

# Summer Updates

Office of Academic Personnel  
and  
Council on Academic Personnel



July 24, 2020

# Outline

1. New AP Guidelines and Policies for 2020-2021
2. AP/CAP COVID-19 Review Process
3. Reminders
4. Accommodations/Workplace Adjustment
5. Hiring Programs
6. Irvine Campus Housing Authority (ICHA)



# New AP Guidelines and Policies 2020-2021

Diane K. O'Dowd

Vice Provost for Academic Personnel



# New Hires

- **Faculty Reference Check – Pilot Program (20-21, 21-22)**
  - Applies to academic senate professors and professors of teaching series at all ranks (Assistant, Associate, Full)
  - AP Recruit has new form authorizing UCI to conduct an inquiry on the final candidate
  - When a finalist/s has been identified the chair should notify our office
  - Our office will conduct check concurrently with offer, negotiations
    - Determine if there is any substantiated misconduct at previous institution/s
  - For detailed reference: [https://ap.uci.edu/programs/pilotprogram\\_refchecks/](https://ap.uci.edu/programs/pilotprogram_refchecks/)

# New Hires

- UC Irvine Conflict of Interest Policy for Faculty searches
  - Effective for the 2020-21 recruiting season
  - Search committee chair or member will inform the department chair and equity advisor if they know of any potential conflict of interest with a candidate at the outset or during the search
    - Some conflicts require recusal from discussion of candidate
      - Familial and/or financial relationship, previous director mentor/mentee relationship
    - Some conflicts require disclosure to full committee and possible recusal
      - Substantial collaborator, close personal friend, ...
  - Any concerns related to conflicts of interest and faculty searches may be discussed with the department chair and equity advisor at any stage in the process
  - Updated [APP 2-10, Section E Search Committees](#)

# Personnel Review

- Declaration of Potential Conflict of Interest (COI) in Personnel Review Process
  - New form for reviewers above the department level if there is a potential conflict (chair, associate dean, dean level committee, dean, or campus level ad hoc, etc.)
  - Some conflicts will prevent any involvement in a faculty member's review (e.g., family relationship) while others may be managed with transparency or a reduced role (e.g., participation in a department evaluation, but not writing the chair's letter)
  - Use form [UCI AP-COI](#)

# Personnel Review

- **Required SHORT form – Department Letter**
  - Letter must be submitted on new required short form with 3500 character maximum
  - Applies to all Dean-Delegated merit, CAP normal merits, and first No Change
    - Form does not apply to consecutive No Change, Above-Scale merit, or Five Year Reviews
  - Use [UCI AP-12](#) form
  - [APP 3-60-D2](#) has been updated
- **Updated dean delegated normal merit**
  - Effective 2020-2021 review cycle: At the Associate rank, every other normal merit will be delegated to the dean
  - Irvine Delegation of Authority (IDA) currently in the process of being updated
- **Changes in Above Scale Actions**
  - Currently under review, will be announced in August



# AP/CAP COVID-19 Review Process

Diane K. O'Dowd, Vice Provost for Academic Personnel  
Sharon Block, Council on Academic Personnel, Chair





# Modifications to Review Process

- **COVID-19 Stop the Clock:**
  - Applicable to eligible titles at the Assistant rank
    - Assistant Professor/Assistant Professor of Teaching/Assistant Professor In Residence/Assistant Professor of Clinical X, Assistant Health Sciences Clinical Professor (at more than 50% time) and Adjunct Assistant Professor (at more than 50% time)
  - An eligible academic who already has two Stop the Clocks previously approved may request a third Stop the Clock due to the COVID-19 pandemic
- One year COVID-19 deferral for associate and professor ranks
  - Deferral should be requested by June 30 of the year in which the review is to occur
  - If 2019-2020 review was deferred, can request a second consecutive deferral due to COVID-19
- Option to exclude teaching evaluations (Winter, Spring, Fall 2020)
  - Watermarked Spring, Fall evaluations
  - Chair/Vice Chair should still look at Winter and Spring evaluations and talk with faculty if there are problems

# Modifications to Review Process for COVID-19

- **Extended date for materials considered for the 2020-2021 review cycle**
  - Still required to submit files according to standard deadlines, <https://ap.uci.edu/policies-procedures/app/3-60/filedeadlines/>
  - All materials must be submitted by AP review cycle deadline dates, but higher levels of review will consider updated status of materials (such as a book contract) through December 31, 2020 for regular merits and advancements; this will not apply to accelerations
    - It would be helpful if departments work with faculty waiting to hear back from presses or other peer review bodies as much as possible within the normal review deadlines
  - If CAP is tentatively recommending against a normal merit or promotion (not acceleration) due to decreased research/creative activity there will be a tentative decision
    - Faculty will have the option to include new material completed up through December 31, 2020
- **Personnel files will include consideration of the impact of COVID-19**
  - Aware of potential gender and other disparities
  - Encourage faculty to explain changes in productivity/focus



# Reminders

Sharon Block

Council on Academic Personnel, Chair



# Forms and Webpages

- **Updated Statement of Departmental Voting Procedures**
  - All schools should have turned in updated Statement of Departmental Voting Procedures ([AP-53](#) form), by July 17, 2020 to Office of Academic Personnel
- **External Referees and AP-11 Form**
  - Update: Qualifications can be biography and/or URL of referee's website
  - Please describe, do not conclude, re: referee relationship to candidate
  - External letter writers need to be at or above rank to which candidate being promoted
- **CAP FAQ will be updated by September 1, 2020**

# AP Review

- **Publications**

- Live links appreciated
- Webfiles will still be available through June 30, 2021
- Other options: Google Drive (preferred)
- College of Health Sciences: continue to use Webfiles; there are issues using Google Drive

- **Student evaluations/feedback**


- All evaluations should be in one PDF file in AP Review
- Only five years maximum required for any action
- CAP and AP support the Academic Senate's recommendation for standardized Student Feedback forms (the form is forthcoming)

# Professor of Teaching

- **Professor of Teaching Expectations**
  - Parallel to Professor series, effort proportioned differently
    - Majority effort in teaching, remaining split between research/creative activity and service
    - For advancements similar impact/reputation requirements in research/creative activity
      - National for advancement to Professor of Teaching, Step VI
      - International for advancement to Above-Scale
- Campus-wide discussions ongoing regarding types of evidence to support evaluation of research/creative activities in this series

# Diversity, Equity, Inclusive Excellence Statements

- CAP and AP credit Diversity, Equity, and Inclusion (DEI) in all areas of review
  - Statement required for appointment
  - For merit, promotion, advancement:
    - Can list activities on AP-10
    - Can list on AP-10 and do (DEI) statement explaining substantive AP-10 entries
- If faculty choose to do a statement because they have done significant DEI work:
  - Please focus on pro-active work, not regular duties that happened to involve under-represented groups
  - Please do not name “diverse” mentees/students/colleagues or share their personal information
- CAP appreciates if other levels of review provide feedback on seemingly problematic DEI statements.



# Accommodations/Workplace Adjustment Hiring Programs Irvine Campus Housing Authority

Diane K. O'Dowd

Vice Provost for Academic Personnel





# Accommodations/Workplace Adjustment Due to COVID-19

- Special needs or requests will be reviewed on a case-by-case basis through an interactive discussion with faculty who wish to change where or how they work
  - Faculty should discuss need with department chair and equity advisor
  - They will work with Chief Personnel Officer (CPO), the Office of Academic Personnel
  - Office of Academic Personnel will provide guidance and has final approval
- How to Provide a Reasonable Accommodation
  - UC Irvine provides reasonable accommodations through an interactive process for individuals with disabilities who cannot perform the essential functions of a job

# Hiring Programs

- President's Postdoctoral Fellowship Program (PPFP), Career Partner, and inclusive excellence supplement program will continue
- Distinguished Professor Hiring Program suspended
- New Distinguished Visiting Professor Program suspended
  - Multiyear commitments will continue, contingent on positive review

# Irvine Campus Housing Authority (ICHA)

- Dean's priority list: one person per school
- No lottery for June 2021
- Next lottery with ~50 of a total of 90 units for June 2022

# Resources

Office of Academic Personnel:  
<https://ap.uci.edu/>

COVID-19 Guidance for Academics:  
<https://ap.uci.edu/covid19/>

CAP FAQ (January 2020):  
<https://ap.uci.edu/wp-content/uploads/CAP-FAQs.pdf>



# Questions?

We thank you for your participation.