

ACADEMIC FEDERATION NEWSLETTER

February 2009

Academic Federation webpage:
<http://academicfederation.ucdavis.edu/index.cfm>

What is Going on in the Academic Federation?

Unique within the UC system, the Academic Federation has served since 1968 as the link between its members and the administration, representing Federation interests on matters of instruction, research, public service, and personnel policies and procedures.

According to the current chair of the Academic Federation, Steve Blank, “The Academic Federation is a group of professionals working to make the working conditions and other relations we all have with UCD more collegial and productive, as we strive to assist the university in achieving its mission.”

The Academic Federation consists of several committees which ensure that the Academic Federation is represented in all academic and professional aspects of our campus.

Those committees are:

Academic Freedom; Administrative Series Personnel; Affirmative Action and Diversity; Committee on Committees; Communications; Educational Affairs; Excellence in Teaching; James Meyer Distinguished Achievement Award; Joint Academic Federation/Senate Personnel

Personnel Committee; Planning and Budget; Professional Development; Public Affairs; Research; and Rules and Elections.

Five to eight Academic Federation members serve for two years for each Academic Federation committee; some committee members serve concurrently on joint Academic Federation-Senate committees (for example, the Executive Council, the Graduate Council, and the Undergraduate Council, among others).

To find out more about the Academic Federation committees and their membership as well as about the members who concurrently serve on Senate committees, please go to

<http://academicfederation.ucdavis.edu/leadership.cfm>

All Academic Federation committee chairs serve on the Federation’s Executive Council, which meets once a month to discuss issues pertinent to the members’ professional interests as members of the UC Davis campus. Depending on the issues, the Executive Council may evaluate operations, discuss committee work, draft letters, issue calls for action, and meet with both Senate committees and campus administration.

The Executive Council’s agenda for 2008-09 will focus on the following:

- (1) Review the operation of the Academic Federation personnel system; and (2) Examine the budget situation and its implications for the Academic Federation and our ability to serve our members.

How Can You Help the Academic Federation?

Please consider serving on one of the committees for 2009-10. The deadline to volunteer for service is March 1, 2009.

The Academic Federation is allocated a minimal budget each year which naturally impacts our work (for example, staff support for our committees or funds allocated for Academic Federation awards). Because the Academic Federation operates almost entirely on a volunteer basis, your service is invaluable.

Your volunteer service makes our work visible and elicits respect from both Senate members and administrators. You not only help the Academic Federation serve you and your interests better, you also contribute to campus service work and to the operation of our campus, while helping to build both personal communication networks and your merit package .

To volunteer for committee service, please go to the Academic Senate Information System at <https://asis.ucdavis.edu> and log in with your Kerberos ID and password. Click on the “Call for Preference of Service” link at the top of the page under “Items that Require Your Attention.” Complete the online form by ranking the committees that interest you and submit the form online by March 1. You will be notified of appointments by June 30, 2009. All appointments begin on September 1, 2009.

Who is Going to Review You?

One of the most direct contacts we each have with the university is the personnel process through which we are reviewed for promotions and merit raises. That personnel review process provides a valuable vehicle for both performance review and mentoring for each of us. However, new members of the Federation often wonder “who is going to be reviewing me?” The answer to that question depends upon your title series and the unit within which you work.

Due to much work by the Federation over its 40 years of existence, many Academic Federation members have well-established peer review systems. However, since many members do not yet have functioning peer-review systems in place, the Executive Council has identified reviewing the Academic Federation personnel processes as a top priority for 2008-09.

Starting with this issue, the Academic Federation newsletter will begin to include relevant information concerning the review process of its members. In general, the review process depends mostly on the type of work you perform; thus, your title series is key in identifying what the standard review process might be.

The main website for Academic Federation members’ review processes is maintained by the Vice Provost for Academic Personnel; this website contains FAQs for the Academic Federation in general as well as links to each Academic Federation title. These separate pages for each title contain the APM section for each title, criteria for

evaluation, preparation of the dossier, and other pertinent information:

<http://academicpersonnel.ucdavis.edu/AF%20FAQs/AF%20FAQs%20MAIN.htm>

Because the many title series represented by the Academic Federation are so diverse that no single review process would be appropriate for all, three different personnel committees oversee different titles.

Administrative Series Personnel Committee:

This committee consists of five members: one member of the Academic Administrator series, two members of the Academic Coordinator series, one member of the Academic Senate appointed by the Senate Committee on Committees, and one member of the Federation at-large. Part of the committee's charge is "to confer with the Vice Provost–Academic Personnel and to make recommendations respecting appointments, promotions, merit increases, personnel policies and standards, salaries, and related matters for members of the Academic Administrator series, the Academic Coordinator series, the Assistant Law Librarian series, the Assistant University Librarian series, the Associate Law Librarian series, and the Associate University Librarian series" (Academic Federation Bylaws).

For more information, please go to the websites below:

Academic Coordinator -
<http://www.ucop.edu/acadadv/acadpers/apm/apm-375.pdf>

Academic Administrator -
<http://manuals.ucdavis.edu/apm/370.htm>

University Librarian -
<http://www.ucop.edu/acadadv/acadpers/apm/apm-365.pdf>

Personnel Committee:

This committee also consists of five members: two members of the Librarian series, one Supervisor of Teacher Education, one Continuing Educator, and one member from among the other Federation titles. Part of the committee's charge is "to confer with the Vice Provost–Academic Personnel and to make recommendations respecting appointments, promotions, merit increases, personnel policies and standards, salaries, and related matters for Federation members with the titles Librarian, Supervisor of Teacher Education, Supervisor of Physical Education, and Continuing Educator" (Academic Federation bylaws).

For more information, please go to the websites below:

Continuing Educator -
<http://www.ucop.edu/acadadv/acadpers/apm/apm-340.pdf>

Librarian -
<http://www.ucop.edu/acadadv/acadpers/apm/apm-360.pdf>

Supervisor of Physical Education -
<http://www.ucop.edu/acadadv/acadpers/apm/apm-300.pdf>

Supervisor of Teacher Education –
http://atyourservice.ucop.edu/employees/policies_employee_labor_relations/collective_bargaining_units/nonsenateinstructional_nsi/contract_articles/article22.pdf

University Extension Teacher -
<http://manuals.ucdavis.edu/APM/340b.htm>

***Joint Academic Federation/Senate
 Personnel:***

This committee consists of seven members. While two members are Academic Senate, the other five are Academic Federation, appointed by the Federation Committee on Committees as follows: two from the Specialist in Cooperative Extension title series and three from the Agronomist, Specialist, Professional Research, or Project Scientist title series or other Federation members in a research title series.

The committee is charged “to confer with the Chancellor (or designee) and to make recommendations on personnel actions (appointments, merits, and promotions), personnel policies and standards, and related matters for members of the Agronomist, Specialist, Specialist in Cooperative Extension, Professional Research, or Project Scientist series, and such other title series as may be referred to it by the Chancellor (or designee)” (Academic Federation bylaws).

For more information, please go to the websites below:

Project Scientist -
<http://www.ucop.edu/acadadv/acadpers/apm/apm-311.pdf>

Professional Researcher -
<http://www.ucop.edu/acadadv/acadpers/apm/apm-310.pdf>

Specialist -
<http://www.ucop.edu/acadadv/acadpers/apm/apm-330.pdf>

Specialist in Cooperative Extension -
<http://www.ucop.edu/acadadv/acadpers/apm/apm-334.pdf>

Agronomist (_in the AES) -
<http://www.ucop.edu/acadadv/acadpers/apm/apm-320.pdf>

**Titles with Unique Review Processes:
 Librarians and Lecturers**

Some title series have unique review processes, such as librarians and lecturers, due to a Memorandum of Understanding (MOU), Academic Personnel Manuals (APM), etc. This issue will give some brief information on librarians and lecturers.

Librarians:

The reviews of librarians who are members of the bargaining unit are governed by the MOU. They are reviewed by LAUC-D CAPA (Librarians Association of the University of California-Davis, Committee on Appointments, Promotions and Advancement); and the University Librarian (if they work in the University Library), or the Dean of the Law School (if they work in the Law School). If the review is an uncontested merit increase, that is the final step (see the “Delegation of Authority Table”); all the others go forward to the Academic Federation Personnel Committee

and the Vice Provost for Academic Personnel. The reviews of non-represented members of the Librarian Series follow the same path except that the governing document is APM 360. Assistant and Associate University Librarians' reviews are governed by APM3 65, do not go through LAUC-D, and are reviewed by the AF Administrative Series Personnel Committee.

Two websites that pertain to librarians' review processes are:

- 1) The Librarians' association of the University of California

<http://laucd.lib.ucdavis.edu/peerreview/>

- 2) The Delegation of Authority

<http://academicpersonnel.ucdavis.edu/delegations/delegations.cfm?page=19>

Lecturers:

Similarly to librarians, the lecturers' review process is not always straightforward as to who is going to review a lecturer. Some departments have a clear review procedure that includes peer review and a personnel committee that consists of both lecturers and senate faculty (for example, the University Writing Program falls under that category). However, the Memorandum of Understanding with the University does not guarantee that.

In particular, for reappointment of one-year lecturers, the MOU says, "This assessment shall be undertaken in accordance with each department's applicable procedures for

assessment of pre-six year appointees in effect at the time of the assessment. The input of qualified post-six year NSF in the assessment process is encouraged, but not required." (Article 7a, C.4.A.1).

For initial continuing appointments, lecturers should look at Article 7b, E. 4-6.

For merit increases, the MOU is vague. Only article 22 refers to departmental procedures and the University's discretion to grant merit increases.

If you are currently a pre-six lecturer, you should notify your department or program this winter that you want to be reviewed and considered for reappointment. This should be done in writing (either by letter or email), so that both you and your department have a record of your request for review.

The latest updated version of the MOU can be found on the UC-AFT Local 2023 website:

<http://www.2023online.org/>

Academic Development Program Awards

The purpose of these awards is to encourage scholarly achievement by faculty members whose heavy involvement in University and community service has significantly impeded or has the potential to impede their progress in research or other creative activity. The eligibility criteria, conditions of the awards, and application procedures are fully described at:

<http://academicpersonnel.ucdavis.edu/awards%20main%20REVISED.htm>

For example, Amy Clarke, a University Writing Program, was awarded a Professional Development Leave for Unit 18-Lecturers in 2007. Though Dr. Clarke teaches a variety of writing courses for the University Writing Program, she has developed particular expertise in *UWP 104E: Writing in the Sciences*, an upper division writing class in the program's pre-professional series. Using her Professional Development Leave award, Dr. Clarke created a website that supports both her upper division undergraduates enrolled in science writing classes and other UWP faculty members who teach science writing. In addition, this site is a campus resource since it can be used for science writing workshops and by graduate students in science.

To see Dr. Clarke's website, please go to <http://writingprogram.ucdavis.edu/sciencewriters/uwp.html>

Academic Federation Awards

Each year the Academic Federation recognizes its members with awards for Excellence in Research, Excellence in Teaching, and the James H. Meyer Award for Distinguished Achievement. The research award is given in recognition of the contributions made to the research mission of the Davis campus by non-Senate faculty members. The 2007-08 Excellence in Research Award was given to Dr. Cristoph Vogel, adjunct professor of Environmental Toxicology. Likewise, the teaching award is given in recognition of the contributions

made to the teaching mission of the Davis campus by non-Senate faculty members. The 2007-08 Excellence in Teaching Award went to Dr. Elizabeth Davis, a lecturer with the University Writing Program, and Dr. James Shaffrath, a lecturer in Neurobiology, Physiology, and Behavior. The teaching and research awards include a stipend of \$500 to the recipients.

The James H. Meyer award recognizes distinguished career-long achievement by an Academic Federation member in meeting the responsibilities associated with the nominee's job title. A secondary, but important, consideration is service to the campus, the UC community, or state, regional, or national bodies. This award is presented by the Chancellor at an annual dinner and includes a stipend of \$1000. The James H. Meyer award for 2007-08 was awarded to Dr. Eric Schroeder, a lecturer with the University Writing Program and director of Summer Abroad.

The Charles P. Nash Prize is awarded annually to a member of the UC Davis Academic Senate, the Davis Faculty Association, or the Academic Federation whose actions demonstrate an exceptional and extended commitment to shared governance and/or promoting faculty interests by ensuring equitable treatment of faculty. The first Charles P. Nash award was given in 2008 to Dr. Catherine VandeVoort, adjunct professor with the California National Primate Research Center, who also served as Chair of the Academic Federation in the past.

The Academic Federation also offers two other awards, the Academic Federation Research Travel Grants, and the Academic Federation Research Grants (Innovative Developmental Awards).

To learn more about these awards visit the Academic Federation website:

<http://academicfederation.ucdavis.edu/awards.cfm>