

January 13, 2010**ACADEMIC DEANS AND DEPARTMENT CHAIRS
SENATE FACULTY****RE: Review Cycle 2009-2010 — Additional Delegation of Faculty Merits and Streamlined Normal Merit Review Process**

Following rigorous evaluation of the four year trial on Dean Delegated actions by several committees including the Academic Senate's Council on Academic Personnel, the Office of Academic Affairs, and the Task Force on Efficiencies in Academic Personnel Reviews, we are pleased to announce additional delegation, of certain faculty merit actions, to Deans.

Additional Delegation of Faculty Merits

Previous delegated actions included the first and third normal merits within rank after appointment, promotion, or acceleration. The definition of "normal merit" in delegated cases refers to the Department's recommendation. The delegation applies to merits for Assistant, Associate, and Full Professors in the Professorial, In-Residence, Clinical X, and Lecturer P/SOE series, where they are members of the Academic Senate. No Action or Fifth Year Review recommendations, proposed by the department, are not considered "normal" reviews.

Beginning with the 2009-2010, academic review cycle, delegation will expand to include normal merits for faculty at the Full Professor rank to Steps II, III, and V. Deans will continue to have delegated authority for normal merit increases to Professor, Step VII, and Step IX. Deans also retain the authority to make decisions that are different from the department's recommendation (i.e., No Action). Normal merits to Professor, Step IV, will be considered by CAP and will include the documentation for any prior Dean's Delegated Action in the Professor rank. Advancement to Above Scale, Above Scale merits, and accelerations recommended by the department, chair, or the dean continue to be considered by CAP and approved by the Executive Vice Chancellor and Provost.

In addition, expanded delegations will now include appointments in the Adjunct Professor Series at the Assistant rank and all merits within the Adjunct Professor Series. Appointments to Associate/Full Adjunct Professor and promotions continue to require review and approval by the Vice Provost.

Streamlined Normal Merit Review Process

The Task Force on Efficiencies in the Review Process has streamlined the normal merit increase review process and created the new UCI-AP-25. (Available on the AP [website](#)). This streamlined review may be used for all merit actions, with the exception of advancements to Step, VI and Above Scale actions. A summary of the changes include:

- Dean's written evaluation is no longer necessary, unless the decision differs from the departmental recommendation.

- Chair's separate statement is not required (optional). If provided, it will be on a separate memo, since it is a confidential evaluation.
- Department's evaluation of Research/Creative Activity, Teaching/Mentoring & University and Professional Service is limited to 600 words.
- Contributions promoting diversity and equal opportunity should also be noted in this evaluation.

The review process in the Department should be basically the same as for other Short Form merits. The Department Chair has overall responsibility for the review, which includes notifying the candidate, documenting and presenting the Department's recommendation, and forwarding the materials. Use of the new UCI-AP-25 and the revised Checklist UCI-AP-33DD is optional for the 2009-10, review year. (Available on the AP [website](#)).

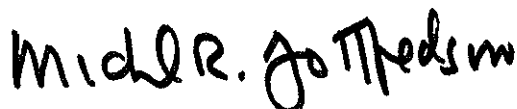
Streamlined Dean's Delegated Review Process

Additionally, for Dean's delegated merit cases the following changes may be used immediately (See Checklist UCI-AP-33DD). However, these changes do not apply for normal merit actions reviewed by CAP.

- Statistical summaries of teaching are no longer required.
- Voting: breakdown by rank is optional.
- Teaching evaluations & publications are available at the department level and will be provided upon request.

The file should be forwarded to the Dean for a final decision. If the Department, Chair, or Dean recommends a new off-scale salary, or something other than the normal 75% return-to-scale increase, then the salary must be authorized by the Vice Provost, though the Dean retains authority for the merit decision.

It is our intention to support streamlining and reducing the required paperwork for merit reviews. The new process will be evaluated after three years. Suggestions for further streamlining are welcome. The Office of Academic Personnel will remain the office of record for all academic personnel actions, including delegated actions. Completed dossiers should be sent to Academic Personnel, along with a copy of the Dean's letter to the candidate, within thirty days of the Dean's final decision.



Michael R. Gottfredson
Executive Vice Chancellor and Provost

cc: Chancellor Drake
Academic Senate
Academic Personnel