

Page 4, Timeline

1. Provided clarification on Extramural and Student letter due dates.
“Extramural and student letters may be received to **November 1, 2009.**”
2. Under table header, last column, changed title to read “File **Entry Cut-Off Date**”.
3. Modified Note section to clarify guidelines for letter solicitation.
“NOTE: The dates will be adjusted accordingly for off-cycle cases. For 7th year promotion to tenure cases, extramural letters should not be solicited until after June 30 (or any earlier than the end of the 6th year). **For all cases, letters should be solicited before September 1 to allow reviewers ample time to respond.**”

Page 5, Section II-A-2, By Law 55 and Department Voting Rights

1. Added link to Voting Rights template: <http://senate.ucr.edu/committee/?do=info&id=4>

Page 12, Procedures During Review Beyond the Department

1. Under last paragraph, third sentence, changed to read: “For non-7th year promotions, promotions to full professor, appraisals and appointments, if applicable a one-time 220 update **through April 30** may be solicited.”

Page 14, Section A-12, Appeals of Promotion, Appraisals and Appointment Cases

1. Under letter b-v, removed extra period at the end of the sentence.
2. Letter d (“Non reappointment for Assistant Professor...”) was changed to letter c.

Page 16, Deferral

1. Under first paragraph, second sentence, removed “...or after departmental votes”. A department vote is not required for a deferral.
“A tenured candidate with an appointment below Professor V may request a deferral either before the published dates for merits or promotions and advancements. In either case, the chair should inform the dean and the dean should inform APO who shall in turn notify CAP, of the deferral.”

NOTE:

- A Procedural Safeguard Statement (Attachment B1) must be signed for Deferrals.
- Section I B-D and Section II should be crossed out since they do not apply to deferrals.
- Section I-A is applicable and the candidate must to sign and date the form (confirming that s/he has read section I-A).

Page 16, Off-Scale (O/S) Salary

1. Changed first paragraph to read: “Off Scale is typically awarded only at appointment or retention. **Departments or deans should not propose O/S for existing faculty unless this action is supported by extraordinary circumstances or extraordinary accomplishment of the candidate.**”

Page 24, Section I-K, Departmental Recommendation Letter

1. Under 1-a, removed item iv: “Include number of absentee or proxy votes”.

Page 29, Self Statement

1. Removed extra comma from the last sentence.

Page 30, Graduate Student Instruction Table

1. Under Career Reviews added 5 to read “Last promotion if promotion was greater than 5 years past.”

Page 38, Attachment C-3 (Deferral Form)

1. Changed sentence to read: “*This form and a signed Procedural Safeguard Statement (Attachment B-1) are required by the Office of Academic Personnel. Please retain copies in the college.”
2. Under Office of Records, changed “delegated appointments” to “delegated actions”. Under Office of Records, changed second sentence to read “This form and a signed Procedural Safeguard Statement (Attachment B-1) should be sent to Academic Personnel once the action is complete.”

Page 42, Attachment C-7, Checklist for Assistant Professor I, II and III Appointments

1. Added: “Chair’s Letter (optional)”
2. Changed last item to “Approved authorization for recruitment plan from EVCP.”
3. Added: “Retain candidate’s publications at the department level with a cover list of accepted and submitted items.”

Page 43, Attachment C-8, Checklist for Appointments for Assistant Professor IV and Above

1. Added: “Chair’s Letter (optional)”
2. Added: “Publications with cover list of submitted items (tenure appointments: submit 1 set; non tenured appointments: retain 1 set in the department)”

Page 59, Department Chair Academic Personnel Review Checklist

1. Under section 2, changed to read “Month of September/October”.

For an electronic copy, please go to the Academic Personnel website:
<http://academicpersonnel.ucr.edu/academicreviews/FacCall/index.php>