ACADEMIC PERSONNEL REVIEW PROCESS

May 17, 2016
Academic Personnel Review Overview

**Department Review**
- Candidate submits information for review
- Department makes a recommendation
- Department Chair makes an independent recommendation (optional)

**Dean Review**
- Decides normal merits that have been delegated to Deans (CAP review waived)
- Makes a recommendation on promotions and non-delegated merits

**Campus Review**
- Academic Personnel reviews dossier for completeness
- Council on Academic Personnel (elected by Academic Senate) makes a recommendation
- Provost and Executive Vice Chancellor or Vice Provost
  - Decides appointments, merits and advancements
  - Recommends to Chancellor on promotions and non-reappointments

- Chancellor
The Review Process

- AP distributes list of faculty eligible for review to deans and department chairs each Fall

- Assistant Professor/LPSOE
  - Merit or Reappointment
    - Occurs every two years
  - Midcareer Appraisal/Assessment (MCA):
    - Normally occurs in the third or no later than fourth year
  - Promotion to Tenure/Promotion
    - Normally occurs during the sixth year or no later than your seventh
Role of the Candidate

- Submit information for review
  - **Curriculum Vitae**: updated curriculum vitae
  - **Review Profile**: created in myData, documents teaching, research and service activities.
  - **Self Statement/s**: ~2 pages
    - Research: Tell a story to convey context, impact, explain role in collaborations (review with mentor)
    - Teaching: Highlight use of evidence-based and/or innovative teaching strategies (address any concerns)
    - Service: Avoid lists of committees, highlight specific contributions to committees, organizations, etc.
myData

- Course information updated automatically
  - Each quarter, beginning with Fall 2014 courses.
- Two functions to populate publications fields
  - Direct upload from PubMed
  - Upload BibTex file created in reference manager or database
Role of the Department

- Review file and provide recommendation
  - Generally includes assessment of file by a small committee
  - Assessment is discussed by voting members of the department
  - Department letter includes recommendation and any discussion of strength and weaknesses of case
  - Faculty vote (anonymous) on recommendation and vote included in the dossier
Role of the Chair

- Organization/oversight of Departmental review
  - Assigns department review committee
  - Moderates faculty meeting to discuss recommendation
  - Oversees anonymous faculty vote on recommendation
  - Votes with dept. OR writes a separate letter as their vote
  - Communicates dept. recommendation to candidate
  - Forwards file Dean’s office
Role of the Dean

- Evaluation of File in context of school
  - Can add his/her own letter of evaluation to the file
  - May appraise and interpret the departmental vote on the basis of his/her knowledge Department and broader context of School
Role of Council on Academic Personnel (CAP)

- Evaluation of file in context of university
  - 13 faculty representing all academic schools/units
  - Reviews faculty file, dept recommendation, Dean recommendation
  - Provides recommendation to Vice Provost of Academic Personnel/Provost and Executive Vice Chancellor
Mid-career Appraisal

- Review of your progress toward tenure/promotion: identify strengths and weaknesses
  - Analytical evaluation based on performance to date in teaching, research and creative work, professional competence and activity, and service
  - Assess prospects for individual achieving promotion based upon continuation of record
  - Appraisal will note specific deficiencies (if any) and recommend actions to be taken by the individual and/or department
  - Mid-career Appraisal will be clearly labeled as: Positive, Provisional Positive, Guarded, or Negative
External Letters for Promotion

- Candidate and Department generate two independent lists

- Any name that appears on both is marked as from Department
What is new?
Publications considered in Review

- For papers accepted but not yet published
  - Letter of acceptance must be included in review file
  - Letter must include date of acceptance
Stop the Clock

- Child rearing
  - Faculty arriving with child over 2 are now eligible without exception

- UCI notification timing for child rearing/bearing
  - NO longer required within 2 years of having or adopting a child
  - Notice of intent on or before July 1st of academic year in which promotion review is to occur

- Expanded to include
  - Serious Health Condition Including Disability or Bereavement
  - Significant Circumstances or Event

- Notification requires Stop the Clock form, UCI-AP-92
New requirement for 16-17

Evidence of Teaching Effectiveness MUST INCLUDE Student Evaluations of Teaching, ALONG WITH Self Evaluation and/or Other Evaluation Documents

- Student Evaluations of Teaching (can include statistical summaries)
- Self-Evaluation Documents (e.g. course syllabi, teaching statement)
- Other Evidence Documents (e.g. peer review of your teaching, awards)
Mentors and Advising

- Actively seek advice from multiple sources
  - Faculty peers, in and outside of Dept.
  - Faculty mentors, in and outside of Dept.
  - Dept Chair
  - Equity Advisors
    - Faculty Assistant to the Dean in each school
    - participate in faculty recruitment and mentoring
Supplemental Slides
# Normal Time at Step

<table>
<thead>
<tr>
<th>Rank and Step</th>
<th>Normal Years at Step</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td>Assistant Professor (All Steps)</td>
<td></td>
<td></td>
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<tr>
<td>Lecturer PSOE/Sr Lecturer PSOE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Associate Professor (Steps 1 – 3)</td>
<td>2 Years</td>
<td><strong>Assistant Professors, Sr/Lecturer PSOE</strong> - On this campus, the normal period of service at the rank of Assistant Professor is six years.</td>
</tr>
<tr>
<td>Associate Professor (Steps 4 – 5)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lecturer SOE/Sr Lecturer SOE</td>
<td>3 Years</td>
<td><strong>Associate Professors, Sr/Lecturer SOE</strong> - The normal period of service at the rank of Associate Professor is six years.</td>
</tr>
<tr>
<td>Full Professor (Steps 1 – 4)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full Professor (Steps 5 – 8)</td>
<td>3 Years Norm</td>
<td></td>
</tr>
<tr>
<td>Full Professor (Step 9)</td>
<td>4 Years Norm</td>
<td><strong>Professor</strong> - Advancement to Step VI normally will not normally occur after less than three years of service at Step V. Advancement to an Above Scale salary is reserved for scholars and teachers of the highest distinction whose work has been internationally recognized and acclaimed and whose teaching performance is excellent.</td>
</tr>
<tr>
<td>Full Professor (Above Scale)</td>
<td>Not Applicable</td>
<td></td>
</tr>
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Review File Deadline Dates

- **Postponement of Tenure Files — Due Nov 1**
  - Requests must be accompanied by the candidate’s full merit or reappointment file
  - May not request for postponement if MCA was negative

- **Midcareer Appraisal Files — Due Dec 1**
  - All appointees undergo a Midcareer Appraisal
  - It is an early notification of critical feedback provided to the Assistant Professor
  - Generally, the MCA should occur during the third or fourth year. No postponement will be granted if negative MCA

- **Promotion/Promotion to Tenure Files — Due Feb 1**

Note: The above deadline dates is when the file is due into the Office of Academic Personnel.
Academic Personnel Review Process

1. Candidate submits information for review
2. Department makes a recommendation
3. Department Chair makes an independent recommendation (optional)
4. Dean
   - Decides normal merits that have been delegated to Deans (CAP review waived)
   - Ad hoc review committee (optional). Nominated by the Council on Academic Personnel; approved and appointed by the Provost and Executive Vice Chancellor. May be called for promotions, non-reappointments, advancement to above scale, major acceleration, and tenured appointments
5. Dean makes a recommendation on promotions and non-delegated merits
6. Academic Personnel reviews dossier for completeness
7. Council on Academic Personnel (elected by Academic Senate) makes a recommendation
   - If CAP’s tentative recommendation differs from that of the Department or Dean, the appropriate person/unit is notified in case there is further information. Copy of notice provided to candidate
8. Provost and Executive Vice Chancellor or Vice Provost
   - If Provost and EVC's tentative decision is different from CAP’s recommendation, CAP will be notified in case there is further information before a final decision is made
   - Recommends to Chancellor on promotions and non-reappointments
9. Chancellor
   - Decides appointments, merits, and advancements
Merit Review Period

Merit for an/a Assistant Professor/Lecturer PSOE

- Review period begins October 1 of year prior to last merit received
- Curriculum Vitae & Review Profile dates are through September 30 of the review year

Example:

Last merit was effective July 1, 2015

Next merit is effective July 1, 2017

Mid-Career Appraisal Review Period

Mid-Career Appraisal for an/a Assistant Professor/Lecturer PSOE

- From initial appointment to UC Irvine to September 30th of the fourth year

Example:

Hire date: July 1, 2014
End of Fourth Year: June 30, 2018

Review Period: July 1, 2014 – September 30, 2017
Promotion Review Period

Promotion of Mid-Career Appraisal for an/a Assistant Professor/Lecturer PSOE

- Review period begins from initial appointment as Assistant Professor/Lecturer PSOE
- Curriculum Vitae & Addenda/Review Profile dates are through September 30 of the review year

Example:

Initial Appointment: Effective – July 1, 2014

Review Period: July 1, 2014 – September 30, 2019

Promotion: Effective – July 1, 2020
Online faculty database which assists faculty to track teaching, research and service activities.

- Senate faculty are required to submit a Review Profile report with their dossier

- Generate NIH and NSF biosketch reports through the database:

- Additional information about myData can be found here: http://www.ap.uci.edu/myData/index.html - The reports can be generated as long as information in the database is updated
Academic Senate Website
(www.senate.uci.edu)

The Systemwide Academic Senate and the Divisional Senate provide the organizational framework that enables the faculty to exercise its right to participate in University governance. The Academic Senate determines academic policy, sets conditions for admission and granting of degrees, authorizes and supervises courses and curricula; and advises administration on faculty appointments, promotions and budgets.

Announcements

Systemwide Issues

Resources

2014-15 Senate Representation on Universitywide Issues and Administrative Procedures

Instructure Canvas Learning Management (US) Pilot
ADVANCE Program
(www.advance.uci.edu)

Chancellor Howard Gillman

Recent News

Irvine

- The UCI ADVANCE Program and Graduate Division hosted the Inaugural Mentoring for Achievement and Excellence event on February 25, 2015. Postdoctoral scholars, graduate students, staff, and faculty gathered to highlight exemplary mentors who render exceptional guidance and support to faculty, graduate, and undergraduates. More details.

New Diversity Opportunities Database

The Diversity Opportunities database offers information on activities ranging from research to mentoring and from teaching to community outreach, both on and off campus.

Find the opportunity that is right for you.

Upcoming/Recent Events

05/26 Nation's First Vietnamese American Major
05/29 Dynamic Womyn of UCI Awards