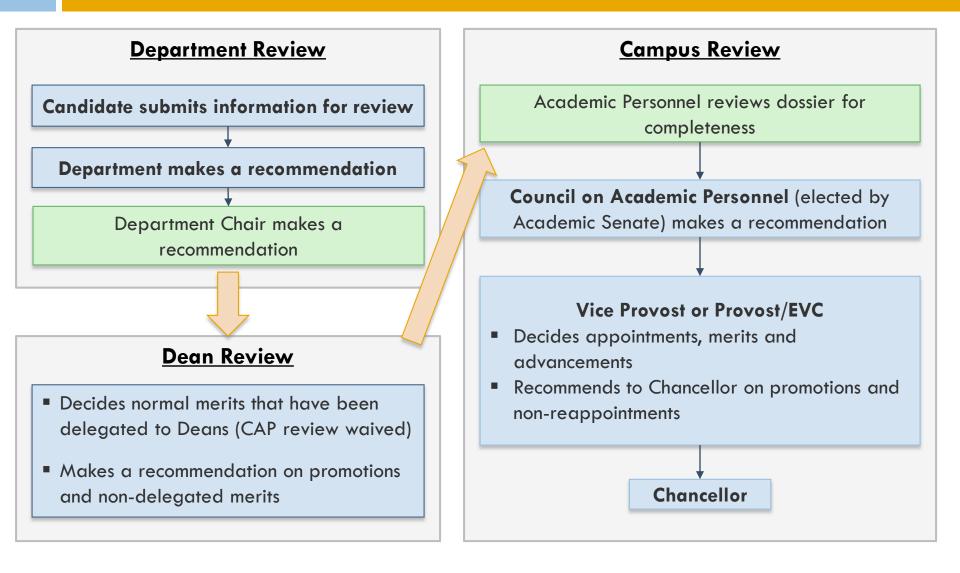# ACADEMIC PERSONNEL REVIEW PROCESS

Diane O'Dowd, Vice Provost, Academic Personnel Sept 10, 2021

Academic Personnel Review Flowchart

Department Review

Candidate submits information for review

Department makes a recommendation

Department Chair makes a recommendation

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

Vice Provost or Provost/EVC
- Decides appointments, merits and advancements
- Recommends to Chancellor on promotions and non-reappointments

Chancellor

Review Process Timing

- Each Fall AP distributes list of faculty up for merit or promotion review

  - Assistant Prof steps I-VI and Associate Prof I-III
    - Reviewed every two years
  - Associate Prof IV- Prof VIII
    - Reviewed every 3 years
  - Prof IX and Distinguished Prof
    - Reviewed every 4 years

Assistant Prof/Prof of Teaching

- **Review**
  - 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/SOE or nonreappointment

Role of the Candidate

- Submit information for review

  - Complete Review Profile (AP-10)

    - Documents activities, accomplishments

      - Research

      - Teaching

      - Service

      - And contributions to Inclusive excellence

Role of the Candidate

- Write Self Statement/s: Highly recommended (concise)
  - Research Activities: 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). Avoid lists of classes.
  - Service: Highlight specific contributions to committees, organizations, etc. Avoid lists of committees
  - Inclusive Excellence: Highlight significant contributions in research, teaching, and/or service.
  - https://ap.uci.edu/faculty/guidance/

Role of the Department

- Review file and provide recommendation

  - Often includes assessment of file by a small committee

  - Assessment is discussed by voting members of the department

  - Department letter includes discussion of strengths and weaknesses of case and recommendation

  - 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 their own letter of evaluation to the file

    ☐ Appraise on the basis of their knowledge Department and broader context of School

Role of Council on Academic Personnel (CAP)

- Evaluation of file in context of university
  - 14 faculty representing all academic schools/units
  - Reviews faculty file, dept recommendation, Dean recommendation in broader university context
  - Provides recommendation to Vice Provost/Provost/Chancellor

Stop the Clock Policy

- Stop the tenure/SOE clock for
  - Child rearing/bearing
    - One year for each child up to max of two
    - Notice of activation due 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

  - COVID-19
    - Notice of activation due on or before July 1st of academic year in which promotion review is to occur

- Notification <u>requires</u> 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