



ACADEMIC PERSONNEL REVIEW PROCESS

SEPTEMBER 13, 2018

Presentation Outline



1. AP: What's new for 2018-19
2. AP: Reminders for 2018-19
3. CAP



1. AP: What's New for 2018-19

Broader spread of AP due dates

| | |
|-------------------|---|
| November 1 | <ul style="list-style-type: none">• Postponement of Tenure Review |
| December 3 | <ul style="list-style-type: none">• Merits, including one-year accelerations and accelerations of two or more years• No Change• Reappointments• Midcareer Appraisals |
| January 2 | <ul style="list-style-type: none">• Fifth Year Reviews• Advancements to Professor VI |
| February 1 | <ul style="list-style-type: none">• Promotions• Non-reappointments• Above Scale actions |
| March 1 | <ul style="list-style-type: none">• Merits, Dean Delegated• All other actions, including non-Senate actions |

School due dates earlier than AP

- Each school will have their own *earlier* internal deadlines
- AP will send school reminders before file deadlines
- On or before the due dates AP should receive
 - all completed files
 - list of incomplete files and a justification for each extension and new date

Faculty Hub

- A resource tool for faculty to access their myData and course information in a variety of formats (<https://facultyhub.ap.uci.edu>)
 - Download a comprehensive Review Profile (Word document) to capture all data in myData
 - Access course information from the Registrar as provided previously in myData
 - Download a Curriculum Vitae (Word document);
 - Download CSV files (spreadsheets) that include all data in the system

Review Profile/Addendum

Option to submit a:

- Review Profile

- Download a comprehensive Review Profile (Word document) to capture data that currently exists in myData through 12/31/2018 through the Faculty Hub

Or

- AP-10: Addendum

- still important to describe unique, independent contribution to each publication – just reporting % effort is generally not helpful.

Candidate Personal Statement

(highly recommended but not required)

- Changes in uploading this year
 - Candidate Personal Statement (max 6 pages)
 - or upload 3 separate files (max 2 pages each)
 - Research Statement
 - Reflective Diversity Statement
 - alternative to providing diversity information in each section
 - Reflective Service Statement

- Next year we will move to separate files



2. AP: Reminders for 2018-19

Files must include 2 forms of evidence of Teaching Effectiveness

- Student Evaluations AND one "other"
- Other forms
 - Teaching self statement (most common, ~80%, majority were reflective) <http://dtei.uci.edu/the-reflective-teaching-statement/>
 - Peer evaluation, useful when describe and evaluate specific approaches, strengths, challenges
 - Teaching awards (useful when context provided – school, Dept National level)
- Department, Chair, Dean letter should provide evaluation on the additional form of evidence

Publications

- Files processed in AP Review:
 - ▣ CAP's preferred repository for publications/teaching evaluations is Webfiles (avoid personal website and personal repository)
 - ▣ Only submit publication links (no hard copies of publications)
 - ▣ Link should be live or email live link to assigned AP analyst viewing dates through August 31, 2019

- For papers accepted but not yet published
 - ▣ A dated letter of acceptance must be included in review file

Files in AP Review

- Once the candidate has been granted access to the final action letter, they will have access to:
 - ▣ CAP report,
 - ▣ Chair's Independent Letter (if one was uploaded),
 - ▣ and the Dean's recommendation letter

- Who else has access to the file after the final action letter?
 - ▣ Dean, Department staff and department chair will also have access, in addition to previously submitted materials.

Note: For files processed outside of AP Review, candidate must request for redacted materials by completing the AP-51 form



3. CAP

Georg Striedter

Professor

Department of Neurobiology & Behavior

Chair

Council on Academic Personnel

Council Members

Bogi Andersen

School of Medicine (Clinical)

Alan Barbour

School of Medicine (Basic)

Sharon Block (Vice-Chair)

School of Humanities

Joseph DiMento

School of Law

Magda El Zarki

Donald Bren School of
Information and Computer
Sciences

Val Jenness

School of Social Ecology

Robin Keller

School of Business

Young Kwon

Department of Pharmaceutical Sciences
(At-Large)

Antoinette LaFarge

Claire Trevor School of the Arts

Michael Lee

School of Social Sciences

Gudrun Magnusdottir

School of Physical Sciences

Georg Striedter (Chair)

School of Biological Sciences

Lee Swindlehurst

Henry Samueli School of Engineering

Senate Analyst – Lynn Harris

Most Common Problems

- ❑ Information in the review profile is “out of period” or otherwise incorrect (include dated acceptance letters)
- ❑ Not enough external letters of the right kind (e.g., need 4 department-nominated independent letters for promotions and higher level appointments)
- ❑ Contributions to collaborations are unclear (e.g., please indicate when co-authors are your students or trainees; describe role in consortia)
- ❑ Failure to “make the case” (e.g. for accelerations; or “why step 2 instead of step 1?”)
- ❑ Accelerations justified solely on excellent research/creative activity (CAP generally requires “a second leg”)

General Advice

- Please ensure that the review profile isn't "sloppy"
- Don't just give the facts; explain what they mean
(e.g. explain the significance of invitations, awards, professional service)
- For papers or grants, explain what the candidate contributed
(e.g. what fraction of a grant coming to the candidate?)
- Don't inflate your claims (e.g., make sure you have a reasonable definition of "top" journal, book publisher, performance venue)
- In the teaching statement, address apparent weaknesses
(address issues in the evaluations that CAP might find problematic)
- Read the CAP FAQ file before preparing your file

Specific Advice for Chairs & Deans

- ❑ Frame letters as arguments for the requested action (big requests require big justifications)!
- ❑ Please don't repeat (at length) what is stated elsewhere in the file. Instead, provide context and evaluation.
- ❑ Avoid excessive jargon and distinctions that CAP won't understand.
- ❑ Don't pass Academic Analytics numbers on to CAP (since this isn't done consistently).
- ❑ Be mindful of potential conflicts of interest!

Communications Back from CAP

- ❑ When a file is incomplete, CAP issues a “back-to-school” request for the missing information.
- ❑ When CAP makes a recommendation that disagrees with lower levels of review, AP sends a “tentative decision” letter to the schools, asking if the departments have anything new to add (If there is no substantial additional information, the recommendation usually stands).
- ❑ The Provost’s final decision letter is informed by CAP’s recommendation (Candidates can view CAP’s original report after the final decision in AP Review or by request).



Questions?



Thank you for attending!