



# ACADEMIC PERSONNEL REVIEW PROCESS

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# 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 6<sup>th</sup> no later than 7<sup>th</sup> 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/>

# 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 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
  - 13 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 intent on or before July 1<sup>st</sup> of academic year in which promotion review is to occur
  - Serious health condition including disability, bereavement, significant circumstances or event
  - COVID-19: currently applies to faculty employed March – Dec 2020.
- 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