VCHS Academic Affairs

Procedural Updates

Responses to Prelims and Information Requests
Academic Personnel Services and VCHS Academic Affairs have established deadlines for responses to preliminary assessments and requests for additional information. Responses to preliminary assessments not requiring additional referee letters will be due within 30 calendar days from the date of the preliminary assessment letter. If the preliminary assessment requires solicitation of additional external referee letters, responses will be due in 90 days. Due dates will be included in the request. If a response is not submitted before the deadline and an extension to the deadline has not been approved, the preliminary assessment decision will become final and a final action letter will be issued. Please let the VCHS Office now if there are any problems meeting these deadlines.

Files for the Project Scientist and Specialist Review Panel (PSSRP)
As the PSSRP committee meets once a month, departments are encouraged to build in as much lead time as possible (minimum six weeks) to submit appropriately prepared files that require committee review. In the event a request for additional information or preliminary assessment is issued, the review process can be expected to take longer than the six-week time period that is typically required to process a PSSRP file. The schedule of PSSRP meetings can be found at: http://academicaffairs.ucsd.edu/aps/advance-train/pssrp.html.

Late Academic Personnel Files
If a Department has not met established deadlines for review files, VCHS Academic Affairs will not finalize approvals for new appointment files until late review files, prepared appropriately, are submitted for VCHS AA Triage, or arrangements are made with the VCHS Analyst regarding exceptions to this policy. Despite this, Departments are still encouraged to submit new appointment files for processing so they can be moved forward to the point of final approval. Still, if your unit’s new appointments are on hold, requests for processing urgent or high-priority new appointments can be pursued by requesting your department chair (or SSPPS Dean) to contact AVC Ries directly.

Policy Updates

Search Waivers for Academic Appointees
The UC Recruit Governance Board has developed proposed guidelines for the use of waivers in academic hiring. The attached guidelines describe proposed UC system-wide minimum standards for the use of search waivers and allows campuses to set further local restrictions or additional guidelines as needed. If you have feedback to convey with regard to the proposed guidelines, a response by March 11, 2016, is appreciated. You may send your comments and/or questions to Assistant Vice Chancellor Cindy Palmer at c5palmer@ucsd.edu.
**Upcoming 2016 Retirement Tier**

The University of California (UC) is in the process of establishing new retirement benefits for future employees hired within the UC system. A task force was convened to propose options for the new retirement plan. The group has completed its work and presented a report including recommendations for consideration. Information regarding the new retirement tier is available at:


Because of the uncertainty regarding the 2016 retirement tier, new ladder rank faculty appointments which would otherwise have a July 1, 2016, start date will instead be effective June 30, 2016. This will ensure entry into the 2013 benefits tier. Appointment and/or offer letters will contain the following language:

“Your appointment will be effective June 30, 2016, with the pay period beginning on July 1, 2016.”

Please contact your VCHS Academic Affairs Analyst if you have already issued appointment letters with a 7/1/16 start date and/or if you are currently negotiating with a candidate and anticipate a start date after fall quarter 2016. Your VCHS Analyst will work with Academic Personnel Services to re-issue appointment letters, as needed.

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**VC Announcements from our Units**

**VCHS Academic Contacts Meetings**

Thank you for attending the VCHS Academic Affairs/Academic Resource Center Contacts Meeting on February 18. If you have suggestions for future meetings, please send them to Rebecca Woolston (rwoolston@ucsd.edu). Also, be on the lookout for a “Save the Date” email for future VC/ARC meetings.

**AP Experience?**

If you have academic personnel experience and are interested in an internship opportunity, please email Denise Marlin (dmarlin@ucsd.edu) and provide a brief overview of your experience.

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**Excerpts from Recent APS Announcements**

**New Consecutive No Change Academic Review Language for Final Outcome Letters**

Please be aware of new language that will be included in the final authority academic review outcome letters for faculty who receive a second (or more) consecutive “no change” when the “no change” is due to **Insufficient Contributions**:
I have attached reviewers’ comments so you may have the benefit of their feedback. In addition, in accordance with Policy and Procedure Manual (PPM) Section 230-28 VII. B. 2. c ii, I look forward to reading your plan to increase your achievements in [research productivity/teaching/service] in your next academic review file.

This language will be in “no change” review outcome letters where the “no change” is due to insufficient contributions (i.e., not for full service at a barrier step or extenuating circumstances). The Academic Personnel Services and VCHS Academic Affairs office will reissue any previously issued outcome letters for this review cycle. The goal is to ensure that all parties in the review process are aware of the new policy requirements.

As a reminder, revisions to strengthen policy on consecutive no change actions, includes:

- Revision to require campus review of proposed consecutive no change actions (PPM 230-28.VII.B.2.c).
- Clarification that departments or reviewers may propose the reduction or elimination of an appointee’s market off-scale salary component when an appointee is proposed for a consecutive no change action due to insufficient contributions (PPM 230-28.VII.B.2.c.i).
- Revision to prohibit appointees who have received consecutive no change actions from deferring future academic reviews until the next advancement, when the failure to advance is due to insufficient contributions (PPM 230-28.VII.B.2.c.ii).

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**Excerpts from Recent ADEO Announcements**

(To read the announcements in their entirety, please subscribe to ADEO’s updates and announcements by sending an email to adeo@ucsd.edu, subject line “ADEO & Academic Recruitment announcements”)

**Faculty Career Development Program AY 2016-2017: Application Deadline 04/01/2016**

Every year the Executive Vice Chancellor of Academic Affairs implements the FCDP to support our junior faculty in their effort for advancement to a tenured level. This year the program will be open to applications from LPSOE’s, in addition to the previously listed Academic Titles and Ranks. All Chairs, MSOs, and DBOs in General Campus, SIO, and Health Sciences have been notified of the open call for applications. Submit application documents to adeo@ucsd.edu. Information regarding the program can be found at: http://academicaffairs.ucsd.edu/aps/adeo/equal-opportunity-programs/fcdp.html

**Rankings Report of Contributions to Diversity Statements**

Under direction of the EVC, Suresh Subramani, evaluation of the Contributions to Diversity Statement will continue to be a part of the academic recruitment process for UC San Diego. Please click the link to our Evaluating Applications in Recruit page on the ADEO website for instructions on how to implement this in our paperless process. http://academicaffairs.ucsd.edu/aps/adeo/recruitment/procedures/eval-app.html
Tenured/Non-Tenured Searches and Joint Advertisements
While Tenured and Non-tenured recruitments need separate profiles in the Recruit system, there can be a single ad with separate URLs, one pointing to the tenure track position and another pointing to the tenured position, this is referred to as a “joint ad.” Please view the rest of our guide here:
http://academicaffairs.ucsd.edu/aps/adeo/recruitment/procedures/ad-text.html

Recruit Updated Features:
- The term “Diversity Reports” in the Recruit system has been replaced with the more accurate and more universally understood “Applicant Pool Report,” and “Shortlist Report.”
- Users can now preview the JPF, when in draft form, before it’s published. This preview should make it easier to catch mistakes before submitting and posting.
- A second Search Plan link is added to the Reports tab, which should make the plan much easier to find when you need it. No more digging around the application!
- Committee chairs and editors (as well as Additional chairs and editors) can now upload Ad Evidences on the Advertisements page.
- An editable Job Location field is now available to in the Search Plan stage, the analyst may enter the city and state, and Recruit displays it to applicants on the recruitment details page.

Recordkeeping:
Due to the current OFCCP audit which encompasses records from the previous five years please do not destroy any hiring related documents since 2009 until further notice by ADEO.

ADEO Newsletter Archive:
View the pdf versions of ADEO Newsletters at: http://academicaffairs.ucsd.edu/aps/adeo/index.html