

**The CALL 2014-2015AY**  
**SUMMARY OF CHANGES**

June 2, 2014 (revised 10/21/14)

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The highlighted text denotes suggested language changes to the CALL for 2014-2015 academic year. “Clean-up” and/or cosmetic changes and typographical errors have been updated accordingly and are not included in this summary.

**Procedures During Departmental Review (pages 12-13)**

Additional language regarding the steps in the file correction process was added:

- f. After signature by the candidate of Section I of the procedural safeguard, no additions to the file are permitted apart from recommendations of subsequent reviewing bodies, and as permitted under section II.A.9.b or section II.A.12.a. If errors are discovered in the file after departmental review and vote,
  - i. The candidate must be informed of the error(s) and will make subsequent corrections.
  - ii. If applicable, the candidate shall certify on Part 2 of the Procedural Safeguard Statement indicating that he/she has been informed of the error(s) and has made corrections to the file.
  - iii. If applicable, corrections must have documented departmental review before being forwarded.

If a correction of fact is made to the finalized departmental letter, the corrected departmental letter should show the original date AND all subsequent revised dates. Any correction of fact in the finalized departmental letter affords the candidate a five business-day period to respond to the departmental letter (see section II.A.9.b).

**Procedures During Review Beyond the Department (pages 14-15)**

**a. Corrections to the File**

After signature by the candidate of Section I of the procedural safeguard and after review by the department faculty and the Dean, no additions to the file are permitted apart from recommendations of subsequent reviewing bodies, and as permitted under section II.A.9.b or section II.A.12.a. No changes in the status of publications may be made. Only corrections of fact are permitted.

If errors are discovered by reviewing bodies beyond the Department:

- i. The nature of the errors will be communicated to the Chair via the Dean.
- ii. The candidate will be informed by the Chair of the substance of the errors and shall certify the corrections on Part 2 of the Procedural Safeguards Statement.
- iii. If applicable, corrections must have documented departmental review before being forwarded.

**Career Review (pages 20-21)**

The following paragraph was added: “In order to place the candidate at an appropriate rank and step, the department and dean are encouraged to provide a comparison of the candidate's accomplishments with the standards of the proposed rank and step in the discipline, department and college.”

**Merit Advancement (pages 21-22)**

The following language was added: Assistant Professors who receive a denied merit are reappointed for only one year and are required to submit a review file the following year. A possible outcome of a negative merit review for Assistant Professors is consideration of non-reappointment.

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**Off-Scale (O/S) Salary (page 22)**

The following language was added: "It is not permitted to recommend an off-scale salary unaccompanied by a recommendation (positive or negative) on a merit increase or promotion. A deferral, a quinquennial, an appraisal or a reappointment file may not be combined with a vote recommending an off-scale."

**Promotion to Associate Professor (page 23)**

The Period of Review for Promotion to Associate Professor was revised:

"...include activity since Appointment, including activities as an Assistant Professor at institutions other than UCR (if appropriate)."

**Reappointment of Assistant Professors (pages 24 – 25)**

The following paragraph was added: Alternatively, in rare and compelling cases, the reappointment process may be initiated by any reviewing body if the record documents obvious and unambiguously severe deficiencies, typically over several review cycles. In these cases, the file should reflect an evident lack of engagement and unacceptable level of performance.

**Quinquennial Reviews (page 24)**

The Period of Review was revised to include language regarding publications that can/cannot be listed when submitting a Quinquennial review file: "...include activity for the past 5 years with the exception of materials used in a previous merit or promotion action with a positive outcome."

**Bibliography of Publications and/or Creative Activity (UC format) – Current, under Status (page 29)**

The section was revised as follows:

"a. Published. Complete citation information should be provided about each published item including electronic publications and list page numbers, volume number, and full journal title. If possible, the DOI (Digital Object Identifier) and article ID number should be listed for electronic publications. The citation listing should indicate whether the item will appear exclusively as an electronic publication, or whether it will also appear in print. In the case of multiple-authored work, the sequence of authors shall be listed in the order they appear on the publication. For each item, indicate which are referred when they have been evaluated by other scholars prior to acceptance for publication. Articles are considered non-referred when the judgment of the editor is the sole determination of acceptance for publication." (Note: The inclusion of DOI and article ID may require changes to eFile.)

**Candidate's Response to Departmental Recommendation (Attachment H) (page 30)**

The following paragraph was added: "The response should address the evaluation of teaching, research and service as discussed in the department letter. The response may not contain comments on procedures/processes used to assemble the file or conduct the meeting nor should the response introduce material outside of the review period or material not otherwise represented in the file."

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**Dean's Recommendation Letter (page 32)**

The section was revised as follows:

"In normal, ~~on-time~~ **one step** merit cases **or normal advances within Above Scale (four or more years at level)** with a clear department recommendation, the Dean may simply concur with the department and opt to forego a Dean's letter if s/he has nothing evaluative or informative to add. The Dean will signify his/her concurrence by signature on the department letter. Deans may not simply concur in accelerated merit cases, **in recommendations for additional off-scale**, or in merit recommendations where there is a split departmental vote, or where there is not a clear majority (i.e. a +2-3 vote). A Dean's Letter is required for all other actions. **CAP, the VPAP, the EVCP and/or the Chancellor reserve the right to request a Dean's letter in cases where the Dean simply concurred.**"

**Extramural Letters (page 36)**

The requested number of extramural letters was changed from 3-6 to **4-8**.

**Grant Activity (page 37)**

Under "Grants" change the options under the mandatory field "Status" to: Current, Expired, Pending, **Declined**. This replaces the option for Denied to Declined. (*Note: This requires a label change in eFile.*)

In addition, add the following language: **"Examples of other types of grants that should be listed under this category include (but are not limited to) Divisional Senate Awards such as the Senate Omnibus Awards (travel only and/or research and travel), Senate CoR Fellowships, and Regents Faculty Fellowship and/or Development Awards."**

**Professional Activity and Service (page 38)**

The following language was added: **"When possible, candidates listing presentations as "keynote," "plenary," or "distinguished" are encouraged to supply supporting material in the form of an invitation email/letter or conference program brochure. These items can be placed in Other Section in eFile."**

**Self Statement (page 40)**

The following language was added: **"The self-statement may not contain comments on procedures/processes used to assemble the file."**

The following language was also added: **"If there are discrepancies between facts stated on the self-statement and the review file (or eFile snapshot), the reviewing bodies will defer to the snapshot as the true/accurate record."**

**Teaching Load Data (page 40)**

Replace all instances of Teaching Load Data to Teaching **Information**. (*Note: This requires a label change in eFile.*)

**Attachment B1, Safeguard Statement (page 45)**

Add N/A (not applicable) under B-3: "I request redacted copies of confidential documents in this file.

YES  NO  **N/A**"