

## **The CALL 2013-2014AY SUMMARY OF CHANGES**

June 3, 2013 (*updated 10/08/2013*)

3 pages

The highlighted text denotes language changes to the CALL for 2013-2014 academic year. "Clean-up" and/or cosmetic changes and typographical errors have been updated accordingly and are not included in this summary.

### **Acceleration, page 8**

**"(iii) Advancement to Step VI usually will not occur after less than three years of service at Step V. and will be granted on evidence of sustained and continuing excellence in each of the following three categories: (1) scholarship or creative achievement, (2) University teaching, and (3) service. Above and beyond that, great academic distinction, recognized nationally, will be required in scholarly or creative achievement or teaching. A recommendation for acceleration to this step requires highly distinguished scholarship, highly meritorious service, and evidence of excellent University teaching at the standards noted in APM 220-18-b(4)."**

**"(iv) The bar is set higher for both advancement and acceleration to Professor, Step VII and above steps at the senior professor and distinguished professor levels, as required in APM 220-18-b(4), revised in 2008. Advancement to Professor VII, VIII or IX requires evidence of "continuing achievement" at the level of "great academic distinction" that was required for the advancement to Professor VI. Such advancements usually will not occur after less than three years at the lower step. A recommendation for acceleration to these steps requires exceptional performance at the standards noted in APM 220-18-b(4)."**

### **Procedures Before the Departmental Review is Determined, page 11**

**"7a. The Chair shall provide the candidate the opportunity to inspect all documents to be included in the personnel review file. Confidential documents (including declinations from extramural reviewers) will only be made available to the candidate upon request in writing or by checking the appropriate line on the Procedural Safeguards Statement. These documents will be provided in the form of redacted copies. If redacted confidential documents are not obtained by the candidate at this time, the candidate may not have access to this material until after the decision. An exception to this applies when the Chancellor's preliminary assessment is to make a terminal year appointment or a non-reappointment of an assistant professor, or when the Chancellor's preliminary assessment is provided in a promotion or appraisal case. (See sections II.A.12.a(iv) and II.A.12.b(ii).)"**

**"7b. The candidate will be given 5 business days to submit a written statement in response to or commenting upon material in the file, including confidential documents. The response will be included in the review file."**

**"7c. The members of the department who are eligible to vote or have an advisory vote will be given 5 business days to access and review the file before voting. Extensions of these deadlines will be considered by APO in extenuating circumstances."**

### **Procedures During Review Beyond the Department – Additional Information Solicited During Review, page 15**

B(i) “If additional clarifying information or an update is requested by an ad hoc committee (in cases involving ad hoc committees), or by CAP, such information shall be solicited through the VPAP. If additional information is requested by the VPAP, EVCP or the Chancellor after CAP’s recommendation has been forwarded, CAP shall be informed of the request and the response. **Updates will not be solicited for accelerations.**”

### **Advancement to Professor VI, pages 18-19**

“Advancement to Step VI usually will not occur after less than three years of service at Step V, **includes an evaluation of the candidate’s entire career,** and will be granted on evidence of sustained and continuing excellence in each of the following three categories: (1) scholarship or creative achievement, (2) University teaching, and (3) service...”

### **Career Review, page 19**

“Period of Review:

If promotion was greater or equal to 5 years, include activity since last promotion.

If less than 5 years, include activity since the previous promotion or appointment **or a career review that resulted in a change or rank or step.**”

### **Merit Advancement, page 21**

“The following language was added to the section.

Merit Advancement to Professor VII, VIII or IX requires evidence of “**continuing achievement**” at the level of “**great academic distinction**” that was required for the advancement to Professor VI. Such advancements usually will not occur after less than three years at the lower step.”

### **Quinquennial Review, page 23**

2<sup>nd</sup> paragraph bullet 3: “Documented record of a serious effort to engage in meaningful research and/or creative activity and professional service, **commensurable with the candidate's rank and step.**”

### **Difference List, pages 33-34**

“For items co-authored with other senior investigators at either UCR or another institution, **the candidate is encouraged to include** either their or their research group's percent effort, whichever is more appropriate.”

### **Self Statement, page 38**

“The candidate is strongly encouraged to submit a brief statement describing and evaluating, in language understandable to a general audience, his/her achievements and recognition **within the review period...** Candidates are encouraged not to exceed five-pages in length when submitting self-statements for on campus review process. However, there is no page limit on self-statements sent to external reviewers.”

### **Model Letter C, Advancement to Professor VI, page 66**

Paragraph 3 was revised.

“The next full evaluation is typically made in connection with advancement to Professor, Step VI. Advancement to Professor, Step VI or higher, involves an evaluation of the candidate’s entire career and call for evidence of sustained and continuing excellence. Criteria include evidence of great distinction, recognized nationally or internationally, in scholarly or creative achievement. A comparison to the work of others in the field is often useful. In addition, there should be evidence of excellent university teaching and highly meritorious service.”

### **Model Letter D, Advancement to Professor Above Scale, page 67**

Paragraph 3 was revised.

“The next full career evaluation is typically made in connection with advancement to Professor, Step VI, calls for evidence of sustained and continuing excellence. The criteria for advancement to Professor, Step VI state that this step will be granted upon evidence of great distinction, recognized nationally or internationally, in scholarly or creative achievement. In addition there should be evidence of excellent university teaching and highly meritorious service.”

### **Attachment H, Candidate's Response to the Departmental Letter, page 76**

Option “a” was revised.

“This is intended to be included in the file at the departmental level. I understand it will be added to the department's copy of the file and will proceed with the forwarded file through the review process. The Chair must make the document known and available to departmental faculty members eligible to vote on the case. Department faculty may not comment on a response to the department letter.”

### **Updates as of October 8, 2013**

1. Updated web link to Academic Hiring Toolkit (page 19)  
[http://academicpersonnel.ucr.edu/policies\\_and\\_procedures/Academic%20Hiring%20Toolkit.pdf](http://academicpersonnel.ucr.edu/policies_and_procedures/Academic%20Hiring%20Toolkit.pdf)
2. Updated web link to Off Scale Policy (page 22)  
<http://academicpersonnel.ucr.edu/salary/OffScalePolicyJuly12013.pdf>
3. Revised LSOE Guidelines (page 26)  
[http://academicpersonnel.ucr.edu/policies\\_and\\_procedures/LecturersSOEPSOEGuide.pdf](http://academicpersonnel.ucr.edu/policies_and_procedures/LecturersSOEPSOEGuide.pdf)
4. Updated LSOE/PSOE Checklists C4A, C5A, C6A, C7A & C10A (pages 50, 52, 54, 56, 60)
5. Corrected attachment C10 (Self Statement page limitation) (page 59)