



AP CONNECT

Academic Personnel Newsletter

SPRING 2017

New Employee Postdoctoral Scholar Job Codes

3256C, Interim Postdoctoral Scholar, is now active in HCM. 3255C, Postdoctoral Scholar Employee NEX, for use with non-exempt appointees, should be released by the Office of the President soon. Once it is, we will activate it in HCM.

Secova, Inc. Reverifying Family Member Eligibility for Health Benefits this Spring

Make sure your academic appointees do not ignore any mailings they receive from Secova at their home address in early April. These mailings will be sent out to anyone covering a spouse, domestic partner, grandchild, or legal ward covered by their benefits. It is important to follow all instructions carefully; failure to respond may result in de-enrollment of your dependents. More information can be found [here](#).



Guidance for Handling the Death of a Faculty Member

Deceased academics, including emeriti, should be reported within the first 24 hours, or as soon as you are aware, through the [Death Response website](#). By doing so, we will be able to notify the appropriate offices such as Payroll, the Academic Senate, Benefits, and the Chancellor's Immediate Office. Normally, this report is initiated by the deceased academic's department chair or designee.

Unit 18 Lecturers Professional Development Awards Grant

Unit 18 Lecturers who hold a current spring 2017 appointment or have held an appointment in summer or fall of 2016 are encouraged to submit their proposals by the **deadline, Monday, April 3, 2017**, to appolicy@berkeley.edu. There will be a reception on Wednesday, February 22, 2017 from 5:15 pm - 7:30 pm, held in the Ethnic Studies Library, 30 Stephens Hall. This will be an opportunity for applicants to speak with PDF committee members and previous grant recipients. Please see the [UC-AFT website](#) for additional details.

Spring Workshops

Staff Workshops

Lecturer Appointments, Friday, March 3, 2017, 10:00 am -12:00 pm

Case Prep Workshop, Monday, April 17, 2017, 3:00-5:00 pm

Academic Leaves, Wednesday, May 17, 2017, 10:00 am -12:00 pm

Please communicate your interest in attending via appolicy@berkeley.edu

Faculty Workshops

Tenure Workshop for Assistant Professors, Monday, March 13, 2017, 10:00 am 12:00 pm

Case Prep for Deans & Chairs, Wednesday, April 12, 2017, 10:00 am-12:00 pm

Associate Professor Workshop, Tuesday, April 18, 2017, 3:00-5:00 pm

Please help us make sure faculty are aware of these dates.



UC BERKELEY ACADEMIC PERSONNEL OFFICE 127 CALIFORNIA HALL #1500 (510) 642-5626

EMAIL: APPOLICY@BERKELEY.EDU