

Elizabeth Lord
Vice Provost for Academic Personnel

New Faculty Orientation
September 22, 2006

Ladder Rank Structure

Rank	Step	Years at Step	
Assistant Professor	I	2	 <p>Review every 2 years Appraisal after 5th year Mandatory 7th year tenure review Overlapping steps = lateral promotion</p>
	II	2	
	III	2	
	IV	2	
	V	2 Overlapping steps	
	VI	2 Overlapping steps	
Associate Professor	I	2	 <p>Review every 2 or 3 years or deferral option Quinquennial Review (5 year mandatory review) Overlapping steps = lateral promotion</p>
	II	2	
	III	2	
	IV	3 Overlapping steps	
	V	3 Overlapping steps	
Professor	I	3	 <p>Review every 3 years or deferral option Open steps – no requirement for deferral Advancement to VI and A/S (A/S, "Distinguished Professor") Quinquennial Review (5 year mandatory review)</p>
	II	3	
	III	3	
	IV	3	
	V	Open step	
	VI	Open step	
	VII	Open step	
	VIII	Open step	
	IX	Open step	
	A/S	Open step	

Faculty- Ladder Rank Academic Year Salary Scale

Rank	Step	Years at Step	Salary Scale 10/1/2005		Salary Scale 10/1/06	
			Annual	Monthly	Annual	Monthly
Assistant Professor	I	2	47,200	3,933.33	48,100	4,008.33
	II	2	49,900	4,158.33	50,900	4,241.67
	III	2	52,700	4,391.67	53,800	4,483.33
	IV	2	55,700	4,641.67	56,800	4,733.33
	V	2	58,400	4,866.67	59,600	4,966.67
	VI	2	61,300	5,108.33	62,500	5,208.33
Associate Professor	I	2	58,500	4,875.00	59,700	4,975.00
	II	2	61,400	5,116.67	62,600	5,216.67
	III	2	64,800	5,400.00	66,100	5,508.33
	IV	3	68,700	5,725.00	70,100	5,841.67
	V	3	74,100	6,175.00	75,600	6,300.00
Professor	I	3	68,800	5,733.33	70,200	5,850.00
	II	3	74,200	6,183.33	75,700	6,308.33
	III	3	80,200	6,683.33	81,800	6,816.67
	IV	3	87,000	7,250.00	88,700	7,391.67
	V		94,500	7,875.00	96,400	8,033.33
	VI		102,400	8,533.33	104,400	8,700.00
	VII		111,300	9,275.00	113,500	9,458.33
	VIII		120,500	10,041.67	122,900	10,241.67
	IX		130,900	10,908.33	133,500	11,125.00

Off-scales (o/s)

APM 620-0-b: A salary for an appointee at a certain rank and step is designated as off-scale if the salary above that associated with the given rank and step in the published salary scale for the relevant title series.

- 50% of UCR faculty have an o/s
- Joint Senate/Admin Task Force in 2006/07 to propose an o/s policy for UCR

Salary Scales

- Ladder Rank Scales:
 - Academic Year(9 month)
 - Fiscal Year(11 month)
 - Business & Engineering Academic Year
 - Business & Engineering Fiscal Year

Types of Review

- Merit (accomplishments since last advance)
- 5th Year Appraisal (progress towards tenure)
- Promotion to Tenure (entire record)
- Promotion to Professor (record since tenure)
- Advancement to Professor VI (record since prof I) or A/S (record since prof VI)
- Career Review (optional)
- Quinquennial Review (5 year mandatory review)
- Deferral (eligible to advance but choose not to-for tenured faculty only)

Levels of Review

- **Merits** – Outcomes: Approved, Denied
 - Department Recommendation / Chair
 - Decanal Review
 - Senate Committee on Academic Personnel (CAP) Review
 - Vice Provost for Academic Personnel (VPAP) Final Decision
- **5th Year Appraisal** – Outcomes, without salary: Positive, Qualified Positive, Negative
 - Department Recommendation / Chair
 - Decanal Review
 - CAP Review
 - VPAP Final Decision

Levels of Review

- Promotions – Outcomes: Approved, Denied
 - Extramural Reviewers
 - Department Recommendation / Chair
 - Ad Hoc Review
 - Decanal Review
 - CAP Review
 - VPAP / Executive Vice Chancellor and Provost (EVCP) Recommendation
 - Chancellor Final Decision
- Advancement (To VI or A/S) – Outcomes: Approved, Denied
 - Extramural Reviewers
 - Department Recommendation / Chair
 - Ad Hoc Review(for A/S only)
 - Decanal Review
 - CAP Review
 - VPAP Final Decision on Step VI
 - VPAP / EVCP Recommendation for A/S
 - Chancellor Final Decision on A/S

Levels of Review

- **Career Review** – Outcomes: Step movement, Rank movement, No movement
 - Extramural Reviewers
 - Department Recommendation / Chair
 - Decanal Review
 - CAP Review
 - VPAP final for step movement
 - VPAP / EVCP Recommendation for rank movement
 - Chancellor Final Decision for rank movement
- **Quinquennial Review** – Outcomes, without salary: Satisfactory, Unsatisfactory
 - Department Recommendation / Chair
 - Decanal Review
 - CAP Review
 - VPAP Final Decision

Miscellaneous

- Procedural Safeguard Statement
- Confidentiality: During the entire review process confidentiality is a critical requirement. Breaches of confidence are subject to disciplinary action by the Chancellor
- The CALL-local practices
- The Academic Personnel Manual(APM)-UC policies
- New Initiatives: efiles (pilot this year with 10 merit files), new faculty monthly lunch bunches with the VPAP (Oct 2006),tenure academy with the EVCP (Jan 2007)

Helpful Link

Academic Personnel:

<http://academicpersonnel.ucr.edu/>

Jay Farrell
Professor of Electrical Engineering
Former Member, Committee on
Academic Personnel

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CAP Role

- Committee of the Academic Senate
 - 10 members / Quorum is 6
 - Members appointed by Committee on Committees
- Advisory to Administration
- Equitable Application of APM 210, 220
- Adherence to additional guidelines defined in the CALL and By Law 55

APM 210

- Review Criteria
 - Teaching
 - Research & Other Creative Work
 - Professional Activity
 - University & Public Service

This is a UC document.

Pages 3-8 discuss review criteria for review.

The Call

APM 220--80C: “Each campus shall develop guidelines and checklists to instruct chairs about their duties and responsibilities in connection with personnel reviews.”

This administrative document describes the review process implementation at UCR

This is a UC-Riverside document.

CAP Process

- 2005-2006 Academic Year
 - ~318 Files Reviewed
 - 47 Meetings
 - Twice a week / 4 hours
- Typical Meeting
 - 1st Reader (writes minute)
 - 2nd Reader
 - 3rd Reader (CAP Chair, Reads All Files)
 - CAP also nominates ad hoc slates, reviews policy changes, advises on administrative appointees (ie. Chairs, Deans), advises on changes to the APM and the CALL

CAP Process

- Elements of a Typical File
 - Dean's Letter
 - Ad hoc Report (if applicable)
 - Department Letter
 - Faculty Self-Statement
 - Extramural Letters (if applicable)
 - Difference List / Bibliography
 - Service Listing
 - Funding/Grant Activity
 - Teaching Load Data / Evaluations
- CAP Records it's recommendation on a CAP Minute
 - Strongly suggests candidates request access to records

Diff. List

- Chronological list of pubs. accepted since last advance
 - Sorted and numbered by category (journal, conf.,...)
 - w/ explanations about candidate's role

Actively maintain!

Diff. List: Example item

34. J. Nakanishi, J. A. Farrell, S. Schaal, "Composite Adaptive Control with Locally Weighted Statistical Learning," *Neural Networks*, 18, 1, 71-90, 2005.

(*Nakanishi* is a member of the technical staff as ATR Computational Neuroscience Laboratories (Kyoto, Japan). *Schaal* is an Associate Professor at the Univ. of Southern California. This publication combined Nakanishi's expertise in robotics, my expertise in stability theory, and Schaal's expertise in locally weighted regression. Nakanishi lead the research. He and I interacted significantly on the research, writing, and editing that led to the theoretical approach and stability results. My contribution to this effort was about 30%. Nakanishi's and Schaal's roles were approximately 50% and 20%, respectively.)

Funding & Grant Activity

Chronological list

- Proposals with status
- Grants & funding
 - Role: research and leadership
 - \$'s
 - period of performance

Actively maintain!

Service List

- Professional Activity List
 - Include description of contribution & workload when significant
- Department, College, and University Service
 - Include description of significant unique accomplishments

Actively maintain!

Expectations change with step and rank.

Teaching

- TLD – Teaching load data form
 - Tabulates teaching assignments per quarter
- Supervision
 - Undergraduate
 - Graduate
 - Post-graduate
- Evaluations
 - All lecture style courses must be evaluated.

Self-statement

- Road map to important aspects of file
 - Research plan
 - Research impact
 - Role in collaborative work
 - Honors
 - Special contributions to teaching & service
 - Explanation of any negative aspects of file