



ACADEMIC PERSONNEL OFFICE
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ACADEMIC SENATE OFFICE
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September 24, 2012

To: Deans and Department Chairs

From: David F. Bocian
Vice Provost for Academic Personnel (VPAP)

Handwritten signature of David F. Bocian in black ink.

Sarjeet S. Gill
Chair, Committee on Academic Personnel (CAP)

Handwritten signature of Sarjeet S. Gill in black ink.

Re: 12-13 AY CALL Due Dates /12-13 AY By Law 55 Submittal

As we begin another academic year, we write to thank you for your efforts at adherence to the CALL due dates for file submittal during the 2011-2012AY review cycle.

We urge you to remain diligent and to give attention to the due dates set forth in the 2012-2013AY CALL. CAP remains firm in its resolve to adhere strictly to the posted due dates.

Requests for extension will be reviewed on a case by case basis. 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 published in the 2012-2013AY CALL. Further, if the estimated submittal date for any action is beyond the final date for files to be received by the Academic Personnel Office (first Monday in May), the extension request must also be approved by CAP.

As a reminder, 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 or Deans may set. Files received after the extension deadline or beyond the final due date listed in the 2012-2013AY CALL may be returned for re-submission during the next academic year. Mandatory action files received after the extension deadline or beyond the final due date listed on the Schedule (see attached) may be automatically denied or deemed unsatisfactory.

We appreciate your cooperation in adhering to the due dates for the 2012-2013AY review cycle.

This is also the time of year to consider your departmental voting delegations and procedures. Attached is the by-law 55 voting form, which should be completed and returned to the Academic Senate by the end of October. The form can also be found on the Academic Senate website. Completed forms may be submitted via email to genie.mulari@ucr.edu or campus mail to CAP c/o Academic Senate – Room 227 University Office Building.

Cc: Dallas Rabenstein, Executive Vice Chancellor and Provost
Jose Wudka, Chair Academic Senate

Academic Personnel Review Procedures

SCHEDULE FOR ACADEMIC PERSONNEL REVIEWS

2012-2013

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 third Tuesday in January	September 30 Exceptions 7th year promotion to tenure files may be updated until April 30 of the seventh year. Extramural and Student letters may be received to November 1.
Promotion to Full Professor Advancement to Professor VI Career Review	The Monday following the end of instruction in December	The first Monday in February	
Reappointment of Assistant Professor	The third Tuesday in January	The first Monday in March	
Appraisal	One-third due the third Tuesday in January	The first Monday in March	
	Two-thirds due the third Tuesday in February	The first Monday in April	
Merit			
Quinquennial Review	100% due the third Monday in March	The first Monday in May	

NOTE: 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. For off-cycle 7th year promotions, the dates will be adjusted accordingly.

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. Mandatory action files received after the extension deadline or beyond the final due date listed on the Schedule may be automatically denied or deemed unsatisfactory.

2012-2013 By Law 55 - Department Voting Rights

Department:	Chair:
Date of Meeting to determine voting procedures & extend rights:	

Extensions of voting privileges requires at least a two-thirds majority vote by secret ballot of those Faculty entitled to vote on the cases in question. Extensions of voting privileges must remain in effect for at least one calendar year (12 months).

APPOINTMENTS – All tenured faculty vote on all appointments. Extensions are for Assistant Professors only.

To Assistant Professor:	Have voting rights been extended to Assistant Professors ? Yes <input type="checkbox"/> No <input type="checkbox"/>
Check yes if your department will allow Assistant Professors to vote on Assistant level appointments, no if otherwise. Indicate voting details if “yes” is checked.	If yes, enter voting details to extend rights: # Eligible to extend rights (# of Assoc & full Profs) # Yes # No # Abstentions # Unavailable
To Associate Professor:	Have voting rights been extended to Assistant Professors ? Yes <input type="checkbox"/> No <input type="checkbox"/>
Check yes if your department will allow Assistant Professors to vote on Associate level appointments, no if otherwise. Indicate voting details if “yes” is checked.	If yes, enter voting details to extend rights: # Eligible to extend rights (# of Assoc & full Profs) # Yes # No # Abstentions # Unavailable
To Full Professor:	Have voting rights been extended to Assistant Professors ? Yes <input type="checkbox"/> No <input type="checkbox"/>
Check yes if your department will allow Assistant Professors to vote on Full Professor level appointments, no if otherwise. Indicate voting details if “yes” is checked.	If yes, enter voting details to extend rights: # Eligible to extend rights (# of Assoc & full Profs) # Yes # No # Abstentions # Unavailable

PROMOTIONS – All tenured faculty vote on promotions to tenure. Full Professors vote on promotions to Full. Extensions are for Assistant and Associate Professors only.

To Associate Professor:	Have voting rights been extended to Assistant Professors ? Yes <input type="checkbox"/> No <input type="checkbox"/>
Check yes if your department will allow Assistant Professors to vote on promotions to Associate, no if otherwise. Indicate voting details if “yes” is checked.	If yes, enter voting details to extend rights: # Eligible to extend rights (# of Assoc & full Profs) # Yes # No # Abstentions # Unavailable
To Full Professor:	Have voting rights been extended to Associate Professors ? Yes <input type="checkbox"/> No <input type="checkbox"/>
Check yes if your department will allow Associate Professors to vote on promotions to Full Professor, no if otherwise. Indicate voting details if “yes” is checked.	If yes, enter voting details to extend rights: # Eligible to extend rights (# of full Profs) # Yes # No # Abstentions # Unavailable
	Have voting rights been extended to Assistant Professors ? Yes <input type="checkbox"/> No <input type="checkbox"/>
Check yes if your department will allow Assistant Professors to vote on promotions to Full Professor, no if otherwise. Indicate voting details if “yes” is checked.	If yes, enter voting details to extend rights: # Eligible to extend rights (# of full Profs) # Yes # No # Abstentions # Unavailable

NON-REAPPOINTMENTS OR TERMINATIONS OF ASSISTANT PROFESSORS – All tenured faculty vote on non-reappointments. Extensions are for Assistant Professors only.

Non-reappointments:	Have voting rights been extended to Assistant Professors ? Yes <input type="checkbox"/> No <input type="checkbox"/>
Check yes if your department will allow Assistant Professors to vote on Assistant level appointments, no if otherwise. Indicate voting details if “yes” is checked.	If yes, enter voting details to extend rights: # Eligible to extend rights (# of Assoc & full Profs) # Yes # No # Abstentions # Unavailable

MERITS/QUINQUENNIALS - All tenured faculty vote on Assistant and Associate level reviews. Advancements to Professor, Step VI and Advancements to Above-Scale are Merit Actions. Extensions are for Assistant and Associate Professors.

Within Assistant Prof:	Have voting rights been extended to Assistant Professors ? Yes <input type="checkbox"/> No <input type="checkbox"/>
Check yes if your department will allow Assistant Professors to vote on Assistant level merits, no if otherwise. Indicate voting details if “yes” is checked.	If yes, enter voting details to extend rights: # Eligible to extend rights (# of Assoc & full Profs) # Yes # No # Abstentions # Unavailable
Within Associate Professor:	Have voting rights been extended to Assistant Professors for merits ? Yes <input type="checkbox"/> No <input type="checkbox"/> Have voting rights been extended to Assistant Professors for quinquennials ? Yes <input type="checkbox"/> No <input type="checkbox"/>
Check yes if your department will allow Assistant Professors to vote on Associate level merits/quinquennials, no if otherwise. Indicate voting details if “yes” is checked.	If yes, enter voting details to extend rights: # Eligible to extend rights (# of Assoc & full Profs) # Yes # No # Abstentions # Unavailable
Within Full Professor:	Have voting rights been extended to Associate Professors for merits ? Yes <input type="checkbox"/> No <input type="checkbox"/> Have voting rights been extended to Associate Professors for quinquennials ? Yes <input type="checkbox"/> No <input type="checkbox"/>
Check yes if your department will allow Associate Professors to vote on Full Professor level merits (including advances to VI and A/S) and/or quinquennials, no if otherwise. Indicate voting details if “yes” is checked.	If yes, enter voting details to extend rights: # Eligible to extend rights (# of full Profs) # Yes # No # Abstentions # Unavailable
Check yes if your department will allow Assistant Professors to vote on Full Professor level merits (including advances to VI and A/S) and/or quinquennials, no if otherwise. Indicate voting details if “yes” is checked.	Have voting rights been extended to Assistant Professors for merits ? Yes <input type="checkbox"/> No <input type="checkbox"/> Have voting rights been extended to Assistant Professors for quinquennials ? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, enter voting details to extend rights: # Eligible to extend rights (# of full Profs) # Yes # No # Abstentions # Unavailable

APPRAISALS - Tenured faculty vote on all appraisals. Extensions are for Assistant Professors only.

Appraisals/Quinquennials:	Have voting rights been extended to Assistant Professors ? Yes <input type="checkbox"/> No <input type="checkbox"/>
Check yes if your department will allow Assistant Professors to vote on Appraisals, no if otherwise. Indicate voting details if “yes” is checked.	If yes, enter voting details to extend rights: # Eligible to extend rights (# of Assoc & full Profs) # Yes # No # Abstentions # Unavailable

Recalled Emeritae/i vote on:
All Emeritae/i vote on:
LPSOEs vote on:
SOEs vote on:

Please note, CAP strongly encourages departments to explicitly deny use of “exploding votes.” An exploding procedure is where it is announced that those not responding by a certain time and date are assumed to favor (or oppose) the action.

Description of Departmental Policy on Proxy or Absentee Voting:

Comments (you may include specific voting procedures, advisory extensions, or other miscellaneous information in this section):