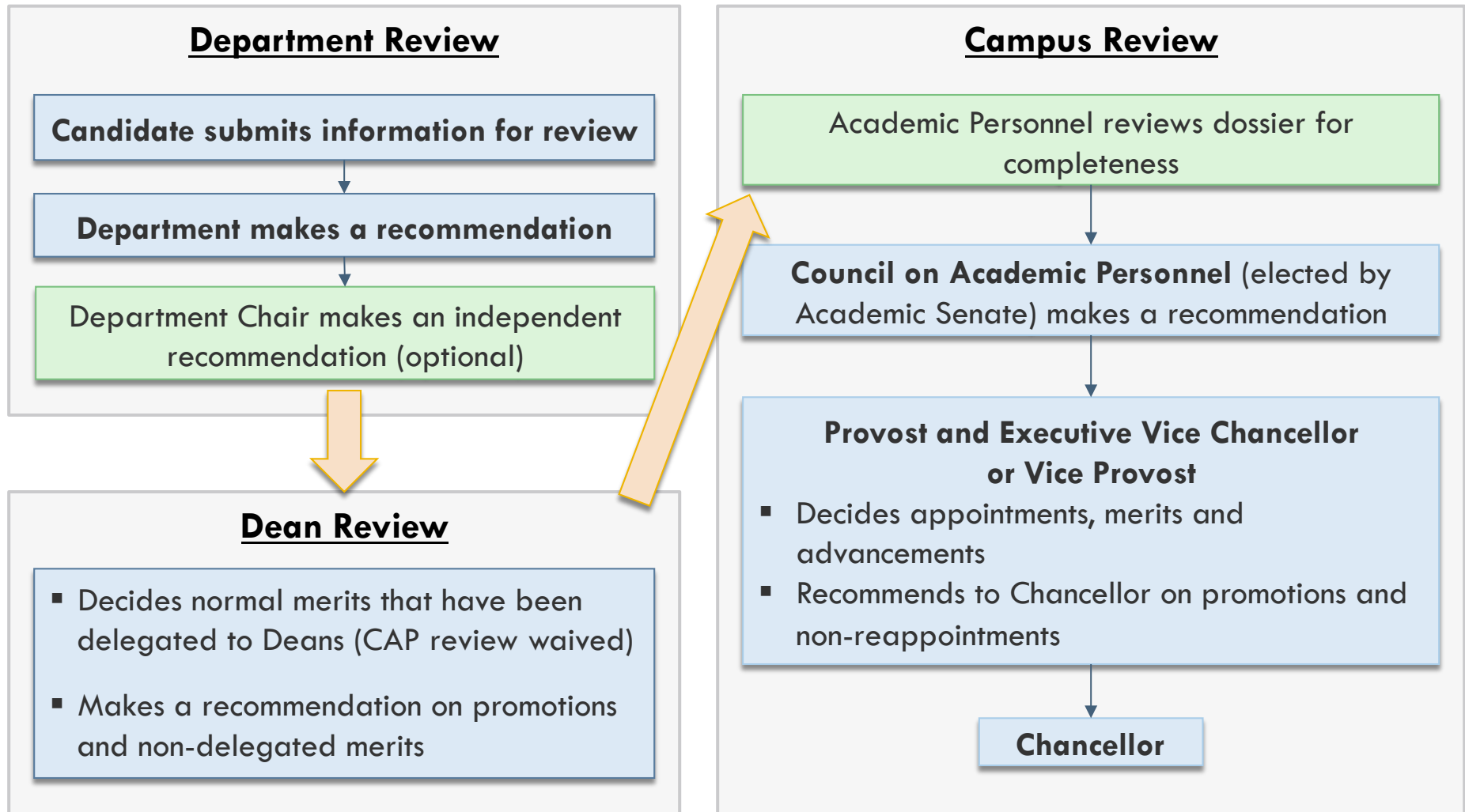


ACADEMIC PERSONNEL REVIEW PROCESS

Sept 20, 2016

Academic Personnel Review Flowchart



Review Process Timing

- Each Fall AP distributes list of faculty eligible for review
- Assistant Professor/LPSOE
 - Merit
 - Occurs every two years
 - Merit or Reappointment
 - Midcareer Appraisal/Assessment (MCA)
 - Normally occurs in the third or no later than fourth year
 - Positive, provisional positive, guarded or negative
 - Promotion
 - Normally occurs in 6th no later than 7th year
 - Tenure or nonreappointment

Role of the Candidate



- Submit information for review
 - Review Profile:
 - Created in myData
 - Documents activities, accomplishments
 - Research
 - Teaching
 - Service

New requirement for 16-17



Evidence of Teaching Effectiveness include Student Evaluations, AND at least one additional piece of evidence

- ❑ Teaching self statement
- ❑ Course Syllabi
- ❑ Peer review of teaching
- ❑ Awards
- ❑ Student learning gains
- ❑ Other

Recommended



- Self Statement/s: 2-3 pages
 - Research: Tell a story to convey context, impact, explain role in collaborations
 - 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

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 and oversees anonymous faculty vote
 - Votes with dept. OR writes a separate letter
 - 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
 - Appraise 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 in broader university context
 - Provides recommendation to Vice Provost/
Provost

Stop the Clock Policy



- Stop the tenure clock for
 - ▣ Child rearing/bearing
 - One year for each child up to max of two
 - Notice of intent on or before July 1st of academic year in which promotion review is to occur
 - ▣ Serious health condition including disability, bereavement, significant circumstances or event
- Notification requires Stop the Clock form, UCI-AP-92

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



Questions