

The CALL 2011-2012AY
SUMMARY OF CORRECTIONS

Revised October 12, 2011

Original Date September 30, 2011

The highlighted text denotes corrections that were made to the CALL.

Page 5 under Schedule for Academic Personnel Reviews

The Date Due in APO for Promotion to Associate Professor and Advancement to Above Scale was changed from the 3rd Monday in January to the 3rd Tuesday in January. The change was made due to MLK day in January.

The following text was added as of 10/12/11:

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

Page 7 Extension Requests

“If the estimated submittal date for any action for a file requesting a non-mandatory 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. 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 or Deans may set. Files received after the extension deadline or beyond the final due date listed on page 4 of the CALL may be returned for resubmission during the next academic year.

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

Page 12 Procedures During Departmental Review

“The Academic Senate Committee on Privilege and Tenure (P&T) should be contacted directly for allegations of procedures which violate the Faculty Code of Conduct.”

Page 14 Procedures After the Departmental Recommendation is Determined

“The candidate’s written comments in quinquennial reviews and merit files (including Professor within Above Scale) are limited to two pages. The candidate’s written comments in advancements to Professor VI, Professor Above-Scale, Professor within Above Scale, promotions, career reviews, reappointments, and appraisals are not limited in length.”

As of 10/12/11, reappointment was added to the list.

Page 14 Procedures During Review Beyond the Department

“Corrections and Changes to the File

After review by the department faculty and the Dean, no additions to the file are permitted apart from recommendations of subsequent reviewing bodies, and as permitted under section II.A.9.b or under section II.A.12.a. No changes in the status of publications may be made. Only corrections of fact or requests for clarification are permitted. The candidate must be informed of any correction. If requested by reviewing bodies beyond the Dean, corrections must have documented departmental review before being forwarded. The exceptional requests apply only to cases outside of the 220 process and will use a file cut-off date of the last calendar day in February.

If the correction is the list of publications, the department should submit a new page or pages reflecting the change. The candidate shall certify on Part of the Procedural Safeguards Statement that he/she has been informed of the corrections changes in the file. (Attachment B-2) The new corrected page should be dated and should be submitted with a note indicating what the changes are and which existing page in the list of publications is being replaced with the substituted page. (The old page will be discarded by the departmental office, Dean's office and the APO.) The new corrected page will then become part of the original file and will be considered as such.

Page 14 Procedures During Review Beyond the Department/Page 16 Appeals of Promotion, Appraisals and Appointment Cases – 220 Response

Page 16 Appeals of Promotion, Appraisals and Appointment Cases – 220 Response (Updates)

The following text was moved from page 14 to page 16. “New or updated information should be provided as it becomes available, through the appropriate channels. For non-7th year promotions, promotions to full professor, appraisals and appointments, if applicable a one-time 220 update through April 30 may be solicited. Acceptable updates for these cases include significant service commitments, additional teaching evaluations, grant awards, publications, and previously solicited extramural letters (including student letters) which arrived late. Letters resulting from a solicitation by the candidate are not allowed. Departmental responses are limited to comments on the new material.”

Page 18 under Advancement to Above Scale

“Advancements to Above Scale must show significant evidence of new achievement, and except in the most rare and compelling cases will not occur after less than four years at Step IX.”

Page 29 Candidate's response to Departmental Recommendation

“The candidate’s written comments in quinquennial reviews and merit files (including Professor within Above Scale) are limited to two pages. The candidate’s written comments in advancements to Professor VI, Professor Above-Scale, Professor within Above Scale, promotions, career reviews, reappointments, and appraisals are not limited in length.”

As of 10/12/11, reappointment was added to the list.

Page 38 Self Statement

“Self-statements in quinquennial reviews and merit files are limited to a two- page maximum. Advancements to Professor VI, Professor Above-Scale, within Professor Above- Scale, promotions, career reviews, reappointments, and appraisals are not limited in length.

As of 10/12/11, text was modified.