

General

1. All changes are highlighted in yellow for ease of use.
2. Dates were updated.
3. The following documents were added: (1) Conflict of Commitment form, Lecturers and Senior Lecturers with SOE and PSOE checklists.
4. Department Letter Cover Sheet.

Timeline

Section I, Page 4

Personnel Review Action	Date Due in Deans' Offices	Date Due in Academic Personnel Office	File Entry Cut-Off Date
Promotion to Associate Professor Advancement to Above Scale (A/S)	The Monday following the end of instruction in December	The fifth business day of the new Year	September 30 Exceptions 7th year promotion to tenure Files may be updated until April 30 of the seventh year.
Promotion to Full Professor Advancement to Professor VI Career Review	The Monday following the end of instruction in December	The first Monday in February	Extramural and student letters may be received to November 1
Appraisal	One-third due the Tuesday following MLK day in January	The first Monday in March	September 30 Exceptions Extramural and student letters may be received to November 1
Merit	Two-thirds due the Tuesday following President's Day in February	The first Monday in April	
Quinquennial Review	100% due the third Monday in March	The first Monday in May	

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.

Announcements of final Academic Personnel Review decisions will be made once a week on Friday if they are available. Final decisions after the last calendar day in June will be announced as soon as they become available. In the interest of equity and efficiency for candidates and reviewers alike, it is important that the schedule and its deadlines be adhered to carefully. The Deans, CAP, and the VPAP feel no obligation to consider cases in which a faculty member does not supply documents and information by the deadlines that Chairs may set. Tenured faculty files not received in the Academic Personnel Office by the final due date (first Monday in May) normally will be returned for consideration during the next academic year. Such files will be classified as deferrals and will not be considered for retroactive action.

Tenured faculty members below Professor Step V who are at normal time at step will receive an automatic deferral if they do not submit materials by the departmental due date, unless the department Chair has granted an extension.

1. Tenured faculty files not received in APO by the first Monday in May normally will be returned for consideration during the next academic year. Such files will be considered as deferrals and not be considered for retroactive action.
2. Tenured faculty members below Professor Step V who are at normal time at step will receive an automatic deferral if they do not submit materials by the due date, unless the Department Chair has granted an extension.

Extension Requests

Section II, Page 5

1. If the estimated submittal date is beyond the final date for files to be received in APO (first Monday in May), the extension request must also be approved by CAP (via the VPAP).
2. Files received after the extension deadline or beyond the final due date (first Monday in May) may be returned for re-submission during the next academic year.

Note: Per past practice, a request for a late submission of the file must be for extraordinary reasons and be approved by the VPAP prior to the final due date for submission to the Dean's office.

Acceleration

Section II, Pages 6-8

On January 2000 for 2009-2010 actions, the Acceleration Chart was added to the CALL.

A promotion is not considered an acceleration, regardless of years at rank or step when a candidate is advancing to the "normal" step in the next rank.

In cases where movement to a lateral step is possible, the first step above the lateral step is considered the "normal" step. Regardless, departments may always elect to vote on the lateral step when advancement to the lateral is deemed appropriate. A vote on the lateral step would particularly be important if the vote for the normal step were less than unanimous.

Voting

Pages 7, 10, 28

Record all votes taken unless the vote for the higher rank and step is unanimous. If multiple votes are taken, the candidate may ask to exclude votes for steps higher than the one s/he wishes to forward.

Note: Bylaw55 & Department Voting Rights must be submitted annually to the Academic Senate for use by CAP.

Full-Time Lecturers and Full-Time Sr. Lecturers with Security of Employment (SOE) and Potential Security of Employment (PSOE)

Section II, Page 22

Guidelines and Checklists were added.

<http://academicpersonnel.ucr.edu/policies/LecturersSOEandPSOEGuidelinesFINAL.pdf>

Merit Reviews for Assistant Professors

Section II, Page 19

A possible outcome of a merit review for Assistant Professors is consideration of non-reappointment. If the preliminary decision is not to reappoint, the procedures as outlined in APM 220-84 will be followed.

If an Assistant Professor does not provide the required material to prepare a merit file, the Department Chair will inform the Dean and the VPAP in writing and detail the circumstances. In the absence of unusual mitigating circumstances, the VPAP will determine whether a recommendation for a non-reappointment should be considered.

Assistant Professors may elect to have their file considered for a reappointment (no change in step/salary) rather than a merit advancement, provided they are not due for a mandatory (7th year) promotion to tenure review.

Reappointment for Assistant Professors

Section II, Page 21

Appointment of an Assistant Professor is typically made for a maximum term of two years with renewal occurring biennially at the conclusion of a positive merit evaluation. Alternatively, an Assistant Professor may choose to submit a reappointment file in lieu of a merit file during any period of merit eligibility. Assistant Professors who receive a denied merit are reappointed for only one year and are required to submit a review file the following year. The candidate may elect to submit a merit consideration or a reappointment, provided a mandatory (7th year) promotion to tenure is not due.

Possible outcomes of a reappointment review are 1) a positive review resulting in a two-year appointment extension; or 2) non-reappointment with a terminal year. In the latter case, the procedures as outlined in APM 220-84 will be followed.

If an Assistant Professor does not provide the required material to prepare a merit or reappointment file, the Department Chair will inform the Dean and the VPAP in writing and detail the circumstances. In the absence of unusual mitigating circumstances, the preliminary consideration will be for non-reappointment with a terminal year and the procedures as outlined in APM 220-84 will be followed.

Appraisals

Section II, Page 17

An appraisal review may lead to a recommendation for a non-reappointment. If so, procedures as outlined in APM 220-84 will be followed.

If an Assistant Professor does not provide the required material to prepare an appraisal file, the Department Chair will inform the Dean and the VPAP in writing and detail the circumstances. In the absence of unusual mitigating circumstances, the VPAP will determine whether a recommendation for a non-reappointment should be considered.

Quinquennial Reviews

Section II, Page 20

All tenured faculty members, including those at open steps (Professor Step V and above), are required to be reviewed every 5 years (APM 200-0 and 220-8-b).

Possible outcomes: Satisfactory, Satisfactory with Qualifications (new) or Unsatisfactory.

If a candidate does not provide the required materials to prepare a quinquennial file, the Department Chair will inform the Dean and the VPAP in writing and detail the circumstances. In the absence of unusual mitigating circumstances, the candidate's performance will be deemed unsatisfactory.

Conflict of Commitment Filing (APM 025)

Section III, Page 34

Conflict of Commitment Reports (APM 025-20-b) do not need to be forwarded but may be included at the discretion of the candidate. If Conflict of Commitment reporting has not been filed for the entire review period, the review process will not move forward until such reporting has been filed. Candidate must sign C-9, Candidate Statement for Conflict of Commitment Report.

Clarification:

- If a report was filed for 7/1/09 – 6/30/10 and the other previous years of review, the requirement has been met and the file would not be held up. The 3-month period 7/1 /10 – 9/30/10 does not require an additional report.
- Electronic filing is available for the current fiscal year. Please file a paper form for any previous years. Forms may be downloaded from the APO website at http://academicpersonnel.ucr.edu/coc/APM-025_AnnualReportingForm.pdf. For actions with a review period that include 2007 or earlier, the candidate may include 2008 and onwards only.
- Candidate Statement for Conflict of Commitment is *not* required on a Deferral.
- For efile, upload the form under Other section.

Corrections

Off-Scale (O/S) Salary

Section II, Page 19

Under second paragraph change

FROM: For LSOE/PSOE, when the O/S is no more than \$100 less than Assistant Professor III.

TO: For LSOE/PSOE, when the O/S is no more than \$100 less than Assistant Professor **IV**.

Full-Time Lecturers and Full-Time Sr. Lecturers with Security of Employment (SOE) and Potential Security of Employment (PSOE) Checklists

Section IV

Chair's Letter is **NOT** mandatory