September 30, 2015

To: Senate Faculty, Baskin School of Engineering  
From: Dean, BSOE UCSC  
Re: Faculty Responsibilities

Because policies are frequently revised and we have a number of new and recently hired faculty, I write to remind you of policies and procedures 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.

**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 of the fall quarter to the end of the spring quarter as detailed in the [campus academic and administrative calendar](#). In the BSoE, we generally schedule the annual all-hands meeting a day or two before the official start of fall quarter, but we strongly encourage all faculty to attend.

- **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. For your convenience, a [web application](#) was developed to make this process quick and simple and we encourage, but don’t require, its use.

- **Workload.** Late leave requests or course relief that affects the curriculum and workload assignments must be negotiated in consultation with the Department Chair. Late requests will not be approved if another qualified instructor and sufficient funds are 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 faculty in order to be available to students and administrative staff. Two to four hours a week is considered adequate. To update your office hours, please visit [https://accounts.soe.ucsc.edu/directory](https://accounts.soe.ucsc.edu/directory) as well as [http://campusdirectory.ucsc.edu](http://campusdirectory.ucsc.edu).
Department administrative service. Department service is an obligation for Senate faculty. Faculty 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 BSoE maintain a presence within the Senate committee structure so that the campus may continue to benefit from our expertise and insight.

Faculty on course relief, course buy-out, or a non-teaching quarter are under the same expectations as above with the exception of a teaching reduction.

SAFETY. The University of California has a system-wide commitment to assure the safety of our personnel and visitors, to ensure compliance with Cal/OSHA regulations and to assure compliance with other regulatory requirements for environmental health and safety. Safety and environmental compliance must be a prime consideration in everything we do.

Principal Investigators (PIs) are responsible for the health and safety of the personnel working under their authority and/or within their research facilities. Recent tragedies have shown that PIs can be held personally and legally accountable for the actions or inactions of personnel in their labs. Therefore it has become important to document training, operating procedures, lab protocols and inspections that not only help ensure lab safety but also provide evidence of a culture of safety and environmental compliance.

Faculty and PIs should work with UCSC EH&S to ensure their laboratory staff are properly trained, training is documented, procedures are documented and followed, protective equipment is provided and facilities are in compliance. BSoE facilities may assist PIs and labs in promoting safety and compliance; please contact BSoE facilities should you need assistance or advice. PIs should refer to the EH&S web site for research safety, for more information regarding safety, and for environmental compliance.

http://ehs.ucsc.edu/programs/research1_safety/

EMPLOYMENT.

- It is essential that faculty do not make offers of appointment for any academic, staff, or student employees nor allow anyone to begin work until a formal job offer has been made and employment paperwork has been completed.

- Workers compensation issues. For any work-related injury that may arise from someone you supervise, please contact your Department Chair and Department Manager, as soon as possible.

IMPORTANT CAMPUS POLICY REFERENCES.

- Sexual harassment policy. Faculty have specific obligations with respect to sex offense complaints brought to their attention. The campus has policies on sexual harassment and assault with which you should be familiar (http://www2.ucsc.edu/title9-sh/index.htm). In
addition, the state of California requires faculty take Sexual Harassment Prevention 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 Activities.** Under APM 025, faculty may pursue a variety of outside professional activities. However, such endeavors must not interfere with the faculty member’s full-time commitment to the University (APM 025) and in some cases are subject to prior approval.

**BIOBIBLIOGRAPHY FORMAT.** All biobibs must confirm to the campus guidelines available online at [http://apo.ucsc.edu/advancement/academic1_advancement/Biob1 Guidelines.html](http://apo.ucsc.edu/advancement/academic1_advancement/Biob1 Guidelines.html). With the transition to on-line personnel reviews, BiobibNet aids faculty in easily updating their information and loading scholarly works.

**OTHER MISCELLANY:**

- **Office usage.** According to the BSOE Space Planning Principles, “When faculty are on leave for more than two quarters and not actively working on campus, their offices may be temporarily reassigned to short-term visitors or lecturers.” Department Chairs are responsible for assigning office space under the jurisdiction of their department.

- **Travel reimbursements.** UC policy states that all expenses incurred for travel (except frequent business travel between distant UCSC facilities), must be accounted for on a post-travel form and approved by BSOE Tier 1 and Tier 2 signatories within 45 days of trip completion. We recommend that you submit travel WITHIN 40 DAYS to allow for review and approval. Post travel received after 45 days will be returned to the traveler *unless it is necessary to clear a Travel Advance Request (TAR).* Any travel exceeding the 45 day rule will be an Exception to Policy (ETP) requiring the Dean’s approval. Further, travel expenses submitted more than 45 days are subject to IRS tax reporting.

- A number of countries, particularly in Europe, now require that your passport's expiration date must be at least six months after you are scheduled to return from your destination. It is recommended that you check with the destination nation to learn its regulation before booking your flights in order to find out whether you need to renew your passport before you travel.

As I am sure you are aware, political and economic circumstances are subjecting the University to intense internal and external scrutiny. Budget reductions and re-delegations 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.

Joseph P. Konopelski

cc:  BSoE Faculty List  
     Department Managers  
     AVC Pamela Peterson  
     Campus Provost and EVC Galloway