

Highlighting the Changes to the AY24-25 CALL

1. Review Criteria

It is recognized that the timeline from the start of a book project to the appearance of the book in print must nearly always be measured in years, and it often extends across multiple review periods. Withholding credit until publication can thus disadvantage a scholar in a book-based discipline (disciplines in which a book-length monograph is typically required for promotion) relative to colleagues for whom completion of an item of research has a much shorter arc. Similarly, the timeline for a creative project may take years in multi-phased production, to its full realization. For example, a complete musical score can be comprised of individual self-contained pieces of music. To this end, a completed book chapter that is part of an established, single-author book project, or a completed creative activity within a larger project is eligible to be accepted as sufficient scholarly or creative activity for a merit one time for all faculty at each rank (assistant, associate, full) if it is determined that: 1) the book chapter or the creative activity as is in the file is otherwise insufficient for a merit, 2) the book chapter or the creative activity was completed during the review period, and 3) the book chapter or the completed creative activity qualifies as an essentially finished entity of the larger project and its place in the larger project is identified.

A completed book chapter along with the book project plan should be uploaded as one PDF into eFilePlus under Other Information, Non-Confidential Document. A completed creative activity component in the context of an eventual larger project should be explained in the self-statement, and a completed creative activity component (or a description of it) along with a description of the larger project plan that shows the place of the completed creative activity 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 or the creative activity accommodation by stating it clearly in their self-statement. The accommodation for book chapters or creative activities cannot be used to support accelerations, promotions, additional off-scale for merits, or additional off-scale for non-barrier step quinquennials; such accommodations for book chapters or creative activities may be considered in cases of barrier step quinquennials as part of an evaluation of whether productivity would be sufficient for a merit if another step existed. If a book chapter or creative activity that received this accommodation is subsequently published in lieu of the larger project the candidate contribution statement should note that the work was previously credited with this accommodation.

2. Minority Report Content

Minority reports are intended to permit interpretations of fact and academic judgment which differ materially from those expressed in the departmental letter. The report must not contain comments on procedures/ processes used to assemble the file, conduct at the meeting, information not discussed at the department meeting, or anything that is outside the scope of the teaching, research, and service review criteria.

3. Career Reviews

The purpose of a Career Review is to remedy inequities that may accumulate over time, leading a candidate to be seriously out of step with their appropriate level on the Professorial ladder. Career Reviews are not used for Promotions, ~~Advances from V to VI~~, or Advances from IX to A/S reviews.

4. Separating M/P and Retention reviews

If a candidate's file is already in progress the same file will be used for CAP's evaluation of the pre-emptive retention.

5. Formation of ad hoc committees

[APM 210-1-a](#) describes the appointment of Ad Hoc committees. An Ad Hoc review committee may be appointed for any action when it is determined by CAP, VPAP, PEVC or Chancellor that additional expert analysis is required in order to make a more informed recommendation. Prior to commissioning an Ad Hoc Review Committee, the candidate must be given the opportunity to provide up to two names of persons they prefer not be appointed to the committee. In cases when an Ad Hoc committee is utilized, the Dean's letter will be removed from the file being forwarded to the Ad Hoc committee.

6. Candidate Response to Department Letter

The response must not introduce material outside of the review period, introduce material not otherwise represented in the file, or include discussion of information that would be outside the scope of the teaching, research, and service review criteria.

7. Explanation of Negative Votes in Department Letter

Faculty have a responsibility to give specific reasons for a minority opinion so that the candidate has an opportunity to address that opinion in a response letter. Every effort should be made to assure the department letter reports all views discussed at the meeting.

8. Reporting of Votes

Votes for actions specifically requested in the self-statement must be reported in the department letter no matter the outcome. Votes on actions not specifically requested in the self-statement may be excluded from the department letter at the discretion of the candidate.

9. Categorizing Grants

Awarded (select this if the candidate received notification of the award during the review period and either the grant has not yet expired or the grant did expire), Current (select this if grant is still active but was awarded in a previous review period), Expired (select this if any grant that was awarded previous to the current review period expired during the current review period), Pending (proposal is under review, or proposal has been recommended for funding but an official notification of the award has not been made), and Not Awarded (any proposal that was reviewed and where a decision was made not to fund). Listing of Not Awarded grants is optional, but encouraged. Declined should be used if a proposal that was accepted by the agency is declined by the candidate for any reason, such as either it would be in conflict with another awarded grant, or the candidate would have a workload issue by accepting it.

10. Self-Statements

A self-statement written by the candidate, for either internal or external use, must not include discussion of information that would be outside the scope of the teaching, research, and service review criteria. If information is included that is not in compliance with these restrictions the University will make reasonable efforts to work with the candidate to bring the self-statement into compliance and the file will be held until resolution. If there is no resolution then either, 1) the University will unilaterally redact the self-statement prior to distribution, or 2) the candidate can choose to withdraw the file. In the case of a mandatory review, a note will be added to the file instructing reviewers at all stages to ignore material in the self-statement that is outside the scope of the teaching, research, and service review criteria.

11. Department Research Statements

Helpful department research and creative activity statements cover a broad range of themes related to academic scholarship and professional development. Key areas include the exploration of alternative types of scholarship, such as the value of single-author monographs versus journal articles, the comparison of journal articles to book chapters, and the significance of conference papers, translations, and the creation of archives and digital collections. It also addresses the role of legal memoranda, museum catalogs, and the generation and analysis of new data. Furthermore, the list considers the implications of lengthy papers, the variation across sub-disciplines, and the challenges posed by limited journal venues.

Additional topics in department research and creative activity statements delve into conventions in authorship, the importance of collaboration, and metrics for evaluating research productivity. The statement can also examine the quality of publication venues, the advantages and disadvantages of journal metrics, and alternative pathways to tenure and promotion. Other notable discussion topics include the role of grants and fellowships, expectations for initial merit reviews of assistant professors embarking on their professorial career, and the significance of public and community-engaged scholarship. Moreover, the statement can highlight the value of research talks and editorial positions, the responsibilities associated with graduate student mentoring, and the evaluation of Professors of Teaching.

The statement should describe what types of creative activity could fit as component activities that are part of a larger creative project and thus could be considered in the context of the creative activity accommodation described in II.5 (Review Criteria).

Public scholarship (community-engaged research conducted in partnership with non-academic agencies and organizations in local, regional/state, national or global communities) is often conducted outside the standard framework of peer-review and may not produce traditionally recognizable academic products. Department research statements should address the opportunities within their discipline for faculty to engage in this type of community-engaged work, and fully recognize that as it applies to advancing the public good, public scholarship contributes to the UC mission. Department research statements should address how to discern high quality and high impact of public scholarship within their discipline.