

Understanding the AF Research titles

How to be Successful in the UC Davis
Academic Federation

Phil Kass

2018



Where to find information

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jcdavis@ucdavis.edu



Work Life - balancing work and life for Academics

What's New

- [Unit 18 Pre-Six Reappointment Criteria](#)
- [2016 Retirement Program - APPROVED](#)
- [New Junior Specialist Forms and Checklists](#)
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Recent Academic Advisories sent to the Deans

AA2016-03 - Deadlines for 2016



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Home > Policies > Step Plus System > Guidelines for Advancement - Academic Federation Titles

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

Step Plus System

Overview of the Step Plus System

Key Features of the Step Plus System

Suggestions for Conducting Departmental Votes

Guidelines for Advancement - Academic Senate Titles

Guidelines for Advancement Academic Federation Titles

Guide for Step Plus Promotions

Above Scale Merits in the Step Plus System

UC Davis Step Plus Salary Tables

Step Plus Retirement Scenarios

Historical Documentation

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Academic Personnel Manual

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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.

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
	UCD-016, Procedures for Faculty 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)

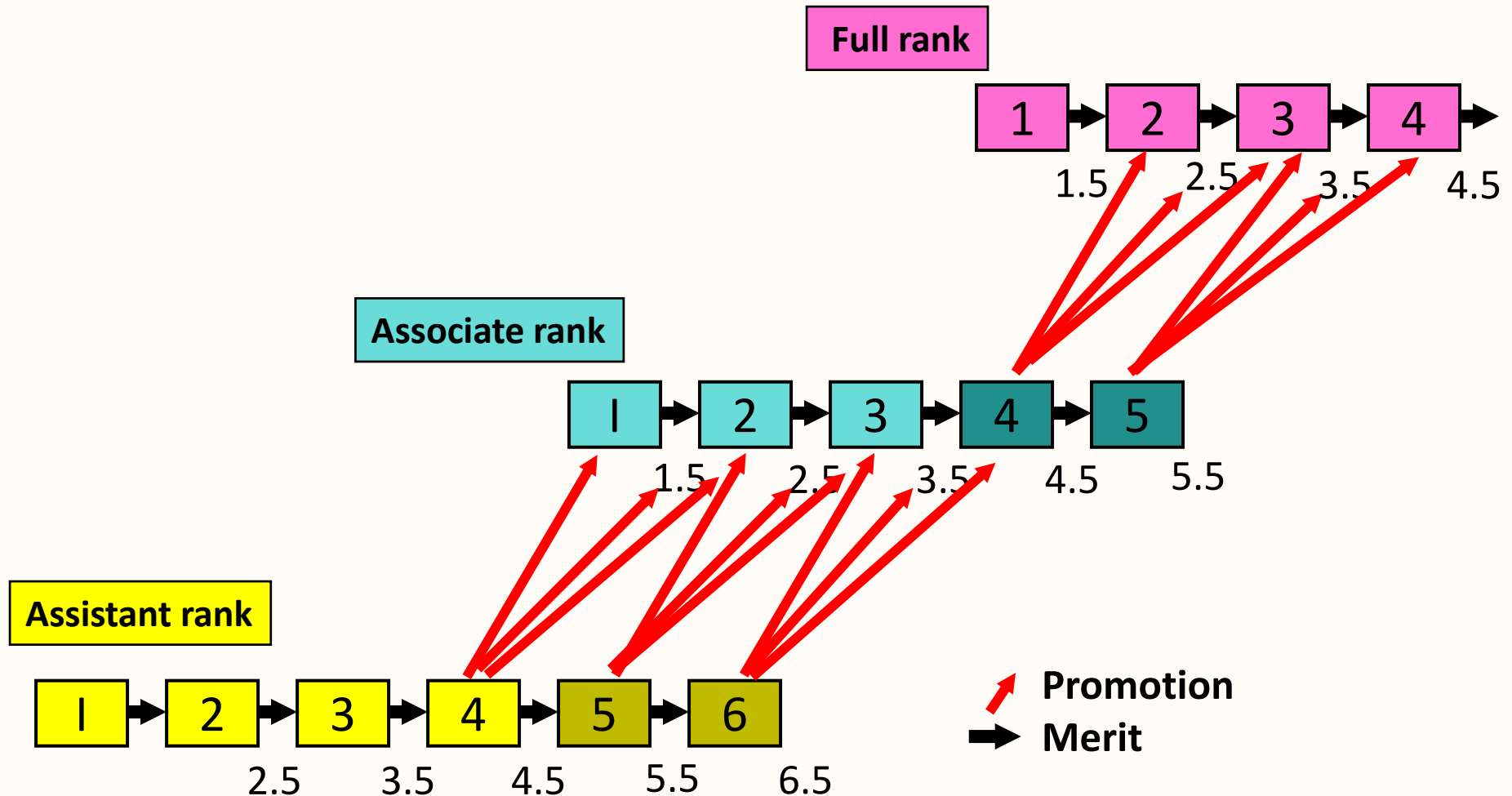
IN THIS SECTION

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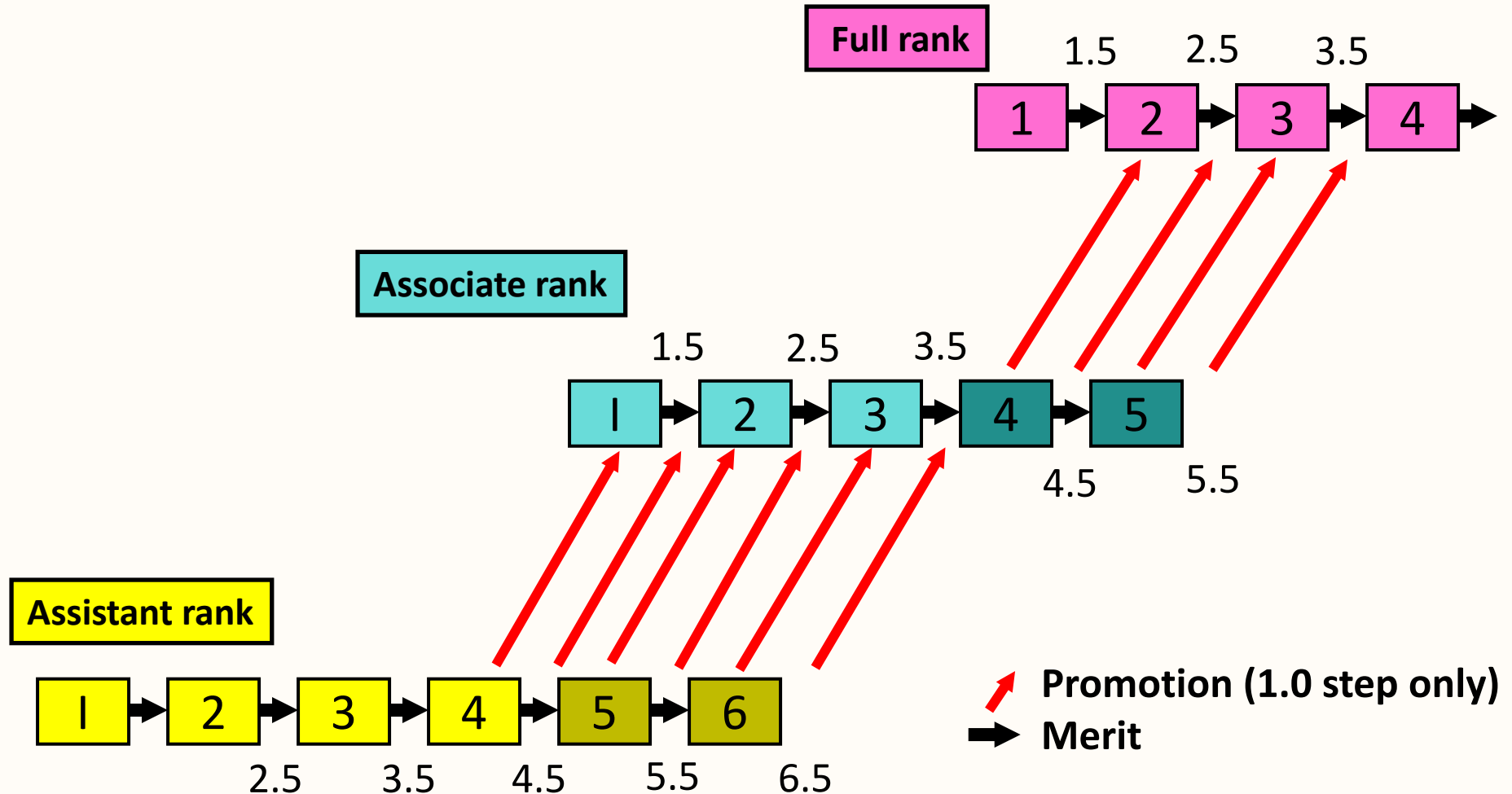
The basics of advancement

- 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

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Work Life - balancing work and life for Academics



Upcoming Events

Unit 18 Lecturers - A Primer for Chairs

Wednesday, April 26, 2017
 12:15 - 1:45 PM
 203 Mrak Hall

STEAD Faculty Search Committee Workshop

Monday, May 15, 2017

Recent Academic Advisories sent to the Deans

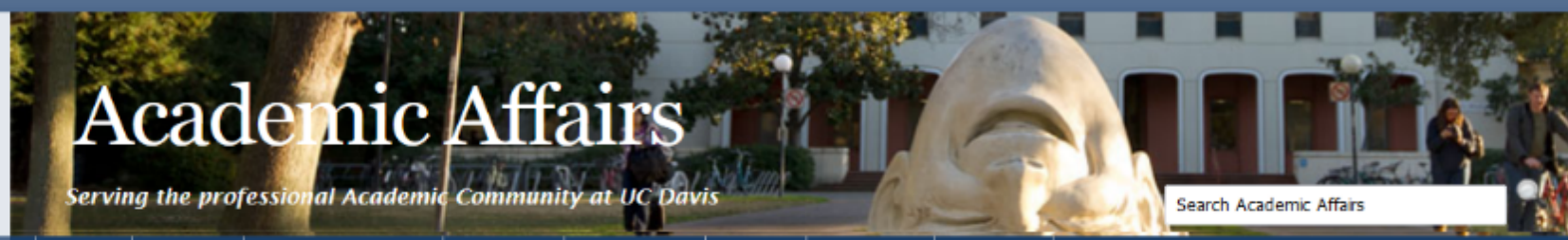
[AA2017-01](#) - Rescission of Delegation for Search Plans and Search Waivers for Junior Specialist positions (4/10/17)

[AA2016-09](#) - Reminder on Step Plus clarification (10/31/16)

[AA2016-08](#) - Upgrade Requests and Diversity Statement for Senate

What's New

- [Chairs Guidebook for LSOES](#)
- [UC Davis Awarded WorldatWork 2017 Seal of Distinction](#)
- [Department of Labor \(DOL\) new overtime rule toolkit](#)
- [Save the Date - Campus Conflict Resolution Resource Fair 2016](#)
- [2016-17 Annual Call for Unit 18 Members](#)
- [2016-17 Annual Call for Academic Personnel Advancement Actions](#)
- [Unit 18 Pre-Six Reappointment Criteria](#)
- [Pre-Six Year Mentoring Meeting Toolkit](#)
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MyInfoVault (MIV)

- Enhancement Process
- Pending Enhancements
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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 code, informing the process of enhancements, and they will offer the user of the system guidance according to requests for

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Training & Resources

MyInfoVault (MIV)

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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 mhoward@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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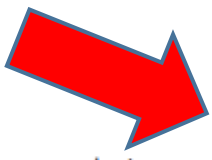
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**MyInfoVault**

Click the MIV logo to enter MyInfoVault.

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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 My Researcher's First Review Recommendation](#) (0)

Review Dossiers

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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

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) 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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Richard Breedon, Carolyn Stull, and Sonja Brodt.

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- [Academic Federation Step Plus: Make your voice heard! Watch the video and submit your comments on the Step Plus Web Forum.](#)
- [Submit Nominations for the Academic Federation Committee on Committees](#)