

10 Things Faculty Ought to Know

Key policies and provisions that impact your work life (or alternatively - how to keep certain policies from impacting your work life!)

1. The Academic Personnel Manual (APM) and the Campus Academic Personnel Manual (CAPM) provide the terms and conditions of your employment.

- **APM:** <http://www.ucop.edu/acadadv/acadpers/apm/welcome.html>

- **CAPM:** http://apo.ucsc.edu/academic_policies_and_procedures/CAPM_manual.htm

2. The Faculty Code of Conduct (APM 015) contains specific examples of unacceptable faculty conduct (e.g., consensual relations with students and breaching confidentiality in the personnel review process). The Policy on Faculty Conduct and the Administration of Discipline (APM 016) provides procedures for the imposition of disciplinary sanctions.

CAPM 002.015 provides the campus procedures for implementing the disciplinary process for Senate faculty.

- **APM 015:** <http://www.ucop.edu/acadadv/acadpers/apm/apm-015.pdf>

- **APM 016:** <http://www.ucop.edu/acadadv/acadpers/apm/apm-016.pdf>

- **CAPM 002.015, campus disciplinary procedures for Senate faculty:**
http://apo.ucsc.edu/academic_policies_and_procedures/cappm/002015.htm

3. Conflict of Commitment and Outside Activities of Faculty Members (APM 025) requires annual reporting and prior approval for specific types of *compensated* outside professional activities.

Professors on academic year appointments (9/12 basis) may engage in compensated outside professional activities up to 39 days per academic year. No restriction during summer period unless receiving "summer salary."

Annual reporting period: 7/1/xx - 6/30/xx; Annual Reports of Category I & II activities due to department chairs each year by September 30.

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Conflict of Commitment and Outside Activities of Faculty Members (APM 025) continued:

Prior approval required for all Category I activities, including compensated research or teaching at another institution, or establishing a relationship as a salaried employee outside the University (EVC authority); involving UCSC students in an outside activity in which the faculty member has a financial interest (Dean's authority).

- **APM 025:** <http://www.ucop.edu/acadadv/acadpers/apm/apm-025-07-01.pdf>
 - **CAPM 012.025** (Suggest reading the campus policy as it gives the highlights of the policy and includes hyperlinks to the APM for further detail):
http://apo.ucsc.edu/academic_policies_and_procedures/cappm/012025.htm
 - **FAQs** (Refer to these for plain language answers to common APM 025 questions):
http://apo.ucsc.edu/academic_policies_and_procedures/cappm/012025QA.htm
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4. **Employment Commitments:** Don't promise a job when you don't have authority to approve the appointment.

5. **Supervising Employees:** The University has expectations about you as a supervisor. Special considerations for represented employees (e.g., TAs and GSIs, and now Postdocs too). Remember the importance of mentoring your TAs and GSIs.

Supervising TAs: Get your department's version of the Supplemental Documentation form and complete it with your TA prior to the beginning of the first class so the TA understands the assigned duties and responsibilities *before* starting the job.

Possible issues for Supervisors: reasonable accommodation; leave requests; accidents and injuries in the workplace; performance problems and disciplinary action; sensitivity in the classroom related to race, ethnicity, gender; layoffs and reductions in time; romantic/sexual relationships with employees; sexual harassment issues (in the classroom and lab).

Supervisors are required to inform Rita Walker, Sexual Harassment Office, of all reports of sexual harassment they receive from students or employees. See Responsibilities of Supervisors link below for additional information.

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Supervising Employees continued:

Resources:

- Your department chair and manager, and your divisional academic personnel coordinator are always appropriate contacts for questions about all of these issues. Here are some additional resources for your use.

- **Discipline and performance problems:** Discuss serious performance of conduct problems with your chair. Academic Employee Relations (for non-represented employees – e.g., Specialists) and Labor Relations (for represented employees – e.g., Academic Student Employees (ASEs) and Postdocs) can also provide consultation.

- **Leave requests:** Consult CAPM 410.711 for leaves for ASEs (pending campus issuance)

- **Consult CAPM 900.700 for leaves for other academic appointees:**

http://apo.ucsc.edu/academic_policies_and_procedures/cappm/900700.htm

- **Romantic relationships with co-workers, students:** Faculty Code of Conduct (APM 015):

<http://www.ucop.edu/acadadv/acadpers/apm/apm-015.pdf>

Rita Walker, Title IX/Sexual Harassment Office x2462 <http://www2.ucsc.edu/title9-sh/>

Especially for Graduate Students: <http://www2.ucsc.edu/title9-sh/graduate.htm>

- **Sexual harassment issues:** Rita Walker, Title IX/Sexual Harassment Office x2462

<http://www2.ucsc.edu/title9-sh/>

Responsibilities of Supervisors: <http://www2.ucsc.edu/title9-sh/responsibility.htm>

TAs and Sexual Harassment <http://www2.ucsc.edu/title9-sh/graduate/ta.htm>

- **Supervising Academic Student Employees/Essential for Faculty:**

<http://shr.ucsc.edu/topics/employee-labor-relations/misc/ASE-Essentials-2008.pdf>

- **Workers' compensation:** <http://risk.ucsc.edu/workerscomp/index.html>

6. Timely assessment of students' work is an essential faculty responsibility ("undue and unexcused delay in evaluating student work" is another type of unacceptable conduct listed in the Faculty Code of Conduct). There are possible consequences in the personnel review process for serious or chronic delinquent narrative evaluations and grades.

- **APM 015:** <http://www.ucop.edu/acadadv/acadpers/apm/apm-015.pdf>

- **CAPM 006.000, Guidelines for Delinquent Narrative Evaluations:**

http://apo.ucsc.edu/academic_policies_and_procedures/cappm/006000.htm

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7. Two hours of sexual harassment prevention training is required for faculty every two years.

As of January 1, 2005, California law (AB 1825) requires supervisors to have two hours of sexual harassment prevention every two years. Each new faculty member must be trained within the first six months of employment. New online training rollout slated to begin in winter 2009. Watch your email for the notice and complete the mandatory two-hour training by the deadline.

FAQs regarding mandatory training: <http://www2.ucsc.edu/title9-sh/faqs-training.htm>

8. Faculty Leaves: The University offers numerous types of paid and unpaid leaves including, family and medical leave; childbearing/childrearing leaves; professional development leaves, and sabbatical. APM 025 applies during periods of sabbatical leave.

"Faculty are obligated to have a significant presence on campus, to meet classes, to keep office hours, to hold examinations as scheduled, to be accessible to students and staff, to be available to interact with University colleagues, and to share service responsibilities throughout every quarter of active duty." APM 025. (Including all non-teaching quarters).

- CAPM 900.700, Leaves of Absence:

http://apo.ucsc.edu/academic_policies_and_procedures/cappm/900700.htm

9. How a Policy is Made - How you can participate in the APM and CAPM policy development and review process.

- Check APO website for policies currently under review:

http://apo.ucsc.edu/academic_policies_and_procedures/cappm/under_review.htm

- Ask your department chair to include policy reviews as part of department meeting agendas. (On behalf of EVC Kliger, APO forwards policy review announcements to academic administrators (i.e., chairs and deans) who are to forward them to affected employees like you.)

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10. Resources for you to contact when you have questions: In addition to your Department Chair and Department Manager, your Divisional Academic Personnel Coordinator is a great person to contact for questions related to leaves, academic personnel review procedures, etc.

Arts: Jan Cloud (jlcloud@ucsc.edu)

Humanities: Anne Callahan (annem@ucsc.edu)

Physical and Biological Sciences: Pat Gross (pgross@ucsc.edu), Shari Hastings (sharih@ucsc.edu), or Kristin Mott (kmott@ucsc.edu)

School of Engineering: Kathy Beattie (Kathy@soe.ucsc.edu) or June Taylor (taylor@soe.ucsc.edu)

Social Sciences: Ellen Borger (ellen@ucsc.edu)

You may also contact the Academic Personnel Analyst assigned to your division (currently):

Arts: Elizabeth Dane (lizdane@ucsc.edu)

Humanities: Susan Fellows (sfellows@ucsc.edu)

Physical and Biological Sciences: Nancy Furber (furber@ucsc.edu)

School of Engineering: (lizdane@ucsc.edu)

Social Sciences: Grace Little (grace@ucsc.edu)

Or the Academic Employee Relations Director: Susan Fellows (sfellows@ucsc.edu)

Rita Walker in the Sexual Harassment/Title IX Office for question/concerns and required reporting of sexual harassment incidents: (rew@ucsc.edu)

If you believe that your rights and privileges as a Senate faculty member have been violated, please contact a Privilege and Tenure Advisor for consultation about the faculty grievance process: http://senate.ucsc.edu/p_t/P&T%20Advisors0708.pdf