

External Letters for Appointment, Advancement and Promotion CAP/AP Updates for 2015-16

1. CHANGES enacted for the 2015-16 Academic Year

Letters NOT required for advancement to Professor Step VI

(UCD, UCB and UCSD have all enacted this change in the last several years.)

- Letters will no longer be required.
- Candidate has the right to request that the Chair solicit external evaluation letters. If request is denied, the candidate can note this in their file.
- CAP may request letters if they feel it is necessary to make a decision.

Preparation of reviewer lists: To minimize the “strategizing” that is often viewed as necessary to create a candidate list that does not contain all the obvious/best reviewers:

- Candidate list: Prepared by Candidate.
- Department list: Prepared by Department without consulting candidate list.
- Overlapping names on both lists are designated “Department list”.

2. CLARIFICATIONS

Letters NOT required for acceleration:

- Campus level review information is typically sufficient for evaluation of cases for acceleration.

Definition of Independent letter writers: There is often confusion over what “independent” refers to and while it is not possible to cover all contingencies, independent writers:

- Are not previous advisor/supervisor or recent collaborator (within last 4 years).
- Are not current faculty/staff at UCI.
- May be Chair, Dean, or colleagues at other institutions, public and/or private.

Appointment to Assistant Professor, Assistant Professor of Clinical X, Assistant Professor In Residence, Sr./Lecturer P/SOE series, or equivalent positions:

- Minimum number of letters required: 3 analytical/evaluative letters.
- Requested by: Chair from applicant list or directly by applicant.
- Letter writers: Do NOT have to be independent. Generally are graduate advisor, postdoc advisors, collaborators.

Appointment, Advancement to Above-Scale, or Promotion to Associate or Full Professor/Clinical X/ In Residence, Lecturer SOE series, or equivalent positions:

- Minimum number of letters required:
 - 5-7 analytical/evaluative letters from at least 4 independent reviewers from Department list.
 - Should include some letters from other UC Campuses when it is critical to evaluate a particular step within a given rank, or for “Above Scale”.
- Requested by: Chair.
- Letter writers: The majority should be independent (see definition above).