

Highlighting the Changes for the AY23-24 CALL

- Charts I and II (on p.13)

The charts below show potential movements at the time of promotion from assistant to associate and from associate to full. The cells in the table labeled “Promotion criteria have been met” correspond to promotions where the achievements in the file meet the expected requirements (with no consideration about the length of time at rank and step) for a promotion whereas cells identified as accelerated movement correspond to promotions where the achievements in the file go above and beyond the expected requirements. Cells labeled as “Lateral” correspond to promotions where the achievements in the file meet only the minimal requirements for promotion.

CHART I - PROMOTION FROM ASSISTANT PROFESSOR TO ASSOCIATE PROFESSOR					
From Assistant Professor	To Associate Professor				
	Steps	I	II	III	IV
	I, II, III, IV	Promotion criteria have been met	2-yr acceleration	4-yr acceleration	6-yr acceleration
	V	Lateral	Promotion criteria have been met	2-yr acceleration	4-yr acceleration
	VI	-	Lateral	Promotion criteria have been met	2-yr acceleration

CHART II - PROMOTION FROM ASSOCIATE PROFESSOR TO FULL PROFESSOR					
From Associate Professor	To Full Professor				
	Steps	I	II	III	IV
	I, II, III	Promotion criteria have been met	3-yr acceleration	6-yr acceleration	9-yr acceleration
	IV	Lateral	Promotion criteria have been met	3-yr acceleration	6-yr acceleration
	V	-	Lateral	Promotion criteria have been met	3-yr acceleration

- Use of book chapter accommodation

To this end, a completed book chapter that is part of an established, single-author book project (or equivalent, depending on the discipline and as articulated in the department research statement) is eligible to be accepted as sufficient scholarly activity for a merit one time for all faculty at each rank (assistant, associate, full) if it is determined that: 1) the scholarly activity in the file is otherwise insufficient for a merit, 2) the book chapter was completed during the review period, and 3) the

book chapter qualifies as an essentially finished entity and its place in the eventual book is identified. The completed book chapter along with the book project plan should be uploaded as one PDF into eFilePlus under Other Information, Non-Confidential Document.

Candidates must indicate their desire to avail themselves to the book chapter accommodation by stating it clearly in their self-statement.

- Acceleration Criteria

- i. For one-year accelerations within rank, the record for the abbreviated review period must reflect a level of research and/or creative activities that are commensurate with the normal on-time merit.
- ii. For multiple year accelerations the records for the abbreviated review period must reflect excellence in all areas of review, and the research and/or creative activities must be commensurate with what would be expected for the proposed advancement..
- iii. When evaluating the potential for accelerations within the Professor of Teaching Series, a review of achievements in the area of "Professional and/or Scholarly Achievements and Activity" takes the place of a review of achievements in the area of "Research and Creative Activities." Other than that, the guidelines for accelerations that are listed above apply.

- Lower Placement Votes

Unanimous support for a proposed placement renders it unnecessary to vote on any lower placements.

Only in cases where the departmental recommendation for a normal placement promotion is either negative or substantially mixed (e.g., one-third or more of the votes reported are negative), should a vote on a lateral promotion should a vote on lateral promotion should be taken.

- Professional and/or Scholarly Achievement and Activity" for Teaching Professors

It is important to keep in mind that for faculty in this series, per APM-210 , the category of "Research and/or Creative Work is relabeled as "Professional and/or Scholarly Achievement and Activity," APM-210-3-d-2 provides the following non-exhaustive list of examples of evidence that may be presented:

(a) Documentation of the development of or contributions to:

- (i) Original materials designed to improve learning outcomes;
- (ii) Evidence-based design and evaluation of educational curricula or pedagogy;
- (iii) Administration and evaluation of a teaching program or a learning center;
- (iv) Systematic quality improvement programs and evaluation of their implementation;

- (v) Discipline-specific information systems;
- (vi) Development and evaluation of community outreach or community-oriented programs.
- (b) First, senior, or collaborative authorship of scholarly or professional publication;
- (c) Accomplished performance, including conducting and directing;
- (d) Accomplished artistic or literary creation, including exhibits;
- (e) Accepted invitations to present seminars or lectures at other institutions or before professional societies.

- **Reconciliation of teaching load in the file**

Any discrepancy between actual teaching load and normative teaching load should be explained by teaching releases that are detailed in the file. Without reconciliation to approved teaching releases, lower than expected teaching load will contribute toward a negative assessment of teaching due to a low volume of productivity. Likewise, more than expected teaching will contribute toward a positive assessment of teaching.

- Solicitation for external letters

New language for the template used for promotion to associate

Please note that the University of California encourages its faculty members to consider approved extensions of the pre-tenure/review period under circumstances that could interfere significantly with development of the qualifications necessary for tenure/advancement. Examples of such circumstances may include birth or adoption of a child, extended illness, care of an ill family member, disruptions to their research space, and challenges arising from the recent pandemic.

New language for scope of potential writers

For faculty in the Professor of Teaching series it is acceptable for a few of the letters to be outside the candidate's discipline if those referees are in a position to comment on the candidate's teaching skill. For example, Professors of Teaching in other disciplines, particularly within the UC system, may be considered as a referee.

- **Student Letters about Teaching**

The Chair and the candidate may use their combined judgement to decide to not include letters that appear to have malicious intent.

- **Additional waiver for Dean's letter**

Accelerations within the same rank that have unanimous support by the department, or have negative votes without explanations, give the Dean an option to omit a Dean's letter.

- Self-statement

New language about what could be included

Faculty are encouraged to explain the context and impact of their research and service so that reviewers can recognize the uniqueness of their academic endeavors. While all areas of research and scholarship are valued, candidates have the opportunity to highlight unusual and distinguishing features of their work, such as influencing public policy and/or real world issues, international research and engagement, public scholarship, work with underrepresented groups and work with disadvantaged communities.

Simplification of language about what should not be included

The self-statement should not include discussion of information that would be outside the scope of the review criteria.

- Department Research Statement

The statement should discuss how research and creative work norms vary by sub-discipline, the role of public scholarship, and should address how they vary depending on professor series versus professor of teaching series.

The department research statement should discuss what is reasonable to expect in the way of scholarly activity for a first merit review at UCR for assistant professors who are just embarking on their professorial career.

- COVID Addendum

(New Guideline) Recognize and reward faculty for responding to the need to pivot toward new and equally viable forms of scholarship when the traditional norms were obstructed by the pandemic. This is especially important in order to keep promotion files from being unduly delayed.

- Mentorship Statements

Mentorship of international students through faculty lead education abroad (FLEAP) engagements might be discussed. Responding to a concern from Senate committee on international education.

- Service

University service would normally graduate over time from contributions to the department at the assistant professor level to contributions to the college/school, campus, and system-wide levels at the higher professoriate levels. Service in the Academic Senate should be encouraged and expected at one or more points during the course of a faculty's UCR career. In addition to listing committees they serve on, candidates should also explain their role and provide a sense for the level of their involvement and their specific contributions. Commitment to and potential impact of service are expected to grow with experience.

- Fellowship and Grant Activity

All grant and funding activity must be listed. Use the following criteria in the drop-down list in eFilePlus: Date: Project Period From/To (These are the initial dates of funded grant activity not the date of award notification). Awarded (can only be listed for a single period of review), Current (select this if grant is still active but was awarded in a previous review period), Expired (any current grant that has expired during the current review period), and Pending (proposal is under review, or

proposal has been recommended for funding but the funds have not yet arrived to the campus). Ideally, notification of new awards should be uploaded in the appropriate field (right-most column that allows the "Edit" function). Otherwise the chair assumes the responsibility to verify the new award falls within the period of review.

- O/S

Recommendations for additional off-scale are not applicable to advancement to Above Scale, and neither Departments, Deans, or CAP provide recommendations on the salary increase that results from advancing to Above Scale.

Recommendations on additional off-scale are not applicable to advancement within Above Scale, and neither Departments nor Deans provide recommendations on the salary increase that results from advancing within Above Scale.

- Off-Cycle Appointments

(New Section II.A.14) Procedures for Off-Cycle Appointments

a. File Entry Cut Off Dates

The only change to file entry cutoff dates for off-cycle appointments is with respect to promotion to Associate (both 7th year promotions and non-7th year promotions) and the adjustment is to make the date three months after the appointment date.

As examples, a faculty member appointed on January 1st will have a file entry cutoff date of March 31st and a faculty member appointed April 1st will have a file entry cutoff date of June 30th. In each of these examples, the faculty member will have a file entry cutoff date of September 30th for merits.

b. Deadline for Receipt of Extramural Letters and Student Letters

Extramural letters should be solicited within two months after the appointment date. The deadline for receipt of extramural letters, and any student letters, is the first day of the fourth month after the appointment date.

c. Appeals of Promotion and Appointment Cases – 220 Response

7th year promotion to Associate Professor files may be updated continuously until ten months after the appointment date of the 7th year. For non-7th year promotions to associate professor, and appointments, if applicable, a one-time 220 update within 10 months after the appointment date may be made. See section II.A.13 for the type of information that may be provided by the update.

d. Date by which Promotion to Associate Files are due to APO

Promotion to Associate Professor (7th year and non-7th year promotions) are due at APO by the 3rd Tuesday of the 7th month after the appointment date.