Faculty Handbook

School of Social Sciences
University of California, Irvine

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Updated February 2006

I. Introduction to the School of Social Sciences and to UCI

A. Who's Who in the School of Social Sciences

Office of the Dean

Barbara Dosher, Dean	bdosher@uci.edu	824-6802
Barbara Dosher, Acting Associate Dean Graduate Studies and Research	bdosher@uci.edu	824-6802
Caesar Sereseres, Associate Dean Undergraduate Studies	cdserese@uci.edu	824-6334
David Leinen, Assistant Dean Administration, Planning, and Resources	dleinen@uci.edu	824-5446
Monique Bihm Executive Assistant to the Dean	mbihm@uci.edu	824-6802

ADVANCE Equity Advisors

Teresa Caldeira	tpcaldei@uci.edi	824-1072
Charles Chubb	cfchubb@uci.edu	824-1481

Executive Committee Chair (Faculty Chair for the School of Social Sciences)

Mark Petracca	mppetrac@uci.edu	824-4012

Departments, Research Centers, and Programs

Departments

Anthropology www.anthro.uci.edu
    Bill Maurer, Chair

Cognitive Sciences www.cogsci.uci.edu
    Mike D'Zmura, Chair

Economics www.economics.uci.edu
    David Brownstone, Chair

Linguistics www.linguistics.uci.edu
    Caesar Sereseres, Chair

Logic and Philosophy of Science www.lps.uci.edu
    Jeffrey Barrett, Chair

Political Science www.polisci.uci.edu
    Mark Petracca, Chair

Sociology www.sociology.uci.edu
    Calvin Morrill, Chair

Institutes and Centers

Center for Asian Studies
    Karen Leonard and Dorothy J. Solinger, Directors

Center for Decision Analysis
    Don Saari, Director

Center for Research on Immigration, Population and Public Policy
    Frank D. Bean and Rubén G. Rumbaut, Directors

Center for Research on Latinos in A Global Society
    Leo Chavez, Director

Center for the Study of Democracy
    William R. Schonfeld, Director

Center for Global Peace and Conflict Studies
    Cecelia Lynch, Director

Institute for Mathematical Behavioral Sciences
    Donald Saari, Director

UCI Interdisciplinary Center for the Scientific Study of Ethics and Morality
    Kristen Renwick Monroe, Director and Lina Kreidie, Associate Director

Programs and Curricula

Chicano/Latino Studies (Graduate Program)
    Leo Chavez, Director

Demographic and Social Analysis (Graduate Program)
    Judith Treas, Graduate Director

International Studies (Undergraduate Major)
    Caesar Sereseres, Acting Coordinator

Political Psychology (Graduate Program)
    Shawn Rosenberg, Director

Public Choice / Political Economy (PhD Concentration)

Social Networks (Graduate Program)
    Douglas White, Graduate Director

Transportation Science (Graduate Program)
    Michael G. McNally, Program Director

Undergraduate Major in Social Sciences
    Caesar Sereseres, Associate Dean

<u>Accounting Office</u>

Pat Frazier, Manager   pcfrazie@uci.edu   824-6808

Robin Baldauf   rmbaldau@uci.edu   824-2994
    Contracts and Grants for Political Sciences, Sociology, LPS, and Linguistics

Michelle Bennett   mebennett@uci.ed   824-8266
    Contracts and Grants for Anthropology, Cognitive Sciences, Economics, and the
    School.

TBA   see Pat Frazier for information
    Purchasing

Patty Jones   pattyj@uci.edu   824-2601
    Non-Travel and Travel Related Reimbursements

Trisha Fisher   pfisher@uci.edu   824-9210
    Reimbursement and Purchasing Assistant

Charlene O'Hehir   caohehir@uci.edu   824-3852
    Administrative Support

Computing Services

Please consult Computing Services webpage: http://www.socsci.uci.edu/sscs/

Jerry Keys, Manager   jdkeys@uci.edu   824-7720

For Help with	Contact	Telephone #
General Assistance	Computing Services	824-5476
E-mail Accounts and UCInet Ids	Computing Services	824-7720
Institute in Mathematical Behavioral Sciences (Institute-related computer problems and questions)	Dao Vuong	824-5476
Instructional Computing	Mike Migalski	824-7197
Linux Support	Dao Vuong	824-5476
Networking/Internet, E-mail Questions/Problems	Computing Services	824-5476
Computer Related Purchases	Monique Bihm	824-1429
Administrative Systems Development and Support	Jerry Keys Gerald Langiewicz	824-7720 824-5404
Web: General Support and Coordination (Departments responsible for their own web pages)	Desiree Rivera	824-6428
Zot Mail Messages (Authorization required from Dean's office)	Carole Nightengale Jerry Keys (backup)	824-1175 824-7720

Graduate Office

John Sommerhauser, Graduate Office Manager	jdsommer@uci.edu	824-4074
Diane Enriquez, Graduate Counselor	dmvargas@uci.edu	824-5924
Julie Hoigaard, Graduate Grants Facilitator	jhoigaar@uci.edu	824-8498

Personnel Office

Cindy Sasso, Manager	cmsasso@uci.edu	824-2187
Joy Heimos, Academic Personnel	jaheimos@uci.edu	824-1723
Sheila Mercer, Staff Personnel	samercer@uci.edu	824-3098
Robert Valadez, Personnel	valadezr@uci.edu	824-6785.

Facilities Management

Dave Petrutis, Manager	petrutis@uci.edu	824-7717

Development Office

Rosemarie Swatez, Assistant Director	rswatez@uci.edu	824-2511

B. Relevant References Across Campus

Chancellor   Michael Drake

Executive Vice Chancellor
    and Provost (EVC)   Michael R. Gottfredson

Office of Academic Personnel

The office of the Academic Personnel is the administrative unit responsible for making decisions on all appointments, merits, and promotions. It operates under the authority of the Chancellor and the Executive Vice Chancellor (EVC).

The most important reference is the webpage of the Office of Academic Personnel: http://www.ap.uci.edu/.
This webpage contains detailed information about appointment process, policies and procedures, academic review cycle, and salary. It also contains relevant forms and the manuals that rule academic personnel actions.

See more information in this Handbook under "Advancement and Promotion at UCI."

Council on Academic Personnel (CAP) – Academic Senate, Irvine Division

CAP is the Academic Senate unit that reviews personnel cases. As such, it is the Faculty body responsible for making recommendations on appointments, some merits, and all promotion cases to the Office of Academic Personnel.

CAP's links in the Academic Senate webpage (http://www.senate.uci.edu/) address some of the most common questions concerning advancement and promotion at Irvine.

See more information in this Handbook under "Advancement and Promotion at UCI" as well as CAP's documents reproduced in the Appendix.

Research and Graduate Studies (RGS)

The webpage of RGS is: http://www.rgs.uci.edu/. It contains information about funding resources, integrity in research, conference support, conflict of interest, research protection, etc.
See more information in this Handbook under "Research."

Human Research Protection Program
   Office of Research Administration (ORA)
   Institutional Review Board (IRB)

   University of California, Irvine
   300 University Tower
   Irvine, CA 92697-7600
   Telephone: (949) 824-4768
   Fax: (949) 824-1465

   The IRB is responsible for reviewing all human subjects research and ensuring compliance with federal regulations. All the information about protocols and their submission as well as tutorials is online. A good place to start is: http://www.rgs.uci.edu/ora/rp/hrpp/.
   See also more information in this Handbook under "Research."

Instructional Resources Center

   The most relevant information is available at: http://www.irc.uci.edu/. It contains information on classroom support services, teaching enhancement services, instructional technology, programs, workshops, etc.
   See also more information in this Handbook under "Teaching."

Electronic Educational Environment (EEE)

   The Electronic Educational Environment Web site, known as EEE, is a home-grown course management system built to serve instructors and students at the University of California, Irvine.
   Through the website http://www.eee.uci.edu faculty have access to various tools, such as class rosters, schedule of classes, course mailing lists, course Web sites, on-line NoteBoards, class DropBoxes, a GradeBook and much more.

Office of the Registrar

   The website is: http://www.reg.uci.edu/.

   One of the links in this site is FACNET, Faculty Access Network, an information system designed to give faculty easy access to information resources offered by the Office of the Registrar. This information includes WebRosters and WebGrades.

All grades at UCI are submitted electronically through WebGrades. On the FACNET webpage, faculty have access to all the information and tutorials on how to submit grades electronically.

Libraries

Langson Library Reference Desk   824-4976
    Arts, humanities, social sciences, government information, education, business, and management.

Science Library Reference Desk   824-3705
    Engineering, medicine, biological, physical and computer sciences.

Social Sciences Research Librarians:

Pauline D. Manaka   pdmanaka@uci.edu   824-4969
    Anthropology, Demography, Sociology

Christina Woo   cjwoo@uci.edu   824-4974
    Chicano/Latino Studies, Cognitive Sciences, Linguistics, Logic & Philosophy of Science

Daniel Tsang   dtsang@uci.edu   824-4978
    Economics, Mathematics & Behavioral Sciences, Political Science, Statistical Data

Anne Frank   afrank@uci.edu   824-4968
    Southeast Asian Archive

For additional information, see the list of all Library Subject Librarians including Special Collections, Government Information and Multidisciplinary areas like Women Studies, Cultural Studies and Ethnic Studies: http://www.lib.uci.edu/libraries/contact/sublib.html.

More information on Subject Guides that the Subject Librarians develop to introduce the Library resources can be found at: http://www.lib.uci.edu/online/subject/subject.php.

Course Reserves and Electronic Course Reserves

Ned Raggett   nraggett@uci.edu   824-1769
     Day Supervisor, Langson Library Reserves

   http://antpac.lib.uci.edu/screens/search_reserves.html

Interlibrary loans   824-6839
     Langson Library 2nd Floor (lobby level)

Document Delivery   dds@uci.edu   824-4364
     Langson Library 2nd Floor (lobby level)

ADVANCE Program

ADVANCE is a NSF sponsored program aimed at increasing gender equity and diversity at UCI. Its goals are: to increase the recruitment of women, provide a network of support and guidance through tenure, monitor progress by collecting and analyzing data about equity, promote networking and mentoring activities for tenured women to ensure that they develop to their fullest potential, including facilitating nominations for awards at the local, national, and international levels. To accomplish these goals, the ADVANCE program has two Equity Advisors at each School.

At the School of Social Sciences, the Equity Advisors are Teresa Caldeira (tpcaldei@uci.edu) and Charlie Chubb (cfchubb@uci.edu).

Relevant information about the program and about gender issues for faculty, equity, off-scale salary adjustments, resources, strategic planning, etc. can be found at: http://www.advance.uci.edu.
See also more information in this Handbook under "Strategic Planning."

Office of Equal Opportunity and Diversity (OEOD)

The UCI Office of Equal Opportunity and Diversity is responsible for the University's compliance with federal and state laws and University policies and procedures regarding discrimination, retaliation, and sexual harassment. OEOD works to promote and integrate

the principles of equal opportunity, affirmative action, nondiscrimination, and excellence through diversity at UCI.

The web page is: http://www.eod.uci.edu/. It contains the copy of the main Nondiscrimination Policies and the list of services provided by OEOD.

Inquiries regarding the University's nondiscrimination and affirmative action policies may be directed to:

Kirsten K. Quanbeck, Director
Office of Equal Opportunity and Diversity
4500 Berkeley Place
Irvine, CA 92697-1130
Phone: (949) 824-5594
Email: eod@uci.edu

Benefits

Benefits Office   824-5197, 824-7135
Anne Fink, Benefit and Financial Planning Consultant   824-5198

II. Advancement and Promotion at UCI

The process of advancement and promotion at the University of California, Irvine is ruled by the *Academic Personnel Manual* of the University of California. This and other relevant manuals and policies are available online on the Office of Academic Personnel's webpage http://www.ap.uci.edu/.

Publications and links of special interest available at this site are:
1. *Academic Personnel Manual* (APM) of the University of California.

2. *Academic Personnel Procedures Manual* (APP) of the University of California, Irvine.

The Academic Personnel Procedures manual (APP) contains campus procedures for implementing academic personnel policies. These procedures are intended to supplement the policies set forth in the University of California Academic Personnel Manual (APM), and they must always be used in conjunction with that manual. It is found at http://www.ap.uci.edu/APP/index.html.

3. CAP's Frequently Asked Questions and Responses: at http://www.senate.uci.edu/CAPFAQ04.html.

The FAQs have been revised on July 2004 and are included as an Appendix of this Handbook.

4. CAP's Notes on CAP's Evaluation Procedures: at http://www.senate.uci.edu/4_SenCom/CAP/NotesCap04.htm.

The Notes have been revised on July 2004 and are included as an Appendix of this Handbook.

Another important reference is the publication ***Advancement and Promotion at Irvine – 2003.*** It describes the process of advancement and promotion at the University of California, Irvine, and is intended to highlight more informally than the Academic Personnel Manual key aspects of procedures. It includes summaries of University policies and provides advice about strategies for advancement and promotion, especially for the tenure review. The original version of this publication is from 1990. This 2003 revised and updated edition was prepared by Herb Killackey, Associate Executive Vice Chancellor, Academic Affairs and the Office of Academic Personnel with special editorial contributions by the ADVANCE Equity Advisors.

This publication accompanies this Handbook.

It can also be found at the Resources link of the ADVANCE website (http://advance.uci.edu/home.html).

The most important form to be produced at every personnel review (either a merit or a promotion) is the Addendum to the Biography (Form AP – 101). All information about faculty activities and production must be included in the Addendum. This form will be made available in electronic format by departments to all faculty at the time of reviews. It is also included in the Appendix of this Handbook.

Childbearing exclusion and modified duties

The University policies on childbearing and childrearing are described in the APM. These policies allow natural mothers about six weeks of childbearing leave, which may be followed by several weeks of "modified (University) duties." The "modified duties" option can also be exercised by natural fathers and adoptive parents of either sex. ("Modified duties" is not a leave; the faculty remains in service to the University, but with modified duties. For most appointees, this means a period in which the faculty member does not teach.)

Another part of this policy permits a faculty member who has primary responsibility for the care of an infant or newly adopted child under age five to request an extension of up to one year of the eight-year maximum service allowed in those titles with limitations on service (APM Policy 133-17-h). Such requests must be made within two years of the birth or adoption of the child. The policy allows an assistant professor who has recently become a parent to continue working while stopping the "eight-year clock." These extensions may have the effect of lengthening the amount of time in the "probationary period" during which they are candidates for promotions to tenure. This policy attempts to take into account the difficulty junior faculty have in teaching and doing research while raising young children. In 1998, APM133-17 was revised to allow for stopping the tenure clock more than once, provided the total time off equals no more than two years.

The policies on childbearing leaves and exclusions and all relevant definitions can be found at: http://www.ap.uci.edu/APP/7-10_leaves.html.

III. Strategic Planning

The ADVANCE program is committed to promote the advancement of faculty at UCI, especially assistant professors. To this end, the Equity Advisors of the School of Social Sciences, in consultation with Dean Barbara Dosher, are developing a program on Strategic Planning. Its main purpose is to assist faculty in strategizing and planning their advancement in the UCI system. At this moment, this program has three components.

1. Orientation and Navigation

The objective is to provide information that will assist faculty in planning their careers, facilitate their everyday tasks of teaching and researching, and assist in the preparation of personnel cases.

This Handbook and the Orientation Meeting for new faculty are part of this initiative.

Periodically, the Equity Advisors will forward to faculty references of literature that they find may help to achieve the goals mentioned above. In the Appendix of this Handbook is one article that we find especially helpful. It is entitled "Collegial Advice for Assistant Professors" by Evelyn M. Silvia, a professor at UC Davis. It covers all the relevant aspects of the process of advancement at a UC campus, including research, teaching, service, record keeping etc.

The School of Social Sciences is also committed to circulating information on grants and funding opportunities. Periodically, all faculty receive email communications from Robin Baldauf (Contracts and Grants) with fellowship and funding announcements.

Assistant professors should note that one of the opportunities available to them is the Faculty Career Development Award. These awards are given annually on a competitive basis to eligible tenure track faculty on campus and consist either of a course release or research funds. Deadlines for applications are announced each Fall. More information is available at: http://www.ap.uci.edu/programs/index.html.

In 2005, the School of Social Sciences has also created the Social Science Alumni Assistant Professor Research Award. It recognizes a strong proposed research project by an Assistant Professor with a research stipend of $5,000 that may be used either as a faculty research fund or as summer compensation. The call for application will be sent during the Spring quarter.

The ADVANCE webpage (www.Advance.uci.edu) is also an important source of information. In the Appendix of this Handbook there is a list of readings posted on this webpage.

2. Mentoring

The primary goal of this program is to provide support and guidance for Assistant Professors in planning for advancement and making the right career choices to get tenure at UCI. The program will also be open to Associate Professors and Professors who may be seeking advice about how to move ahead in their careers. The idea is that the mentors

become a significant source of reference and information for the faculty. Finally, it is hoped that the program will foster friendship between senior and junior faculty within the School.

Contacts between junior faculty and mentors will be made in two ways.

Contact can be initiated by the junior faculty member seeking mentoring. The names of participating mentors are listed below. All junior faculty are encouraged to contact any of them. If they don't know whom to contact, they will have the option of contacting one of the ADVANCE Equity advisors for the School to be paired up with an appropriate mentor.

Usually contact will be initiated by a member of the mentor pool. Typically, every year all assistant professors in the School will be invited either for lunch or coffee by a mentor.

We anticipate that most mentoring will occur between Assistant Professors and mentors in the same department. However, this is not required. If an Assistant Professor is facing problems that stem from conflict within his/her department, he/she may well seek the advice of a mentor outside his/her own department.

Current Mentors at the School of Social Sciences

Anthropology:
Karen Leonard   kbleonar@uci.edu
Leo Chavez   lchavez@uci.edu
Mike Burton   mlburton@uci.edu
Teresa Caldeira   tpcaldei@uci.edu

Cognitive Sciences:
Charlie Chubb   cfchubb@uci.edu
Don Hoffman   ddhoff@uci.edu
Mary-Louise Kean   mlkean@uci.edu
George Sperling   sperling@uci.edu

Economics:
Stergios Skepardis   sskaperd@uci.edu
Linda Cohen   lrcohen@uci.edu
Don Saari   dsaari@uci.edu

Logic & Philosophy of Science:
Jeff Barrett   jabarret@uci.edu
Brian Skyrms   bskyrms@uci.edu
Aldo Antonelli   aldo@uci.edu

Political Science:
Cecelia Lynch   clynch@uci.edu
Kristi Monroe   krmonroe@uci.edu
Alison Brysk   abrysk@uci.edu
Jim Danziger   danziger@uci.edu
Etel Solingen   etelsol@ucla.edu
Dorothy Solinger   dorjsoli@uci.edu
Mark Petracca   mppetrac@uci.edu

Sociology:
Judy Stepan-Norris   jstepann@uci.edu
Judy Treas   jktreas@uci.edu
David Smith   dasmith@uci.edu
David Meyer   dmeyer@uci.edu
Wang Feng   fwang@uci.edu

3. Workshops

The School of Social Science is planning to hold a series of workshops to assist faculty in crucial areas of research and teaching. These workshops should be flexible and may be created any time there is a demand/need.

IV. Resources – Research

A. School Level:

At the School of Social Sciences, faculty have access to the following resources:

Research & Travel funds (R&T funds)

These funds are administered by the head of the School's Executive Committee. The current Faculty Chair is Professor Mark Petracca from the Department of Political Science (mppetrac@uci.edu).

Funds are available to support individual faculty research efforts. These funds are allocated to the School of Social Sciences from COLCLR, the Academic Council on Research, Computing and Library Resources. Our policy is to allot funds inversely related to faculty rank, so that Assistant Professors receive more than Full Professors. The availability of R&T funds varies from year to year. In the past, Assistant professors have been able to draw around $1000 per year, Associate professors around $750 per year, and Full professors around $500 per year. Special requests for funds above the nominal allotments will be considered.

In the past, the most common use for these funds has been to pay for travel and lodging expenses incurred in presenting research at professional meetings. (Please note that we do not pay for travel to attend a meeting without making a presentation.) However, there are other admissible uses for Research and Travel Funds. For example, funds may be used to pay for trips to conduct research activities of practically any sort (e.g., visits to archives, conducting experiments, etc.). They can also be used to purchase special purpose hardward and/or software necessary for your research.

Requests for Research and Travel funds, with an appropriate justification for such, should be addressed to the Faculty Chair for the School of Social Sciences.

Assistance from Contract and Grants Analysts

Robin Baldauf   rmbaldau@uci.edu   824-2994
    Contracts and Grants for Political Sciences, Sociology, LPS, and Linguistics

Michelle Bennett   mebennett@uci.ed   824-8266
    Contracts and Grants for Anthropology, Cognitive Sciences, Economics, and the School.

Please note that individual departments may have their own sources of funds and assistance.

B. Campus level:

<u>Research and Graduate Studies (RGS)</u>

The webpage of RGS is: <u>http://www.rgs.uci.edu/</u>. It contains information about: funding resources, integrity in research, conference support, conflict of interest, research protection, etc.

Integrity in Research: <u>http://www.rgs.uci.edu/rig/irindex.htm</u>.

Funding Resources: <u>http://www.rgs.uci.edu/rig/research/</u>. This link will direct faculty to intramural and extramural funding sources.

Intramural Funding includes links to: Bridge Funding; Conference & Workshop Support; Council on Research, Computing and Library Resources; School Research Committees' Funding; Multi-Investigator Faculty Research Grants; Single Investigator Innovation Grants; Cultural Diversity Studies Faculty Research Grants.

It also contains links to the Faculty Career Development Awards announcement, to the Faculty Desktop Computing Initiative, to UC Funding, and to Research Units.

Extramural Funding includes links to: Funding Agencies; Forms and Deadlines for UCI's Most Used Funding Sources; Limited Submissions; NSF Custom News Service; NSF Proposal Preparation.

RGS provides the service Fundopp. Faculty can subscribe to this list to receive funding opportunities by e-mail or search the archive.

RGS also offers grant proposal editing service.

<u>Institutional Review Board (IRB)</u>

Federal regulations require that all proposed human research studies undergo review by the Institutional Review Board (IRB). The IRB is responsible for reviewing all human subjects research and ensuring compliance with federal regulations. The primary role of the IRB is to protect the safety and welfare of human subjects.

Specifically, the IRB must assure that:

 * risks to subjects are minimized;
 * risks to subjects are reasonable in relation to anticipated benefits;
 * selection of subjects is equitable;
 * informed consent is sought from each prospective subject or the subject's legally
   authorized representative;
 * informed consent is appropriately documented;
 * adequate provisions for monitoring data collection are in place to ensure the safety of
   subjects; and
 * when appropriate, adequate provisions are in place to protect the privacy of subjects
   and to maintain the confidentiality of data.
  See more details at: <u>http://www.rgs.uci.edu/ora/rp/hrpp/about.htm</u>.

There are three IRB committees at UCI: two review biomedical research and the third reviews social/behavioral research. Each committee is composed of scientists, non-scientists, and community members with varying backgrounds to promote complete and adequate review of human subjects research conducted at UCI.

All the information about how to submit protocols, as well as the required forms and mandatory tutorials are online.

The "How to Submit Protocols to the IRB" is at: http://www.rgs.uci.edu/ora/rp/hrpp/submitprotocols.htm. It provides information on the three levels of review (Exempt, Expedited, and Full Committee Review) as well as links to definitions, forms, and tutorials.

<u>Libraries</u>

The librarians will assist faculty in their researches. The list of librarians by field of specialization is found above in this Handbook. They have prepared the following guidelines to assist new faculty:

THE UCI LIBRARIES WELCOMES NEW SOCIAL SCIENCE FACULTY: FAQ's by Pauline Manaka [Anthropology & Sociology Research Librarian]

How to Initiate Library Relations?

Please go to the Library Loan desk, in person (at least once) to activate your UCI ID, which becomes your library card. This can be done anytime, when you are ready to check out materials. Establish a pin (4-digit password) via ANTPAC. The PIN is critical for accessing remote Library services, for example:

- o   renew or recall books online via ANTPAC;
- o   view your account of books checked out and
- o   to do express checkout

For more information, please call 824-6842 OR see the web, http://www.lib.uci.edu/services/cards/cards.html

What Library Services Support Faculty Teaching and Research?

Document Delivery Services

Establish document delivery service to receive and schedule pickups of library materials from your office. See the DDS FAQ brochure, http://www.lib.uci.edu/services/dds/ddsfaqs.html

Course Reserves

Select course-related (additional) readings in print and electronic formats, to place on reserve. The materials include books; journal or newspaper articles; book chapters; and lecture notes. The Multimedia Resource Center houses videos and multimedia reserves. For more information, visit: http://www.lib.uci.edu/services/reserves/print_reserves.html

<u>Remote Access Services to the Library</u>

Activate your UCInetID. **Faculty** are pre-assigned a UCInetID after they are given an Employee ID and entered into the Payroll Personnel System. The UCInetID gives access to e-mail, EEE, the modem pool, library services, NACS computer labs, and many other electronic services on campus.
http://www.nacs.uci.edu/ucinetid/ucinetid-faq.html

Configure your home computer browser to access all Library resources remotely – Questions/Problems? You can also call 949-824-2222.
http://www.lib.uci.edu/services/how/connect.html

Carefully navigate the UCI Libraries web page to find resources in your discipline(s).

Access Social Science databases to find journal articles and other resources,
http://www.lib.uci.edu/online/subtitles.php?isSubCat=true&cat=Social+Sciences

Consult Subject guides which are skillfully prepared to support your library research needs. http://www.lib.uci.edu/online/subject/subject.php

Contact the Reference desk for personalized assistance; via phone, 824-4976 Email OR Chat. See, http://www.lib.uci.edu/services/ask/ask.html

<u>Books, Videos, Dissertations. Loans & Interlibrary Loans</u>
General Loan period for Library books for 365 days with renewals at anytime.

Set up and manage MY ANTPAC to monitor your checked out materials, including remote access. See the website for more information,
http://www.lib.uci.edu/services/cards/cards.html#my

Request interlibrary loan for materials sources that UCI does not own. These are supplied from other UC Libraries, nationwide and international. See ILL FAQ's,
http://www.lib.uci.edu/services/ill/faq.html

For your DATA needs, see, http://data.lib.uci.edu/ . Contact Dan Tsang, data librarian, at dtsang@uci.edu. OR fill out the form found at the above webpage, under "requesting data."

Contact the Multimedia Resources for all your video and non-print media needs, call (949) 824-7072 or see, http://www.lib.uci.edu/services/mrc/mrc.html

<u>How Do Faculty Actively Contribute to the Library?</u>

Contact the subject bibliographer in your field; see the Social Science list of Librarian specialists, http://www.lib.uci.edu/libraries/contact/sublib.html

Suggest books, journals and videos to add to the UCI Libraries collection in your research and teaching areas. Request a Library Instruction session or tutorial for classes they teach. For additional information, contact your subject librarian.

Donate books to the Library; find out more about giving to the UCI Libraries,
http://www.lib.uci.edu/libraries/giving/giving.html
Learn more about UC-system wide e-scholarship collaboration
http://www.lib.uci.edu/scamp/aboutscamp.html#ScholarlyChallenges

IV. Resources – Teaching

A. School Level:

At the School of Social Sciences, the Graduate Office has been in charge of <u>TA (teaching assistant)</u> allocation. Each quarter, faculty teaching courses that qualify for having TAs should fill a form to request them.

When a class does not qualify for having a TA, it may qualify for having a <u>Reader</u>. The allocation of readers is done by the office of the Associate Dean of Undergraduate Studies. Faculty should fill out a form available at this office to apply to readers.

B. Campus level:

<u>Instructional Resources Center</u>

As mentioned above, information on classroom support services, teaching enhancement services, instructional technology, programs, workshops, etc is available at: <u>http://www.irc.uci.edu/</u>.

IRC also makes available online a <u>Teaching Resource Guide</u>. It is found at: <u>http://www.irc.edu/trg/trgtoc.html</u>. This is a very detailed guide that provides information on: UCI Student Profile; Learning to Teach; Designing Courses for Student Learning; Course Formats; Assignments, Syllabus, etc. What Does Good Teaching Look Like?; Using Technology as an Instructional Resource; Grading; Giving Feedback: What Students Need to Know; Diversity: In the Classroom and Campus Policies; Academic Dishonesty; Sexual Harassment; and more.

Additional information is found at the <u>Electronic Educational Environment</u> (EEE) website at: <u>http://www.eee.uci.edu</u>.

Relevant information is also provided in the <u>Orientation Package</u> that IRC and EEE prepared for new.

APPENDIXES

1. CAP's Frequently Asked Questions and Responses

2. CAP's Notes on CAP's Evaluation Procedures

3. Addendum to the Biography (Form AP-101)

4. Article "Collegial Advice for Assistant Professors," by Evelyn M. Silvia

5. Titles of Readings posted at the ADVANCE webpage.

6. Handbook *Advancement and Promotion at Irvine – 2003*