
SSHA ACADEMIC PERSONNEL

[HTTPS://SSHA.UCMERCED.EDU/ABOUT/ADMINISTRATIVE-RESOURCES/ACADEMIC-PERSONNEL](https://ssha.ucmerced.edu/about/administrative-resources/academic-personnel)



SSHA AP STAFF

Unit Supervisor: Becky Smith

Academic Personnel Analysts:

Jeff Fuller
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Department Specialists:

Chiquitha Denee Aminsalehi
Marta Holtz





SSHA Academic Personnel Office Services

- ✓ Provide information, guidance and training on SSHA Academic Personnel processes including merit, promotion, recruitment and appointment, as necessary.
- ✓ Coordinate hiring of faculty members, lecturers, postdoctoral scholars, academic specialists, visiting faculty members, readers, etc., including facilitating the recruitment processes, finalizing application materials, requesting letters of evaluation, coordinating bylaw unit access, logistical support during selection processes, administering faculty ballots and coordinating dossier submission for higher levels of review.
- ✓ Manage the processing of Academic Senate faculty tenure and merit reviews and Unit 18 Continuing Lecturer Reviews including collecting case materials, reviewing accuracy of materials, consulting with faculty members during case preparation, requesting letters of evaluation, coordinating bylaw unit access, administering faculty ballots and coordinating dossier submission for higher levels of review.
- ✓ Provide information, guidance, processing and tracking for sabbatical, Active Service Modified Duties, and other leaves or accommodations for academic (senate and non-senate) appointees.



SENATE FACULTY ADVANCEMENT & PROMOTION

AMANDA KHAMO & BECKY SMITH



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

LSE 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-I, and 220

LSE Series primary section: 285

Digital Measures Login

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

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

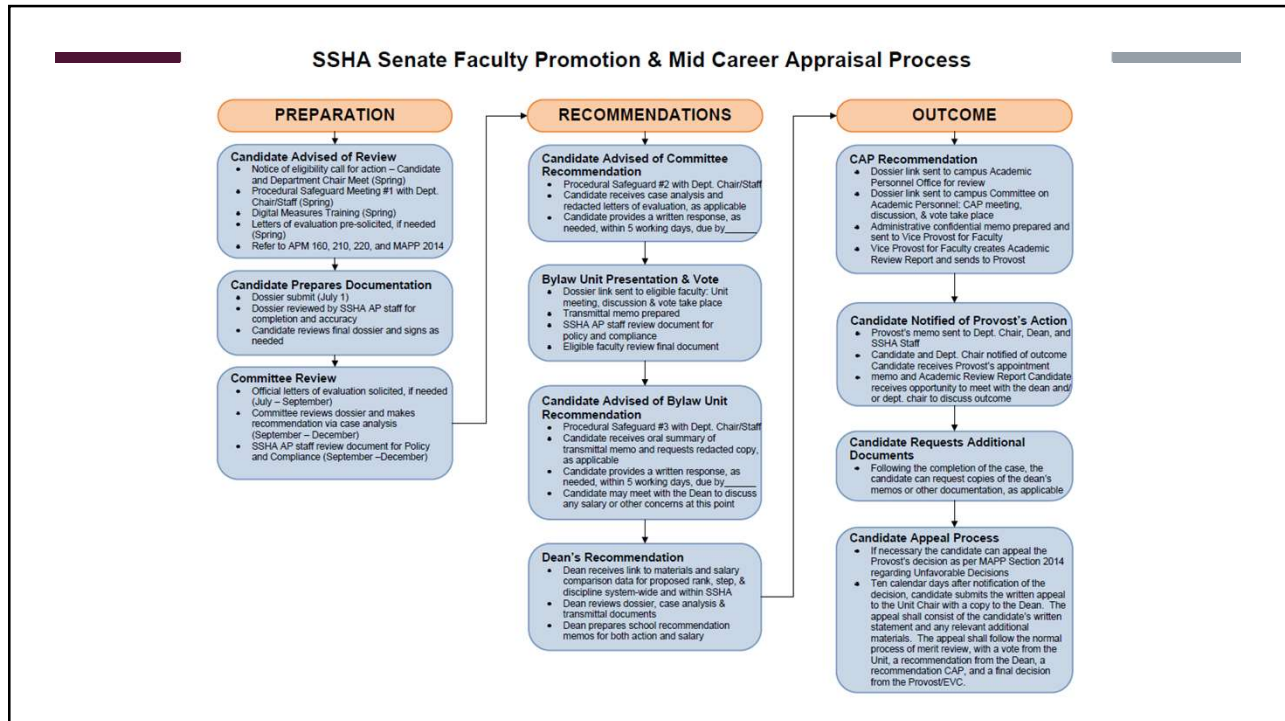
If you experience any problems logging in, try using a different web browser. If you need assistance with the log in or have questions as you prepare your dossier, please contact Becky Smith (rsmith7@ucmerced.edu) or Amanda Khamo (akhamo@ucmerced.edu).

What is Digital Measures?

.:DigitalMeasures

- 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>



APM 025 – CONFLICT OF COMMITMENT

AMANDA KHAMO & BECKY SMITH



APM025 - Conflict of Commitment and Outside Activities of Faculty Members:

Collect and review reporting by senate faculty and consult with faculty on prior approvals

https://www.ucop.edu/academic-personnel-programs/_files/apm/apm-025-07-01.pdf

Annual reporting and Prior Approval

Category I activities include: teaching, research, or administration of a grant at an educational institution, trust, organization, government agency, or foundation outside of the University; employment outside the University; assuming a founding/co-founding role of a company; assuming an executive or managerial position outside of the University. **You must receive prior approval to engage in Category I activities**, which always count toward the 39/48-day limit and must be reported annually.

Category II activities include: additional University-compensated teaching, including teaching in accordance with APM – 662, Additional Compensation: Additional Teaching, for UNEX courses and programs, other continuing education programs run by the University, and self-supporting UC degree programs if the teaching is outside the normal teaching load; consulting or testifying as an expert or professional witness; providing outside consulting services or referrals or engaging in professional practice as an individual or through a single-member professional corporation or sole proprietorship; serving on the board of directors outside of the University; providing a workshop for industry; providing outside consulting or compensated professional activities performed for entities such as the Los Alamos and Lawrence Livermore National Laboratories. Category II activities are counted within the 39/48-day limit and must be reported annually.

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). A fiscal-year faculty member is permitted a maximum of 48 days per fiscal year.

NON-SENATE FACULTY (UNIT 18 LECTURERS) AND UNDERGRADUATE STUDENT READERS

VANESSA WOODRUFF

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 12th 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



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



SUPERVISION AND ADDITIONAL FUNCTIONS OF ACADEMIC PERSONNEL

BECKY SMITH

Academic appointments/separations:

- 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
- Permanent Residency

Other:

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

DEPARTMENT SPECIALISTS

Marta Holtz

- Anthropology and Heritage Studies
- Global Arts, Writing, and Media Studies
- History and Critical Race & Ethnic Studies
 - Literatures and Languages
 - Sociology

Chiquitha Denee Aminsalehi

- Cognitive Science
- Political Science
- Public Health
- Psychological Sciences
- Social Sciences and Management

DEPARTMENT SPECIALISTS WORK DIRECTLY WITH DEPARTMENT CHAIRS

- Coordinates meeting logistics:
 - Doodle Polls
 - Reserves Conference Rooms
 - Schedules Zoom Meetings
 - Sends calendar invites
 - Prepares department meeting agendas and meeting minutes
- Consolidates bulk data received from Department Chair to disseminate to department faculty
- Tracks total credit hours generated by tenured track faculty and lecturers
- Tracks department faculty workload data
- Creates and Updates department social media accounts
- Tracks budget requests submitted by programs to the Department Chair
- Collects department course schedule requests
- Collects department syllabi
- Maintains and updates Department Chair's yearly planners, action item lists, tasks, deadlines



QUESTIONS