

Helpful Information and Calculations for Temporary Academic Titles

College of Letters and Science (Revised August 2016)

Calculations, Pay Periods, Service Periods, Due Dates	Page 2
Academic Titles	
Pre-Six Lecturers (Unit 18 Lecturers)	Pages 3-4
Continuing & Senior Continuing Lecturers	Pages 5-7
Visiting Professors	Page 8
Adjunct Professors	Page 9
Short Term Teaching	Page 10
Recalled Professors and Continuing Lecturers	Page 11
Teaching Associates	Page 12
Academic Coordinators	Page 13
Professional Researchers	Page 14-15

Anyone who will be an instructor of record in a course needs to have an appointment approved with a valid instructional title before the start of the quarter

Calculations, Pay Periods, Service Periods, Due Dates

2016-17 PAY PERIODS AND SERVICE DATES:

9/9 Pay Period	9/12 Pay Period	2016-17 Service Dates
F 10/01-12/31	F 07/01-10/31	F 09/18/16 – 12/09/16
W 01/01-03/31	W 11/01-02/28	W 01/09/17 – 03/24/17
S 04/01-06/30	S 03/01-06/30	S 04/03/17 – 06/16/17

CALCULATIONS:

Percentage of Time for Pre-6 and Continuing Lecturers

$$\% \text{ Time* (quarterly)} = \frac{\# \text{ IWCs earned}}{3.00 \text{ IWCs}}$$

*round % time to nearest whole percent
example: 0.6667 = 0.67 or 67%

Current Year Cost

Current year cost if working **same** percentage of time at **same** salary each quarter:

$$\text{CYC} = \frac{\text{Annual Salary}}{3 \text{ quarters}} \times \% \text{ time*} \times \# \text{ of quarters}$$

Current year cost if working **different** percentage of time or **different** salary each quarter:

$$\text{CYC} = \left(\frac{\text{Annual Salary}}{3 \text{ quarters}} \times \% \text{ time*} \right)_{\text{in fall}} + \left(\frac{\text{Annual Salary}}{3 \text{ quarters}} \times \% \text{ time*} \right)_{\text{in winter}} + \left(\frac{\text{Annual Salary}}{3 \text{ quarters}} \times \% \text{ time*} \right)_{\text{in spring}}$$

Annual FTE

$$\text{FTE} = \frac{(\% \text{ time* in fall}) + (\% \text{ time* in winter}) + (\% \text{ time* in spring})}{3}$$

DUE DATES: 2 months before start of PAY PERIOD date for appointment:

- Fall 9/12 appointments, July 1 start date: Due May 1
- Fall 9/9 appointments, Oct. 1 start date: Due Aug. 1
- Winter 9/12 appointments, Nov. 1 start date: Due Sept. 1
- Winter 9/9 appointments, Jan. 1 start date: Due Nov. 1
- Spring 9/12 appointments, Mar. 1 start date: Due Jan. 1
- Spring 9/9 appointments, April 1 start date: Due Feb. 1

Pre-Six Unit 18 Lecturers ([RB II-1](#), [II-6 Reappointment](#), [II-8 Continuing FTE](#), [II-12 Appt Checklist](#), [Salary Scales Table 17A](#))

Definition: Lecturers are appointed on a temporary or continuing basis to teach courses at any level. They are governed by policies in RB, APM, and MOU.

Compensation must be on the current UCSB Salary Scale ([Table 17A](#) on AP's website). Chairs/Directors may recommend the starting annual salary and course assignment, but the Dean must approve recommendations. Requests must be approved before the start of the quarter.

Percentage of time is calculated directly from courses taught during that quarter. Each course or administrative duty is assigned an appropriate number of Instructor Workload Credits (IWCs) according to the Department's approved Workload and Course Equivalencies guidelines. 3 IWCs = 100% time for 1 quarter. 9 IWCs = 100% time for 1 academic year. A lecturer may not work over 100% time in any given pay period, even with appointments in more than one department.

Pay Periods: Lecturers can be appointed at 9/9 or 9/12. In 9/9 appointments, the appointee is paid for 9 months of work over a 9 month period. In 9/12 appointments, the appointee is paid for 9 months of work over a 12 month period. Generally 9/9 is used when the appointment is short-term (1 or 2 quarters) and 9/12 is generally used when the appointment is for a year or longer. The pay period used can affect benefits. Please contact the College or AP if there is a question about which pay period to use.

Open Recruitment is required for Lecturers, *prior to entering their 1st quarter*. Recruitments are done online through UC Recruit. The department may be able to do open pooled recruitments. Please contact AP or Office of Equal Opportunity for assistance.

Search Waivers (formerly called EORs) are only granted when there is/are: 1) unexpected circumstances resulting in insufficient time, 2) a spousal or domestic partner hire, 3) PI/Co-PI/Leadership status on a grant or contract for specific period of time, 4) continuation of training for graduate student researcher or postdoctoral scholar for less than one year, or 5) research team: the appointee is part of an existing research team of a new faculty member relocating from another institution. ([RB VII-1 III](#))

Merits & Reviews: Prior to reappointing a Pre-Six Lecturer, the department is required to do an assessment and notify the candidate in accordance with [Red Binder II-6](#). This is an internal procedure, according to departmental guidelines. Pre-Six Lecturers do not undergo regular merit reviews.

9th Quarter Mentoring: During the 9th quarter of service in the same department, the department must provide each NSF the opportunity to participate in a mentoring meeting, the purpose of which is to provide the NSF with performance feedback. The procedure to be followed is outlined in [Red Binder II-6](#).

10th Quarter Increase: At the start of their 10th quarter of service in the same department, Pre-6 Lecturers are given a contractually mandated 6% increase, if they have not already received an increase equal to or more than that amount. Any other increases need to be justified and should be recommended at the time of reappointment, in the department's request letter. Special circumstances should be discussed with the Dean.

NOTE: This is a good time to request a 5-year ESCI Report for the lecturer's file.

Initial Appointment ([RB II-1, II-12 Checklist](#)) Authority - DEAN

Finalize Recruitment with Search Report in [UC Recruit](#) (online)

Submit on paper to L&S – original + 1 copy:

- **Department Form Letter** (use [form on AP's website](#))
- **[AP Biography Form](#) & CV**
- **Teaching Evaluations & ESCIs** if available (only **one** set)

Additional Items:

- If **Search Waiver (formerly called EOR)** is being requested, submit to OEO, then to L&S
- If **teaching grad course**, submit [Request for the Approval of Graduate Instruction](#) (RAGI) form and packet to Graduate Council, then submit approved form and packet to L&S

NOTE: Approval to teach grad courses can be requested for up to 3 years a time.

Re-Appointment ([RB II-1, II-12 Checklist](#)) Authority - DEAN

Submit on paper to L&S – originals + 1 copy:

- **Department Form Letter** (use [form on AP's website](#))
- **Teaching Evaluations & ESCIs** (only **one** set)
- **[AP Biography Form](#) & CV** only if significant changes or a break in service have occurred

Additional Items:

- **Search Report via [UC Recruit](#)** (online) if open recruitment was not previously done
- If **teaching grad course**, submit [Request for the Approval of Graduate Instruction](#) (RAGI) form and packet to Graduate Council, then submit approved form and packet to L&S

Continuing Lecturers & Senior Continuing Lecturers ([RB II-10 Excellence Reviews, II-14](#))

Excellence Reviews - Promotions to Continuing Lecturer Authority – AVC with optional CAP review

Definition: An Excellence Review is the process that determines whether a Pre-Six Lecturer is deemed “excellent” and therefore eligible for promotion to Continuing Lecturer. It is a thorough career review, similar to a tenure case.

Due: End of the 17th Quarter, or before the start of the 18th Quarter

As part of the Excellence Review, the department must establish the level of instructional need for the Continuing Appointment, normally at the same level as the need during the year prior to the start of the Continuing Appointment. If, prior to the issuance of the letter approving the Continuing Appointment, the department determines that the initial continuing percentage will be lower than expected, the appointee must be notified, in writing, as soon as practicable.

Submit on AP Folio – see [RB II-14 Checklist](#)

- **Department Letter** with vote
- **CV & Course List**
- **External Letters** - 5 minimum from former students, other continuing appointees outside the department, and/or senate faculty outside the department
- **Sample Solicitation Letter, List of Reviewers, Redacted Letters** (if requested)
- **ESCI**s - 5 year summary and individual ESCI reports from years prior
- **Written Teaching Evaluations**
- **Peer Evaluations** (if available)
- **Self-Assessment** (if required by department)
- **Other Items** – Publications or other creative activities, evidence of service, etc.
- **Safeguard Statement**

NOTES: Whenever possible, the review committee should include a Continuing Lecturer. Excellence Reviews cannot be deferred.

To calculate the proposed salary, begin with the minimum for Continuing Lecturers ([Salary Scales Table 16](#)), then add the minimum merit amount of 6% (routine or “excellent”). Additional increments of 3% can be added as an acceleration, which requires justification. ([Salary Scales Table 17B](#))

Merit Reviews for Continuing & Senior Continuing Lecturers – done every 3 years **Authority – DEAN**

Due: March 31st for July 1 effective date

Submit on AP Folio – see [RB II-14 Checklist](#)

Same as above, except without:

External Letters, Sample Solicitation Letter, List of Reviewers, Redacted Letters

NOTES: Merit reviews can only be deferred one year.

Promotion to Senior Continuing Lecturer requires evidence of professional activities and exceptional service. These promotion cases also require external letters. Contact AP or L&S for more information about promotion to Senior Continuing Lecturer.

Annual Workload Statement **Authority - DEAN**

Submit on paper to L&S – original + 1 copy:

- **Department Form Letter** ([use form on AP's website](#))

Additional Items:

- If **teaching grad course**, submit [Request for the Approval of Graduate Instruction](#) (RAGI) form and department letter to Graduate Council, then submit approved form and letter to L&S

Temporary and Permanent Augmentations: ([RB II-8](#))

Definition: An augmentation is additional workload (percentage of time) to a Continuing Lecturer's existing approved FTE amount. Reasons for temporary workload augmentations should be explained in the annual workload statement (faculty on leave, additional course offering required, etc.)

Note: Temporary augmentations can become permanent if continued beyond a year, or if not identified according to the criteria in RB II-8.

If the department sees the need for a temporary augmentation to become permanent and the Continuing Lecturer is willing to commit to teaching the courses on an ongoing basis, the department should discuss the situation with the Dean. To formally request a permanent augmentation to a Continuing Lecturer's FTE, the department should send a memo to the Dean detailing justification and the ongoing need for the Continuing Lecturer to teach the course(s).

Layoffs and Reductions in Time: The MOU stipulates specific timing and notification guidelines regarding Layoffs and Reductions in Time. **Please contact L&S or AP immediately if these situations arise.** Layoffs of Continuing Lecturers require notification a year or more in advance. Reductions in Time due to course cancellations require notification 30-60 days before the courses start, or pay in lieu of notification.

Leaves: Continuing Appointees do not receive sabbatical credits or educational leaves. If the department is supportive, they may request **leaves without salary.** Leaves beyond two years are exceptions to policy and not normally approved. Continuing Appointees are eligible for **medical and family medical leave** depending on the number of quarters of service. Contact L&S or AP for information.

Visiting Professors ([RB II-28](#))

Definition: Visiting Assistant/Associate/Full Professors temporarily perform duties associated with Assistant/Associate/Full Professors while on leave or retired from another academic institution. OR an appointee whose research, creative or professional achievement makes a Visiting title appropriate.

Visiting Assistant/Associate/Full Professors participate in teaching AND make contributions to the department through service and research.

Appointments and Reappointments ([RB II-28](#)) Authority – DEAN or AVC (see notes)

Submit on paper to L&S – original + 1 copy:

- **Department Letter** in narrative memo format addressing:
 - teaching, as well as contributions to service, research, mentorshipNOTE: Do not use Lecturer template or reference IWCs for courses, but do include courses to be taught, pay rate and dates of service.
- **[AP Biography Form](#) & CV** for initial appointment
- **ESCI and Teaching Evaluations** for reappointment (**one** set of originals only)

Additional Items:

- If **teaching grad course**, submit [Request for the Approval of Graduate Instruction](#) (RAGI) form and packet to Graduate Council, then submit approved form and packet to L&S

Compensation: Rank, step, and annual salary should match that of the home institution, and must be at or above the minimum salary for the same rank at UCSB. Salary is *not* tied to number of courses. Refer to [Table 1 for Professor Series Salary Scales](#).

NOTES: Visiting appointees are limited to 6 quarters of service.

Appointments beyond 6 quarters are exceptions to policy and require the AVC's approval.

In Mathematics and similar disciplines, appointments of Visiting Assistant Professors may be extended to 3 years with the AVC's approval, if there is a curriculum-driven justification.

Appointments for individuals who have not held a comparable academic or research position elsewhere require an open recruitment as well as the AVC's approval *and* CAP's review.

For Visiting Assistant Professors who are hired immediately into ladder rank faculty positions, time spent as a Visiting Assistant Professor counts as time on the tenure clock.

Adjunct Professors ([RB V-17](#))

Definition: Adjunct Assistant/Associate/Full Professors may primarily do research, with some teaching contributions OR may primarily do teaching, with some research or creative contributions. They are often from industry or governmental agencies.

Appointment ([RB V-17](#)) **Authority – AVC, Reappointment - DEAN**

Submit on paper to L&S – original + 1 copy:

- **Department Letter** in narrative memo format addressing:
primary teaching and research duties, as well as service, professional activities

NOTE: Do not use Lecturer template or reference IWCs for courses, but do include courses to be taught, pay rate and dates of service.

- [AP Biography Form](#) & **CV** for initial appointment
- **ESCI**s and **Teaching Evaluations** for reappointment (**one** set of originals only)

Additional Items:

- If **teaching grad course**, submit [Request for the Approval of Graduate Instruction](#) form and packet to Graduate Council, then submit approved form and packet to L&S

Compensation: Rank, step, and salary must be appropriate to the appointee's experience, and must be at or above the minimum salary for the same rank at UCSB. Salary is *not* tied to the number of courses. Refer to [Table 1 for Professor Series Salary Scales](#).

NOTES: Appointments must be funded by 50% non-state funds. Exceptions require the AVC's or Chancellor's approval. Appointments of 50% and longer than one year are treated like ladder-rank faculty appointments, with regularly scheduled merit reviews.

Short Term Teaching ([RB II-31](#))

Definition: Guest Lecturers teach for 2 weeks or less and are NOT instructors of record. Employees currently working at UCSB at less than 100% may take on additional teaching responsibilities, subject to appropriate approval, as long as the total employment does not exceed 100% time. Refer to specific instructions in [RB II-31](#) and [RB VI-15](#).

Compensation: An honorarium may be paid if the appointee is NOT employed with UC, via a Form-5. They are not entered into PPS.

Authority: \$2,000 or less - Department Chair or PI
\$4,000 or less - DEAN or EVC
Greater than \$4,000 - EVC or Chancellor

For Honorarium amounts over \$2,000, submit on paper to L&S – original + 1 copy:

- **Department Request** in narrative memo format addressed to the appropriate authority
- **CV**

NOTES: The request must be approved before a Form-5 can be generated.

See [RB II-31](#) or talk to the Office of International Students and Scholars ([OISS](#)) for more information about compensating foreign visitors.

Compensation: UCSB employees approved for appointment as a guest lecturer or other short term teaching, such as emergency partial quarter replacements, will be appointed in an appropriate teaching title using the TFR DOS code. Use of the TFR DOS code will require approval of the Associate Vice Chancellor for Academic Personnel regardless of appointment title.

Recalled Professors and Continuing Lecturers ([RB I-70](#))

Definition: Retired faculty may be recalled to do research or teach for 1 quarter or more.

Recall Appointments – Research (Title Code 1702) **Authority – AVC**

Recalls for research are submitted to AP. Please contact their office for assistance.

Recall Appointments – Teaching (Title Code 1700) **Authority – DEAN**

Submit on paper to L&S – original + 1 copy:

- Completed and printed [Academic Recall Appointment Form](#) available online on AP's website

Current Annual Salary: Recalled faculty should be paid at the current on-scale annual salary for the rank and step attained at the time of retirement. To calculate this, note the rank, step and salary at retirement. To factor in the range adjustments that have occurred since retirement, find the historical salary scale from the retirement date. Calculate the off-scale supplement at the time of retirement, if any. Find the same rank and step on the current salary scale. Add this amount to the off-scale supplement. You can also contact L&S or AP for assistance.

To calculate Percent Time, first calculate their current quarterly salary:

$$\frac{\text{Current Annual Salary}}{3 \text{ quarters}} = \text{current quarterly salary}$$

$$\% \text{ Time} = \frac{\text{negotiated amount for course}^*}{\text{quarterly salary}}$$

NOTES: *Compensation is pre-negotiated by the Dean. Please consult the Assistant Dean and/or Dean.

Faculty are generally eligible for recall 90 days after their retirement, but never sooner than 30 days after retirement. Appointments may not exceed 43%, alone or in combination with other employment in a given month or entire year.

Teaching Associates ([RB IV-1](#), [RB IV-3](#))

Definition: Teaching Associates are UC graduate students temporarily employed to give independent instruction. Appointments to this title are governed by an MOU between the University and UAW.

All Appointments ([RB IV-3](#)) Authority – DEAN of Graduate Division followed by L&S DEAN*

Submit on paper to Graduate Division – originals only:

- **Department Form Letter** (use [form on AP's website](#))
- **AP Biography Form** (original plus one copy)
- **Teaching Evaluations & ESCIs** if available (only **one** set)
- **Graduate Transcript**

Additional Items:

- If **teaching an upper-division course**, submit **course syllabus** and provide justification explaining exceptional circumstances in department letter
- *NOTE:** Requests to teach upper-division courses must be reviewed by CCGE, which requires additional review time.

DUE: Appointment packets are due in Graduate Division 6 weeks before the quarter starts.

Compensation: Salaries are on-scale within the published “Associate” range (Title Code 1506) at the 1/9th rate (see [Table 19 Salary Scales](#))

NOTES: Appointments are limited to 50% time. Students are normally limited to a total of 12 quarters of service in Teaching Assistant and Associate positions. Up to 18 quarters may be granted by exception. Students must be in good academic standing (3.0 GPA, fewer than 12 units of incomplete or no grades, and within normative time). Students must be enrolled in a minimum of 8 units in their graduate program. Students in academic titles qualify for leaves of absence and reimbursement of child care expenses. See [RB IV-1](#) for more information.

Academic Coordinators ([RB V-1](#), [RB V-2](#))

Definition: Academic Coordinators administer academic programs which serve academic departments, research units, students, or the general public. Their duties are primarily administrative. Teaching or research duties require a separate appointment under a different title.

New Appointments ([RB V-1](#), [RB V-2](#)) Authority – AVC

Submit online:

- Recruitment Report via [UC Recruit](#) or Search Waiver
- Department Letter (see [RB I-35](#) and [RB V-2](#) for guidelines)
- [AP Biography Form](#)
- CV
- Job Description
- Supporting Documentation

Merits and Promotions ([RB V-1](#), [RB V-2](#)) Authority – DEAN or AVC

Submit online:

- Department Letter (see [RB I-35](#) and [RB V-2](#) for guidelines)
- Updated [Bio-bibliography](#) OR CV
- Job Description
- Supporting Documentation
- Safeguard Statement

DUE DATE: MAY 1 for July 1 effective date

Compensation: Salaries are within Ranks I, II or III on the published “Academic Coordinators” range and can be either on the fiscal ([Table 36](#)) or academic year ([Table 35](#)) calendar. Off-scale supplements are allowed within the same limits and policies as ladder faculty salaries.

NOTES: Merit reviews must be conducted every 2 years at ranks I and II and every 3 years at rank III. Requests for promotion to higher rank require a significant change to the scope and complexity of the program administered and must include an updated job description.

Professional Researchers ([RB III-12](#), additional info in [RB III-1](#), [RB III-7](#), [RB III-8](#), [RB III-9](#))

Definition: Professional Researchers are individuals involved in independent research equivalent to ladder rank faculty, except that they DO NOT have formal teaching duties. They may be appointed in ORUs or departments.

New Appointments ([RB III-7](#)) Authority – AVC

- **Recruitment Report** (via [UC Recruit](#) - this title is subject to recruitment policies in [RB VII-1](#))

Submit on AP Folio:

- **Department Letter** (see [RB III-12, Section VI](#) & [RB III-7, Section I](#))
- **[AP Biography Form](#)**
- **CV**
- **Copies of Publications, Supporting Documentation** (in hard copy and/or via direct links in Bio-bibliography, per [RB I-27](#))

If appointment is at Associate or full level, also submit:

- **Extramural letters** (see [RB III-7, Section II](#))
- **Sample solicitation letter**
- **Coded list of reviewers**
- **List of items sent to reviewers**
- **Redacted letters** (if given to candidate)

Merits and Promotions ([RB III-8](#), [RB III-9](#)) Authority – AVC

Submit on AP Folio:

- **Department Letter** (see [RB III-12, Section VI](#) & [RB III-9, Section I](#))
- **Safeguard Statement**
- **Updated Bio-bibliography** (see [RB I-27](#) & [RB III-9, Section IV](#))
- **Self-Assessment of research** (if one was done)
- **Copies of Publications, Supporting Documentation** (in hard copy and/or via direct links in Bio-bibliography, per [RB I-27](#))

If recommending advancement to Associate Researcher, full Researcher, or Researcher VI, also submit:

- **Extramural letters** (see [RB III-9, Section V](#) and [RB III-12, Section VI](#))
- **Sample solicitation letter**
- **Coded list of reviewers**
- **List of items sent to reviewers**
- **Redacted letters** (if given to candidate)

**** DUE DATE: MARCH 1 for July 1 effective date ****

Compensation: Salaries are on the published “Professional Research Series” scales – UCSB minimum hire rate 7/1/16 column (see Fiscal Year Salary Scales – [Table 13](#) and [Table 14](#) for appointments on the Business/Economics/Engineering scale). Off-scale supplements are allowed within the same limits and policies as ladder faculty salaries.

NOTES: If grant funding is available, appointments at the Assistant and Associate levels may be made for 2 years at a time, and for 3 years at the Researcher level. Mandatory reviews are required every 5 years. The information presented here is an overview only. If your department is hiring a researcher, please contact Joanna Kettmann in Academic Personnel.