Understanding the AF Research titles

How to be Successful in the UC Davis Academic Federation

Philip Kass

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UC DAVIS
ACADEMIC AFFAIRS

Where to find information

Academic Personnel Manual

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.

Select a link to view the specific section:

I. General University Policy Regarding Academic Appointees
II. Appointment and Promotion
III. Recruitment
IV. Salary Administration
V. Benefits and Privileges

I. 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

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Academic Affairs

Quick Links

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Step Plus System

Step Plus System

- *Overview of the Step Plus System*
- *Key Features of the Step Plus System*
- *Suggestions for Conducting Departmental Votes*
- *Guidelines for Advancement - Senate*
- *Guidelines for Advancement - Federation*
- *Guide for Step Plus Promotions*
- *Above Scale Merits in the Step Plus System*

Beginning in 2012, a series of three workgroups of UC Davis faculty, administration and staff reviewed ways to streamline the personnel process: the Academic Senate Taskforce on Simplifying the Academic Personnel Process (STAPP), the Academic Personnel Streamlining Implementation Workgroup (APSIW), and the Joint Senate-Administration Workgroup on Step Plus Policies and Procedures (SAWSPPP). Reports from these groups may be found in the Historical Documentation. These deliberations have resulted in a series of recommendations that will streamline and enhance the personnel process. The Step Plus System will allow the campus to realize a significant reduction in the number of personnel actions per year, thus saving staff and faculty time. Step Plus also allows evaluations to be done based on a more complete and consistent time window, and increases the likelihood that deserving candidates who have not historically put forward their dossiers for accelerated review will benefit from their excellent performance.

For all of these reasons the Step Plus system, as described below, was implemented effective July 1, 2014 and adopted immediately for personnel actions in the Senate titles of Professor, Professor in Residence, Professor of Clinical___, and Acting Professor of Law. On June 15th, 2015, the Academic Federation (AF) voted to implement the new Step Plus System for the following title series: Adjunct Professor, Agronomist in the Agricultural Experiment Station (AES), Specialist in Cooperative Extension (CE), Health Sciences Clinical Professor, Professional Researcher, Project Scientist, and Specialist.

Overview of the Step Plus System for Personnel Actions

A. Normative schedule. All merits are considered on a fixed two-, three- or four- year schedule, as determined by normative time at their current rank and step. Normative time is defined in APM 220-18 and can also be found on the Step Plus System Salary scales . At every review, the individual may be considered for more than one step, i.e. 1.5 steps, 2 steps, etc. (Guidelines for Advancements)

- Academic Enrichment Fund (AEF) Accounts
- Academic Personnel Manual
- Step Plus System
- Academic Advisories
- Access to Records
- Ad Hoc Committees
- Annual Call
  - Annual Call for Unit 18 Members
  - Historical Annual Calls
- Appointment and Advancement

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

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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

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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 Academic Federation/Academic Senate 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*InfoVault (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

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Academic Affairs

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MyInfoVault (MIV)

Background

MyInfoVault
Click to enter MyInfoVault

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. It also allows for creation and routing of academic leave of absence requests. 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 Team

MIV is supported by a team of functional and technical staff members. In Academic Affairs, Brian Darnell is the functional team leader. Lara Stilling provides analysis, training, and help desk support. In IET, Stephen Paulsen and Jacob Saporito are the developers. Together, they are responsible for keeping the project on track, including programming and testing the new code, informing the campus of ongoing activities that will affect the use of the program, and responding to requests for assistance. To contact the team with problems or suggestions for improvement, e-mail us at miv-help@ucdavis.edu.

Uses for MIV

MIV is used to prepare and route all academic actions for Senate and Federation members through the review p
including both redelegated and non-redelegated actions, as well as new appointments for individuals being recruited from outside the Davis campus. MIV is also used to route academic leave of absence requests. Academic users of MIV also have the ability to generate a curriculum vitae or an NIH biographical sketch.

› Contacts for UC OATS

› Academic Personnel History & Information Database (APHID)

Frequently Asked Questions

› Data & Statistics

› E-Verify

› Electronic Form Submission

› Faculty Satisfaction Survey Reports (COACHE)

› Grant Writing Links and Resources

› Hiring Goals & History

› MyInfoVault (MIV)

Frequently Asked Questions

Training & Resources

Training & Resources

MyInfoVault (MIV) has help pages within the program, which can be accessed by selecting "Help" in the upper right corner of any page in MIV. 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.

User Guides for Academics

- Signing the Disclosure Certificate [PDF]
- Guide for Dossier Reviewers [PDF]
- Creating a Curriculum Vitae [PDF]
- Guide for Signing as a Dean [PDF]
- How to Request a Leave [PDF]
- How to Sign a Recommendation or Decision on a Leave Request (as a Dept. Chair or Dean) [PDF]

User Guides for Staff

- Entering Data on Behalf of a Candidate [PDF]
- 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]
- Managing User Accounts [PDF]
- Using Reports in MIV [PDF]
- How to Create a Leave Request for an Academic [PDF]
- Forms Online to MIV Leave Type Conversion Guide [PDF]
- Leave Date Conversion Tool [XLS]

In addition to the written guides listed above, you can view training videos by clicking the button below.

Training Videos

› Contacts for UC OATS

› Academic Personnel History & Information Database (APHID)

Frequently Asked Questions

› Data & Statistics

› E-Verify

› Electronic Form Submission

› Faculty Satisfaction Survey Reports (COACHE)

› Grant Writing Links and Resources

› Hiring Goals & History

› MyInfoVault (MIV)

Frequently Asked Questions

Training & Resources

Enhancement Process

Pending Enhancements

Completed Enhancements

Testimonials

MyInfoVault (MIV)

Background

MyInfoVault
Click to enter MyInfoVault

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MyInfoVault

Enter Data ▾ My Packets ▾ CV & Biosketches ▾ Actions ▾ Reports ▾ Preferences ▾

Home

Forms

Manage Forms (0)
Search Forms

My Dossier

My Packet Requests (0)

Sign Documents

View My Complete Dossier/Sign My Disclosure Certificate (0)

Review Dossiers

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

Open Actions

Manage Open Actions
View Dossier Snapshots

Pinned Actions

You can pin actions here so they are instantly available.
Look for the pin icon in Open Actions and search results.

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*
- 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

Research Title

- **Specialist in Cooperative Extension**

  (APM 334/APM -UCD 334)

Expectation

- ***Leadership* in conducting mission-oriented research and research-based educational outreach**

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	Documentation
• 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)

Academic Personnel Review

Research Title

- **Professional Research Series** (APM 310)

Expectation

- *Leadership* in creative and/or research activities (*equivalent to that of professorial series*)

Professional Research 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	Documentation
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)

Academic Personnel Review

Research Title

- **Project Scientist Series**

  (APM 311)

Expectation

- ***Significant, original, and creative*** contributions to a research or creative project without an expectation of independence

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	Documentation
• 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

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	Documentation
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 terminal degree) 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

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ACADEMIC FEDERATION

Quick Links

ABOUT COMMITTEES GRANTS & AWARDS RESOURCES STEP PLUS

The only organization of its kind in the University of California system, the UC Davis Academic Federation represents members of 17 academic titles and is one of the five official campus constituencies.