**Academic Personnel Review Flowchart**

**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**
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 1\textsuperscript{st} 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