic review policies, UC Merced faculty will continue submitting case files for advancements. Accordingly, all levels of review must continue assessing files and making recommendations or decisions using fair, objective review processes. However, for the period extending through AY 2023-24 (and possibly beyond), our joint Admin/Senate Task Force offers the following guidance for campus CAP, departments, faculty, and administrators involved in AP Senate review. The goal is to maintain high review standards per APM and MAPP while providing some flexibility consistently across departments and schools. *These guidelines cohere with the March, 2021, UCAP recommendations.*

Guidelines for CAP:

- Openly discuss the range of challenges to research, teaching, and service that some faculty may be facing (see examples above).
- Acknowledge innovations in teaching, especially with the major shift to creating and delivering courses remotely, as well as in research, such as changes in research approaches, questions, and methods.
- Be mindful of external delays in publishing articles and book manuscripts---article and book reviews are not as timely at this time as they ordinarily would be.
- Conduct an analysis in collaboration with APO of how deferrals in review are affecting decisions in the long run.
- Pay careful attention to explanation about pandemic-related challenges contained in material from all levels of review and especially in faculty self-statements.
- Continue encouraging flexibility in reviewing materials and making recommendations, for instance, by considering special documents that may come from candidates, departments, or deans.

Guidelines for Departments:

- Allow Senate faculty to delay academic personnel review (for instance, through Stop-the-Clock) when necessary.
- Consider providing a brief statement to higher levels of review on how the pandemic may be affecting the disciplines in your department. The statement could reference what should count as acceptable divergence from research standards or changes beyond faculty members' control. Examples include inability to do field work or access populations and research labs, or limitations in physical research work.
- Educate faculty on expectations for compiling review materials and considering Stop-the-Clock or leave options.
- Encourage faculty to explain challenges in their self-statements, including remote instruction difficulties.
- In case analyses, describe how opportunities and circumstances were affected, and highlight innovations, pivots, and flexibilities that demonstrate excellence given the circumstances. Be mindful of factors such as culture, sex, career stage, and individual circumstances that may create sensitivities with such disclosures for some faculty.

Guidelines for Senate Faculty:

- Clearly articulate in specific section(s) how the pandemic has affected contributions to research and creative activities, teaching and mentoring, service, and contributions to diversity in the self-statement.
- If unsure about deferring your review, seek advice from the Chair or a mentor. If you need further guidance, you could also speak to your Dean or the Vice Provost for Academic Personnel.
- As always, be very clear about the status of your publications, for instance, in press or already published. Work cannot be counted in more than one review period (exception: career reviews, such as tenure).

Guidelines for Administrators (Deans, VP-AP, EVC/Provost):

- In general, continue encouraging as well as applying flexibility in making recommendations and final decisions.
- Promote a culture and practice of acknowledging and rewarding excellent contributions despite challenges.
- Request that staff be readily available to answer questions, provide advice, and extend deadlines (within reason)
- Ask department chairs to promote flexibility with review committees and faculty.
- Be available for personal meetings as needed.
- VP-AP will continue to hold workshops for faculty with concerns about negative impacts of COVID-19.

Introductions

1. Name and title
2. Department
3. How long you've been Department Chair

Some aims of these workshops

1. Share ideas and network
2. Expand knowledge of leadership and expectations of dept chairs in UC
3. Help you do your job better

APM 245

“The chair of a department of instruction and research is its **leader** and administrative head.”

https://www.ucop.edu/academic-personnel-programs/_files/apm/apm-245.pdf

As **leader** of the department, you

1. in charge of planning teaching, research, and other functions [...] expected to keep the curriculum of the department under review, and you should **maintain a climate that is hospitable to creativity, diversity, and innovation.**
2. responsible for the recruitment, selection, and **evaluation faculty and staff... In consultation with colleagues, you recommend appointments, promotions, merit advances, and terminations** [...] responsible for maintaining a departmental 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 [...]
3. **receptive to questions, complaints, and suggestions** from members of the department

Academic Personnel Manual (APM)

Academic Personnel and Programs develops, implements and manages policies and procedures pertaining to the employment relationship between academic appointees and the University of California.

Help new faculty get a good start

Meet with them regularly

Show concern for the career and success

Ask how they are doing and what they need

Encourage them to speak up in faculty meetings

Go over the basics of first merit review and tenure

Speak to them about mentoring opportunities

Academic Review Process 101

What chairs and all faculty must know/do

UC policies and guidelines for

Research, teaching, service, diversity/equity/inclusion

APM 210 and APM 220

MAPP 2014

UC system

UC Merced



Academic Personnel Office (APO)

GENERAL UNIVERSITY POLICY
REGARDING ACADEMIC APPOINTEES
Medical Separation

APM - 080

080-0 Policy

APO processes all new appointments, advancements, including tenure promotions and merits

APO houses, monitors, and updates UC and UCM AP policies

APO processes leaves, such as sabbatical leaves

Educate faculty on AP processes and policies

and more

Questions about AP review and policy?
Check APM and MAPP
Talk to School staff
Reach out to APO is needed

academicpersonnel@ucmerced.edu

FACULTY DEVELOPMENT

EVENTS THAT SUPPORT FACULTY, WITH FOCUS ON AP WORK/PROCESSES

New Faculty Orientation

with follow up Check in

Aug 17

TBD in November

On the Path to Success meetings

TBD

On the Path to Tenure:

Self-Statement Writing Workshops

First merit

MCA

Tenure

Hands on work with any pre-tenure faculty

TBD in Spring

Overview

Faculty review process for cases w. CAP recommendation

Faculty member submits
self-statement and other materials



Imperative for all levels of review





CAP: Its role in AP review



Next workshop CW2

A walk through the complaint process
led by Vice Provost Zulema Valdez
Thursday, September 23 Noon
(graduate group chairs also invited)