The CALL 2018-2019AY
Summary of Changes
July 27, 2018
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The list below includes substantive changes to the CALL for 2018-2019 academic year. "Clean-up" and/or cosmetic changes and typographical errors have been updated accordingly and are not included in this summary. For questions or more information, please send an email to academicpersonnel@ucr.edu.

1. **Review Criteria**
   Added the following: "Area of Research Not Aligned with Department: Under circumstances when the research has moved beyond, and no longer aligns with, department/college expertise (e.g. a series of romance novels written by a biomedical scientist), a senate ad hoc committee will be required in cases of promotion. The ad hoc committee will be expected to contribute names for extramural letter solicitations, as well as writing their report."

2. **Off-Scale (O/S) Salary**
   Added language under Procedures Before the Personnel Review File is Assembled and Off Scale Salary to make it clear that a candidate can ask for consideration of an additional o/s if the record warrants this distinction: "The faculty member may wish to discuss the possibility of an additional o/s or an acceleration if the record warrants this distinction."

3. **Minority Report**
   Added language Will add language under Procedures Before the Personnel Review File is Assembled and Minority Report to clarify the waiting period for Minority Reports: "When the Chair notifies the faculty of the finalized departmental letter the faculty have 24 hours to notify the Chair of their intent to write a minority report which is then due five (5) business days after the original Chair notification (i.e. the 24 hours is part of the five (5) business days). If the Chair is not informed of a forthcoming minority report there is no requirement for the five (5) day period and the file may move forward."

4. **Candidate's Response to the Department Letter**
   Added language under Procedures After the Departmental Recommendation is Determined, Candidate's Response to Departmental Recommendation, and Joint Appointments in Two or More Units to clarify the expectation for a candidate with a joint appointment: "Any response by the candidate to one or both department letters shall be seen by both Chairs and both Deans unless the candidate chooses to address the response to the VPAP."

5. **Merit Advancement**
   Added language to clarify the review period: Period of Review: "Include activity since last advance (lateral promotions and quinquennials are not advances)"

6. **Reappointment of Assistant Professors**
   Added the following language: "Where appropriate and when the period of review is the same, a reappointment and merit file can be combined."

7. **Biography Form**
   This will not be required starting with 18-19AY review actions. The checklists will also be revised to include this change.

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8. **Dean's Recommendation Letter**
   Will add the following language: "The Dean's letter should not refer to any preemptive retention action. This is to ensure judgement of the merit/promotion action using standard criteria. Please see Guidelines for Preemptive Retention."

9. **Departmental Recommendation Letter**
   Added the following language: "The department letter should not refer to any preemptive retention action. This is to ensure judgement of the merit/promotion action using standard criteria. Please see Guidelines for Preemptive Retention ...Any recommendation for an additional O/S or acceleration in step must be explicitly and separately justified."

10. **Difference List**
    Added the following language: "For each co-authored item on the Difference List (excluding abstracts or reports) where the candidate expects significant credit for the publication, s/he must indicate whether they are the corresponding author and explain their role (a maximum of 3-4 sentences) in terms of both intellectual and practical participation, and provide information about the collaborators. It is acceptable to say member of collaborator's group where the exact rank may be unknown. Also, it is useful for reviewing bodies to know which co-authors come from the candidate's group.

11. **Fellowship and Grant Activity**
    Added the following language: "For entries with Awarded status, upload a copy of the Award Letter."

12. **Professional Activity and Service**
    Added the following language: "Please maintain confidentiality of reviewing activities when completing this section by not including names of individuals for whom you have written letters of recommendation or titles of books you have reviewed."

13. **Model Letter B**
    Model letter for Appointment or Promotion to Full Professor, deleted, "In making its assessment, the department values analysis of (   )'s scholarly work by external referees."

14. In general, replaced eFile with eFilePlus.