



CHASS New Faculty Orientation Wednesday, September 30, 2026

Academic Personnel

Susan Brown, AP Director



College of Humanities,
Arts, and Social Sciences

Academic Personnel

Susan Brown

Director, CHASS Academic Personnel



Overview

- CHASS Academic Personnel Services
- Academic Personnel Review Actions
- E-File Plus System
- UC Recruitment System
- Leaves, Stop the Clock, Active Service Modified Duties
- Conflict of Commitment and Outside Professional Activities
- Academic Student Employee Supervision
- Removal
- Resources



CHASS Academic Personnel Contacts				
Name	Title	Departments	Phone	Email
Susan Brown	Director of Academic Personnel	CHASS Dean's Office	(951) 827-3596	susan.brown@ucr.edu
Briana Ellico	Compensation and Leave Analyst	CHASS Dean's Office	(951) 827-2825	brianae@ucr.edu
Annette Brock	Non-Senate Academic Lead Analyst	CHASS Dean's Office	(951) 827-7730	annette.brock@ucr.edu
Patti O'Leary	Assistant Director of Academic Personnel	Social Sciences, Interdisciplinary Programs, Centers	(951) 827-5828	poleary@ucr.edu
Cory Randle	Academic Personnel Analyst II	Anthropology Black Study Economics Political Science Sociology		cory.randle@ucr.edu
Shannon Giles	Academic Personnel Analyst II	Gender & Sexuality Studies Meida & Cultural Studies Psychology Study of Religion Society, Environment and Health Equity Centers and Programs	(951) 827-7111	shannon.giles@ucr.edu
Brittani Collins	Assistant Director of Academic Personnel	Humanities and Arts	(951) 827-5829	brittani.collins@ucr.edu
Elizabeth Arce	Academic Personnel Analyst II	Dance Ethnic Studies History Theatre, Film & Digital Production	(951) 827-7639	elizabeth.arce@ucr.edu
Paige Smith-Lujan	Academic Personnel Analyst II	Comparative Literature & Languages English Hispanic Studies Palm Desert-Low Res MFA	(951) 827-1239	paige.smithlujan@ucr.edu
Jen Smith	Academic Personnel Analyst II	Art Art History Creative Writing & Music Philosophy	(951) 827-1843	jen.smith@ucr.edu



Who To
Contact

Academic Personnel Review Actions

Merit & Reappointment

- ☐ Assistant Professor/Teaching I – Associate Professor/Teaching III- every two years
- ☐ Associate Professor/Teaching IV- Professor/Teaching VIII- every three years
- ☐ Professor/Teaching IX-Above Scale- every four years

Promotion

- ☐ Assistant Professors and Assistant Professors of Teaching-Mandatory 7th year promotion is required, may promote early if ready.
- ☐ Prior time in UC Visiting Assistant Professor title counts toward the tenure clock and 7th year promotion review.
- ☐ Tenured faculty may promote at any time.

Appraisal

- ☐ Assistant Professors and Assistant Professors of Teaching–mid-career appraisal- 5th year.

Career Review

- ☐ Assessment of faculty who hold tenure to determine appropriate rank/step.

Quinquennial

- ☐ Associate/Full Professors must be reviewed every five years.

Deferral

- ☐ Associate/Teaching up to Professor/Teaching IV may defer a required action.
- ☐ Assistant Professors and Assistant Professors of Teaching may not defer a merit or reappointment action.

Ladder Faculty Normal Time in Ladder Rank and Step

Assistant Professor	Associate Professor	Full Professor	Distinguished Professor-Above Scale	Normal Period at Step
I				2 years
II				2 years
III				2 years
IV				2 years
V	I			2 years
VI	II			2 years
	III			2 years
	IV	I		3 years
	V	II		3 years
		III		3 years
		IV		3 years
		V		3 years or more
		VI		3 years or more
		VII		3 years or more
		VIII		3 years or more
		IX		4 years or more
			No steps	4 years or more

E-File Plus System

- Efile Plus is a stable, secure, and easily accessible online application.
- Faculty and/or AP analysts can quickly modify and add records as the faculty member's file is updated.
- "Snapshots" for specific actions (merits, promotions, etc.) can be generated using the existing records in the faculty member's e-File.
- An academic review file can be routed from the department, to the Dean's office, to the Academic Personnel office, to the Committee on Academic Personnel, to the Vice Provost for Academic Personnel and to the EVCP/Chancellor, all electronically.
- EFilePlus Information: <https://academicpersonnel.ucr.edu/efileplus>

Planning for your first review

- ☐ Assistant Professors/Teaching- Appt eff July 1, 2026 -Review for merit or reappointment in 2027-28 (biannual reviews required)
- ☐ Associate Professors/Teaching Steps I-III-Appt eff July 1, 2026- Normative merit review in 2027-28, may choose to come up early or may defer
- ☐ Associate Professor (Steps IV-V) /Full Professors (Steps I-IV) - Normative merit review in 2028-29 , may choose to come up early or may defer
- ☐ **September 30 cutoff date** for completion of review file materials; publications, creative activity, talks
- ☐ Keep good records- service assignments, conferences, talks/panels, retain flyers for key-notes, grant documentation
- ☐ Spring/Summer begin preparation for review-
 - ☐ Speak with department chair and colleagues
 - ☐ update Efile Plus
 - ☐ Prepare self-statement
 - ☐ Contact your assigned CHASS AP Analyst

Planning for your first review (contd.)

FACULTY MERIT CHECKLIST

The following is intended as a guide to assist individual faculty members in compiling information and documents for the review dossier.

Cumulative publications

- ☐ Organize into logical groupings (e.g. technical peer-reviewed journals, book chapters, etc.)
- ☐ Include all published work, including in press and accepted papers
- ☐ In press and accepted papers: indicate number of pages
- ☐ Can list submitted papers if desired: include date of submission

Difference List (publications since time of submission of last merit file)

- ☐ List must correspond exactly to cumulative publication list
- ☐ Include a description on all multi-authored papers of the following: identity of each author (e.g. my postdoc, off-campus collaborator, etc.), and your contribution to the publication
- ☐ Abstracts may be presented here if desired
- ☐ Keep copies of all publications in central location. These must be turned in with the file.

Professional Presentations (since time of submission of last merit file)

- ☐ Talks given by you, where, when, and what occasion, and nature of invitation (invited, plenary, keynote, etc.)

Contracts and Grants (since time of submission of last merit file)

- ☐ Indicate your status (PI, etc.), amount, title, granting agency, and period of award
- ☐ Can include pending and rejected if desired

Awards and Honors (since time of submission of last merit file)

Service and Professional Activity (since time of submission of last merit file)

- ☐ Organize into Department, Campus, State, National, etc.
- ☐ Include all committee assignments, panels, editorial activity, etc.
- ☐ Indicate reviewing responsibilities (journals and proposals)

Teaching

- ☐ Course evaluations
- ☐ Graduate students supervised
- ☐ Graduate committees served on
- ☐ Undergraduate researchers or interns
- ☐ Exceptional activity (new course development, etc.)

Self-Statement

- ☐ Although not required, the self-statement is strongly recommended
- ☐ For merits, it should cover the period since last advance
- ☐ Detailed discussion of the significance of the research in understandable language is important
- ☐ Self-statement can be a place to discuss aspects of the file that need explaining (e.g. gaps in publication, poor teaching performance, etc.)
- ☐ Update this statement continuously

Optional Additional Material

- ☐ Description of journals published in and their relative importance or impact
- ☐ Supporting material that relates to reputation or performance (thank you letters, etc.)

Suggestions for Good File Keeping

- ☐ Update your file continuously

- ☐ Do your own proofreading and consistency checks
- ☐ Turn in well-organized file well ahead of deadline
- ☐ Keep a complete backup copy of the file so you will know what to include in the next cycle

ACADEMIC PERSONNEL REVIEW PROCEDURES FOR SENATE FACULTY

"THE CALL"

Leaves Stop the Clock Active Service Modified Duties

➤ Professional Meetings/Research

- 7 days or less-Department Chair

Approval for the following leaves is required by submitting form to CHASS AP

- 30 days or less- Dean (professional meetings, bereavement)
- More than 30 days- Vice Provost for Academic Personnel (Fellowship leave)

➤ Childbearing/Parental/Personal Medical/Reproductive Loss/Victim Leave

- All periods of leave for this purpose require VPAP approval

Stop the Clock (8-year probationary period)- Assistant Professors may request to stop the clock, up to two times, during the probationary period for personal reasons including childbearing, childrearing, serious health condition, disability, bereavement, or significant circumstance or events that disrupts a faculty member's ability to pursue his or her duties.

Active Service Modified Duties- A faculty member may request a modification in duties for childrearing purposes within 12 months of the birth or placement of a child.

Resources for Academic Leaves: <https://academicpersonnel.ucr.edu/leave-of-absence>

Sabbatical Leaves

- ❑ Sabbatical credit is earned by Professors and Professors of Teaching for each quarter in service during the academic year (F/W/S).
- ❑ One sabbatical credit is earned per quarter. Credit is not earned when on leave.
- ❑ A sabbatical leave shall be granted only at a time when it will not disrupt the teaching program or other vital operation of the University.

CHASS issues an annual call for sabbaticals early in Winter quarter. The department and the Dean must support the request.

9 credits = 1 quarter regular sabbatical leave at 100% salary

6 credits = 1 quarter regular sabbatical leave at 67% salary

Or

6 credits = 1 quarter sabbatical in residence at 100% salary- (This requires the faculty to teach one regular 4 unit course. The faculty will be released from all service.)

- ❑ Eligibility to Apply for Sabbatical Leave
Professors and Professors of Teaching who have accumulated an appropriate number of sabbatical credit may request sabbatical leave.
Leave must occur during a time when it does not disrupt the curriculum and be approved by the Department Chair and Dean.

Resources for Academic Leaves: <https://academicpersonnel.ucr.edu/leave-of-absence>

Outside Professional Activities

APM 025-Conflict of Commitment and Outside Professional Activities of Faculty Members

https://www.ucop.edu/academic-personnel-programs/_files/apm/apm-025.pdf

- 1) they are activities related to the training and expertise which is the individual's qualification for University appointment, but performed for a third party, and/or
- 2) they require significant professional commitment.

Some outside professional activities require advance approval and are required to be reported annually through the annual certification process. (39 days maximum per academic year)

Category I Activity:

Examples requiring advance approval

Outside teaching

Employment outside of UCR

Visiting Scholar/Adjunct without salary appointments

Grants outside of the University

Advance approval is required to be requested 6 weeks prior via OATS

<https://academicpersonnel.ucr.edu/conflict-commitment>

Bargaining Units Within CHASS & Points of Contact

Main CHASS Contact	Bargaining Unit	Unions	Employee's within Union
Susan Brown, Director, CHASS Academic Personnel	Academic Student Employees	CASE/UAW	BX https://ucnet.universityofcalifornia.edu/labor/bargaining-units/bx/index.html
	Non-Senate Instructional (Unit 18 represented lecturers)	AFT	IX https://ucnet.universityofcalifornia.edu/labor/bargaining-units/ix/index.html
	Post-Doctoral Scholars	CASE/UAW	PX https://ucnet.universityofcalifornia.edu/labor/bargaining-units/px/index.html
	Academic Researchers	UAW	RA https://ucnet.universityofcalifornia.edu/labor/bargaining-units/ra/index.html
	Graduate Student Researchers	UAW	BR https://ucnet.universityofcalifornia.edu/labor/bargaining-units/br/index.html
*** Additionally, all non-union Academic Employees are supported by CHASS AP			

Main CHASS Contact	Bargaining Unit	Unions	Employee's within Union
Erika Leon, CHASS Human Resource Business Partner	Clerical and Allied Services	Teamsters Local 2010	CX https://ucnet.universityofcalifornia.edu/labor/bargaining-units/cx/index.html
	Research Support Professionals	UPTE-CWA	RX https://ucnet.universityofcalifornia.edu/labor/bargaining-units/rx/index.html
	Technical	UPTE-CWA	TX https://ucnet.universityofcalifornia.edu/labor/bargaining-units/tx/index.html
*** Additionally, all Unrepresented Staff (99s) are supported by CHASS Human Resources			

Supervision of Academic Student Employees

TA Workload (220 hours, 20 hours per week)

- Graduate student employees may not work over 50% full-time equivalent (“FTE”).
- Once a student has worked the hours agreed to in their appointment letter, they cannot work any additional hours. [If the hour cap is met before the quarter ends, the supervisor will be responsible to find ways to address any deficit other than requesting the student to work more hours.](#)
- 50% FTE students may work an average of 20 hours per week, but not more than 8 hours per day, except for international students on J-1 status who may only work a total of 20 hours per week.
- Workload and FTE cap exception requests should be submitted to Graduate Division for review.
- ASE Guidance for Supervising Instructors: [Guidance for Supervising Instructors](#)

Supervision of Academic Student Employees

- **Description of Duties (DOD) Form Must Be Completed by Faculty Instructor**
 - Faculty Supervisors will generate the Description of Duties form through the [Graduate Student Management System](#) to issue to the student.
 - The DOD is used to provide clear expectations to the academic student employee.
 - The DOD is the first document we refer to if there is a performance issue
 - Contact Department Chair or Dean's office early if there is a performance problem that can't be resolved through informal resolution.
- Guidance for Supervising Instructors: [Performance Management Policy and Procedures](#)

Timesheets for Academic Student Employees

- It is the supervisor's responsibility to accurately review and approve employee timesheets by the published payroll deadlines.
- Supervisor's will review and approve timesheets through the Time and Attendance Reporting System: TARS.

Important:

- Where applicable and as required by their contract, ASEs and GSRs will be required to seek prior approval for their Personal Time Off (PTO) and Leave of Absence.
- Once a leave is taken and reported, it cannot be rescinded.
- To prevent employee paycheck inaccuracy and manual adjustments, supervisors should carefully review each of their employees' timesheets before approving.
- If timesheets are not accurately reported by employees, supervisors should either route the timesheet back to the employee (if time allows) or correct the timesheet accordingly, depending on the circumstance.

Timesheets for Academic Student Employees

Responsibilities

- Supervisors are responsible for reviewing and approving timesheets before the monthly timesheet approval deadlines.
- Supervisors are responsible for rejecting or correcting timesheets with errors and communicate issues to employees.
- Supervisors are responsible for promptly communicating with TAAs about any time-reporting issues & responding to TAA requests.
- Please note, following supervisor approval, the majority of timesheets will route directly to the UCPATH System (via the I-181 Interface File) and bypass the TAA Approval Queues. Therefore, it is important that supervisors carefully review leave taken.

Leaves for Graduate Student Employees

Teaching Assistants and Assoc Ins who take a leave shall be eligible for up to two (2) days of paid leave per quarter. Short-term leave is taken in whole day increments.

Upon request from an appointee, and subject to the provisions of contract, the University will grant an appointees reasonable request for leave of absence of appropriate duration due to:

SHORT TERM

- personal illness and/or disability, including for ignosis, care, or treatment of an existing physical or mental health condition, or preventive care.
- birth, adoption, or care of a child or family member as defined
- below in Section H;
- family emergencies; or
- **travel outside the United States of America to apply for a F-1 or J-1 visa or to seek other forms of immigration relief, and appointments and/or hearings** scheduled by federal immigration officials or the U.S. Department of State with respect to immigration or citizenship status of the employee, spouse, domestic partner, child or parent, in accordance with Article 15 – Immigration
- Pregnancy disability-prior to and after birth
- Bereavement leave
- Employee's Reproductive Loss
- Employee's Victim Leave
- Employee's leave to attend crime-related judicial proceedings

The University shall grant employees leave time, in accordance with Article 18 – Leaves, when given one weeks' prior notice to attend any appointments and/or hearings scheduled by federal immigration officials or the U.S. Department of State with respect to immigration or citizenship status of the employee, spouse, domestic partner, child or parent. The University may require proof of the appointment and/or hearings and proof of the family relationship.

Leaves for Graduate Student Employees contd.

LONG TERM

Salaried GSRs, TAs and Associate Ins who take a leave pursuant to the contract shall be eligible for up to eight (8) weeks of paid leave per academic year.

Upon request from appointee and subject to the provisions of this Article, the University will grant a reasonable request for long-term leave due to:

- The appointee's serious health condition, as defined under the Family and Medical Leave Act (FMLA), or to care for a family member of the appointee, as defined in Section H, who has a serious health condition;
- To care for and bond with the newborn child or a child placed with the appointee for adoption or foster care, provided that the leave is taken within twelve months of the birth or placement of the child with the appointee; or
- Pregnancy, childbirth or related medical conditions for the period prior to, during, and after childbirth.
- Reproductive Loss Leave
- Victim Leave
- Leave to attend crime-related judicial proceedings
- One week of immigration leave to travel outside the U.S. to apply for a F-1 or J-1 visa or to seek other forms of immigration relief in accordance with Article 15-Immigration

Whenever possible, leave should be requested at least thirty (30) calendar days in advance of the start date of the leave. The leave will not continue beyond the end date of the appointment.

***The employee should contact the supervisor as soon as they know of the need for a leave. ***

Moving and Relocation

Costs related to removal and relocation are taxable income and will be added to a paycheck as imputed income subject to federal taxes, Medicare and OASDI. When the imputed income is added to the paycheck it will reduce net pay for that month.

We recommend that you review your tax withholdings and speak with your tax advisor in anticipation of having this imputed income added to your future paycheck.

Taxability of Moving Expense Reimbursement - Effective January 1, 2018

The Tax Cuts and Jobs Act (P.L. 115-97) impacts the taxability of moving expense reimbursements provided by an employer. Effective January 1, 2018, reimbursements for moving expenses made to employees or paid directly to third parties by the University may be included in wage income subject to federal income tax withholding and FICA.

UCR Policy : 650-31 <https://policyking.ucr.edu/home/policy/6539d1030ad0f868b8663784>

Resources

- Academic Personnel Manual (APM)
<https://www.ucop.edu/academic-personnel-programs/academic-personnel-policy/index.html>
- Senate Faculty Review Procedures “The Call”
<https://academicpersonnel.ucr.edu/the-call>
- PATH to Tenure Tip Sheet
<https://academicpersonnel.ucr.edu/sites/default/files/2023-10/Path-to-Tenure%20Tip%20Sheet.pdf>
- PATH to Full Tip Sheet
<https://academicpersonnel.ucr.edu/sites/default/files/2023-10/Path-to-Full%20Tip%20Sheet.pdf>
- University of California Faculty Handbook
<https://www.ucop.edu/academic-personnel-programs/programs-and-initiatives/faculty-resources-advancement/faculty-handbook.html>
- E-FilePlus (UCR electronic filing/routing system for AP files) <https://efileplus.ucr.edu>
- UC Recruit <https://aprecruit.ucr.edu/>
- OATS <https://ucr.ucoats.org/>
- Graduate Student Management System Training Guide: <https://sites.google.com/ucr.edu/gsms-training-materials/home#h.cj9fmeqxjfo2>