

Introductions

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

Some aims of these workshops

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

Highlights from June 2020 chair survey Workshops useful

Frequency → about right
Time allocation → about right 67% Feel supported by Dean 80% Feel supported by staff 80% Meeting asst. profs one or more times a semester 73%

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

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

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

help with allocation of resources to depts; deams should give more financial responsibility, staff Suggested topics for future workshops: Administrators (EVC, Chancellor, EVC/Provost, deam panel); visitors from other UCs; managing conflict and climate issues; mentoring early career faculty of color; handling committee assignments; writing transmittal letters; time management and prioritization Suggested topics for future workshops: Go through list of chairs' duties and have workshops on them; how to treat job candidates, discuss how depts function/what they do (variability), learn from experienced UC chairs; put what we discuss into a three-hole binder (permanent reference)

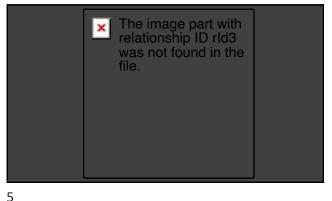
Department chairs meeting with CAP, VPF, APO

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

Ashlie Martini, CAP Chair Simrin Takhar, Principal Analyst

Teenie Matlock, VPF

Kelly Anders, Assistant VP of Academic Personnel



Workshop #2 SEPTEMBER 23 Herbie Lee, Senior Leadership, UCSC Discussion topic: How to be an effective leader SEPTEMBER 23 Noon

Herbert Lee, Professor of Statistics in the Jack Baskin School of Engineering, has been Vice Provost for Academic Affairs (VPAA) at UCSC for 10 years.

As VPAA, Lee provides administrative leadership in key academic areas, including program development and review, resource allocation, leadership development, accreditation, administrative processes, and faculty policy; in the position, he also oversees the UCSC Arboretum. Lee also served as the campus's chief diversity officer for faculty — helping promote diversity, equity, and inclusion at UCSC.

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

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. **APM 245**

Supporting early career faculty

"The chair of a department of instruction and research is its $\boldsymbol{\mathsf{leader}}$ and administrative head." As **leader** of the department, you are

- in charge of planning teaching, research, and other functions [...] expected to keep the curriculum of the department under review, and to maintain a climate that is hospitable to creativity, diversity, and innovation.
- 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 point and staff personnel, consistent with University affirmative action goals. [...] make sure that faculty members are aware of the criteria prescribed for appointment and advancement, and you make appraisals and recommendations in accordance with the procedures and principles stated in the President's Instructions to Appointment and Promotion Committees.
- receptive to questions, complaints, and suggestions from members of the department

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Supporting early career faculty ound in the file.

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

Show concern for career and success at UC Merced and beyond Check in, ask what they need

Encourage them to speak up in faculty meetings Nominate them for awards Point to funding opportunities (e.g., extramural funding, Hellman, CITRIS)

Provide mentoring options

Know of/discuss accommodations they may need Stop-the-Clock (APM 133-17-h[3])

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

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EVENTS FOR EARLY CAREER FACULTY

On the Path to Tenure: Getting started Aug 11, 18 done **New Faculty Orientation** Aug 24 8:45-2:30 On the Path to Success: Q&A w. CAP, VPF, APO Sept 10 Noon, 1:00 On the Path to Success: Managing work during COVID-19 Aug 17, 18, 20 Noon Coffee Hour w. VPF & AVPF Sept 8 (10:00) Oct 6(1:00) Nov 3(10:00) Spring 2021 On the Path to Tenure: Self-Statement Writing Workshops TBD

Mentoring for your early career faculty

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

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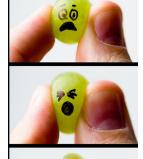
Teaching resources

Faculty Support Resources for Remote Instruction

Center for Engaged Teaching and Learning https://cetl.ucmerced.edu

Office of Information Technology https://it.ucmerced.edu

Sign-up for online support https://app.acuityscheduling.com/schedule.php?owner=14058897



Climate, conflict, complaints, grievances

Try to work with faculty on issues Educate people Be familiar with APM 015 Faculty Code of Conduct

Magnified? Need input? Contact Vice Provost for the Faculty Office

Zulema Valdez, Associate Vice Provost for the Faculty lead

Work your dean when it makes sense

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