



ACADEMIC PERSONNEL REVIEW PROCESS

Diane O'Dowd, Vice Provost, Academic Personnel Sept 15, 2022

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 IV
 - Reviewed every 3 years
 - ▣ Prof V – IX, and Distinguished Prof
 - Reviewed every 3, 4 or 5 year

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, 3 pages maximum)
 - 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 requires Stop the Clock form, UCI-AP-92

Outside Professional Activities

- Faculty engaging with outside entities in their area of expertise that is compensated *or* uncompensated
 - ▣ UC Policy requires annual reporting through **UC OATS**:
<https://uci.ucoats.org/>
 - ▣ Examples of reportable activities:
 - Teaching at another institutions or company in your area of expertise,
 - Co-founding role in a company:

Policies and Guidelines:

- For questions contact: your Department Chair, Department Manager, School's Chief Personnel Officer oats@uci.edu [APM 025](#), [APM 671](#), and [APP 1-15](#)

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