

# Academic Personnel

School of social sciences,  
humanities and arts





# Meet the SSHA AP STAFF

Amanda Khamo  
Becky Smith  
Vanessa Woodruff  
Jeff Fuller



<https://ssha.ucmerced.edu/about/administrative-resources/academic-personnel>

# What is Academic Personnel?



# SSHA Academic Personnel Office

## Primary Services

- ❖ Recruitment, appointment, appraisal, promotion, equity review, and separation for all academic appointments
  - Senate and Non-Senate Faculty
  - Undergraduate Readers, Postdoctoral Scholars, Specialist Series, Academic Coordinators, Project Scientists, Visiting Scholars, Endowed Chairs and any other applicable titles
- ❖ Coordinate visas including, J-1, H-1B, TN, F-1with OPT/CPT status, and Permanent Residency
- ❖ Coordinate Conflict of Commitment approvals and annual reporting
- ❖ Provide information, process, and facilitate leaves
  - Sabbatical, FML, Other; Accommodations; Course releases (Pre-tenure, ASMD, Service, etc.)
- ❖ Process School level appointments (Department Chairs, Academic Administrative titles)
- ❖ Provide guidance and process Senate Faculty Protected Research Requests
- ❖ Process Senate Faculty Summer Teaching appointments
- ❖ Provide school level trainings related to all functions above
  - Digital Measures system, AP Recruit system, Chair Recruitment trainings
- ❖ Identity Management for all academic appointees (email accounts and accesses)

# Senate Faculty Advancement & Promotion

Amanda Khamo

[akhamo@ucmerced.edu](mailto:akhamo@ucmerced.edu)

(209) 228 – 4210

Becky Smith

[rsmith7@ucmerced.edu](mailto:rsmith7@ucmerced.edu)

(209) 228 – 2950

# Merits/Promotions/Appraisals:

## **SSHA Personnel Action Faculty Resources**

<https://ucmerced.box.com/v/SSHA-Candidate-Resources>

## **Merced Academic Personnel Policies & Procedures**

<http://academicpersonnel.ucmerced.edu/policies/merced-academic-personnel-policies-procedures>

Professor Series primary section: 2014 - Merit, Promotion, Appraisal Review

LSOE Series primary section: 2054 - Merit, Promotion, Appraisal Review

## **University of California, Academic Personnel Manual**

<http://www.ucop.edu/academic-personnel/academic-personnel-policy/>

Professor Series primary sections: 160, 210-1, and 220

LSOE Series primary section: 285

## **Digital Measures Login**

<https://www.digitalmeasures.com/login/ucmerced/faculty/maintaindata/manageData.do>

<http://academicpersonnel.ucmerced.edu/resources/digitalmeasures>

*If you experience any problems logging in, try using a different web browser. If you need assistance with the log*

*in or have questions as you prepare your dossier, please contact Becky Smith (rsmith7@ucmerced.edu) or Amanda Khamo (akhamo@ucmerced.edu).*

## **Academic Case Review System Login**

<http://academicpersonnel.ucmerced.edu/resources/academic-case-review-system-acrs>



# What is Digital Measures?

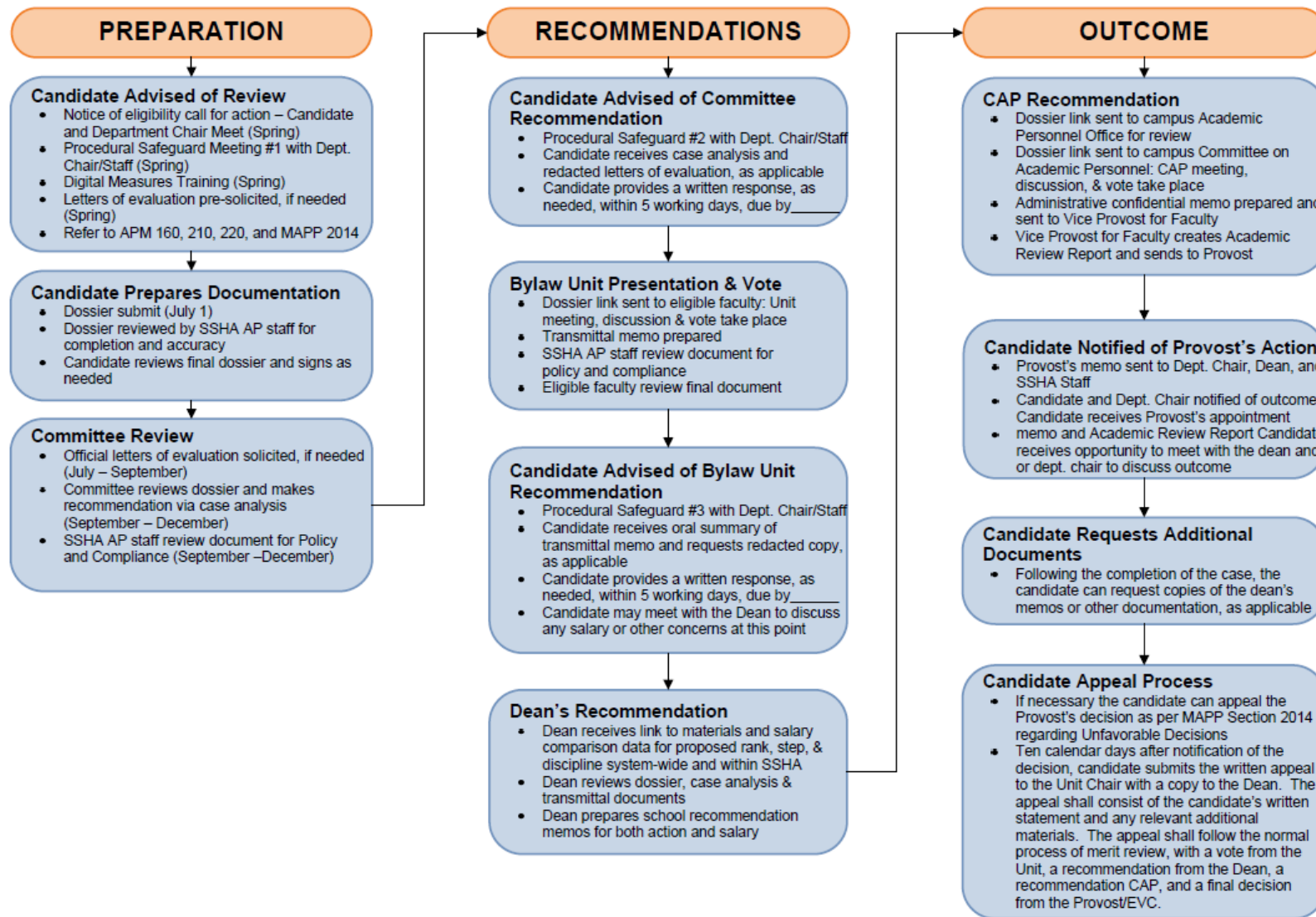
---

## Digital Measures

- On-Line Information Management System
- Allows you to store your data
- Allows you to update your data
- Covers all Teaching, Research, and Service Activity
- Transfers Faculty Courses from BANNER
- MS Word Compatible Reporting
- Creates Professional CV's
- Creates Annual Reporting

<https://www.digitalmeasures.com/login/ucmerced/faculty/maintaindata/manageData.do>

# SSHA Senate Faculty Promotion & Mid Career Appraisal Process





# APM 025 – Conflict of Commitment

Amanda Khamo

[akhamo@ucmerced.edu](mailto:akhamo@ucmerced.edu)

(209) 228 – 4210

# Conflict of Commitment and Outside Activities of Faculty Members

## Annual Reporting and Prior Approval

You must receive prior approval to engage in **Category I** activities outside the University:

- ◆ TEACHING
- ◆ RESEARCH
- ◆ ASSUMING A FOUNDING/CO-FOUNDING ROLE OF A COMPANY
- ◆ EMPLOYMENT OUTSIDE THE UNIVERSITY
- ◆ ADMINISTRATION OF A GRANT AT AN EDUCATIONAL INSTITUTION, TRUST, ORGANIZATION, GOVERNMENT AGENCY, OR FOUNDATION
- ◆ ASSUMING AN EXECUTIVE OR MANAGERIAL POSITION OUTSIDE OF THE UNIVERSITY.

## Annual Reporting Only

You must report annually any **Category II** activities:

- ◆ ADDITIONAL UNIVERSITY-COMPENSATED TEACHING (NOT INCLUDING SUMMER SESSION)
- ◆ PROVIDING A WORKSHOP FOR INDUSTRY
- ◆ CONSULTING OR TESTIFYING AS AN EXPERT OR PROFESSIONAL WITNESS
- ◆ PROVIDING OUTSIDE CONSULTING SERVICES
- ◆ SERVING ON THE BOARD OF DIRECTORS OUTSIDE OF THE UNIVERSITY
- ◆ PROVIDING OUTSIDE CONSULTING OR COMPENSATED PROFESSIONAL ACTIVITIES

## Number of Days

A full-time faculty member on an academic-year appointment normally may engage in outside professional activities for up to

◆ **39 days** ◆

from the start of the fall term through the end of the spring term (including intersession).

There are no restrictions on the number of days of outside professional activity for academic-year faculty during the summer months unless an academic-year faculty member is receiving University compensation for the summer. If an academic-year faculty member is receiving University summer compensation, then the applicable limit on outside professional activities is the equivalent of one day per week during the period in which compensation is received (unless a funding agency specifies otherwise).

# NON-SENATE FACULTY (Unit 18 Lecturers) and Undergraduate Student Readers

Vanessa woodruff

[vwoodruff@ucmerced.edu](mailto:vwoodruff@ucmerced.edu)

(209) 228 - 4599



# Processes appointments for Non-Senate Faculty

## **Lecturers:**

Designated individuals (non-senate faculty) who have full or partial responsibility for instruction of assigned courses for a specified period of time.

## **Continuing Lecturers:**

A lecturer that has reached their 12<sup>th</sup> semester of service, has gone through an excellence review, was deemed excellent and as a result achieved Continuing Status.

## **Undergraduate Student Readers:**

Have a defined responsibility to assist with reading and grading of student papers and examinations to help instructors with enrollment of 31 or above, course does not have an appointed TA, and show the number of required papers and homework assignments is such that additional assistance is necessary.

# Senate Faculty recruitment

Jeff fuller

[jfuller7@ucmerced.edu](mailto:jfuller7@ucmerced.edu)

(209) 228 – 3125

# Senate Faculty Recruitment

Hiring new professors to teach and research at UC Merced.

## Search Committee Interface

- Initiating the recruitment
- Advertisements
- Applicant inquiries
- Search reports

## Candidate Selection/Coordinate campus visits

- Travel
- Visit schedule
- Expense reimbursement

## Post Candidate Selection

- Recruitment budget reconciliation
- House hunting
- Relocation





# Additional Functions of Academic Personnel

Becky Smith

[rsmith7@ucmerced.edu](mailto:rsmith7@ucmerced.edu)

(209) 228 – 2950

## Academic appointments:

- Postdoctoral Scholars
- Specialists
- Researchers
- Visiting Scholars
- Visiting Professors
- Any other appointment addressed in APM

## Leaves & Accommodations

- Family Medical Leave
- Active Service Modified Duties
- Sabbatical leaves
- Other leaves

## Visas:

- H-1B
- J-1
- TN
- F-1 OPT/CPT status coordination
- Permanent Residency

## Other:

- Protected Research Requests  
(Course Buyouts)
- Policy review
- Equity comparisons
- Faculty email account set up/troubleshooting

# QUESTIONS?

