

**UNIVERSITY COMMITTEE ON ACADEMIC PERSONNEL (UCAP)  
ANNUAL REPORT 2003-04**

**TO THE ASSEMBLY OF THE ACADEMIC SENATE:**

The University Committee on Academic Personnel held five meetings during Academic Year 2003-04, including one teleconference meeting, and conducted additional business by E-mail. A summary of issues considered this year by UCAP are outlined as follows:

**Report of the Professorial Step System [Step VI] Task Force.**

UCAP submitted a response letter to the Academic Council on 18 May 2004 including recommendations and voting action taken on individual recommendations in the report.

As a related but separate issue, UCAP submitted a letter to the Council outlining the need for more comprehensive faculty personnel data/statistics and urging that administration and the Office of the President be requested to construct a systematic database to allow studies and make accurate assessments of the way in which faculty move through the ranks, by including individual time at each rank and step, accelerations and decelerations, step merit increases, and bulges at major career reviews.

**Electronic Publication and Scholarly Communication, including publication review.**

UCAP has maintained that electronic scholarly works should be considered as other scholarly work. Individual campuses are dealing with developing principles and quality measures for assessing electronic publications. Members were invited to submit comments on local practices with respect to consideration of electronic publications in the review process. This was preliminary to the establishment of an Academic Council Special Committee on Scholarly Communications to study these and other issues related to electronic publications. UCAP considered barriers that make it difficult to assess electronic publication during promotions and reviews. Most campus departments are keeping abreast of developments in electronic publication and new citation practices in their respective fields. UCAP discussed these issues with Associate Vice President and University Librarian Greenstein.

**Series considerations for clinician-scientists in the health sciences.**

Members from campuses with medical schools were asked to consult with their CAPs to assess the degree to which clinical and adjunct faculty may be misclassified.

**Personnel actions: University Professor.**

UCAP acted on the following: a) provided nominations for faculty to serve on an ad hoc review committee to consider an appointment to the title University Professor; b) approved a proposal from the Provost to change the APM so that UCAP reviews University Professor appointments and makes recommendations to the Provost and President; c) considered nominations for appointments to the title University Professor and forwarded recommendations.

### **Amendment to SB 335.B to comply with existing Whistleblower Policies.**

UCAP endorsed the Bylaw change as reported to Council on 28 October 2003.

### **Reports from the Task Force on Faculty Instructional Activities.**

On October 7, 2003 UCAP responded to Council on *Describing and Reporting Faculty Instructional Activities* and *Faculty Instructional Responsibilities: Guidelines for Departmental Policies*, endorsing the tenor and content of both reports, and lauding the University's move toward greater accountability with respect to instructional workloads.

### **Academic Personnel Manual: New Proposals, Amendments:**

- Supervisor of Physical Education Title Series—UCAP affirmed that this was a superfluous title and recommended to close the series.
- UCAAD Proposal to revise APMs 210, 240 and 245—UCAP participated actively in fine-tuning with UCAAD the proposed amended language. In its letter to Council on 24 February 2004 UCAP reported on its endorsement of modifications proposed to APMs 240 and 245, and in its April 21, 2004 letter, UCAP reported that it was not in full agreement on the proposed revisions to APM 210; however, the majority endorsed most of the revisions.
- Family friendly policies: Proposed revisions to APMs 133 17-g-j; 210-1-d; 2b and 5d; 220-10, 15, 16 and 18-b; and 760—UCAP endorsed the direction of proposed changes to these policies.
- Formal Review of APM 260 – University Professor—UCAP submitted response to Council on 18 May 2004 endorsing all the proposed revisions save the numeric limitation outlined in 260-0-e. UCAP members believed this was an unwarranted limitation and that the University should be able to appoint all those incumbents who are worthy of this honor regardless of the number already on a campus. UCAP also recommended that OP consider adding language to specifically state that the appointment is indefinite only as long as the University Professor is fully performing as described in the APM.
- Formal Review of APMs having to do with salaried Clinical Professor series and Community Health Professor series: APMs 278, 279, 133-0, and 210-6—UCAP submitted a lengthy response to the Academic Council on 18 May 2004 in which it outlined its own several changes and recommendations.
- Correction to APM 137-30-c--on April 21, 2004 UCAP reported to Council that it endorsed this APM revision, which involved a wording change.

### **Development of Policy on Administrative Structures for Interdisciplinary Activities.**

UCAP was requested to consider a question from one Division Chair as to whether there are administrative mechanisms for review and funding sufficient to attract, retain and promote individuals who are not in established departmental units. UCAP was invited to draft best practices. UCAP did not make specific recommendations, since campuses vary with respect to the kinds of administrative structures they have in place; however, members forwarded values and goals that they favor, including encouraging each campus to develop a checklist of explicit expectations in terms of teaching, research and service for use in all appointments, that should be discussed at the time of appointment with department and program chairs. Also, there should be clear, full and explicit

communication among departments, programs and ORUs about the faculty in them, at review time.

**Member Items:**

- Campus Procedures for Gender Equity Review—Members discussed individual campus practices and numbers of overturns of CAP decisions by administration.
- Solicitation of External Letters of Evaluation by Departments—members shared individual campus practices.
- CAP Activity Survey—as per UCAP’s annual practice, members submitted data on CAP activities for AY 2002-03.
- UCSD CAP recommended revision to APM 620-16, -18, and -24; removing a stipulated but frequently excepted limitation on salary at \$100 less than the step at the next rank—UCAP did not express any sentiment for changing the language, and tabled the issue.
- How criteria for above-scale promotion are decided—members shared individual campus interpretation and practice.

**Additional business:**

UCAP also received and discussed and/or commented on the following reports and issues, some of which are outside of its specific charge and duties:

- Graduate Admissions Task Force Report.
- Budget Restrictions and Effect on Enrollment—UCAP and Division CAPs remain concerned about available funding for faculty hiring during the current budget shortfall. UCAP reaffirmed the importance of consulting faculty when there is a budget shortfall and when/if further reductions are considered, with respect to monies available for faculty merits, and other decisions related to faculty salaries.
- UC Health Sciences Faculty Retirement Proposal—UCAP approved.
- Conflict of Interest Created by Consensual Relationships—UCAP approved.
- Sexual Harassment and Procedures for Responding to Report of Sexual Harassment—UCAP approved.
- Efficiencies in Personnel Review Process—UCAP discussed possible efficiencies within CAPs to save both money and staff time.
- Specialists in Cooperative Extension—After further discussion by this year’s Committee, UCAP’s recommendation and action taken in 2002-03 not to approve equivalent rank status for this group remained as its standing response.
- UC Outreach Strategic Panel Report, *Forging California’s Future through Educational Partnerships: Redefining Educational Partnerships*—UCAP submitted a response to the report on 25 February 2004 that addressed the importance of rewarding faculty outreach efforts, and listed ideas that merit further discussion with respect to incorporating outreach into the University’s research and teaching missions.

**UCAP Representation.**

UCAP was represented on additional Task Forces and Work Groups this year, including: Academic Council (UCAP Chair is a member), Assembly of the Academic Senate, UC Merced Task Force, and Step VI Task Force (UCAP Chair is a member).

**Acknowledgement of Committee Consultants:**

UCAP benefited from regular consultation and reports from Assistant Vice President for Academic Advancement Ellen Switkes and Director of Academic Personnel Myron Okada. UCAP also consulted with UCAAD Chair Ross Frank on its proposed changes to APM language that addresses diversity issues, Academic Senate Chair Lawrence Pitts and Academic Senate Vice Chair George Blumenthal on issues facing the Academic Council and Senate, and Academic Senate Executive Director Maria Bertero-Barcelo on Senate office procedures and Committee business. In addition, UCAP received reports from guest consultants Geoffrey Mason, Merced CAP Chair, Daniel Greenstein, Associate Vice President and University Librarian and John Ober, Director, Education and Strategic Innovation, CDL.

Respectfully submitted,

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Joyce Brodsky (SC), fall/winter

Alan Richards (SC), spring/summer

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