

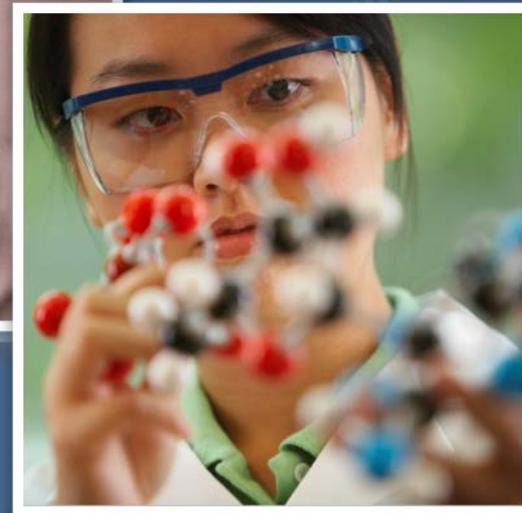
New Faculty Orientation



9/25/2018

Diane O'Dowd

Vice Provost, Academic Personnel
HHMI Professor, Dev. and Cell Biology



ACADEMIC PERSONNEL REVIEW PROCESS

Sept 25, 2018

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:
 - Documents activities, accomplishments
 - Research
 - Teaching
 - Service
 - Diversity

Recommended

- Reflective Self Statement/s: max 2 pages each
 - 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). Avoid lists of classes. <http://dtei.uci.edu/2nd-piece-of-evidence/>
 - Service: Highlight specific contributions to committees, organizations, etc. Avoid lists of committees
 - Diversity: Highlight significant contributions in one or more areas (research, teaching, service).

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 1st 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

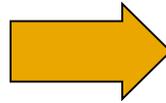
- Actively seek advice from multiple sources
 - ▣ Faculty peers, in and outside of Dept.
 - ▣ Faculty mentors, in and outside of Dept.
 - ▣ Dept Chair
 - ▣ Equity Advisors

Academic Organization

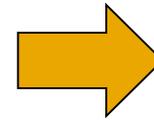
Schools

1. Arts
2. Biological Sciences
3. Business
4. Education
5. Engineering
6. Humanities
7. Information and Comp Sci
8. Law
9. Physical Sciences
10. Social Ecology
11. Social Sciences
12. SOM
13. Nursing
14. Pharm Sci
15. PH

Deans



Provost
Lavernia



Chancellor
Gillman

COHS



Questions