To: Ladder Rank Faculty, Arts Division  
From: Martin Berger, Acting Dean  
Re: Responsibilities of Ladder-Rank Faculty

Because policies are frequently revised and we have a number of new and recently hired faculty, I write to remind you of the Division's policy on key issues in order to avoid future misunderstandings.

**CODE OF CONDUCT.** The Faculty Handbook, the Faculty Code of Conduct, and the UCSC Principles of Community outline behavior we are all expected to exhibit. All members of our community and the public are to be treated with respect and consideration.

You represent the best of what is UCSC. Please be mindful of your influence as representatives of the Arts in your communications, particularly on social media.

**PRESENCE.** As outlined in policy, faculty are “obligated to have a significant presence on campus, to meet classes, to keep office hours…to be accessible to students and staff, to be available to interact with university colleagues, and to share service responsibilities throughout every quarter…of active duty…” from the beginning to the end of each quarter as detailed in the campus academic and administrative calendar. In the Arts Division, this includes the annual all-Division retreat, generally scheduled for the first or second day of fall quarter before instruction begins – when all faculty are on “pay” status and expected to attend/participate.

The first two weeks of any quarter are critical times for our students, as well as for the division and campus to conduct important business. Any faculty member requesting time away from campus during the first two weeks of the academic year must receive written permission prior to confirming travel plans. In general, time away from campus during the first two weeks of an academic year will not be approved; however, rare exceptions may be granted, assuming justification is provided and permission is requested in advance.

- **Absences.** Faculty must request in advance approval for absences (for reasons other than illness or personal emergency) from the Department Chair. It is inappropriate for faculty members to arrange for a class to be "covered" without consulting the Chair. Leaves of absence must be requested and approved in writing. The Chair can approve a leave of up to seven calendar days; a leave of longer duration, submitted to the Chair, is subject to approval by the Dean.

- **Workload.** Late leave requests or course relief that affects the curriculum and workload assignments must be negotiated in consultation with the Department Chair. Faculty may not be relieved of a course assignment if another qualified instructor is not available.

- **Class schedules.** Faculty are expected to meet classes at all times advertised in the schedule. Faculty may not reduce student contact hours by abbreviating the length of classes or the number of times they meet, nor improperly delegate instruction to teaching assistants or staff technicians. All rescheduling of classes must be in consultation with the Department Chair.
• **Office hours.** Scheduled weekly office hours are expected of all ladder faculty to be available to students and administrative staff. Two to three hours a week is considered adequate. Please post your regular office hours online.

• **Department administrative service.** Department service is an obligation for ladder rank faculty. Faculty in-residence should make themselves available for committee service at any time during regular working hours when they are not in class or engaged in other scheduled university service. Faculty self-governance is one of the founding principles, and great strengths, of the University. It is important that everyone participate fully and willingly even when it is inconvenient.

• **Senate administrative service.** All ladder rank faculty are urged to volunteer for service on Senate committees and to express appreciation to others who already do. It is essential that we continue to advocate for the Arts and illuminate the significance of our less traditionally recognized creative research and activities.

*Faculty on course relief, course buy-out, or a non-teaching quarter are still considered in-residence and therefore are under the same expectations as above with the exception of a teaching reduction.*

**SAFETY.**

At a time when faculty and PIs are held more personally liable for the safety of their students and researchers by the law, we are very fortunate to have an expert in Arts safety available to you for consultation. Please contact our Health and Safety Adviser, Brent Cooley, (459.1877) to strategize on the most effective means to advocate for and promote safety for our entire community.

**EMPLOYMENT.**

• It is essential that faculty do not negotiate "employment contracts" with readers, teaching assistants, research assistants, or others without first consulting their Department and the Divisional Academic Human Resources Office. Informal arrangements have resulted in students unprotected, Departments being unaware that funds were committed, and the University legally vulnerable.

• **Supervision of teaching assistants.** Because faculty members have influence over student employees' academic progress, it is imperative that faculty expectations of their TA’s schedules and duties be established at the start of the quarter. A "Description of Duties” checklist must be completed prior to the initial instruction session and signed by both instructor and TA. Faculty should complete the TA assessment sheet after the conclusion of the course.

• **Workers compensation issues.** Workers Comp training is mandatory for all faculty who supervise staff or students. For any workers comp claims that may arise from someone you supervise, please contact your department and Teresa Locatelli (459.3338), in the Division Academic Human Resources Office, as soon as possible.

**IMPORTANT CAMPUS POLICY REFERENCES.**

• **Sexual harassment policy.** The campus has policies on sexual harassment and assault with which you should be familiar [http://www2.ucsc.edu/title9-sh/index.htm](http://www2.ucsc.edu/title9-sh/index.htm). Faculty have specific obligations with respect to sex offense complaints brought to their attention. In addition, California law requires that all personnel who supervise others (including TAs, CAs, tutors, researchers, etc.) complete
sexual harassment training every two years. If you have not completed this training within the last two years, or have any questions, contact Tracey Tsugawa ttsugawa@ucsc.edu in the Title IX office.

- **Outside employment.** Faculty may pursue a variety of endeavors for financial gain that are not directly related to the their field or discipline. However, such endeavors must not interfere with the faculty member’s full-time commitment to the University (APM 025).

**BIOBIBLIOGRAPHY FORMAT.** The guidelines for preparation of biobibliography forms state clearly that it is the faculty member’s responsibility to ensure that his/her biobib is accurate, updated, and in standard format. Guidelines are available online at http://apo.ucsc.edu/advancement/academic-advancement/Biobib-Guidelines.html. Faculty are encouraged to transition to BiobibNet for ease in keeping biobibs updated and at the urging of the Committee on Academic Personnel. Contact Georgina Chang gchang@ucsc.edu for logon information.

**OTHER MISCELLANY:**

- **Office usage.** Faculty who are away on extended leaves should expect to share or release their offices during their leaves to replacement faculty. Department Chairs are responsible for reallocating office space under the jurisdiction of their department.

- **Special events proposals.** Contact your Department Manager or Operations Manager to initiate a “special events proposal” prior to making any event commitments. This preliminary proposal must be approved by the Department Chair, financially underwriting the event, prior to any event commitments. In addition, the Dean’s Office should be consulted early in the planning process to ensure events office and development office support are available, if appropriate.

- **Travel reimbursements.** When a personal vehicle is used in lieu of air travel to the same destination, the lesser of the following costs will be reimbursed: 1) airfare plus transportation costs to and from airport, or automobile mileage cost plus the cost of meals, lodging and parking while in transit. For travel exceeding 24 hours, lower-cost, longer-term parking options should be used. Supporting cost comparison is to be used on what UC would have paid, which can be obtained by a Connexus-related agency or Standard Commercial Air Carrier prior to or at the time of booking the trip.

As I am sure you are aware, political and economic circumstances are subjecting the University to intense internal and external scrutiny. Budget reductions and redelegations of tasks have curtailed the levels of service that can be supported while increasing student enrollment is increasing everyone's workload, sometimes to the point of crisis. I hope that all faculty will continue to discharge their normal responsibilities faithfully and will accord staff, students, and each other particular understanding and consideration.

cc: Arts faculty and staff
    AVC Pamela Peterson
    Campus Provost and EVC Galloway
    Academic Divisional Deans