

September 27, 2018

Dear Humanities Faculty:

Welcome to the 2018-19 academic year! I have some informational items and reminders I want to share with you as the quarter gets underway. My apologies in advance for the length of the message but there is a lot of important information included here. A PDF document with this information is also attached to this message. If you have questions or need further information please contact your Department Chair, Department Manager, one of the Humanities AHR staff, or me. Humanities AHR Staff contact information is provided at the end of this newsletter. Wishing you a great fall quarter and a productive 2018-19 academic year!

Best regards,  
Ben Ruwe  
Humanities Division AHR Manager

### **Humanities Welcome Back Event**

#### **Humanities Division Faculty Welcome Back Celebration - Pizza Party!**

This event for Humanities Division faculty and staff will be **October 3, 12:30 – 2:00** in Humanities 2, room 259. Families welcome. RSVP to Blanca Rodriguez ([brodri12@ucsc.edu](mailto:brodri12@ucsc.edu))

### **Humanities Academic Services**

The Humanities Division provides walk-in and scheduled faculty services to ladder-rank faculty, senate members, LSOE, lecturers, visiting teaching faculty, graduate student instructors (Associates In and Teaching Fellows) and emeriti faculty. All of the Academic Service Centers are accessible with an access code, or a key. Find information about the Academic Service Center, applying for access, and the services provided at this link: <http://humanities.ucsc.edu/about/divisional-services/academic-service-centers/index.html>

### **Responsibilities of Faculty – Division of Humanities**

Please review the *Humanities Faculty Responsibilities* document found under the heading of “Divisional Policies and Procedures” on the Humanities Academic Human Resources page of the Division website at:

<http://humanities.ucsc.edu/about/divisional-services/academic-human-resources/divisional-resources.html>

### **Faculty Absences While In Residence**

Please acquaint yourself on the procedures to follow when you must be absent from campus while in residence. [http://humanities.ucsc.edu/about/divisional-services/academic-human-resources/ahr\\_web\\_forms/absences-2015.pdf](http://humanities.ucsc.edu/about/divisional-services/academic-human-resources/ahr_web_forms/absences-2015.pdf)

## **On-Line Access to Pay Stubs**

Your monthly Statement of Earnings may be accessed and printed, if desired, from the UC Net At Your Service (AYSO) website:

<http://ucnet.universityofcalifornia.edu/index.html>

To sign in to your accounts click on the **AYS ONLINE** button in the top right corner. You will be prompted for a login and password. If you have forgotten these, there is a place where you can indicate that and an email will be sent reminding you of what those are.

Once you are into the site, you will see a section called Income and Taxes. There, you can access earnings statements, W-2 information, Automatic Deposit information, etc.

Please review your paycheck stubs each month to make sure your pay has been computed properly and that all your deductions are included and/or that you do not have incorrect deductions being taken from your paycheck.

## **Federal/State Withholdings**

You can change your Federal and State tax withholdings by logging on to At Your Service: <http://ucnet.universityofcalifornia.edu/>. There are deadlines to meet each month for the withholdings to take effect the following month. Making changes early in the month will assure that your next check withholds the appropriate tax. We no longer handle W-4 entry in our service center.

## **Direct Deposit**

If you are a new employee (or any employee) who has not yet set up Direct Deposit, or if you want to change your Direct Deposit information, please follow instructions you will find at the following website:

[https://financial.ucsc.edu/Pages/Payroll\\_EmployeeGuide.aspx#paidSetup](https://financial.ucsc.edu/Pages/Payroll_EmployeeGuide.aspx#paidSetup). If you have a 10/1 payroll start date, you will not be able to set up Direct Deposit until that date. We no longer handle direct deposit in the AHR/Payroll service center.

## **Home Address**

You can change your home address by logging on to At Your Service:

<http://ucnet.universityofcalifornia.edu/>

However, if you do this, please email one of us here in Humanities AHR so that we can make sure your address is changed on various campus databases that do not link automatically to the payroll system. The Humanities Division AHR office can also assist you by updating your home address on the Payroll/Personnel System. This address will insure that system-wide mailings from the Retirement and Benefits Offices arrive at your proper home address. Unfortunately, the address changes we make in the Payroll/Personnel system do not effect changes in the Campus Directory. To make changes to your Campus Directory listing see instructions below.

## How to Make Changes to Your Campus Directory Listing

You can make changes to your Campus Directory listing by following these steps:

- Go to: <http://campusdirectory.ucsc.edu>
- Search for yourself, click on your name, and then click on the **Edit this entry** link at the bottom of your profile page.
- If you are unable to update your information online, contact the [ITS Support Center](#) for assistance.

## Name Changes

You can no longer change your name on At Your Service. This must be done through the Humanities Academic Human Resources office (Humanities 1, room 403). We require your social security card. Your “payroll” name must match your social security card name (for tax purposes, etc).

## Beneficiaries

It is extremely important that you designate beneficiaries on retirement and insurance plans (life insurance and Accidental Death and Dismemberment insurance). You can enter your beneficiaries at the At Your Service home page:

<http://ucnet.universityofcalifornia.edu/> **Please take time to check this now.**

## MOP Home Loan Information

Faculty with MOP Home Loans can find information about the loan at View My Loan website: <https://vml.ucop.edu/login.php>. The login page has other general information about the home loan program.

## Open Enrollment Reminder

**Reminder:** Open Enrollment period for health plans typically starts the end of October through late November. Watch for announcements coming soon if you wish to make changes effective January 1, 2019.

Visit the UCSC Benefits website (<http://shr.ucsc.edu/benefits/index.html>) in the coming weeks to see a schedule of campus Open Enrollment presentations.

## NOTIFICATION REGARDING RETIREMENT

If you are planning to retire, please make sure to resign your academic position by writing a letter to your chair or the dean. The best time to do this is when the department is working on Curriculum and Leave Planning during the fall quarter for the following academic year. When you sign your final retirement “election papers”, please let Ben Ruwe know two dates: **your date of separation and your retirement effective date**. This will allow proper payroll processing of the retirement.

All retirement counseling and processing is now handled by the UC Retirement Administration Service Center (RASC), 1-800-888-8267. This customer service line is available from 8:30 a.m. to 4:30 p.m., Monday through Friday, excluding holidays. Retirement plan inquiries may also be submitted to RASC via online form available at: <http://ucnet.universityofcalifornia.edu/contacts/rasc.html>

You should also contact RASC if you wish to buy back retirement service credit as a result of a partial pay leave or leave without salary.

### **Humanities Division Policies, Procedures and Guidelines**

Please acquaint yourselves with Humanities Division Policies, Procedures and Guidelines regarding Faculty, Graduate Studies, Leaves, and Retirement at the following URL: <http://humanities.ucsc.edu/about/administration/academic-human-resources/divisional-resources.html>

### **Process for Hiring Student Workers**

Faculty who have funding (e.g., COR grant) and who would like to hire student workers for general services such as clerical work, data entry, or technical services (work study or other, but not Graduate Student Researchers) should contact Stephanie Sullivan ([stephs@ucsc.edu](mailto:stephs@ucsc.edu) or x93084) as soon as possible so that your job can be posted. Please do not put students to work without contacting Stephanie. You could end up on the hook for the salary or be assuming other liabilities.

For reader/tutor hiring, consult with the appropriate staff person in your department, or your department chair.

### **Process for Hiring Graduate Student Researchers (GSRs)**

Faculty who have funds to hire graduate student researchers should call or send email to Helen Stroud-Finley, (x95081), [hmstroud@ucsc.edu](mailto:hmstroud@ucsc.edu)

### **Process for Hiring Course Assistants**

Course Assistants are non-graduate students who are under consideration for appointment to provide instructional course support when there are no qualified graduate students available to serve as a Teaching Assistant. These individuals should have a Bachelor's degree or higher and the necessary qualifications to perform the required duties. Current graduate students **may not** go on leave to accept appointment as Course Assistant. Course Assistant files should be submitted to the Humanities Division AHR office in advance of the quarter the work is needed, and no later than the first week of the quarter (to account for emergencies).

Prior to submitting any request to appoint a Course Assistant, the department must canvass the graduate student pool for qualified graduate students. This should include your own department as well as other appropriate departments in the division and on campus. Documentation of this effort must be submitted with the request.

The division will obtain approval from the Graduate Dean by sending the person's educational credentials, a justification for the appointment and a statement confirming that the individual's references have been checked.

Neither Departments nor individual faculty may enter into any hiring agreement or make any commitments to an individual prior to the approval of the Graduate Division and issuance of letter of appointment by the Dean of Humanities.

### **Process for Appointing without salary visitors**

The Humanities Division, through its departments, THI and the LRC, sponsors and appoints a number of without salary visitors (junior specialists, research associates, and research fellows) during any given academic year. These appointments can be complicated, especially for visitors from outside the country (because we always request a J-1 Exchange visitor visa for institutional sponsorship). **If you are approached by a potential visitor, please submit the request through your department or research center to assure support for the appointment.** The Humanities Division Academic HR Office needs to receive the appointment file at least **12 weeks in advance** for a foreign without salary visitor appointment. Late files and visa complications can delay these visits. To review Divisional policies regarding these appointments, please see the Academic Without Salary Appointment section of our website: <http://humanities.ucsc.edu/about/divisional-services/academic-human-resources/index.html>

Only the dean has the authority to appoint a without salary visitor; the department/research center recommends these appointments to the dean. Some departments limit the number of sponsorships per year.

### **Honoraria Payments Not Allowed for Fiscal Year UC Academic Employees**

We sometimes receive requests for one-time payments (honoraria) for UC employees who have fiscal year academic appointments at other UC Campuses. There are restrictions on paying 100% time fiscal employees additional compensation. Please do not commit to these payments and if you have questions about someone's ability to be paid, please call Marilyn Chapin or Ben Ruwe before payment is committed.

### **Social Security Numbers and Email**

Please do not email us the social security numbers of your employees. If you want to relay social security number information, the best way to do so is by telephone.

### **Do You Supervise Teaching Assistants?**

Faculty who will be supervising Teaching Assistants, or who will be overseeing teaching by graduate student instructors (Associates In or Teaching Fellows) should be aware of the Academic Student Employees (ASE/UAW) Contract. The current contract was ratified in August 2018 and there are many new provisions, including *extensive leave provisions*. Here is the link to the current contract: <http://ucnet.universityofcalifornia.edu/labor/bargaining-units/bx/contract.html>

The link includes the contract and other information (click on Bargaining Units and Contracts on the right side of the page). Another site:

<http://shr.ucsc.edu/elr/resources.html>

The link includes two Fact Sheets, under "Other Resources" titled "[Supervising Teaching Assistants – The Essentials](#)" and "[Supervising Readers and Tutors – The Essentials](#)". These fact sheets will give you essential information about your roles and responsibilities in supervising ASEs. In addition, your departments have a Humanities Division TA Evaluation form that you may use to evaluate TA, Associate In, or Teaching Fellow performance. **Please note** that only the Dean has authority to make these graduate student instructor appointments. Additionally, certain Associate and TF appointments require review by CEP. It is very important that faculty/staff not make direct commitments to appoint graduate students to these titles. We would like to avoid grievances about this issue.

## **PERSONNEL REVIEW TIPS**

### **Co-authored Work**

Just a reminder that if you are submitting any **co-authored work** to be reviewed in a personnel action, you need to upload a statement outlining your contribution to the work. Personnel files have been returned when this information is missing.

### **Unit 18 Lecturer Personal/Pedagogical Statements**

For Unit 18 lecturers who are preparing personal or pedagogical statements for initial continuing appointment reviews or merit increase files that will go to Divisional CAP, please limit the page length of these statements to three to four double-spaced pages. If you want to submit two versions of your statement (a long one and an abbreviated one), you may do so. Shorter statements allow the committee to read the statements carefully and fully within the time constraints they have to get through these files.

### **Diversity Criteria**

As a reminder, the University of California has updated the language of [APM 210-1-d](#), which was originally adopted in July 2005 in order to ensure that deans, chairs, and faculty review committees are sensitive to the importance that the University of California places on understanding and achieving diversity. The current language clarifies the intent of the existing language and strengthens the principle that diversity functions as a component of excellence at the University of California.

The policy does not imply that faculty members must engage in work on diversity, nor that they should be penalized if they choose not to do so. It does state, however, that, if faculty members do engage in such work, and if the quality of the work is judged to be high, proper credit must be given for it. Importantly, this criterion applies to all areas of review: scholarship, teaching, and service. The Berkeley campus developed a helpful summary of the policy:

[http://www.berkeley.edu/news/berkeleyan/2005/05/04\\_APM.shtml](http://www.berkeley.edu/news/berkeleyan/2005/05/04_APM.shtml)

## Faculty Biobibliography Information

### Biobib Reminder

All regular faculty should be using [DivData BiobibNet](#) for personnel review purposes. While APO offers a one-time conversion for faculty switching to BiobibNet, the goal is to have faculty self-enter and update.

Faculty are now automatically given DivData access. The first time new users sign in to DivData, they will be asked to agree to ITS terms and conditions. If they agree, they will be granted access. CruzID + Gold credentials are required for login.

Here is the web address for the Biobib Guidelines:

<http://apo.ucsc.edu/advancement/academic-advancement/Biobib-Guidelines.html>

### Academic Senate Faculty Personnel Review Deadline (for 2018-19 actions)

**September 24, 2018** was the campus deadline for ladder rank faculty to submit personnel materials to departments for consideration during 2016-17, for actions with an effective date of July 1, 2017. The campus has imposed this as a “hard” deadline. Your personnel action will be deferred automatically if you missed this deadline. Please remember that Assistant Professors on the CALL cannot defer personnel actions. **Please note that some departments have EARLIER submission deadlines; check with your department for specific deadlines. All faculty (Senate and non-Senate) on the CALL this year are using the new on-line review system.**

### Establishment of A Standard Campus Review Period

In June 2015, Campus Provost/EVC Galloway announced the establishment of a July 1 through June 30 review year for the purposes of academic personnel reviews for Senate faculty. This review year will be used campus-wide and is effective with files submitted for the 2016-17 review year. For more information see CP/EVC Galloway’s announcement here:

[https://apo.ucsc.edu/news-events/campus\\_memos/6-4-15\\_EVC\\_Memo.html](https://apo.ucsc.edu/news-events/campus_memos/6-4-15_EVC_Memo.html)

### Conflict of Commitment and Outside Activities Annual Reports

Faculty Conflict of Commitment and Outside Activities reports **for all faculty are due to Departments by Friday, September 30.** Most Humanities faculty participate primarily in Category III activities (giving lectures, serving on editorial boards, participating in professional associations, etc.). If you are one of these faculty, simply **download the form (see below for URL) and check the box at the bottom of the form that indicates you did not participate in reportable activities.** The form includes a handy cheat-sheet that will help you determine whether you need to report your activities. As the result of an audit, the Dean is required to submit to the Campus Provost/EVC a list of all faculty complying and not complying with the submission of this annual report. **Leaves for 2017-18 will not be approved by the dean if the most recent report has not been submitted.**

You can find the reporting form at:

[http://apo.ucsc.edu/policy/capm/docs/APM\\_025-Annual-Report.pdf](http://apo.ucsc.edu/policy/capm/docs/APM_025-Annual-Report.pdf)

The Academic Personnel Office is preparing to launch the new system-wide application for tracking outside activities (OATS). Faculty will enter and report their 2018-19 activities in OATS. You can refer to [VPAA Lee's December 2017 communication](#) and to the [OATS website](#) for details. Further information will be shared prior to the campus's implementation date. Here's a link to the [UC OATS Introduction](#). (Note: please use links from email).

### **Guidelines on Writing Undergraduate Performance (Narrative Evaluations)**

For faculty who provide students with narrative evaluations, the Academic Senate Committee on Educational Policy issued Advisory Guidelines on Writing Undergraduate Performance (Narrative) Evaluations. You can find the Guidelines at: <http://senate.ucsc.edu/committees/cep-committee-on-educational-policy/policies-guidelines/undergraduate-education-policies/NEsguidelinesoct2010.pdf>. Timeliness is no longer a criterion in personnel reviews.

### **Upcoming Changes to Course Evaluations**

As was recently announced by ITS ("Canvas for Fall 2018", sent September 17, 2018), we are transitioning to a new system for online course evaluations, called What\*Do\*You\*Think (WDYT). More information can be found here: <https://its.ucsc.edu/evaluations/>. Staff from FITC will be presenting a training to department managers in early October.

### **Workers' Compensation for Faculty**

If at any time during the year you have a work injury or symptoms of any sort that you think might be caused by your work environment, please call your department chair, manager, or Ben Ruwe (x92697). Faculty may be entitled to workers' compensation benefits in such cases. You can also be referred to Santa Cruz Occupational Health Center for evaluation, therapy, and a determination of whether your injury is work related. This is at no cost to you. Catching injuries early can lead to preventive measures that will cure you for life, so please do not hesitate to get in touch with someone.

### **Are you returning from a leave without salary?**

If you have opted out of your health and welfare benefits while on a leave without salary, please remember to reinstate the benefits when you return to pay status. Pay dates for leaves differ from service dates. This is important to remember. Here are the pay dates for the three quarters of an academic year:

July 1 – October 31 (Fall) = reinstate benefits in July

November 1 through February 28 (Winter) = reinstate benefits in November

March 1 through June 30 (Spring) = reinstate benefits in March

### **Are you returning from a spring sabbatical leave?**



Your sabbatical leave report is due to your Department in September. It will be used in your next scheduled personnel action and must be accompanied by your original leave plan and research proposal. For a list of what to include in your report, see the sabbatical leave policy, Section 740-97 at: <http://www.ucop.edu/academic-personnel/files/apm/apm-740.pdf>

### **Academic Personnel Policy on Paid Medical Leave**

Effective July 1, 2008, Academic Personnel Policy 710 the following two paragraphs of Academic Personnel Policy 710 apply to **full-time** teaching faculty:

“Eligible faculty members **with less than 10 years of University of California service** in a title listed in APM - 110-14 that does not accrue sick leave shall be granted a maximum of **two quarters** (or one semester) for academic year appointees, or six months for fiscal year appointees, of consecutive or intermittent **paid medical leave** within a ten-year period for personal illness, injury, or disability.

Eligible faculty members with **10 or more years of University of California service** in a title listed in APM - 110-14 that does not accrue sick leave shall be granted a maximum of **3 quarters** (or 2 semesters) for academic-year appointees, or 12 months, for fiscal-year appointees, of consecutive or intermittent **paid medical leave** within each subsequent ten-year period for personal illness, injury, or disability.”

If you would like to read the entire policy, you can find it here:  
<http://www.ucop.edu/academic-personnel/files/apm/apm-710.pdf>

There are three separate medical/sick leave policies in the academic personnel manual: APM 710, APM 715, and APM 760. If you need a medical leave, please call Ben Ruwe (x2697) so that all avenues can be explored.

### **Work and Family Policies**

Please acquaint yourself with the University of California’s Family Care policies:  
<http://apo.ucsc.edu/policy/family-care-policies.html>

These policies include:

- Extending the period of active service-modified duties for birth mothers
- Providing guidance on part-time faculty appointments
- Identifying in one policy (APM 760) the types of family accommodation policies available for childbearing and childrearing purposes
- Clarifying that academic appointees shall not be arbitrarily disadvantaged in their promotion, advancement, or compensation because they have elected to take a childbearing or parental leave, to stop the tenure clock, or to defer a personnel review.

### **UC’S POLICY ON COPYRIGHT AND FAIR USE, INCLUDING OWNERSHIP OF COURSE MATERIALS**

Read up on the University of California Policy and find resources on this important topic: <http://copyright.universityofcalifornia.edu/>

Please call any one of us here in Humanities HR if you have questions about pay, appointment terms, personnel reviews, or other personnel matters.

<u>AHR Staff</u>	<u>E-mail</u>	<u>Phone</u>	<u>General Area of Responsibility</u>
Ben Ruwe	<a href="mailto:ruwe@ucsc.edu">ruwe@ucsc.edu</a>	9-2697	Ladder rank/Senate Faculty
Leticia Medina-Kohrs	<a href="mailto:medina@ucsc.edu">medina@ucsc.edu</a>	9-2496	Non-Senate/Unit 18
Joyce Smith	<a href="mailto:jsmith01@ucsc.edu">jsmith01@ucsc.edu</a>	9-5081	Tutors/Readers
Helen Stroud-Finley	<a href="mailto:hmstroud@ucsc.edu">hmstroud@ucsc.edu</a>	9-4246	TAs/GSRs/Tutors