



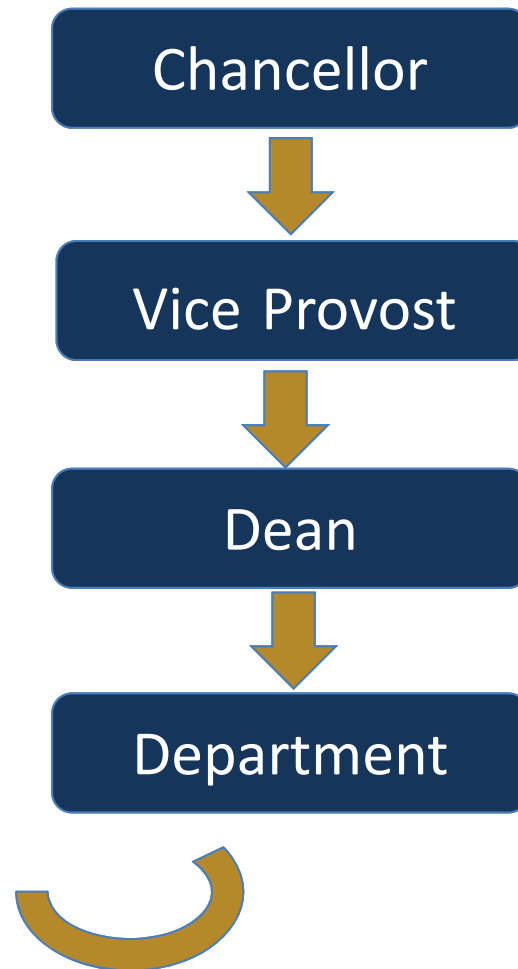
# Academic Personnel The Big Picture

College Personnel Team

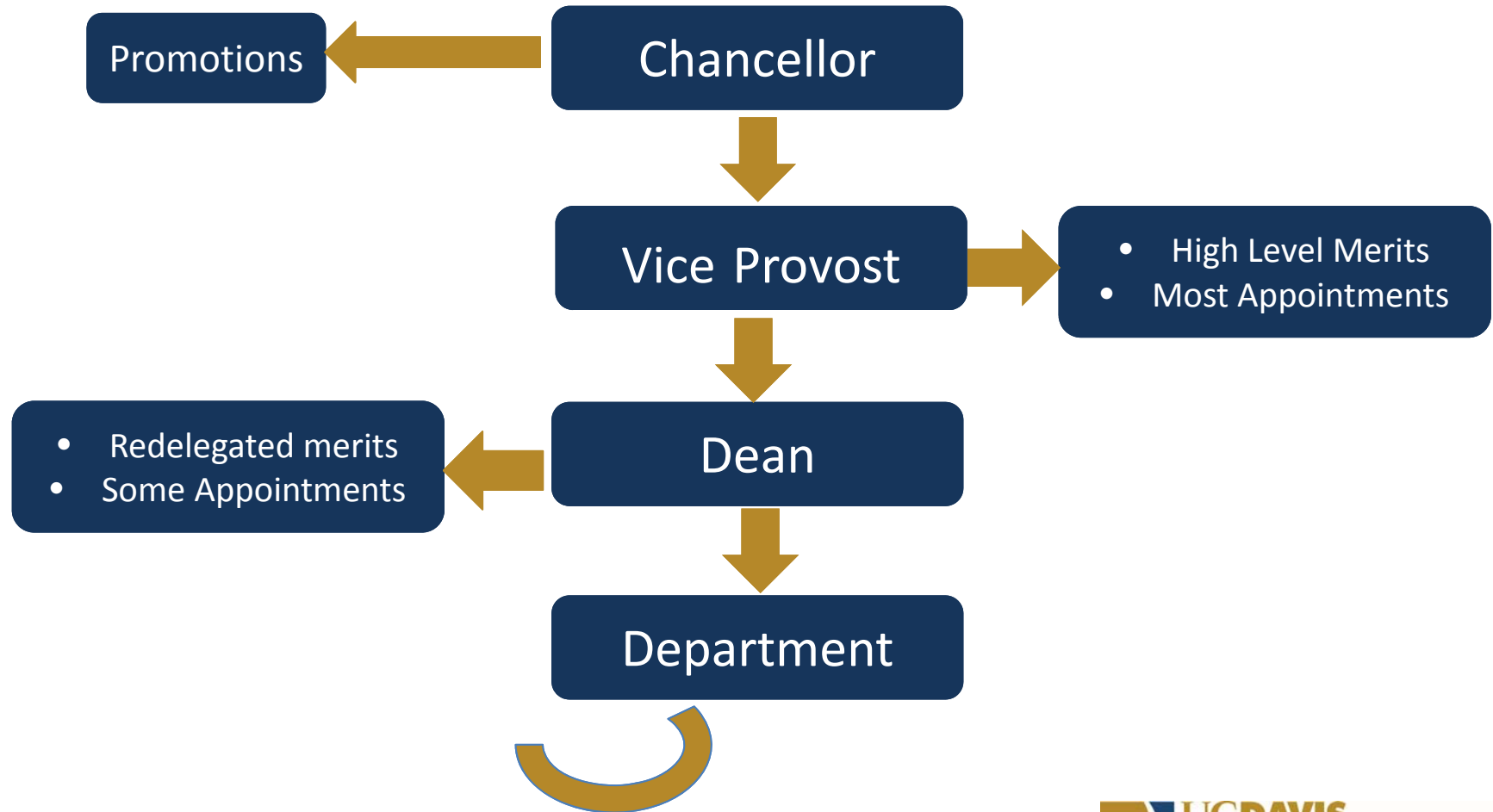
# Objectives

- Overview of Process
- Delegations of Authority
- Review of Definitions
- Resources

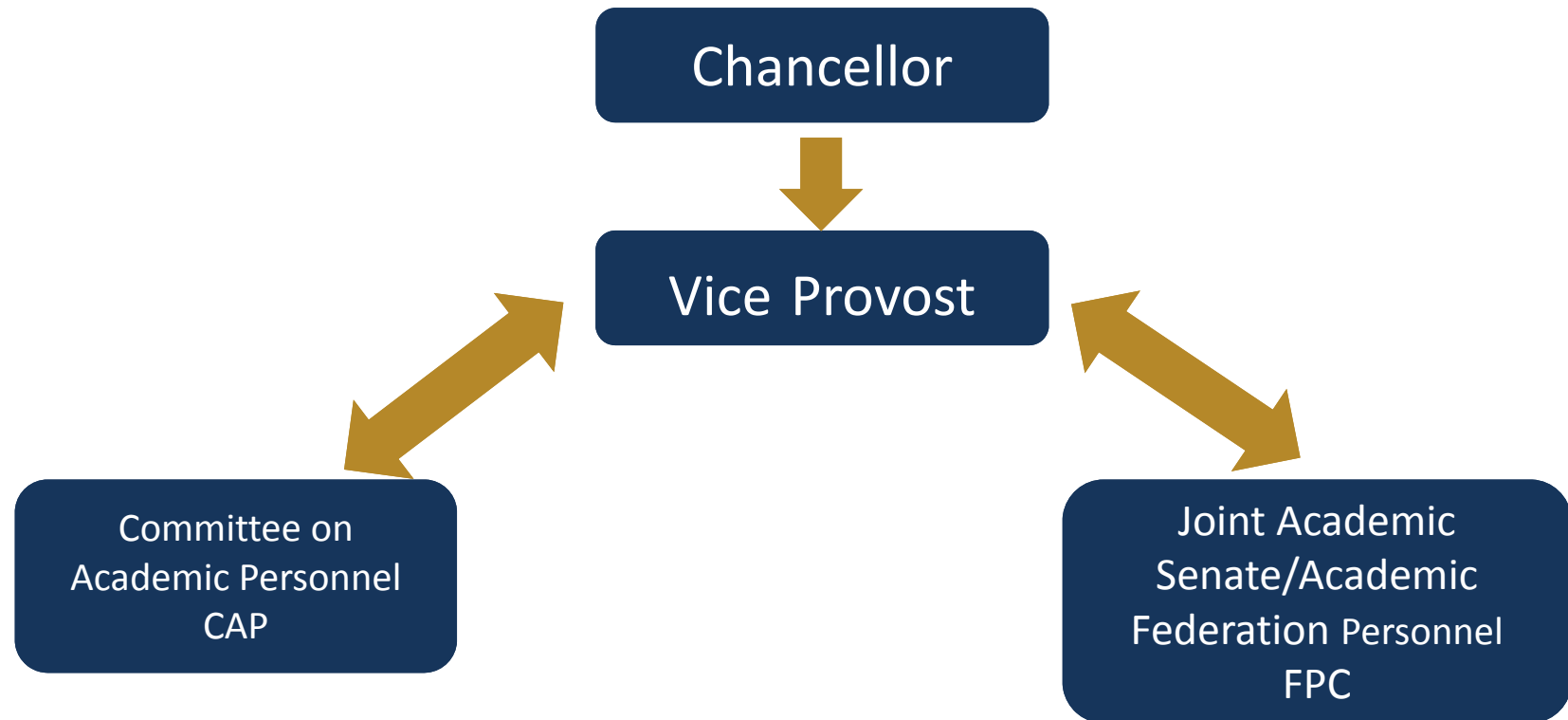
# Levels of Authority



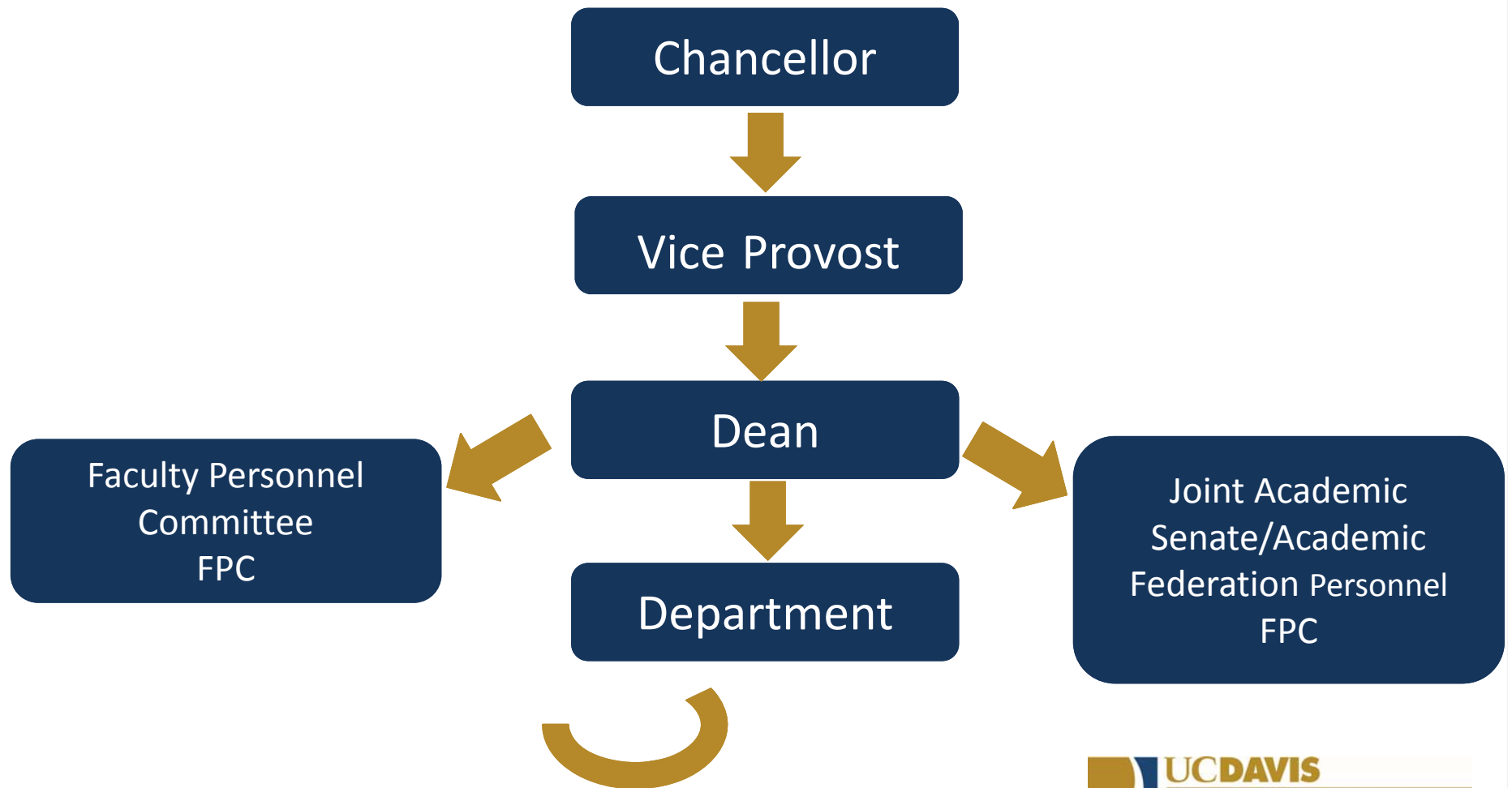
# Who has authority?



# Levels of Authority-Non Redelegated



# Levels of Authority: Redelegated



# Key Definitions

**Non-Redelegated:** Authority is delegated from the chancellor to the Vice Provost regarding promotions, high level and miscellaneous merits; most appointments.

**Appointment:** New employment in an academic series, or new employment in a different academic series.

**Redelegated:** Authority has been redelegated from the Vice Provost to the Dean for low-level appointments, normal and accelerated merits

# Key Definitions

**Rank:** Assistant, Associate, Full

**Promotion:** Change from one rank to another

**Merit:** Advancement from one step to another within same rank

*Note: Advancement from Full, Step 5 to Step 6 or Above Scale is considered a MERIT, not a promotion. Actions are non-redelegated.*



# Key Definitions

**Acceleration:** advancement in rank or step FASTER than normal

*Note: Under Step Plus, only accelerated promotions are allowable beginning 2017-18*

**Deceleration:** advancement in rank or step SLOWER than normal

**Deferral:** a delay in the normal advancement process which results in a deceleration

*Note: Must be requested each year for I&R and Federation (Appendix A form noting deferral and submitted in MIV)*

# Key Definitions

**Eligibility:** a time in which academic is considered for advancement. Every 2 or 3 years depending on Rank/Step

\***Appraisal:** Completed in 4<sup>th</sup> year of appointment, provided feedback to candidate on the area of satisfactory performance and collegial advice as to how the candidate may improve

\*I&R and Specialist in CE

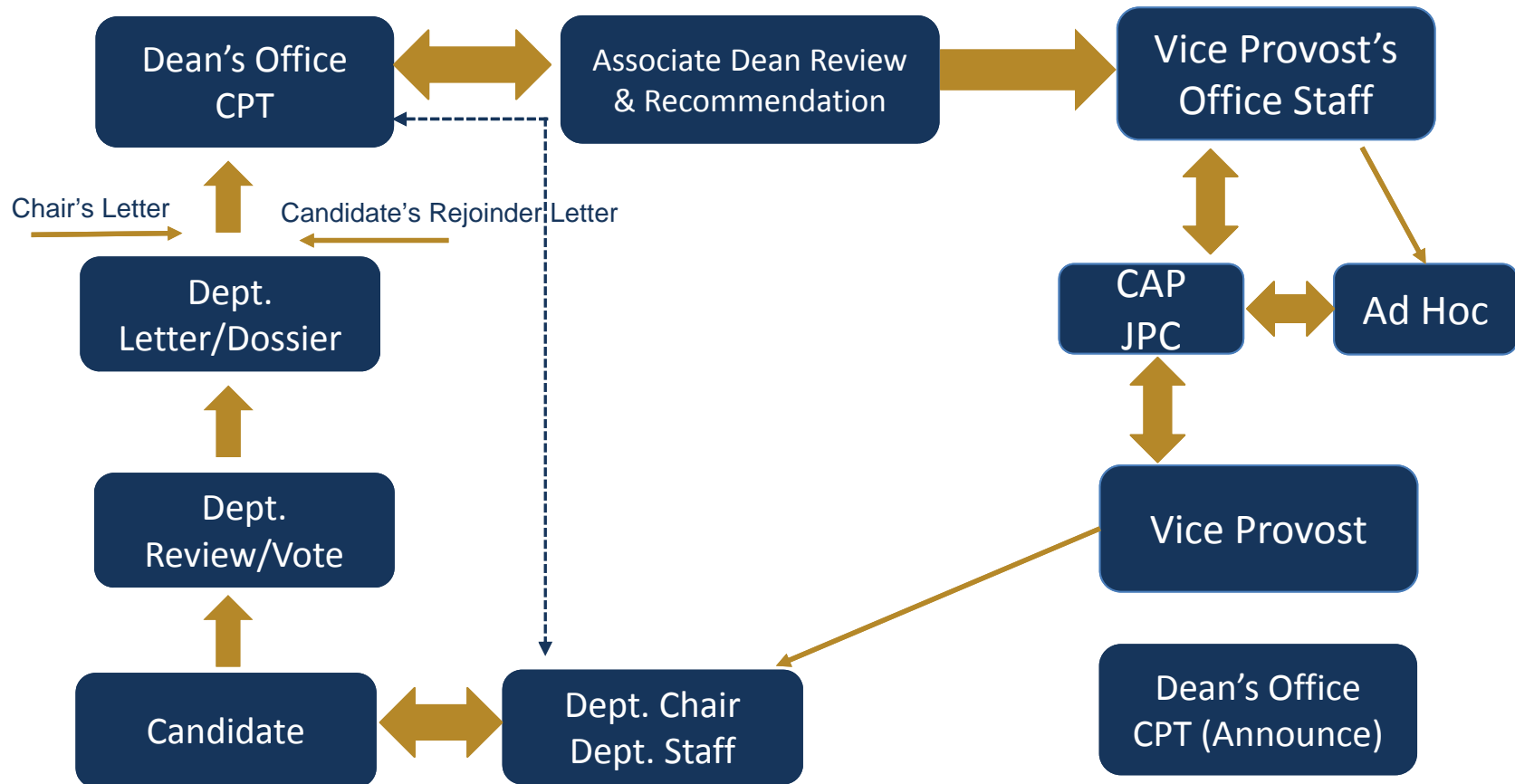
# Key Definitions

**Annual Call:** changes in policies, procedures, and interpretations that have taken effect over the last year; includes deadlines for academic personnel actions.

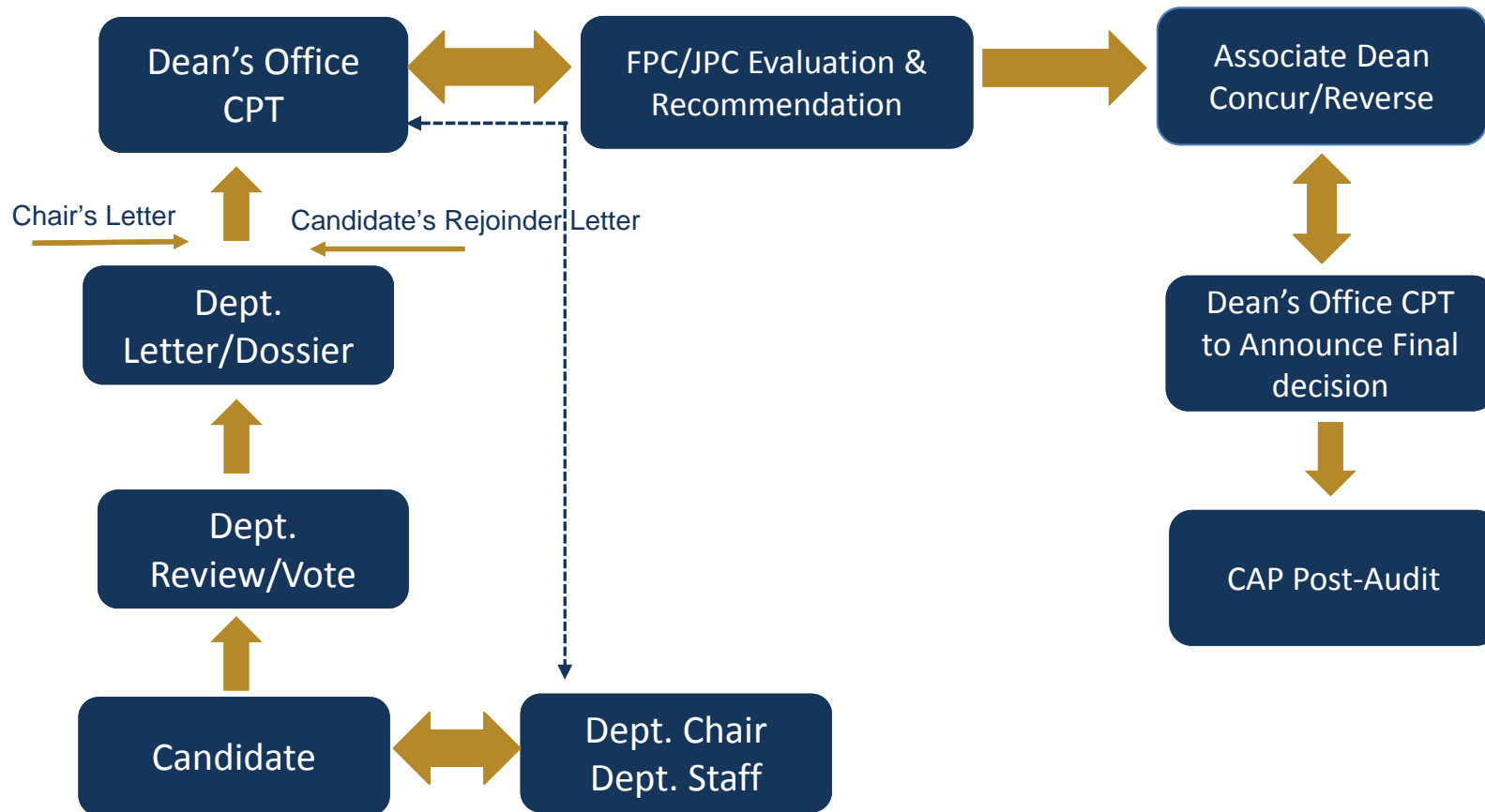
# How do you know what is a normal advancement?

Refer to salary scales  
Refer to UCD, APM 220

## Promotions, Merit to Step 6 and Above Scale, Dean, skip a step accelerations



## Normal Merits, including Step 7-9, Accelerations that do not skip a step



\*If FPC/Associate Dean recommends higher 2.0 step advancement, becomes Non-Redelegated

# IMPORTANT RESOURCES

[Academic Affairs Website](#)

[CA&ES College Personnel Website](#)

# Eligibility List

- Generated by the College
- Departments can view and make tentative changes
- New appointments and deletions can only be made by the College Personnel Team



# How to determine ‘normal’ eligibility

- Salary scales will help you determine “normative” time at step
- Refer to UCD-220.IV.C.4 for additional information regarding steps that have no “normative” time at step listed on the salary scale

According to the salary scales, what is the normal time spent at step for :

Assistant Professor, Step 3

1. 1 year
2. 2 years
3. 3 years
4. 4 years
5. There is no “normative” time period.

According to the salary scales, what is the normal time spent at step for :

Associate Professor, Step 4

1. 1 year
2. 2 years
3. 3 years
4. 4 years
5. There is no “normative” time period.

According to the salary scales, what is the normal time spent at step for :

Professor, Step 4

1. 1 year
2. 2 years
3. 3 years
4. 4 years
5. There is no “normative” time period.

# How to determine initial years at rank/step and initial eligibility

- Refer to APM-200-19 (c & d)
- Second June 30<sup>th</sup> rule

## When is an Assistant Project Scientist, Step 2...

Eligible for their first “normal” merit advancement  
if hired on January 1, 2014

1. 2013-14
2. 2014-15
3. 2015-16
4. None of the above

## When is an Assistant Professor, Step 3...

Eligible for their first “normal” merit advancement  
if hired on July 1, 2014

1. 2013-14
2. 2014-15
3. 2015-16
4. None of the above

If a Professor, Step 2 is denied merit advancement to Professor, Step 3, eff. 7/1/16

When is he/she eligible again for advancement to Professor, Step 3

1. 3 years before submitting dossier
2. 1 years before submitting dossier
3. Next merit cycle
4. None of the above



# Peer Evaluation of Teaching

- The fundamental purpose of peer evaluation of teaching is to augment student evaluations by attending more to scholarly content and competence than to teaching style and delivery.

# Peer Evaluation of Teaching

- Only REQUIRED for promotions
- The peer evaluations can be incorporated in the department letter
- The peer evaluation letter can be attached behind the department letter

# Extramural Letters

(Refer to UCD-APM 220-IV.F.)

- For a promotion action, ideally how many extramural letters are adequate?
  1. 3-4
  2. 1-2, as long as they are phenomenal
  3. 6-8
  4. Letters are not required for promotions

# Extramural Letters

(Refer to UCD-APM 220-IV.F.)

On the Academic Affairs website, refer to the [Extramural Letters and Arm's Length for Appointments Merit & Promotion Reviews](#)

Titles and action have varying requirements for the amount of arm's length and not-arm's length letters a dossier should have.

# Extramural Letters

True or False

Letters from department colleagues or from colleagues in other departments on campus may be included in the candidate's merit file.

**TRUE**

# *Intramural letters*

Only accepted for the following reasons:

1. Peer review of teaching performance
2. Evaluation of clinical activities
3. The specific role of the candidate in collaborative research
4. Evaluation of Graduate Group Chair Service
5. Comments from Academic Senate Committee chairs

# DOSSIER REVIEW

# *Dossier Review—What to look out for*

## ACTION FORM

- Incorrect Years of Step/Rank  
Refer to CA&ES Eligibility List
- Salary information on current/proposed needs to reflect salary scale information. Do not include off-scale in amount, base salary only.
- Percentage of split appointment are inverted or do not match to the department letter
- Proposed step should reflect highest recommended by department, not candidate.



# *Dossier Review—What to look out for*

## DEPARTMENT LETTER

- The percentages do not match the appointment.
- Voting improperly reported
- References to voting groups and extramural reviewers are anonymous
- Federation merits/promotions, the Appendix A page 2 form is not included on those dossiers where it is required. Refer to [AA2015-09](#)

# *Dossier Review—What to look out for*

DEPARTMENT LETTER continued...

- The reference of the applicable voting procedures and date of approval [CAP for Senate; VP for Fed] is not listed.
- There is no comment on negative votes; should not comment on abstentions.
- Identity of extramural reviewers by name or institutional affiliation in letter. (need to reference alpha or numeric code only)

# *Dossier Review—What to look out for*

DEPARTMENT LETTER continued...

- If the candidate has an AES appointment, there must be a discussion of how their research is meeting the mission of the AES.
- Enumerations of accomplishments [numbers of publications, students mentored, classes taught, presentations, etc., **MUST** be documented in the dossier.

# *Dossier Review—What to look out for*

## EXTRAMURAL LETTERS (when dossier requires them)

- The letters do not include if the letter is:
  - Arm's Length or Non-Arm's Length
  - Chair's list or Candidate's List
  - Numeric or Alpha coding is not included
- Be sure to include All solicited letters must be included in the file; all solicited reviewers must be listed.
- At least half of the extramural letters must be arm's length
- Include sample solicitation letter, no names.

# *Dossier Review—What to look out for*

## CANDIDATE'S STATEMENT

- Length, make sure it's a reasonable length, check list calls for 1-5 pages
- Statements are consistent with documentation in dossier
- Attachments are NOT ALLOWED; statement can only offer availability upon request.

# *Dossier Review—What to look out for*

## TEACHING

- Data includes information outside the review period
- List of evaluations include all courses in service period. (overall course & instructor ratings)
- Submit TWO complete sets of evaluations.
  - Electronic are acceptable for I&R redelegated actions
  - Hard copies for Federation & I&R non-redelegated actions
- Summaries of evaluations for ALL other courses taught during the review period must be submitted [and included in the supporting docs]

# *Dossier Review—What to look out for*

## TEACHING

- Data inputted in Teaching section, populate the *Teaching, Advising and Curricular Development* form.
- Upload ISIA (aka Desii reports), no need to input courses information in teaching tab in MIV
- Guest lecturer do not need to be included.

# *Dossier Review—What to look out for*

## SERVICE

- Service-data is out of date. (check the activity with “—present”)
- Activities listed need not begin and end during the review period, but should cover at least a part of the review period
- Oral exam committee membership should be listed in Additional Information under Teaching



# *Dossier Review—What to look out for*

## PUBLICATION LIST

- In-press items from previous action haven't been placed above the line.
- The list has been renumbered, but there is no explanation given.
- In-press acceptance letters are missing the journal or author information.
- In-press acceptance letters are placed with the supporting materials instead of in the dossier (behind the in-press list).

# *Dossier Review—What to look out for*

## PUBLICATION LIST-continued

- Use an \* to annotate all listed items to be considered in the review period, whether above or below the line for the last advancement; include explanatory footnote if necessary.
- Important to designate “most significant” publications and/or creative work, either by annotation on list, or on the Contributions to Jointly Authored Work.

# *Dossier Review—What to look out for*

## PUBLICATION LIST-continued

- Contributions to Jointly Authored Work [CJAW]— VERY important that candidates thoroughly describe THEIR work in co-authored publications and creative work; all authors may be listed on the CJAW, but candidates should only describe THEIR role, and should NOT use estimates/percentages for their contribution.
- CJAW are only required for PEER-REVIEWED publications [including In Press] and creative work.

# *Dossier Review—What to look out for*

## PUBLICATION LIST-continued

- URLs on publications lists must link DIRECTLY to the published work; ensure links are active.

# *Dossier Review—What to look out for*

## GRANTS

- Acceptable to list any Active, Pending, Completed, or Not Awarded grants within the review period.
- Important to specify the candidate's ROLE, and to name the PI, if not the candidate.

# *Dossier Review—What to look out for*

## Agricultural Experiment Station

- List ALL Hatch projects and include annual reports for ALL Hatch projects active during any part of the review period.

# *Special Notes*

- Reporting Split Votes

Departments should report the highest supported step advancement. However, with Step Plus departments need to make sure they are reporting accurately on action form and department letter.

For example, if the vote was

- 8 votes for 1.0 step advancement
- 5 votes for 1.5 step advancement
- 4 votes for 2.0 step advancement

The action form/department letter should reflect advancement for 1.5 steps. The four votes for 2.0 step advancement would theoretically also be supportive of 1.5 step advancement thus making 9 votes in favor of 1.5 step advancement and that what should be reported.

# *Special Notes*

- Supporting Documentation for Above Scale
  - The review period for Professor, Above Scale is unchanged (since promotion to Full), the supporting documents that accompany the dossier need extend only back to those occurring after advancement to Professor, Step VI.
- Merit to Professor, Step 6
  - Letters are no longer required however department letter must address the criteria for Step 6 advancement per APM 220-18.b.4 and UCD-APM 220.IV.C.4a
- Confidential Chair's letter must be submitted OUTSIDE MyInfoVault



# *Special Notes*

## Rebuttal and Rejoinder Letters

- **Before** the faculty review, a candidate may write a **rebuttal** letter about issues raised in extramural letters.
- **After** the faculty review and vote, a candidate may write a **rejoinder** to challenge the faculty recommendation.