

Department Chair Fall Forum 15-16AY
October 1, 2015
8:30am – 12:00pm

Ameae M. Walker

Vice Provost for Academic Personnel



Agenda

9:00am – 9:30am

Welcome and Introduction of the Academic Personnel Staff

Summary of Changes/Clarifications/Emphases: the CALL 15-16AY

9:30am – 9:45am

The Role of the Chair in Ensuring Environmental Health and Safety

9:45am – 10:00am

The Role of the Chair in the Internationalization of UCR

10:00am – 10:35am

Office of the Ombudsperson & Office of Administrative Resolution

10:35am – 10:50am **Break**

10:50am – 11:15am

Cluster Hiring

11:15am – 12:00pm

AP Recruit, APM, APO Updates, Pleas

Summary of Changes/Clarifications/Emphases: the CALL 15-16AY

As one respondent to a recent survey put it “The Call is enough to make a grown man cry”



Sara Umali, Gabriela Zepeda, Nordene Smith-Hayles and I spent 5, 4 hour meetings going through line by line with the aim of shortening, clarifying etc. **We shortened by 4 pages!**

Problems: paper files, duplication of language, those who read out of context, those who want ever more specificity

Summary of **Changes**/Clarifications/Emphases: the CALL 15-16AY

Schedule for Academic Personnel Reviews (page 5)

Due Date to Dean's Office will be/has been set by the Deans

Candidate's Access to Records (page 16)

Academic Personnel Office (APO) will be providing all information (Deans, CAP, and final recommendation), as well as redacted confidential letters, to the candidate without the candidate having to ask for the documents.

Procedural Safeguards Statement and UC Confidentiality Statement were modified to reflect the change.



Summary of **Changes**/Clarifications/Emphases: the CALL 15-16AY

› [Quinquennial Review page 23](#)

“A quinquennial review file results in a satisfactory or unsatisfactory outcome”



No more satisfactory with qualifications.

Summary of Changes/Clarifications/**Emphases**: the CALL 15-16AY

› [Department meeting, Page 11](#)



“There should be a concerted effort to ensure participation by as many faculty as possible in department meetings. Physical presence of faculty members is required in discussions intended to lead to a vote on academic personnel actions. Physical presence is defined as attending the meeting in person to allow for complete participation in the deliberations, discussions, decisions, and/or voting. Under extenuating circumstances there may be absentee ballots. All votes should be received prior to the department meeting.”

Note: The requirement for a meeting and absentee voting before the meeting has been in the Call at least since 1996.

Summary of **Changes**/Clarifications/Emphases: the CALL 15-16AY

Other Reviews and Recommendations (pages 25-26)

Additional language was added to include Faculty with Defined Duties in Other Units

Extramural Letters (page 34)

Language regarding candidate's exclusion list was added:
"Candidates may provide a list of no more than three (3) individuals from whom they prefer that letters not be solicited. This list should include reasons for potential exclusion. However, the Chair is not obligated to abide by the candidate's request. The candidate's exclusion list and the Chair's acknowledgement of receipt must be included in the file."

Summary of **Changes**/Clarifications/Emphases: the CALL 15-16AY

[Extramural letters page 35](#)

“It is the Chair’s responsibility to ensure sufficient re-solicitation to achieve this end. If an adequate number and/or balance is not forthcoming, the Chair must provide a memo describing efforts to achieve the requirement”



Summary of **Changes**/Clarifications/Emphases: the CALL 15-16AY

- › [Initial meeting with candidate, Page 75](#)
- › Encourage candidate to include a self-statement in the file **that contextualizes, rather than merely enumerates**, the items in the file. The self-statement should address research/creative activity, teaching and service.



Summary of Changes/**Clarifications/Emphases:** the CALL 15-16AY

Extramural Review Solicitation Letters (pages 63-)

Model Letters have been re-worded to ask for **analytical detail** in the evaluation since many extramural letters are rather superficial. We have also encouraged faculty to include **teaching evaluations** in their packet, but it is **their choice** (page 35).



Summary of Changes/**Clarifications**/Emphases: the CALL 15-16AY

[220 Process for Appraisals \(page 16\)](#)

From APM 220-J

If the Academic Vice Chancellor's (or designee's) preliminary assessment in a case of appointment, reappointment, **formal appraisal**, non-reappointment, or promotion is contrary to the recommendation of the department, Dean or Provost (or comparable officer), or the Committee on Academic Personnel....

Some confusion has arisen over the years because of change in word usage. Formal appraisal is the tenure decision. We use the term appraisal on this campus when talking about the 5th year appraisal. There does not need to be a 220 process for 5th year appraisals (confirmed by systemwide VPAP, Susan Carlson)

Summary of **Changes/Clarifications/Emphases:** the CALL 15-16AY

Merit in Lieu of Promotion (page 22)

Non-7th year Promotion and Promotion to Full Professor actions may be recommended for a merit, in lieu of a promotion.

Recent practice has been to send the file back to the department. The rationale behind this is that others in the department may have the right to vote on an assistant professor merit who were not eligible to vote on a tenure decision. However, when the tenured faculty (and maybe even only the full professors) voted positively on tenure, it is not likely that others in the department will vote against the merit. In addition, this presupposes that voting on assistant professors has been extended to more junior faculty. Furthermore, for there to be a different outcome on the merit, it also necessitates that there be more faculty members voting in the junior ranks, all (or most of) whom would have to vote against the case.

No other campus sends files back. CAP's only concern was in the case of lateral promotions. The Call therefore now says "In cases of lateral promotion, there must also be a vote on a merit." i.e. we already would have the alternate vote

Summary of Changes/Clarifications/Emphases: the CALL 15-16AY

Under Review

1. Off Scale Policy – with the Senate
2. Delegation of Authority for Appointments for Assistant Professor of Clinical X (Steps I to III) and Assistant Professor In Residence – with CAP
3. Revised appointment letter template to be more welcoming – with campus counsel

Resources

The CALL 15-16AY:

http://academicpersonnel.ucr.edu/the_call/

Academic Personnel Manual (APM):

<http://www.ucop.edu/acadpersonnel/apm/>

Academic Personnel Website:

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

