UCI School of Humanities | Internal newsletter

Ideas that matter

Winter Internal Newsletter

New Staff

Kristine Wang, Graduate Program Administrator/Personnel Analyst (kristine.wang@uci.edu**):** The Department of East Asian Studies and Programs of Academic English and Humanities Language Learning welcome Kristine Wang as the new Graduate Program Administrator/Personnel Analyst. Kristine holds a B.S. in Accounting with a minor in Japanese from SUNY Buffalo, along with a M.S. in Business Analytics from UCI. Kristine will play a key role in enhancing the analytics driven decision-making practices in the Programs and Department. Kristine's advanced background in business analytics will be helpful to the future direction of all three units. We are thrilled to have her join our administrative team!

Staff Changes

Stephanie Wijetilleke joined the dean's office HR Team as a Senior Personnel Analyst on October 19, 2020. She has experience managing academic files and issues while working in East Asian Studies and Academic English as the Graduate Program Administrator/Personnel Analyst.

Advancement

Dear colleagues,

During calendar year 2020, I'm pleased to report that the School of Humanities Advancement team, in partnership with the Dean and faculty, closed a record high $9.2 ML in gifts. We're especially proud that many of the gifts created new endowments for student support in several areas of the School. We also finalized an endowed chair in Zoroastrian Studies this year, which is the first of its kind in the country, and adds to the depth and breadth of expertise in our Jordan Center.

Please click here to read more about some of the donors who made these gifts possible.

From all of us on the Advancement team, best wishes for the new year.
Linda, Sean, Rakib, JoAnn, and Suzi.

Linda Haghi
Executive Director, School of Humanities Advancement

Communications

Story opportunities

Please continue to keep me updated on forthcoming faculty book publications, significant external faculty awards & exceptional alumni and student stories. See the types of stories we're looking for here.

Public writing

Interested in writing for public audiences in the New Year? Learn more about The Conversation and other outlets that publish scholarly content written for non-academic audiences here.

Yield season

It's almost yield season, which is when admitted students decide whether or not to accept UCI as their university. With that in mind, it's important that each department and program website be as updated as possible. I invite you to audit your website and to ensure it highlights your best stories, all links are active, and that all information is the most recent and accurate.

Accessibility

We've gathered tips for ensuring your communications and content are accessible on social media, Zoom and elsewhere here.

Annabel Adams
Executive Director, Marketing & Communications

Finance

University Travel

If you are considering travel this academic year, please consult the campus executive directive on travel to determine if your travel is advisable. In most cases, our school's travel will fall under the Non-essential category, and, as such, postponement is the safest action. Campus will not reimburse travel to an area of risk and that designation is a fluid distinction. If you must travel, and it is allowable by the directive or approved by the TRRT, we strongly encourage you make arrangements that are refundable.

John Bodenschatz
Director, Finance

Humanities Center

As we celebrate a new year, the UCI Humanities Center welcomes you back to join us in Conversations that Matter and continue our explorations of Deep Learning.

We begin by Reflections on 2020, as award-winning journalists **Juan Gonzalez** of "Democracy Now," **Aarti Shahani** from NPR, and **Anh Do** from the *Los Angeles Times* join Dean Tyrus Miller and Professor Tiffany Willoughby-Herard to share their insights about the extraordinary year of 2020.

The signature Oceans programming during winter focuses on the Pacific World with an emphasis on Indigeneity and Blackness. We have a week of activities that begins with a Just Environments reading group and PhotoVoice project, a conversation with scholar Malie Arvin, and a symposium on the Pacific Worlds that is being co-sponsored across multiple UC campuses and features thematic explorations of: Conceptions of Blackness in Oceania, Black Communities in the Pacific Americas, and Black Trans-Pacific Mobility.

Judy Tzu-Chun Wu
Faculty Director

Human Resources

Finance and HR Guidelines re: Employment and Service Providers

Introduction

Due to increased processing time related to UCPath and new purchasing guidelines, we are asking for all faculty and staff to inquire with their departments at least 60 days prior to the beginning of work for any person external to the campus. This is necessary to allow for enough time to verify that they are able to be a vendor or employee for the university.

Purchase Order

Over the past 2 years, procurement has been including more regulatory compliance in their process of approving Purchase Orders (PO's) for services provided by vendors. These are in response to Federal and State laws, and to Regental, and Office of the President recommendations. These regulations, new tax laws, and our interpretations of them have increased processing time and reduced our ability to process some purchase orders.

More specifically, some of the newer rules regarding service contractors are:

- As part of the onboarding process UCI procurement performs a check to see if the person was an employee within the last 2 years and, if so, they cannot be a vendor. This has affected some cases where our faculty have engaged recent Ph.D. graduates (who had previously worked as TAs or GSRs) to do work for them.
- We also have a conflict-of-interest review that has been added to the process. So far, only one minor conflict of interest was identified, but conflicts of interest can be grounds for refusal of onboarding.
- To comply with the Affordable Care Act, HR reviews all service PO's to determine if it is a vendor or employee relationship. If it is an employee relationship it is denied and then routes to Mindy to see if the person can be employed.

Our common humanities services request through a purchase order are:

- Translation
- Transcription
- Editing
- Proofreading
- Indexing
- Graphic Design/Layout
- Photography
- Videography

HR Hiring Process

AP and HR have recently implemented tighter controls and processes related to hiring. My office is here to provide support to all faculty so that they can thrive in their research, collaborative work with other colleagues across the campus and other higher education institutions, as well as any special projects that are current and time sensitive.

Academic Appointment

To hire a visiting professor, postdoc, lecturer, academic coordinator,
researcher or specialist, the Academic Personnel Office requires a recruitment to be conducted. To ensure that your academic appointment can start work on time, you need to engage your manager and SOH HR at least 3 months or a quarter prior to the desired start date.

Basic timeline:

- Recruitment:
  * Full recruitment: minimum of 2 months
  * Recruitment Waivers and Exceptions: minimum of 2 - 4 weeks
- Appointment File prep, review and approval: 2 - 4 weeks
- Onboarding and UCPath: 2 - 4 weeks

Staff Employment

Due to the financial impact of the pandemic, the provost implemented a significant change in managing staff recruitment for all career, contract and limited staff appointments. We have seen many of our
faculty members hiring a recent graduate or undergraduate students to help with their research projects. To hire them to work on any project, we are now required to submit a completed Staff Position Request Form along with a job description to the central HR Position Management Review Committee. If you are interested in hiring someone on a staff title for your projects, please engage your manager and SOH HR at least 2 months prior to having them start the work.

Basic timeline:

- Job Description and Staff Position Request Form to PMRC: minimum of 2 – 4 weeks
- Recruitment: minimum of 2 – 4 weeks
- Onboarding and UCPath: 2 – 4 weeks

All workers must be onboarded, complete the I-9 Work Authorization verification, and be entered into UCPath prior to beginning work. Only a future hire date is permissible in UCPath. There is no back-dating the start date - it's not allowed.

Summary

With these new procedures in mind, be sure to reach out to your department 60-90 days prior to any work being delivered by an external individual or entity. This lead time will ensure that we are able to issue payment. We are aware of the challenges these steps pose to operations and will continue to advocate at the campus level for improvements.

Annual Call for Sabbatical/Leave Request

Please submit your sabbatical and/or leave request for the 2021-2022 academic year to your Chair by Friday, January 29, 2021. Your request must be reviewed and approved by your chair for the Dean to approve. Forms can be downloaded from the Academic Personnel website. Please use UCI-AP-75 for sabbatical leaves or UCI-AP-76 for other leaves of absence.

Mindy Han
Director, Personnel

Undergraduate Study

Happy Winter Quarter! Please note the following important dates and deadlines:

January 15 (Friday of Week 2) – Deadline for departments to complete Spring 2021 schedule proofing. Please see the Office of Undergraduate Study's Schedule Checklist refer to Veronika Zherdeva's email on 10/29/19 (subject: S21 Build Phase, Comment File and Dev Dates) for additional details on the Spring 2021 schedule timeline.

January 15 (Friday of Week 2) - Deadline for undergraduate students to add and drop Winter quarter classes. Please see the Undergrad Study website for complete details on add/drop policy (http://www.humanities.uci.edu/undergrad/policies/add_drop.php).

January 15 (Friday of Week 2) - Deadline for undergraduate students to submit the Peer Academic Advisor (PAA) application for the 2021-2022 academic year. Please see the application website for more information - http://caap.bue.uci.edu/apply/become-a-paa/ and recommend the program to eligible undergrads in your majors!

January 22 (Friday of Week 3) - Deadline to submit 2021-2022 course catalogue pages on coursewise. Check https://nget.catalogue.uci.edu/coursewise/#/approval for any pages currently in your workflow and email Whitney Young with questions.

March 4 (Thursday of Week 9) - Submission deadline for the March HEC meeting. The March HEC meeting is the final opportunity to submit proposals and modifications for undergraduate courses, majors, and minors and receive final Senate approval in time for inclusion in the 2021-2022 Catalogue. You can view the complete HEC schedule here.

Please refer to the Registrar's Quarterly Academic Calendar for all other important dates and deadlines.

Please contact Brittney Pinney, Director of Undergraduate Study, with any questions.

Brittney Pinney
Director of Undergraduate Study

Facilities

Projects

SOH Facilities is moving forward with our existing projects. The project in Philosophy to create a new faculty office, TA space, and file storage room, and to enlarge an existing faculty office is nearing completion. The project to create a production space and additional equipment storage for the Department of Film and Media Studies is in progress. Additionally, we are beginning the early stages of design for a project to create some lecture recording facilities within Humanities Studio. The replacement of the decks at Humanities Hall, Murray Krieger Hall, and the Pedestrian Bridge linking the two buildings is tentatively scheduled to begin in summer 2021.

COVID-19 Asymptomatic Testing

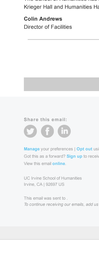
Staff and faculty working on-site at UCI may now take part in a voluntary weekly COVID testing program as of 12/7/20. For more information about the testing program, please visit their website here.

Welcome Back Kits



Campus HR is providing Welcome Back kits courtesy of the "Working Well" program. Each kit contains numerous masks and other items to make for a safer return to campus. Eventually each employee will receive one, but if you're already working on campus, you can request one be delivered to your office through our form here.

Humanities Solar Charging Station



The School of Humanities has had a new solar charging station added near the study tent between Krieger Hall and Humanities Hall! Feel free to top off your batteries any time!

Colin Andrews
Director of Facilities

UCI School of Humanities

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