Understanding the AF Research titles

How to be Successful in the UC Davis Academic Federation

Phil Kass

2018
Where to find information
Guidelines for Advancement Under the Step Plus System – Academic Federation Titles

These are interim guidelines for the 2015-2016 academic year.

- Adjunct Professor Series
- Health Sciences Clinical Professor Series
- Professional Researcher Series
- Project Scientist Series
- Specialist in Cooperative Extension Series
- Specialist Series
Where to find information
Table of Contents

Universitywide policies listed below begin with "APM," UC Davis policies and procedures begin with "UCD" and are highlighted below. Not all Universitywide policies have UCD procedures. Universitywide policies are issued by the Office of the President and apply to all campuses and laboratories. UCD procedures are developed by Academic Affairs and issued by the Offices of the Chancellor and Provost and apply only to UCD, which includes all units under the jurisdiction of UC Davis, located in Davis, Sacramento, and all off-site locations.

Throughout these policies, the term "Chancellor" refers to the Chancellor and/or the Chancellor's designee. Responsibilities that cannot be redelegated by the Chancellor are stated explicitly within the policy.

1. General University Policy Regarding Academic Appointees
   - APM 005  Privileges and Duties of Members of the Faculty
   - APM 010  Academic Freedom
   - APM 015  The Faculty Code of Conduct
   - UCD-015, Procedures for Faculty Misconduct Allegations
   - Exhibit A, Examples of Unacceptable Faculty Conduct
   - Exhibit B, Allegations of Misconduct Request for Review
   - APM 016  University Policy on Faculty Conduct and the Administration of Discipline
   - APM 020  Special Services to Individuals and Organizations
   - APM 025  Conflict of Commitment and Outside Activities of Faculty Members
   - UCD-025, Conflict of Commitment and Outside Activities of Faculty Members (1/21/11)
The basics of advancement

• If you are performing well in all expected areas, you should be able to advance within your series at regular intervals
  • Merit advancements can be considered every 2-4 years, depending on your rank and step
  • Promotions (to Associate or full rank) typically involve longer periods of review
• Your department will be notified when you are eligible for merit review, but you should be aware of your eligibility, as well.
• … and what is a merit advancement??
The UC Davis **Step Plus system** allows Academic Federation members to move faster (1.5 or 2.0 steps) based on greater-than-expected performance.
The UC Davis **Step Plus system** also allows Academic Federation Members to **accelerate in time** only when promoting and only 1.0 step is allowed.
The UC Davis Step Plus system

• You are eligible for merit advancement after normative time at your current step (2, 3, or 4 years)
  • Under Step Plus, you may elect to be considered for up to 1-step, 1.5-steps or 2-step advancement
  • If you defer, you are eligible again the next year
• Promotion to the Associate or Full rank can occur prior to normative time, but can only be considered for 1 step
The UC Davis Step Plus system

- “Regular” advancement, for performing well in all areas of review, is 1 step

- Under Step Plus:
  - Outstanding performance in any one area of review qualifies for 1.5-step advancement
  - Outstanding performance in two areas of review, including your core area, qualifies for 2.0-step advancement
  - Advancement of >2.0 steps can occur, but is extremely rare
Who decides?

• You are given an opportunity to select the maximum advancement you will accept, based on funding information provided by the PI (if your position is grant funded)

• Your department makes a recommendation

• Your case is evaluated by the Joint Personnel Committee (JPC), which makes a recommendation

• The decision is made by your dean for most merits or by the Vice Provost for promotions and recommendations for >1.5 steps
Academic Personnel Review

• One of the most important ways you can plan for your advancement is to regularly **document** your roles, contributions, and fulfillment of expectations to a research enterprise

• Regardless of what Academic Federation title you hold, there are ways of effectively **recording** and **communicating** your accomplishments to your peers
Academic Personnel Review

• Your peer group and/or your department will be voting on your merit/promotion action

• The rules on who is eligible to vote on your action have been established by your department and have been approved by the Joint Personnel Committee

• These are available to you so you can understand who is eligible to vote and who is eligible to provide comments
My Info Vault (MIV) is your electronic dossier

- Typically, you will enter your own information... keep it current!
- Some departments will provide assistance
- Publications can be downloaded through PubMed or Endnote
- There is good online assistance
MyInfoVault Information (MIV)

Background

MyInfoVault, also known as MIV, is an online database that houses academic personnel research, creative activity, teaching and service data, and creates and routes electronic dossiers for academic peer review. The program is sponsored by Academic Affairs with technical assistance from Information and Educational Technology (IET). MIV is used by academics and academic personnel staff across campus and the health system to process all action types.

MIV Users Group

The role of the MIV Users Group is to provide insight and recommendations directly to Academic Affairs staff, who use that advice in their work with the MIV development team. The charge of the Users Group is to assist the MIV development team with:

- improving current features of MIV;
- identifying potential new features;
- providing input on the development of these features; and
- prioritizing future enhancements.

MIV Users Group 2016-2017 [PDF]

Your MIV Team

MIV is supported by a team of functional and technical staff members. In Academic Affairs, Kelly Anders is the functional team leader. Michelle Howard provides analysis, training, and help desk support. In IET, Brent Hammond is the technical team leader and oversees the work done by developers Stephen Paulsen and Jacob Saporito, as well as QA Analyst Marc Dell’Erba. Together, they are responsible for keeping the project on track, including programming and testing the new user interface, as well as managing ongoing enhancements.
Training & Resources

MyInfoVault (MIV) has a "getting started" feature, which can be accessed from your home page ("How Do I Get Started"). In addition, the below handouts are available for both staff and academics. Classes and demonstrations are scheduled periodically throughout the year through Staff Development and Professional Services, and Michelle Howard is available for one-on-one or small group training at your location. Michelle is also responsible for hiring, training, and deploying student assistants who complete the historical data entry for the campus. She can be reached at mihoward@ucdavis.edu or 530-752-9775.

User Guides for Staff

- Entering Data on Behalf of a Candidate [PDF]
- "NEW" Creating Actions and Packets [PDF]
- Managing the Open Action [PDF]
- Uploading Extramural Letters [PDF]
- Creating the Candidate’s Disclosure Certificate [PDF]
- Creating and Managing Review Groups [PDF]
- Opening Reviews & Assigning Reviewers [PDF]
- Creating New Appointments [PDF]
- Adding a New User [PDF]
- Editing and Deactivating/Reactivating User Accounts [PDF]
- Using Reports in MIV [PDF]

User Guides for Academics

- Signing the Disclosure Certificate [PDF]
- Guide for Dossier Reviewers [PDF]
- Creating a Curriculum Vitae [PDF]
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Learn how to enter data, create and design your dossier, and send your dossier to your department: How do I get started?

My Dossier

My Packet Requests (0)

Sign Documents

View My Complete Dossier/Sign My Disclosure Certificate (0)
Review/Sign Vice Provost's Final Decision/Recommendation (0)

Review Dossiers

Assign Dossier Reviewers
Review Other Candidate's Dossiers (0)
Candidate’s Statement

• Your opportunity to educate your department and peer voting group about your contributions

• Not everyone will understand the expectations of your title, therefore …
  • Make sure that your position description is current and includes all the expectations of your title.
  • Refer to these expectations in your candidate statement!
Candidate's Statement

• A Candidate’s Statement accomplishes what a dossier can’t:
  • It should be a guide to what is in the dossier without repeating it
  • It should be analytical:
    • What are your professional accomplishments?
    • Why are your contributions important?
    • What impact did your contributions have on the research enterprise?
  • Use it as an opportunity to educate those voting on your action
Candidate’s Statement

• Most importantly, write your candidate statement so that it can be understood and appreciated by non-experts!
  
• A good rule of thumb: present your research as though you were writing a grant proposal to a very general foundation, e.g. the Gates Foundation
  
• Do not write a statement longer than 5 pages.

• Be sure to describe any contributions you have made to diversity and equal opportunity.
The Dossier: What makes a one strong?

- Effective use of MIV to document *all* your relevant activities
- Thorough, detailed descriptions in the “Contributions to co-Authored Publications” section
  - Talk to the PI so you both have a mutual understanding of what your contributions are
  - It is very important to your career to ensure that you get credit and recognition for your contributions
## Academic Personnel Review

<table>
<thead>
<tr>
<th>Research Title</th>
<th>Expectation</th>
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<tbody>
<tr>
<td>- Specialist in Cooperative Extension</td>
<td>- Leadership in conducting mission-oriented research and research-based educational outreach</td>
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<tr>
<td>- (APM 334/APM-UCD 334)</td>
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Specialist in CE series

Your dossier will be examined for:

• Performance in extending knowledge and information to public and private stake-holders
  • Research-based outreach activities, training, publications that translate research and recommend best practices for stakeholders, public engagement and connection

• Research (especially applied) and creative scholarly and applied work
  • Peer-reviewed publications tied to the mission of the Division of Agriculture and Natural Resources
  • Grants
Specialist in CE series

• **Peer-reviewed publications**
  • Refereed and non-refereed journal articles, books and monograph chapters, proceedings chapters (only if refereed), editorials

• **Limited distribution**
  • Compendiums of data, reports, extension teaching materials, video or audio tapes, popular articles, bulletins, leaflets, progress or annual reports to funding agencies or commissions, comments for commodity group newsletters (non-exhaustive list)
Specialist in CE series

Your dossier will be examined for:

- Professional competence and activity
  - Serving on review panels, advising government agencies, reviewing manuscripts, serving on editorial boards

- University and public service
  - See above, plus:
  - Department, campus and university committees, mentorship activities...
Specialist in CE series

Examples

- Research innovation ............... Candidate’s Statement
- Team leadership .................... Candidate’s Statement
- Develop projects .................... Candidate’s Statement
- Write grants as PI / Co-PI ......... MIV: Grants and Contracts
- Write research publications ...... MIV: Publications
- Presentations ........................ MIV: Publications/Presentations
- Contributions to abstracts ....... MIV: Publications/Abstracts
- Contributions to publications ... MIV: Publications (edit)
- Significance of work ............... MIV: Publications (edit)

Documentation
Academic Personnel Review

Research Title

• Professional Research Series (APM 310)

Expectation

• Leadership in creative and/or research activities (equivalent to that of professorial series)
Your dossier will be examined for research/creative activity leadership and innovation primarily through:

- **Publications**
  - First author
  - Senior author (clearly note mentoring role)
  - Last author

- **Grants**
  - PI
  - Co-PI
  - Leadership in large-scale collaborative grants; complete independence is not expected
Professional Research Series

Examples

• Research innovation ……………. Candidate’s Statement
• Team leadership ……………….. Candidate’s Statement
• Develop projects ………………. Candidate’s Statement
• Write grants as PI / Co-PI …….. MIV: Grants and Contracts
• Write scholarly publications …. MIV: Publications
• Presentations ……………………. MIV: Publications/Presentations
• Contributions to abstracts ……. MIV: Publications/Abstracts
• Contributions to publications ... MIV: Publications (edit)
• Significance of work …………….. MIV: Publications (edit)

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<th><strong>Research Title</strong></th>
<th><strong>Expectation</strong></th>
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</thead>
<tbody>
<tr>
<td>• Project Scientist Series (APM 311)</td>
<td>• Significant, original, and creative contributions to a research or creative project without an expectation of independence</td>
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Project Scientist Series

- Your dossier will be examined for research/creative activity competency and leadership primarily through:
  - **Publications**
    - Co-authorship is expected
  - **Grants**
    - Co-authorship is viewed favorably
  - **Management**
    - Laboratory, projects under a PI, in which you play an intellectual and conceptual role
Project Scientist Series

**Examples**

- Research contributions .......... Candidate’s Statement
- Team management ............... Candidate’s Statement
- Project creativity................ Candidate’s Statement
- Contribute to grants ............. MIV: Grants and Contracts
- Co-author publications .......... MIV: Publications
- Co-author abstracts ............. MIV: Publications/Abstracts
- Contributions to publications ... MIV: Publications
- Significance of work ............ MIV: Publications

**Documentation**
Project Scientist Series

- PI status is not automatically conferred in this series – it can only be granted by exception to policy
  - this is worth remembering if you want to move to the Professional Research series
- Assistant Project Scientists are *not* required to promote within eight years (unlike Professional Researchers)
Academic Personnel Review

**Research Title**
- Specialist Series (APM 330, APM-UCD 330)

**Expectation**
- *Technical or specialized expertise* in support of a research or creative project without an expectation of independence or leadership
# Specialist Series

## Examples

- Research contributions ............ Candidate’s Statement
- Team value .......................... Letters from collaborators
- Project creativity ..................... Candidate’s Statement
- Contributions to grants .......... MIV: Grants and Contracts
- Contributions to presentations .. Candidate’s Statement
- Contributions to abstracts ...... MIV: Publications/Abstracts
- Co-author publications .......... MIV: Publications
- Contributions to publications .... MIV: Publications
- Significance of work .............. MIV: Publications
- Reviewing proposals .............. MIV: Service
- Reviewing manuscripts .......... MIV: Service
- Service to profession ............. MIV: Service
Specialist Series

• PI status is not automatically conferred in this series – it can only be granted by exception to policy
  • this is worth remembering if you someday want to move to the Professional Research series

• Assistant Specialists are not required to promote within eight years (unlike Professional Researchers and Specialist in CE)
Thinking About the Future

Hoping to move to a different title series?

- PhD (or equivalent) is required for Project Scientist, Specialist in CE and Professional Researcher
- Work with your PI to gain additional technical skills and greater research responsibilities
- Contribute to authorship of grants and research publications
- Document your contributions to multi-authored efforts carefully and thoroughly
Seeking Advice

• As academic employees of the University, you have the right to be mentored to help you be successful

• Seek help, and network with others in your AF series, as well as with Academic Senate members

• You have the right to be recognized for your work, so make sure that your department understands the research role you play and the contributions you make to its success
Academic Federation

Richard Breeden, Carolyn Stull, and Sonja Brodt.