Understanding the AF Research titles

How to be Successful in the UC Davis Academic Federation
2017
Where to find information
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
Where to find information
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.

1. 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
   - APM 020: Procedures for Faculty Discipline
   - 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)

2. Appointment and Promotion

3. Recruitment

4. Salary Administration

5. Benefits and Privileges
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??
Progression up the UC Academic Ladder

1. Assistant rank
2. Associate rank
3. Full rank

Promotion by Merit
The UC Davis Step Plus system allows academics to advance faster based on outstanding performance.
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 good performance 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 your maximum advancement, based on funding information provided by your PI
- 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
Quick Links
Academic Employment Opportunities (RECRUIT)
Academic Personnel Manual
Annual Call
Attributes Chart
Deans, Directors & Department Chairs List
Delegations of Authority
Extramural Letter Requirements Chart
FAQs
GUIs
Salary Scales
Step Plus System
UCD Policy & Procedures Manual (PPM)

Academic Affairs
5th Floor
Mak Hall
University of California, Davis
One Shields Avenue
Davis, CA 95616
(530) 752-2072
(530) 752-6359 fax

Upcoming Events
Unit 18 Lecturers - A Primer for Chairs
Wednesday, April 26, 2017
12:15 - 1:45 PM
203 Mak 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 WorkatWork 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
- 2016 Retirement Program - APPROVED
- New Junior Specialist Forms and Checklists
- 2016-17 Equity Adjustment
- Step Plus PPS Data Entry Guidelines
- VP Stanton's Step Plus Presentation regarding voting and ballots (PDF)
- New Extramural Letter Requirements
- Position Planning Tool
- Step Plus System
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 features. If you have questions or feedback, contact Kelly Anders at kanders@ucdavis.edu or Brent Hammond at bhammond@ucdavis.edu.
Training & Resources

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 mihoward@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]
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 campus of ongoing activities that will affect the use of the program and responding to requests for improvement.

Advisers have also lived up to their promise of...
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 Dossiers**

- [Assign Dossier Reviewers](#)
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 …
  • Ask your department chair to include your position description and the expectations that accompany in your dossier.
  • 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

Perhaps most importantly, write your candidate statement so that it can be understood and appreciated by non-specialists!

• 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

<table>
<thead>
<tr>
<th>Research Title</th>
<th>Expectation</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Specialist in Cooperative Extension</td>
<td>• <em>Leadership</em> in conducting mission-oriented research and research-based educational outreach</td>
</tr>
<tr>
<td>• (APM 334/APM-UCD 334)</td>
<td></td>
</tr>
</tbody>
</table>
Specialist in CE series

Your dossier will be examined for:

- Performance in extending knowledge and information to public and private stakeholders
  - 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

Category I - Refereed and non-refereed journal articles; books and monograph chapters; proceedings chapters (only if refereed)

Category II - Compendiums of data; reports, regular distribution items; proceedings chapters (non-refereed); extension teaching materials; video or audio tapes; popular articles; bulletins; leaflets; all publications distributed electronically

Category III - Items with limited distribution; progress or annual reports to funding agencies or commissions; comments for commodity group newsletters

Category IV - Published abstracts, book reviews, editorials
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
- 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

<table>
<thead>
<tr>
<th>Research Title</th>
<th>Expectation</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Professional Research Series</td>
<td>• <em>Leadership</em> in creative and/or research activities (equivalent to that of professorial series)</td>
</tr>
<tr>
<td>(APM 310)</td>
<td></td>
</tr>
</tbody>
</table>
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
Examples

- 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/Publications/Presentations
- Contributions to abstracts ......... MIV: Publications/Publications/Abstracts
- Contributions to publications ... MIV: Publications (edit)
- Significance of work ............... MIV: Publications (edit)

Professional Research Series
# Academic Personnel Review

<table>
<thead>
<tr>
<th>Research Title</th>
<th>Expectation</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Project Scientist Series (APM 311)</td>
<td>• <em>Significant, original, and creative</em> contributions to a research or creative project without an expectation of independence</td>
</tr>
</tbody>
</table>
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

• 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

Documentation
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 someday want to advance to the Professional Research series
• Assistant Project Scientists are not required to promote within eight years (unlike Professional Researchers)
# Academic Personnel Review

<table>
<thead>
<tr>
<th>Research Title</th>
<th>Expectation</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Specialist Series (APM 330, APM-UCD 330)</td>
<td>• <em>Technical or specialized expertise</em> in support of a research or creative project without an expectation of independence or leadership</td>
</tr>
</tbody>
</table>
## Examples

- 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

## Documentation
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 advance to the Professional Research series
• Assistant Specialists are not required to promote within eight years (unlike Professional Researchers)
Thinking About the Future

Hoping to move up to a “higher” title series?

• PhD (or equivalent) is required for Project Scientist or Professional Researcher
• Work with your PI to get additional training 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
Academic Federation

Richard Breeden, Carolyn Stull, and Sonja Brodt.