Academic Personnel Update Meeting

August 28, 2014
Standard Language Changes in AP Search and RECRUIT

- Search Plan will remain Search Plan
- Interim Recruitment Report (IRR) is now Diversity Report
- Final Recruitment Report (FRR) is now Search Report
Forms On-line

Department should be using Forms On-line for the following recruitment related activities:

• POP requests

• Search Waivers for non-senate series appointees
  – If exception is needed for senate series appointee please contact recruitment office for further instructions
  – Vice Provost approval is valid for 1 year. If appointment is not completed in that year a new request will be required
Recruitment ("housing") Allowance

• The primary purpose of the Faculty Recruitment Allowance is to provide support for housing costs, but the individual may also use the allowance to support childcare expenses, education or tuition assistance, or similar expenses.

• APM 190 – Appendix E

• Full time 100% employees only

• Repayment: If faculty leaves within 5 years, payback is required at prorated amount.
Recruitment (“housing”) Allowance: Senate Members

• Request is not required to award any amount up to $62,700 (Must be approved in TOL)
• Request for exception is required to award any amount over $62,700
• All requests for exception require Dean concurrence and Vice Provost approval
Recruitment ("housing") Allowance: Federation Members

• Request for exception is required for any dollar amount

• Dean Callahan has approval authority up to $62,700, if faculty meets the following criteria:
  – Within 2 years of appointment
  – Appointed full time
  – Signed TOL or statement regarding payback

• Paid as a payroll distribution in payroll (via EDLR), NOT as a one-time payment (via EDFT). There is a title code (3993) and a DOS code (THA) to put on input doc for entry into PPS.
Relocation Allowance Information

• Dr. Callahan has authority to approve exception requests – all requests need to have a ‘not to exceed’ value

• See Policy BFB-G-13 for IRS regulations concerning the reimbursement of moving expenses (PDF handout)
MOP: Mortgage Origination Program

• Exceptions no longer approved for non-senate titles
Faculty Development

Upcoming Workshops/Events

• Enhanced Training for Faculty Search Committee Members – 9/26/14
• WIMHS Fall Welcome Event – 9/28/14
• Faculty Merits, Promotion and Tenure – 10/9/14
• HSCP Promotions Process – 10/14/14
• Introduction to MyInfoVault – 11/6/14
• New Faculty Workshop – 12/2/14

Register Online:  http://www.ucdmc.ucdavis.edu/facultydev/
Faculty Development

Programs

Leadership Programs
http://www.ucdmc.ucdavis.edu/facultydev/leadership.html

- Early Career Leadership (ECLP)
- Mid-Career Leadership (MCLP)

Women in Medicine and Health Science
http://www.ucdmc.ucdavis.edu/wimhs/index.html

Mentoring Academy
http://www.ucdmc.ucdavis.edu/mentoring/
Faculty Development

Other Resources

Faculty Development Listservs – (contact Cheryl to be added)
   – All Faculty
   – WIMHS

Faculty Newsletters (quarterly)
http://www.ucdmc.ucdavis.edu/facultydev/newsletter.html

Faculty Development Website
http://www.ucdmc.ucdavis.edu/facultydev/

Cheryl Busman – (916) 703-9230
Voting Website Updates

• New voting options in website
• When you create a Vote Posting, an action “type” must be selected
• Action type will determine the available voting choices

<table>
<thead>
<tr>
<th>Appraisals</th>
<th>Appointments</th>
<th>Administrative Reviews</th>
<th>Non-Step Plus Merits and Promotions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Positive</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Guarded</td>
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<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Negative</td>
<td>Abstain</td>
<td>Abstain</td>
<td>Abstain (requires comment)</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Step Plus Merits and Promotions</th>
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</thead>
<tbody>
<tr>
<td>Yes, as proposed</td>
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<tr>
<td>Yes, plus an additional .5 step (1.5 steps total)</td>
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<tr>
<td>Yes, plus an additional whole step (2 steps total)</td>
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<tr>
<td>No</td>
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<td>Abstain (requires comment)</td>
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<tr>
<th>5-Year Review</th>
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<tr>
<td>Advancement</td>
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<tr>
<td>No Advancement, Satisfactory Performance</td>
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<tr>
<td>No Advancement, Unsatisfactory Performance</td>
</tr>
<tr>
<td>Abstain</td>
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</tbody>
</table>
MIV continued

• Conversion of new employees from Appointee to Candidate
  – **DO NOT** create an additional account after the new appointment is submitted through MIV. We convert the appointee account to a candidate account! In November 2014, departments will be able to do this on their own.

• **RAFs** for Deferrals and Appraisals
  – Current and Proposed Status should reflect the same information (current status)

• **New RAF format**
  – Do not enter “End Date” on actions unless it’s applicable (i.e. Endowed Chair review)
MIV continued

• New Candidate Disclosure Certificates (CDC) will be needed for ANY changes now (RAF updates, dept. letter edits, and corrections to the dossier at candidate level)
  – Initial sign off is required prior to submitting to School/College by the deadline.
  – If dossier is returned for corrections, please do not request a new CDC or send the CDC email notification to the candidate until we have reviewed the corrections and give the “okay”.
  – Please notify us of corrected packets within one week.
• Reminder – once a dossier is submitted, please **do not** make any further changes at the Candidate Level until the current action is at Committee or Dean review.

(If we have to return the dossier for corrections and changes were made at candidate level since submission, those changes will be incorporated into the existing dossier, compromising what was initially submitted and reviewed)
Extramural Letters

• Stamp Confidential (hard copy or adobe stamp okay)
• Labeling requirements
  • Letter # to match the list of references
  • Arm’s Length or Not Arm’s Length
  • Candidate Selected or Chair Selected
• New requirements
  • No letters needed for P6 merit (for Reg, IR, Clin X, HSCP, Adj)
  • Arm’s length letters for Project Scientist promotion to Full
  • Appointments – using letters from RECRUIT
    – Sample will come from the RECRUIT training handbook, sample email that candidate sends out through RECRUIT to be uploaded to MIV.
    – For Appointment to Assistant Rank, Steps 1-6 only
#1 – folders can be created for each faculty member to organize uploads

#2 - after you upload, it is automatically set for viewing by "people in this folder"

#3- click the "share" link on the right, which will open the link and viewer information

#4 - open the drop down that says "people in this folder" and change it to "anyone with the link". This will allow the MIV link to open and be viewed

#5 - then click close, which will save the settings
UCDavis.box.com

Link to "april 1 2011.pdf"

- **Share**
- **Email**
- **Embed**

**Link:**

https://ucdavis.box.com/s/vf4blgl1ugu58iedj1

**Access:**

Anyone with the link

**Advanced**

- Set Custom URL: Not Set
- Require Password: No
- Set Link Expiration: Never
- Allow Downloading: Yes

**Direct Link:**

Reminders and FYIs

• Interface Calendar
• Forms On-line – Edit vs. Cancel
• Direct Deposit Form
Direct Deposit Online

• Employees may now add or change their Direct Deposit via AYSO: [http://atyourserviceonline.ucop.edu](http://atyourserviceonline.ucop.edu)
• Direct Deposit Set Up Instructions:
  • **Online Enrollment / Changes / Cancellation**
  • This is the fastest way for most employees to enroll in direct deposit. Below are step-by-step instructions for enrolling, making changes, or cancelling direct deposit:
    • Login to the [AYSO site](http://atyourserviceonline.ucop.edu) using designated username and password set up for this system.
Select the **Direct Deposit** link from the Income and Taxes section of the menu

You will see your current status for payment, click on the **Continue** button

![Check Disposition Information]

<table>
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<tr>
<th>Check Disposition</th>
<th>Direct Deposit (Pending*)</th>
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<td>GOLDEN 1 CU</td>
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<td>Account Type</td>
<td>Savings</td>
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* Pending indicates your check disposition transaction has not yet processed. It can take up to 15 business days to process, depending on payroll deadlines. Please contact your local Payroll office for more information.

To change your check disposition, click Continue.

New form available for check issuance only.
I. POLICY SUMMARY

It is the policy of the University to comply with Internal Revenue Service (IRS) regulations concerning the reimbursement of moving expenses.

II. DEFINITIONS

Members of Household

Internal Revenue Service (IRS) Treasury Regulation Section 1.217-2(b)(10) defines "members of the household" as other individuals who are members of the taxpayer's household, and who have the taxpayer's former residence and the taxpayer's new residence as their principal place of abode. A member of the taxpayer's household is any individual, including a domestic partner, residing at the taxpayer's residence who is neither a tenant nor an employee of the taxpayer.
Moving Expenses
Moving expenses eligible for payment are defined in Internal Revenue Code (I.R.C.) Section 217(b)(1) as the reasonable costs (or expenses) incurred by a new appointee, or by a current employee who transfers to a new University location, of moving household goods and personal effects to a new residence. Such expenses also include the cost of travel to the University location for the individual and the members of his or her household, as authorized in I.R.C. Section 217(b)(2). Section III.A.2. details the specific moving expenses that may be paid for the personnel positions covered by this Bulletin. Although the University may pay all or part of an individual's moving expenses, a portion of the payment may constitute taxable wages (see Section III.B.2 for examples of taxable moving expenses).

Reasonable Costs (or expenses)
IRS Treasury Regulation Section 1.217-2(b)(2) includes as reasonable costs those costs or expenses that are reasonable under the circumstances of a particular move, i.e., a move from the old to the new residence must be made via a conventional mode of transportation using the shortest and most direct route available and in the shortest period of time normally required to travel such a distance.

Relocation Allowance
Unlike moving expense reimbursement, a relocation allowance is not intended to reimburse the actual costs of moving from one location to another. A relocation allowance payment is intended to offset higher living costs in a new location; however, the total value of such a payment may not exceed 25% of an appointee's annualized base salary. Payment is generally made on a monthly basis over a four-year period, with 40% of the allowance paid in the first year, 30% in the second year, 20% in the third year, and 10% in the fourth year. The University is required to report such payments as additional wages subject to withholding for applicable income, social security, and Medicare taxes. Relocation allowance payments will be funded by appropriate funding sources, including General Funds. Relocation allowance payments are excluded from covered compensation under the University of California Retirement Plan.

Relocation allowances may be provided to individuals recruited for MSP positions within California; however, eligibility is limited to individuals who, at the time of recruitment, are not employed by the University and who reside outside of California.

Primary Residence (or Principal Residence)
The principal dwelling where the employee actually lives and is considered as the legal residence for income tax purposes.
III. POLICY TEXT

A. Reimbursement of Moving Expenses

The reimbursement of moving expenses is at the sole discretion of the University and is subject to the availability of funds. Departments may pay all or a portion of such expenses. Chancellors may establish local provisions that are more restrictive than those in this Bulletin. In addition, the terms of a collective bargaining agreement shall govern when such terms do not conform to the provisions contained in this Bulletin.

The eligibility requirements for the payment of moving expenses for a new appointee or a current employee, in an MSP or PSS position, and a description of the types of expenses that may be paid, are detailed below:

1. Eligibility for Reimbursement

   Actual moving expenses may be paid for new appointees to certain nonacademic positions requiring specialized training and/or experience of a technical, professional, or administrative nature. The new appointee must reside outside the commuting distance of the campus to which he or she has been appointed. Moving expenses shall also be paid by the University when a current employee is required to transfer or accepts a position, including a position at the same grade or a lower grade, at a campus outside a reasonable commuting distance.

2. Reimbursable Expenses

   Actual and necessary moving expenses are eligible for reimbursement, including the following:

   • The cost of packing, crating, transporting, unpacking, and uncrating the appointee's household goods and personal effects. Such costs are limited to one household move per appointee.
   • Actual and reasonable expenses related to insurance for the household goods while in transit, if incurred within any 30-day period after removal of the household goods and effects from the former primary residence.
   • Actual and reasonable storage costs for household goods and personal effects for up to 30 days immediately after removal from the primary residence.
   • Actual and reasonable expenses related to moving two personal motor vehicles per household (which may include motorcycles but excludes the vehicles listed below). The vehicles may be shipped or driven. If the appointee decides to drive his or her personal vehicle, the appointee will be reimbursed at the mileage rate published in BFB G-28, Appendix A.
   • Actual travel expenses for the individual and his or her immediate family, but not to exceed the cost of air coach transportation. If the appointee claims meal costs en route, those costs must be reimbursed in accordance with BFB G-28.
• The cost of furnished temporary lodging for up to 30 days and meals for up to 30 days of residence in the temporary lodging if it does not have cooking facilities. Such reimbursements will be made in accordance with BFB G-28.

The following costs are not reimbursable:
• Assembly and disassembly of unusual items such as swing sets, swimming pools, satellite dishes, hot tubs, and storage sheds.
• Animals (except for household pets consisting of domesticated animals normally kept or permitted in a residence) or the costs associated with kenneling of pets.
• Motorized recreational vehicles, including boats, kayaks, canoes, airplanes, camping vehicles, snow machines, and jet skis.
• Canned, frozen, or bulk foodstuffs.
• Building supplies, farm equipment, and firewood.
• Plants.

All moves of the employee and members of his or her household should be completed within one year of the date an appointee first reports to the new job, even if his or her appointment date was effective prior to the report date.

B. Tax Treatment of Moving Expenses
1. Nontaxable Expenses
Under I.R.C. Section 132(g) and related IRS Treasury regulations, nontaxable (i.e., deductible) moving expenses reimbursed by an employer, or paid to a third party on behalf of an employee, are excludable from an employee's gross income provided the move is closely related to the start of work and meets both the time and distance tests under I.R.C. Section 217(c). Unless all three requirements are met, any payments made for moving expenses will be taxable and must be reported as specified in Section V.A.

a. Related to the Start of Work
The move must be made in connection with the commencement of work at a new job location and the moving expenses must be incurred within one year from the time the employee first reports to the new job.

b. Time Test
During the 12-month period immediately following the move, the individual must be employed full-time for at least 39 weeks.

c. Distance Test
The distance between the individual's new job location and his or her former principal residence must be at least 50 miles more than the distance between the individual's previous work location and his or her former principal residence.
The following *reasonable expenses* are nontaxable:

- The cost of moving household goods and personal effects (including in-transit or foreign-move storage expenses); and
- Expenses (including lodging but excluding meals) incurred in traveling from the former residence to the new residence.

Nontaxable amounts that are not reimbursed by the University may be eligible for deduction as an above-the-line deduction (i.e., not subject to the 2% floor for miscellaneous deductions) on the employee's income tax return under I.R.C. Section 62(a)(15).

2. **Taxable Expenses**

Any reimbursement of, or payment to a third party for taxable (i.e., nondeductible) moving expenses must be included in an individual's gross income as additional wages.

Listed below are examples of taxable expenses:

- Meal expenses incurred while moving from the old residence to the new residence;
- Meals and lodging charges incurred while occupying temporary quarters in the area of the new job location;
- Storage charges, except those incurred in transit and for foreign moves; and
- Mileage reimbursements in excess of the rate published in BFB G-28, Appendix A.

Information concerning the University's tax reporting requirements applicable to moving expense payments is included in Section V.A.4.
### IV. COMPLIANCE / RESPONSIBILITIES

<table>
<thead>
<tr>
<th>Function</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Vice President-Chief Financial Officer</td>
<td>• Establishing and updating the policies set forth in this Bulletin.</td>
</tr>
<tr>
<td>Department Heads</td>
<td>• Approving the payment of moving expenses and relocation payments in accordance with the procedures contained in this Bulletin.</td>
</tr>
</tbody>
</table>
| Campus Controller's Office | • Verifying that the amounts claimed are allowable by reviewing all supporting documentation.  
• Ensuring that the documents were properly approved prior to making a payment.  
• Ensuring that adequate post audit reviews are performed.  
• Ensuring that such payments are tax coded appropriately. |
| Chancellors | • May establish local provisions that are more restrictive than those in this Bulletin. |
| Executive Vice President-Business Operations  
Vice President-Agriculture and Natural Resources  
Principal Officers of The Regents | • Ensuring that the authorities and responsibilities assigned to the Chancellor for the reimbursement of moving expenses are enforced for the employees its jurisdiction. |

<table>
<thead>
<tr>
<th>Payment Approval Authority</th>
<th>Exceptions Permitted</th>
<th>Exception Approval Authority</th>
<th>Comments</th>
</tr>
</thead>
</table>
| Department Head  
Authority to approve payment of the actual moving expenses of new appointees and current employees eligible to receive such payments under this Bulletin.....This authority must be documented by a signature authorization card on file with the campus accounting office or by an equivalent electronic signature authorization.  
Chancellor, Executive Vice President-Business Operations  
Authorized to approve relocation allowances. Any further re-delegation of this authority must be submitted in writing to the appropriate. | Yes | Exceptions may be authorized by the Chancellors; Executive Vice President-Business Operations; Vice President-Agriculture and Natural Resources; Principal Officers of The Regents; or their designees. | The exception request must specify the purpose, circumstances or need, applicable dates, and the name of the individual to whom the exception is granted. When an exception has been granted, the reimbursement of expenses claimed shall be limited to the actual costs incurred, provided such costs are deemed to be ordinary and necessary under the circumstances. Claims for the reimbursement of actual expenses must be supported by original receipts or electronic receipts as provided in Section V.A.3. |
V. PROCEDURES

A. Payment Procedures

The following procedures govern the payment of cash advances and reimbursements to an appointee, or direct payment by the University to a moving vendor.

1. Advance Payments

Normally, payments made in advance to a new appointee or a current employee for moving expenses should not exceed 75% of the total estimated reimbursement. The Chancellor or his or her designee may approve an exception when, in the judgment of the approving official, the best interests of the University would be served. Such payments are treated as advances and must be accounted for within a reasonable period of time after the move is completed. Refer to BFB G-28 for procedures applicable to recording uncleared advances.

2. Payments Made Directly by the University

The University may pay the cost of transporting the household goods and personal effects of a new appointee or a current employee directly to a common carrier or household mover. The individual, however, must use a common carrier from the University's preferred vendor list. Such payments must be requisitioned using a purchase order.

3. Reimbursement Payments

A request for reimbursement of moving expenses must be submitted to the accounting office on a Travel Expense Voucher (or an equivalent electronic form). The expenses must be listed in detail, supported by original receipts or equivalent electronic receipts that contain the same level of detail as an acceptable paper receipt, and approved by the employee's department head or other authorized official. Common carrier expenses may be reimbursed if the carrier is included on the University's preferred vendor list.

4. Tax Reporting

a. Nontaxable Amounts

Although amounts paid directly to an employee for the reimbursement of nontaxable moving expenses are excludible from the employee's gross income, the IRS requires that the University report such expenses on the employee's Form W-2. Nontaxable expenses paid directly to a third party (such as a moving company) on behalf of an employee or a new appointee, and services that an employer furnishes in kind to an employee, are not reportable on the employee's W-2.
b. Taxable Amounts

Amounts paid for taxable moving expenses, whether or not they are paid directly to an employee, are includible in an employee's gross income, subject to withholding of applicable income, social security, and Medicare taxes. Such amounts must be tax coded for reporting on the employee's W-2.

Accounting Manual chapter D-371-12.1, Accounting For and Tax Reporting of Payments Made through the Vendor System, provides additional information on processing moving expense payments, including the appropriate tax codes for such payments.

IRS Publications 521, Moving Expenses, and 535, Business Expenses, contain additional information on moving expenses.

VI. RELATED INFORMATION

- Academic Personnel Manual Section 550: Recruitment, Moving Expenses for Intercampus Transfer
- Academic Personnel Manual Section 560: Recruitment, Removal Expenses/General
- Academic Personnel Manual Section 561: Recruitment, Removal Expenses/Assistants
- Accounting Manual Chapter D-371-12.1, Accounting for and Tax Reporting of Payments Made Through the Vendor System
- Accounting Manual Chapter D-371-16, Disbursements: Approvals Required
- Accounting Manual Chapter D-371-36, Disbursements: Invoice Processing
- Business & Finance Bulletin G-28, Policy and Regulations Governing Travel

Internal Revenue Code Sections:

- Section 132 Certain Fringe Benefits
- Section 217 Moving Expenses
- Internal Revenue Service Publications 521, Moving Expenses, and 535, Business Expenses

VII. FREQUENTLY ASKED QUESTIONS

Not applicable.
VIII. REVISION HISTORY

- Originally published July 01, 1996.
- Revised November 30, 1998 to reflect Form 4782 filing requirement and reporting on Form W-2 of nontaxable moving expenses paid directly to a third party.
- Revised December 01, 2009 to allow for full payment of moving expenses for MSP and Staff employees.
- Revised March 31, 2010 to remove SMG employees who are covered in a separate SMG Moving Reimbursement Policy.
- Reformatted March 30, 2012 into the new policy format.
UCD SOM
Voting Website
Instructional Handbook

For use on any action where a vote must take place.

Nichol Runner
Academic Personnel Analyst
916-734-4607
Admin Home Page

https://somapp.ucdmc.ucdavis.edu/<dept>/secure/review/admin/Admin_home.cfm
1. Manage Faculty User Accounts

- Select “Add Faculty User Account” to set up faculty for the first time. You can search for the user by clicking “Lookup Person’s Kerberos ID”

- If you pull from the search, information will automatically fill in, so double check the information.

- Select as a voter or not

- Select as an administrator or not. There should only be 1-2 administrators in a dept to avoid breaching confidentiality with voting results. If designated as administrator, they will have access to view ALL votes

- This is also where you can remove or edit accounts
Here you can change the Senate/Federation status, voter or admin status, and make an account inactive, if for some reason you don’t want to remove the account yet.

You can easily remove a user account if someone leaves the University, so their name does not show up on your list anymore.
2. Manage Faculty Vote Postings

- Here you create an action to list for vote.
- Remove a listing
- Edit a listing
- Preview the listing
- Activate or De-Activate a listing (make it active during the voting period, then de-activate when the voting period is over.
- Archive a listing
- Retrieve your archive
Select User Account from drop down menu, then enter appropriate action information in each field. User Account must have already been created, to add a vote listing for an action.

Add Faculty Vote Listing

- Select Faculty to Add: Runner, Nichol
- Review Action: One Year Accelerated Merit 2012
- Current Rank: Associate Professor Clin X, Step 2
- Proposed Rank: Associate Professor Clin X, Step 3
- Action Date: (mm/dd/yyyy) 07/01/2012
- Vote Due Date: (mm/dd/yyyy) 08/19/2011
- Activate: [Yes] [No]

Submit | Clear Form | Cancel
3. **Add Documents for Faculty Candidate**

These documents will be PDFs from MIV.
4. View Voting Results

• The system will record all votes and tally them for you based on senate or federation if you’ve enabled that function.

• When voting closes, go to View Voting Results to see the tally of votes.

• Select the appropriate nominee and hit “submit”
Once you are in the results record, the results will be shown on one page and broken up by senate & federation as you scroll down the page.
Reports

Faculty Annual Summary

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<thead>
<tr>
<th>Faculty</th>
<th>Total Votes Cast</th>
<th>Total Ballots</th>
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Reports
Faculty Annual Summary

Records the total votes a faculty casts as well as how many actions were posted for vote (total ballots). This gives the department information on faculty participation, while keeping actual votes confidential.
5. **Enable/Disable Division & Senate/Federation**

Determine if these two areas apply to your particular department

- **Use of Division:**
  - If you need to separate votes by division – select “enable”, otherwise leave as “disable” (Will likely be disabled for all)

- **Use of Senate/Federation:**
  - Everyone should “enable” this and make sure the faculty accounts are designated appropriately, so the vote report is more helpful.
How Faculty Members will use the new site

• Log in with Kerberos ID and Password

• When they log in, they will be taken to a screen to select a vote listing from a drop down menu of all active vote listings.

• Once they select a person’s vote listing, they will go to the next page to review the action information and supporting documents. This is also where they will cast their confidential vote and leave comments.
When Candidates log in, their OWN vote posting will not be available in their drop down menu, only the other faculty vote postings will be listed to retrieve.

Voters can also change their votes at anytime.
Faculty Member: Nichol Runner
Action: One Year Accelerated Merit 2012
Current Rank/Step: Associate Professor Clin X, Step 2
Proposed Rank/Step: Associate Professor Clin X, Step 3

**Effective Date (when action will be effective):** 08/19/2011
**Voting Due Date (when voting ends):** 07/01/2012

Seminar Presentation: August 17, 2011  
"How to use the new voting website"

**Attached Dossier Documents:**
- Candidate Statement
- CV
- Department Letter
- Reference Letter(s) 1
- Teaching Record
- Evaluations
- Service
- Grants
- Publications

**VOTE:**
- ○ YES/Positive
- ○ NO/Negative
- ○ ABSTAIN
- ○ GUARDED (for Appraisals Only)

**Comments:**
Comments: (a "NO or ABSTAIN" or GUARDED" vote requires an explanation)
Click the button below to send your vote to — no later than 08/19/2011

Submit Vote for Nichol Runner
Select New Faculty

**Votes Due Date**
Questions?

Keep this Instruction Manual to refer back to or for training incoming “administrators”

You can also contact your department’s Academic Personnel Analyst for specific questions.
Extramural Letters
Requirement Charts

GENERAL GUIDELINES

• All Actions must be submitted with a minimum of (#) letters indicated (of which half must be Arm’s Length if indicated by an “A” on the chart) (HSCP actions can have 5 letters until AS merit)
• At least half of the letters solicited must be Chair selected.
• All references solicited must be included on the List of References; if someone does not respond, please note and add them to the end of your reference list.
• All reference letters received must be included with the action.
• Extramural = Outside UC Davis
• Referees should always be at or above the candidate’s proposed rank for ALL actions

Arm’s Length Referees should meet the following criteria:
• Not a past collaborator (PI on shared grant, co-author, etc.)
• Not a past Mentor, Advisor or Supervisor
• Not a friend or previous/current Co-worker

Labeling of Letters
• Letters must have the Candidate Name, Referee # (matching list of referees), marked as candidate or chair selected, marked as arm’s length or not arm’s length in the TOP RIGHT.
• All letters should be marked CONFIDENTIAL

SERIES SPECIFIC GUIDELINES

Regular Series

<table>
<thead>
<tr>
<th>Appointment Asst rank, Steps I-III</th>
<th>Appointment Asst rank, Steps IV-VI</th>
<th>Appointment Associate Rank</th>
<th>Appointment Full rank</th>
<th>Promotion Associate Rank</th>
<th>Promotion Full Rank</th>
<th>Merit to Above Scale only</th>
</tr>
</thead>
</table>

E = Letters solicited during recruitment are deemed sufficient to submit, arm’s length not required (Advisory #AA2014-01)
L = Letters required, arm’s length not required
A = Half must be Arm’s length

In Residence Series

<table>
<thead>
<tr>
<th>Appointment Asst rank, Steps I-III</th>
<th>Appointment Asst rank, Steps IV-VI</th>
<th>Appointment Associate Rank</th>
<th>Appointment Full rank</th>
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Clinical (X) Series

<table>
<thead>
<tr>
<th>Appointment Asst rank, Steps I-III</th>
<th>Appointment Asst rank, Steps IV-VI</th>
<th>Appointment Associate Rank</th>
<th>Appointment Full rank</th>
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For additional information regarding extramural letters, see UCD 220.

8/28/2014
# Extramural Letters
## Requirement Charts

### Health Sciences Clinical Professor (HSCP) Series

<table>
<thead>
<tr>
<th>Appointment Asst rank, Steps I-III</th>
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<th>Appointment Full rank</th>
<th>Promotion Associate Rank</th>
<th>Promotion Full Rank</th>
<th>Merit to Above Scale only</th>
</tr>
</thead>
<tbody>
<tr>
<td>E (3)</td>
<td>E (4)</td>
<td>L (5)</td>
<td>≤L (5)</td>
<td>≤L (5)</td>
<td>≤N (5)</td>
<td></td>
</tr>
</tbody>
</table>

E = Letters solicited during recruitment are deemed sufficient to submit, arm's length not required (Advisory #AA2014-01)
L = Letters required, arm's length not required
N = Letters must demonstrate National Recognition (not necessarily true arm's length)

* = Referees from UC Davis (but outside candidate's home/joint department(s)) are allowed
∞ = At least half of the letters should come from outside UC Davis

### Adjunct Series

<table>
<thead>
<tr>
<th>Appointment Asst rank, Steps I-III</th>
<th>Appointment Asst rank, Steps IV-VI</th>
<th>Appointment Associate Rank</th>
<th>Appointment Full rank</th>
<th>Promotion Associate Rank</th>
<th>Promotion Full Rank</th>
<th>Merit to Barrier Steps (Full Step VI or AS)</th>
</tr>
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### Professional Research Series

<table>
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<tr>
<th>Appointment Asst rank, Steps I-III</th>
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<th>Appointment Associate Rank</th>
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### Project Scientist Series

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<th>Appointment Full rank</th>
<th>Promotion Associate Rank</th>
<th>Promotion Full Rank</th>
<th>Merit to Barrier Steps (Full Step VI or AS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>L (3)</td>
<td>A (4)</td>
<td>L (3)</td>
<td>A (4)</td>
<td>A (4-VI, 5-AS)</td>
</tr>
</tbody>
</table>

L = Letters required, arm's length not required
A = Half must be Arm's length

### Specialist Series

<table>
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<tr>
<th>Appointment Asst rank, Steps I-III</th>
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<th>Appointment Associate Rank</th>
<th>Appointment Full rank</th>
<th>Promotion Associate Rank</th>
<th>Promotion Full Rank</th>
<th>Merit to Barrier Steps (Full Step VI or AS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>L (3)</td>
<td>L (3)</td>
<td>L (3)</td>
<td>A (3)</td>
<td>A (4-VI, 5-AS)</td>
</tr>
</tbody>
</table>

L = Letters required, arm's length not required
A = Half must be Arm's length

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8/28/2014
# Extramural Letters
## Requirement Charts

## Visiting Professor Title

<table>
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<th>Merit to Barrier Steps (Full Step VI or AS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

N/A = No Extramural Letters are required

## Lecturer SOE / Sr Lecturer SOE

<table>
<thead>
<tr>
<th>Appointment Asst rank, Steps I-III</th>
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<th>Promotion Associate Rank</th>
<th>Promotion Full Rank</th>
<th>Merit to Barrier Steps (Full Step VI or AS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>A (6)</td>
<td>A (6)</td>
<td>A (6)</td>
<td>N/A</td>
</tr>
</tbody>
</table>

A = Half must be Arm's length

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8/28/2014
You can use the UC Davis Online Storage System to create links to evaluations and publications (via pdfs created or scanned, and uploaded to the box.com system) (50GB per faculty, staff, or student)

Go to [https://ucdavis.box.com](https://ucdavis.box.com) and sign in with your Kerberos – and upload items there to create the link to share in MIV.

You can use your own account to do all uploading as 50 GBs should be plenty to store items for your faculty on your own account, and you can share the box with other admins in your unit so they can get the links for MIV as well. (Data can be transferred to another box if you leave the university).

Help & Information:

**Can a UCDHS employee use box.com?**

UCDHS users who are collaborating via their UC Davis Box.com accounts should use their @ucdavis.edu addresses to share files and folders, rather than their @ucdmc.ucdavis.edu addresses.

Training Videos:
[http://boxuniversity.litmos.com/online-courses](http://boxuniversity.litmos.com/online-courses)

User Guide:
[http://cloud.ucdavis.edu/box_end_user_guide1.pdf](http://cloud.ucdavis.edu/box_end_user_guide1.pdf)

For anyone interested in using the Box.com feature through UCD to upload evals and publications to link to your advancement dossiers - there is one extra step after you upload a pdf that you **MUST** complete in order for us to access the pdf. See directions and screen shot below.

#1 - you can create folders for your uploads, so you can have a folder for each faculty member to save uploads to for organization

#2 - after you upload, it is automatically set for viewing by "people in this folder".

#3- click the "share" link on the right, which will open the link and viewer information

#4 - open the drop down that says "people in this folder" and change it to "anyone with the link". This will allow anyone in MIV to open the link and view the document!

You can also make other setting changes by clicking on the grey wheel (see second screen shot) to get a direct link that will only open the pdf directly, instead of opening box.com and then the document. This may be a better link to put into MIV!! This is also another location you can change the access at, if you want to do it all at once. You make your settings changes and click close, which will save the settings.
Faculty Development Resources

Upcoming Workshops/Events

- Enhanced Training for Faculty Search Committee Members – 9/26/14
- Faculty Merits, Promotion and Tenure – 10/9/14
- HSCP Promotions Process – 10/14/14
- Introduction to MyInfoVault – 11/6/14
- New Faculty Workshop – 12/2/14

Leadership Program/Workshops
http://www.ucdmc.ucdavis.edu/facultydev/leadership.html

- Early Career Leadership (ECLP)
- Mid-Career Leadership (MCLP)

Women in Medicine and Health Science (WIMHS)
http://www.ucdmc.ucdavis.edu/wimhs/index.html

Mentoring Academy
http://www.ucdmc.ucdavis.edu/mentoring

Faculty Development Listservs (used to announce workshops and events)

- Faculty
- WIMHS

To be added to either or both listservs send an e-mail to cheryl.busman@ucdmc.ucdavis.edu and she will add you.

Faculty Newsletter (Quarterly)
http://www.ucdmc.ucdavis.edu/facultydev/newsletter.html

Course Registration: Register for workshops and events via the Faculty Development website: http://www.ucdmc.ucdavis.edu/facultydev/

For more information, please contact Cheryl Busman at any time at (916) 703-9230 or cheryl.busman@ucdmc.ucdavis.edu.