Dear Managers and Academic Personnel Coordinators,

Please take a moment to review our quarterly E-News, below, and let us know if you have any questions. Our mission is to be a resource for you and the department.

Also, I would like to thank all those who have been actively attending our Open House. With the Academic Personnel Training courses cancelled for this year, it is to your advantage to join us at our Open House to address questions and to plan ahead for upcoming AP actions. For our next Open House, scheduled May 7th, we will be discussing the importance of maintaining an up-to-date History Record, especially necessary in preparation for OPUS (tentatively expected for 2014-15). Sample History Records will be provided.

The items covered in this E-News are as follows:

A. Dossier
B. Solicitation Letters
C. New Sabbatical/Leave Form
D. Sabbatical Report
E. New APO policy for Research/Adjunct Titles
F. Initial Continuing Lecturer Appointment Dossiers
G. Lecturer Appointments
H. Reminders: Varia

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**Dossier**
Data Summary Pages: Do NOT alter the wording of the data summary pages. If your department requires additional information for the review, recommend that it be included in the candidate’s self-statement.

**Solicitation Letters:**
Clearly specify the correct rank/step, pronoun (his vs. her) and utilize the correct language appropriate for each action.

**Please note:** As indicated in the CALL, Summary of Procedure 10-14, Letters soliciting extramural evaluations for appointment and promotion to Associate Professor or Professor in the Regular Professorial Series must indicate in the solicitation letter that these are tenured positions within the University of California System.

**NEW Sabbatical/Leave Form**
Effective immediately, submit all sabbatical/leave requests on the new form (attached and on our website). Revisions were made to include a second page for additional required signatures (split appointments or paid by DGSOM, signature required from all Chairs), to explain required elements of the sabbatical report, and the importance for submitting the report in a timely manner.

**Sabbatical Report**
Faculty returning from sabbatical leave must submit a sabbatical report within 90 calendar days after their return [APM 740-97]. Details regarding the report are provided in Appendix 24 of the CALL. This report is to be directed to your divisional analyst. If it is missing from the candidate’s subsequent dossier it will delay the case and/or possibly defer the action until the
following year. Therefore, it is to the benefit of the faculty member to complete the report upon return and not when the dossier is being prepared.

**New APO policy for Research/Adjunct Titles**

The primary appointment is the Researcher Title, and when the incumbent is required to teach, the corresponding Adjunct title follows the following process:

- The adjunct is appointed (dossier) with effective dates conforming to 9/12 periods on a without salary basis.
- The adjunct is reappointed on a 9/12 basis on a without salary basis.
- When the adjunct is assigned to teach, EDB will reflect the pay periods as 9/9 at the regular monthly researcher rate and appropriate percentage of time.
- When the adjunct is teaching, EDB will reflect two appointments – 1) 9/12 period for the year on a without salary basis and 2) the 9/9 period for the teaching duration (1 quarter – 3 quarters) at the researcher rate.

**Initial CL Appointment Dossiers**

- Please provide the following for Initial CL Appointments: (1) original & (2) copies single-sided. (Toolkit has been updated)
- On the Report on Evaluation Page, where it indicates to list the Evaluation Procedures, please provide a brief and written summary of the procedures that your department undertook. A calendar of dossier deadlines should not be submitted and will no longer be accepted.
- History Record – Please remove summer sessions unless the specific course counts towards a quarter count.
- Merit Increases (Per MOU Article 22, effective July 1, 2014 and thereafter): If a NSF’s performance since the last merit review is deemed excellent, the NSF shall receive a merit increase of at least 6%. The University is not precluded from granting a merit increase greater than 6%, with such increases being in intervals of 3% only (e.g. 9%, 12%).
  - For Merit Reviews that have already been submitted to the Dean’s Office, if the standard 2 increment increase was given, it will automatically be updated to the mandatory 6% increase.
  - If a department gave a Merit increase greater than 2 increments, the Unit 18 Lecturer Coordinator will contact the department to inquire on the recommended salary increase per current policy. The department will have to update and resend the necessary documents (i.e. cover page, departmental letter, etc.).

**Lecturer Appointments**

- Job Posting - When submitting a first time Lecturer appointment, please also send in the Job Posting.
- History Record – Please remove summer sessions unless the specific course count towards a quarter count.
- PANS – Please make sure to add, Zenia An, Unit 18 Lecturer Coordinator, (logon id: LSZA0) on all PANS pertaining to Lecturers.
- Teaching Days – Teaching Days cannot be paid as One-Time Payment.

**Reminders**

**DAT**

The votes recorded in DAT need to reflect the vote page of the dossier.

**Dossier Submission**

Once OPUS is rolled out, there will be no exceptions for late cases. Therefore, it is a good time to visit your department practice now, and address ways to mitigate timely submission issues.

**Research Professor**

Professors Emeriti from UCLA who have continued a high level of research scholarship since their retirement may be eligible to utilize the title Research Professor as a working title. Criteria for the appointment are provided in a new Appendix 38 of the CALL.

- Request for appointment as Research Professor is initiated by the candidate
- The candidate’s written request and updated CV (including bibliography) are directed to the Chair
- The Chair writes his/her recommendation addressed to the Dean
- The candidate’s written request, CV, and the Chair’s recommendation are directed to the Divisional analyst
- The Dean makes the final determination. If approved, a letter is directed to the Department.
Please note: The Research Professor is a working title only, approved by the Dean for a specified duration. If the faculty member is recalled to teach or research (paid or WOS), the department needs to submit the recall paperwork. The recall component is separate from the Research Professor title.

Search Compliance Form
Faculty Search Committee Toolkit has a new version of the Non-Ladder Academic Recruitment and Appointment Compliance Form, Feb 2014 form version: https://faculty.diversity.ucla.edu/resources-for/search-committees/search-toolkit