

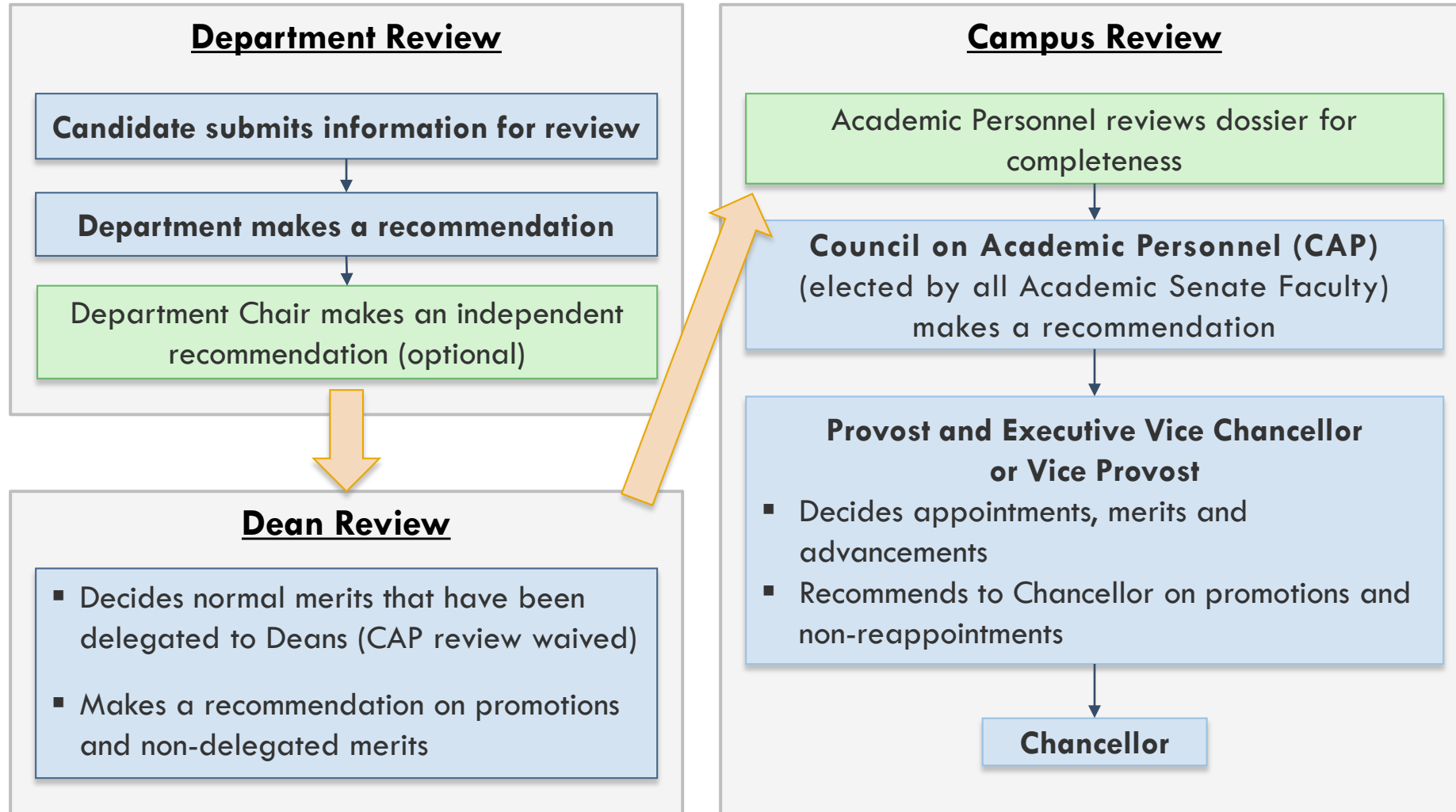
ACADEMIC PERSONNEL REVIEW PROCESS

May 7, 2024

Logistics

- We are not recording; PPT will be available online and has a list of resources at the end
- You are welcome to take and share notes
- Specific questions about individual cases are best asked of your chair, AP staff, Equity Advisor, mentors, etc.
- During Q&A we'll take chat and verbal questions
- You are welcome to change name to “Anonymous” to ask questions.
- Request feedback on your experience as assistant professor. Survey link will be provided in chat at end of session and also sent to you along with slides next week.

Academic Personnel Review Overview



Review Timeline: Assistant Professor and Assistant Professor of Teaching

- Merit review
 - Occurs every two years, merit or reappointment
- Mid-Career Appraisal (MCA)
 - Normally occurs in the third or no later than fourth year
- Promotion to Tenure/SOE
 - Normally occurs in the sixth year and no later than the 8th year

Note: Files are submitted in the Fall of the year *before* the action

- Example: Files submitted in Fall 2024 have an effective date of July 1, 2025

Mid-Career Appraisal Timing

Evaluation of activity from hiring date up through September 30 of the 4th year

Example: Hire date July 1, 2022 the activity reviewed would be from July 1, 2022- September 30, 2025.



ScholarSteps

- UCI's online review system: <https://ap.uci.edu/scholarsteps/>

UCI Office of Academic Personnel

POLICIES & PROCEDURES ▾ COMPENSATION & BENEFITS ▾ LISTS & FORMS ▾ **AP SYSTEMS ▾** PROGRAMS & INITIATIVES ▾ RESOURCES ▾ REPORT A CONCERN

🏠 > ScholarSteps

ScholarSteps

Effective July 1, 2023, UCI's new online review system, ScholarSteps, fully replaced AP Review in the 2023-24 review cycle. While AP Review has served us well at UCI, the system has been replaced because the technology that it was built on is no longer being supported.

ScholarSteps can be used for all senate and non-senate review actions except:

- Appointments
- Career Equity Reviews
- Non-Reappointments
- Reviews representing split appointments (split schools/departments).
- Reviews for individuals that would require a surrogate Chair, Dean, etc.

ScholarSteps Login

Resources

- [Department Staff Training Manual](#)
Updated September 19, 2023
- [Candidate User Guide](#)
Updated June 15, 2023
- [Dean Staff Manual](#)
Updated October 27, 2023
- [Quick Guide to Update Current Salary](#)
- [How to Replace Department Recommendation Letter](#)
- [Contact Us](#)

Other Information

- [Accessibility](#)
- [Privacy Policy](#)

ScholarSteps Demonstration Video

ScholarSteps Demonstration - 9/7/22 Depart...

ScholarSteps Demonstration
Recording from Department Staff Training held on September 7, 2022.

Enhancements & Updates

[Faculty Split Titles Can Now be Processed in ScholarSteps](#)
October 24, 2023

Beginning with the AY 2023-24 Academic Review Cycle, departments/units are now able to utilize Scholar Steps to process the reviews ...

[Ability to Update Files During Candidate Certification](#)
September 13, 2023

We are happy to announce that analysts are now able to update/replace or delete documents while awaiting candidate certification. There ...

Candidate Base File – *Campus (CAP) Reviewed File*

- Addendum Form, [AP-10](#)
 - Important to fill out completely and accurately
 - Updated AP-10: 6/2024
 - Section IV-C, Professional Recognition and Activity, Separated the sections for talks at UCI vs. other locations
- Curriculum Vitae (CV)
 - Publication numbers on the CV should also match the publication numbers on the AP-10
- Four Self statements (recommended but not required)
 - Research, teaching, service and inclusive excellence
 - 3 pages maximum per statement
 - Provide context, additional information
 - Be clear and concise
 - Guidance for preparing effective self statements: <https://ap.uci.edu/faculty/guidance/>
- Two forms of evidence for teaching evaluation
 - Student Evaluations
 - One other: reflective teaching statement, peer evaluation from a colleague, or other evidence (most often reflective teaching statement)
- E-Copies of Publications/Creative Activities

Change in Dean's Delegated Files

- Files that will be dean delegated effective 2024-25 review cycle
 - All normal merit files
 - Any faculty member can elect to have their merit file be Campus Reviewed
 - Must make that decision before submitting file materials to the department
- Files that continue to be CAP reviewed
 - All promotion and advancement files
 - All mid-career Appraisal files
 - All acceleration files
 - All files in the review cycle following any reappointment only decision

Candidate Base File – *Dean's Delegated Review File*

- Curriculum Vitae (CV) **OR** complete the Addendum form, [AP-10](#)
 - If submitting a CV
 - Highlight all new material since the last review period ended
 - Complete Teaching Addendum form, [AP-10-DD](#)
 - If submitting an AP-10:
 - Use updated AP-10 June 2024: Complete entire form
- Self Statement (not required)
 - Can include one reflective statement with short sections about significant contributions in review areas that may not be adequately evident from the CV/AP-10
 - Recommended length (< 2 pages total)
- Two forms of evidence for teaching effectiveness
 - Student Evaluations
 - One other: reflective teaching statement (most common), peer evaluation from a colleague, or other evidence
- E-Copies of Publications/Creative Activities

Dean Delegated File Turns into an Acceleration File

File starts as a dean delegated merit, but dean proposes an acceleration

- Dean would discuss with chair
- If faculty member wants to be considered for an acceleration
 - Faculty member would prepare a full CAP reviewed file with complete AP-10 and reflective statements
- Department would take a new vote and prepare a new letter

Mid-Career Appraisal

- Requires full CAP review file format (AP-10, etc)
- Review of progress toward promotion: identifies strengths and weaknesses
 - Often recommends actions for individual and department
- Four possible outcomes
 - Positive – rare, no areas for improvement identified
 - Provisional Positive – most common, some improvements needed
 - Guarded – significant improvements needed
 - Negative – concerns in multiple areas

Promotion to Tenure/SOE

- UCI the rate of promotion is high (>85%)
- File submitted by fall of 6th year, for effective date on July 1 (beginning of 7th year)
 - This is the only action where additional information can be added after Sept 30 addendum end date
 - Candidate has a right to see the department letter and vote and redacted external letters and may choose to respond
 - No response required – responses relatively rare
 - Any tentative negative recommendation from CAP is returned to candidate for further information
- Make the case in self-statements

External Letters for Promotion

- Must have 4-5 external letters from non-conflicted external reviewers
 - Conflicts include previous graduate/postdoctoral mentor, current collaborators
 - [APP 3-60-B External Letters](#)
 - [Conflict of Interest – Frequently Asked Questions](#)
- Candidate and department generate two independent lists of names of potential reviewers
 - Any name that appears on both is marked as Department
 - Reviewers must have position at/above rank being promoted to
- At least 3 letters must be from department-nominated and non-conflicted external reviewers
 - More letters are not necessarily better

Stop the Clock

- UCI notification timing for childrearing/bearing
 - Notice of intent on or before July 1st of academic year in which MCA or promotion review is to occur
 - Notification requires form [UCI-AP-92](#)
- Expanded to include
 - Serious Health Condition Including Disability or Bereavement
 - Significant Circumstances or Event
 - **COVID-19**
 - Applies only to assistant rank faculty who fall under provision of [APM 133](#)
 - Faculty must have started their appointment on or prior to **June 30, 2022**
 - Details at <https://ap.uci.edu/covid19/> (COVID-19 FAQs for Academics #5)
- Reappointments with/without merit must still occur every 2 years
- Can choose to go for MCA or promotion at normative time, even if STC certification form submitted

Further COVID-19 Impact and Strike Impact

(Applicable to Assistant rank faculty hired prior to Fall 2022)

- Student Teaching Evaluations
 - **Option to exclude** from review: Winter 2020 through Fall 2020 evaluations during COVID-19. Can choose to include.
 - **Mandatory inclusion:** Prior to Winter 2020 and from Winter 2021 on
 - **Watermark:** for classes taught from Winter 2021 through Fall 2021 with “COVID-19” and for Academic Employee Strike in Fall 2022
 - Recommend addressing any issues in reflective teaching statement if appropriate
- Guidance for Review of Academic Personnel Affected by the Academic Employee Strike
 - <https://ap.uci.edu/2023/03/16/guidance-for-review-of-academic-personnel-affected-by-the-academic-employee-strike/>

Academic Personnel Resources

<https://ap.uci.edu/faculty/>

Academic Personnel Manual (APM) – systemwide policies

- APM-200, Appointment and Promotion
- APM-210, Review and Appraisal Committees
- APM-220, Professor Series
- APM-285, Lecturer with Security of Employment Series

Academic Personnel Procedures (APP) – UCI policies

- APP 3-40: Types of Action
- APP 3-50, Assistant Professors - Special Considerations
- APP 3-60, Merit and Promotion File Documentation for Academic Senate

Additional Information for Faculty

- Faculty Guidance on Preparing Files <https://ap.uci.edu/faculty/guidance/>
- [CAP FAQ](#)
- [Family Friendly Resources](#)
- [APP 7-30, Reasonable Accommodations](#)
- [COVID-19 Resources](#)
- Follow your online file's progress: [ScholarSteps](#)

Survey:



<https://uci.questionpro.com/a/TakeSurvey?tt=BmY9b0l46X0EChrPeIW9eQ%3D%3D>

Supplemental Slides

Normal Time at Step

Rank and Step	Normal Years at Step	
Assistant Professor (All Steps) Assistant Professor of Teaching/Assistant Clinical Professor of Law (All Steps) Associate Professor (Steps 1 – 3) Associate Professor of Teaching/Associate Clinical Professor of Law (Steps 1 – 3)	2 Years	<p>Assistant Professors, Assistant Professors of Teaching/Assistant Clinical Professors of Law - On this campus, the normal period of service at the rank of Assistant Professor is six years.</p> <p>Associate Professors, Associate Professors of Teaching/Associate Clinical Professors of Law - The normal period of service at the rank of Associate Professor is six years.</p> <p>Professors, Professors of Teaching/Clinical Professors of Law - 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.</p>
Associate Professor (Steps 4 – 5) Associate Professor of Teaching/Associate Clinical Professor of Law (Steps 4 – 5) Professor (Steps 1 – 4) Professor of Teaching/Clinical Professor of Law (Steps 1 – 4)	3 Years	
Professor (Steps 5 – 8) Professor of Teaching/Full Clinical Professor of Law (Steps 5 – 8)	3 Years Norm	
Professor (Step 9) Professor of Teaching/Clinical Professor of Law (Step 9)	4 Years Norm	
Professor (Above Scale) Professor of Teaching/Clinical Professor of Law (Above Scale)	Not Applicable	

Review File Deadline Dates

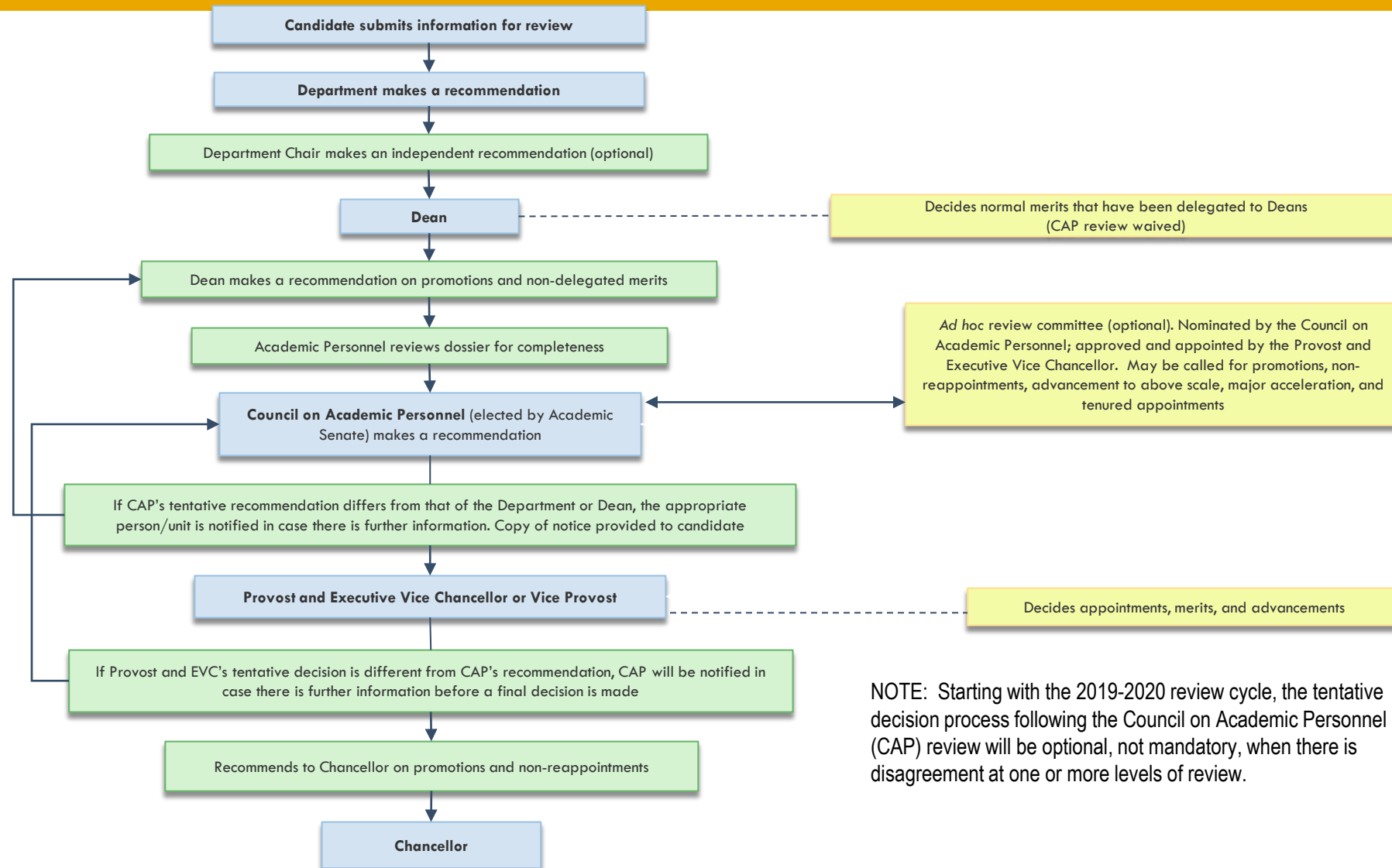
- Postponement of Tenure Files – Due Nov 1
 - Requests must be accompanied by the candidate's full merit or reappointment file
 - May not request for postponement if MCA was negative

- 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



Merit Review Period

Merit for an Assistant Professor/Assistant Professor of Teaching

- 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:



Mid-Career Appraisal Review Period

Mid-Career Appraisal for an Assistant Professor/Assistant Professor of Teaching

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

Example:



Promotion Review Period

Promotion of Mid-Career Appraisal for an Assistant Professor/Assistant Professor of Teaching

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

Example:



Academic Personnel Website

www.ap.uci.edu

The screenshot shows the homepage of the UCI Office of Academic Personnel. At the top left is the UCI logo and the text "Office of Academic Personnel". To the right is a search icon. Below this is a dark navigation bar with the following menu items: "POLICIES & PROCEDURES", "COMPENSATION & BENEFITS", "LISTS & FORMS", "AP SYSTEMS", "PROGRAMS & INITIATIVES", "RESOURCES", and "REPORT A CONCERN". The main content area features a large background image of a woman, Diane K. O'Dowd, standing in a modern building. Overlaid on the image is the text: "Welcome to the Office of Academic Personnel" and "Diane K. O'Dowd, HHMI Professor, Developmental and Cell Biology, Vice Provost, Academic Personnel". Below the image are three columns of content: "Quicklinks" with links to Academic Labor Relations, Academic Personnel Deadlines, Academic Personnel Directory, Academic Review Files – Faculty Guidance, and CAP Meeting Schedule; "What's New" with a link to "2024-2025 Academic Review Cycle: Changes in Academic Personnel Normal Merit Review Procedures for Senate Faculty" dated April 15, 2024, and a link to "Negotiated Salary Trial Program (NSTP), 2024-2025 Call for"; and "Events & Reminders" with a link to "Assistant Rank Faculty Academic Review Process" scheduled for May 7, 2024 at 10:00 am, and a link to "Associate Professor Rank Academic Personnel Review Process".

UCI Office of
Academic Personnel



POLICIES & PROCEDURES ▾ COMPENSATION & BENEFITS ▾ LISTS & FORMS ▾ AP SYSTEMS ▾ PROGRAMS & INITIATIVES ▾ RESOURCES ▾ REPORT A CONCERN

Welcome to the Office
of Academic Personnel

Diane K. O'Dowd
HHMI Professor
Developmental and Cell Biology
Vice Provost, Academic Personnel

Quicklinks

[Academic Labor Relations](#)
[Academic Personnel Deadlines](#)
[Academic Personnel Directory](#)
[Academic Review Files – Faculty Guidance](#)
[CAP Meeting Schedule](#)

What's New

[2024-2025 Academic Review Cycle: Changes in Academic Personnel Normal Merit Review Procedures for Senate Faculty](#)
April 15, 2024
[Negotiated Salary Trial Program \(NSTP\), 2024-2025 Call for](#)

Events & Reminders

[Assistant Rank Faculty Academic Review Process](#)
On May 7, 2024 at 10:00 am
[Associate Professor Rank Academic Personnel Review Process](#)

Academic Senate Website

www.senate.uci.edu

UCI Academic Senate

Search this website

[Home](#) [About](#) [Committees](#) [News](#) [Senate Awards](#) [Annual Reports](#) [Elections](#) [Resources](#) [Contact Us](#)

NOW AVAILABLE

2024 Academic Senate Annual Election Results

<https://senate.uci.edu/senate-election/>

The Irvine Division of the Academic Senate represents the Irvine faculty in the shared governance of the University of California. The Academic Senate is empowered by the Regents to determine academic policy, set conditions for admission and granting of degrees, advise the Chancellor on the campus budget, authorize and supervise courses and curricula, and advise the administration on faculty appointments and promotions.

Announcements

[May 2 Divisional Senate Assembly Meeting](#)

Current Issues

[Guidance and Communications on the UAW](#)

Systemwide Issues

[2022 Systemwide UC Faculty Survey on](#)

Office of Inclusive Excellence Programs

<https://inclusion.uci.edu/funding-programs/fsp/>

The screenshot shows the website for the Faculty Success Program. At the top left is the UCI logo and the text "Office of Inclusive Excellence". To the right is a search bar with a magnifying glass icon and the word "Search". Below this is a dark blue navigation bar with white text for "Home", "Core Programs", "Data", "Funding", and "Education and Events", each followed by a downward arrow. Below the navigation bar is a breadcrumb trail: a home icon, a right arrow, "Funding Programs", a right arrow, and "Faculty Success Program". The main heading is "Faculty Success Program" in blue. To the left of the main content is a light blue box titled "ON THIS PAGE" containing three links: "About FSP", "Call for Applications", and "Learn More About NCFDD". The main content area features the "UCI ADVANCE Program for Equity and Diversity" logo. Below the logo is a paragraph: "As part of our institutional membership in the National Center for Faculty Development and Diversity, campus faculty may participate in the Faculty Success Program at a discounted tuition rate." This is followed by another paragraph: "The Faculty Success Program provides participants with a supportive community committed to accelerating productivity and advancing career goals. UC faculty have benefited from the Faculty Success Program through:". Below this is a bulleted list of six items: "Setting achievable personal and professional goals", "Establishing a consistent, healthy, and sustainable daily writing routine", "Developing a publication profile that exceeds the institution's promotion criteria", "Mastering best-practices in academic time management", "Identifying areas of resistance and developing strategies to move through them", "Nourishing physical and emotional health", and "Providing a supportive community to process challenges and celebrate successes." At the bottom of the page is a final paragraph: "For more information about the Faculty Success Program and how it can benefit your career, please visit the [National Center for Faculty Development and Diversity website](#)."

UCI Office of Inclusive Excellence

Search

Home ▾ Core Programs ▾ Data Funding ▾ Education and Events ▾

🏠 > Funding Programs > Faculty Success Program

Faculty Success Program

UCI ADVANCE Program
for Equity and Diversity

As part of our institutional membership in the National Center for Faculty Development and Diversity, campus faculty may participate in the Faculty Success Program at a discounted tuition rate.

The Faculty Success Program provides participants with a supportive community committed to accelerating productivity and advancing career goals. UC faculty have benefited from the Faculty Success Program through:

- Setting achievable personal and professional goals
- Establishing a consistent, healthy, and sustainable daily writing routine
- Developing a publication profile that exceeds the institution's promotion criteria
- Mastering best-practices in academic time management
- Identifying areas of resistance and developing strategies to move through them
- Nourishing physical and emotional health
- Providing a supportive community to process challenges and celebrate successes.

For more information about the Faculty Success Program and how it can benefit your career, please visit the [National Center for Faculty Development and Diversity website](#).

Office of Inclusive Excellence Programs

<https://inclusion.uci.edu/funding-programs/dcta/>

The screenshot shows the UCI Office of Inclusive Excellence website. At the top left is the UCI logo. To its right is the text "Office of Inclusive Excellence". In the top right corner, there is a yellow "GIVE" button and a search icon with the word "Search" next to it. Below the header is a dark blue navigation bar with links for "Home", "Core Programs", "Data", "Funding", and "Education and Events", each with a dropdown arrow. Below the navigation bar is a breadcrumb trail: "Home > Funding Programs > Dependent Care Travel Awards". The main heading is "Dependent Care Travel Awards". On the left side, there is a light blue sidebar titled "ON THIS PAGE" with a list of links: "About the DCTA", "Application for Fall 2023/Winter 2024", "Policies", "Call for Applicants", "Report of Award Use", and "FAQ". The main content area contains a paragraph of text and a section titled "Application" with a sub-paragraph.

UCI Office of Inclusive Excellence

Home ▾ Core Programs ▾ Data Funding ▾ Education and Events ▾

Home > Funding Programs > Dependent Care Travel Awards

Dependent Care Travel Awards

ON THIS PAGE

- ▶ [About the DCTA](#)
- ▶ [Application for Fall 2023/Winter 2024](#)
- ▶ [Policies](#)
- ▶ [Call for Applicants](#)
- ▶ [Report of Award Use](#)
- ▶ [FAQ](#)

All qualifying academic senate members who are parents or primary caregivers of a child age 6 years or younger at the time of application are invited to apply for a Dependent Care Travel Award. These awards are designed to subsidize childcare costs associated with travel to a professional conference or research meeting. The awards may also be used for daycare costs incurred during an approved sabbatical leave that requires relocation.

Application

The application for Spring and Summer 2024 has just closed. For any questions or concerns, please email Josh Block at jablock@uci.edu.