ACADEMIC PERSONNEL
REVIEW PROCESS

Diane O’Dowd, Vice Provost, Academic Personnel Sept 10, 2021
**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 VIII
    - Reviewed every 3 years
  - Prof IX and Distinguished Prof
    - Reviewed every 4 years
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)
  - 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/](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
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