Department Chair Fall Forum 14-15AY
October 29, 2014
8:30am – 2:45pm

John T. Trumble

Interim Vice Provost for Academic Personnel

Summary of Major Changes to The CALL

Procedures During Departmental Review

Pages 12-13

f. After signature by the candidate of Section I of the procedural safeguard, no additions to the file are permitted apart from recommendations of subsequent reviewing bodies, and as permitted under section II.A.9.b or section II.A.12.a. If errors are discovered in the file after departmental review and vote:

Summary of Major Changes to The CALL

(cont.) Procedures During Departmental Review

Pages 12-13

i. The candidate must be informed of the error(s) and will make subsequent corrections.

ii. If applicable, the candidate shall certify on Part 2 of the Procedural Safeguard Statement indicating that he/she has been informed of the error(s) and has made corrections to the file.

iii. If applicable, corrections must have documented departmental review before being forwarded.

Summary of Major Changes to The CALL

(cont.) Procedures During Departmental Review

Pages 12-13

If a correction of fact is made to the finalized departmental letter, the corrected departmental letter should show the original date AND all subsequent revised dates. Any correction of fact in the finalized departmental letter affords the candidate a five business-day period to respond to the departmental letter (see section II.A.9.b).

Summary of Major Changes to The CALL

Procedures During Review Beyond the Department

Pages 14-15

a. Corrections to the File

After signature by the candidate of Section I of the procedural safeguard and 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 section II.A.12.a. No changes in the status of publications may be made. Only corrections of fact are permitted.

Summary of Major Changes to The CALL

(cont.) Procedures During Review Beyond the Department

Pages 14-15

If errors are discovered by reviewing bodies beyond the Department:

i. The nature of the errors will be communicated to the Chair via the Dean.

ii. The candidate will be informed by the Chair of the substance of the errors and shall certify the corrections on Part 2 of the Procedural Safeguards Statement.

iii. If applicable, corrections must have documented departmental review before being forwarded.

Summary of Major Changes to The CALL

Career Review

Pages 20-21

The following paragraph was added: **"In order to place the candidate at an appropriate rank and step, the department and dean are encouraged to provide a comparison of the candidate's accomplishments with the standards of the proposed rank and step in the discipline, department and college."**

Summary of Major Changes to The CALL

Merit Advancement *(as of October 2014)*

Pages 22 - 22

The following language was added: **Assistant Professors who receive a denied merit are reappointed for only one year and are required to submit a review file the following year.** A possible outcome of a **negative** merit review for Assistant Professors is consideration of non-reappointment.

Summary of Major Changes to The CALL

Off-Scale (O/S) Salary

Page 22

The following language was added: **"It is not permitted to recommend an off-scale salary unaccompanied by a recommendation (positive or negative) on a merit increase or promotion. A deferral, a quinquennial, an appraisal or a reappointment file may not be combined with a vote recommending an off-scale."**

Summary of Major Changes to The CALL

Promotion to Associate Professor

Page 23

The Period of Review for Promotion to Associate Professor was revised: "…include activity since Appointment, **including activities as an Assistant Professor at institutions other than UCR (if appropriate).**

Summary of Major Changes to The CALL

Reappointment of Assistant Professors

Page 24 - 25

The following paragraph was added: **Alternatively, in rare and compelling cases, the reappointment process may be initiated by any reviewing body if the record documents obvious and unambiguously severe deficiencies, typically over several review cycles. In these cases, the file should reflect an evident lack of engagement and unacceptable level of performance.**

Summary of Major Changes to The CALL

Quinquennial Reviews

Page 24

The Period of Review was revised to include language regarding publications that can/cannot be listed when submitting a Quinquennial review file: "...include activity for the past 5 years **with the exception of materials used in a previous merit or promotion action with a positive outcome.**"

Summary of Major Changes to The CALL

Candidate's Response to Departmental Recommendation

Page 30

The following paragraph was added: **"The response should address the evaluation of teaching, research and service as discussed in the department letter. The response may not contain comments on procedures/processes used to assemble the file or conduct the meeting nor should the response introduce material outside of the review period or material not otherwise represented in the file."**

Summary of Major Changes to The CALL

Dean's Recommendation Letter

Page 32

The section was revised as follows:

"In normal, ~~on-time~~ **one step** merit cases **or normal advances within Above Scale (four or more years at level)** with a clear department recommendation, the Dean may simply concur with the department and opt to forego a Dean's letter if s/he has nothing evaluative or informative to add. The Dean will signify his/her concurrence by signature on the department letter. Deans may **not simply concur in accelerated merit cases, in recommendations for additional off-scale**, or in merit recommendations where there is a split departmental vote, or where there is not a clear majority (i.e. a +2-3 vote). A Dean's Letter is required for all other actions. **CAP, the VPAP, the EVCP and/or the Chancellor reserve the right to request a Dean's letter in cases where the Dean simply concurred."**

Summary of Major Changes to The CALL

Extramural Letters

Page 36

Letters should be requested from ~~3-6~~ **4-8** referees suggested by the candidate, and from ~~3-6~~ **4-8** referees suggested by the department and/or Chair; the list of referees should be adequately balanced between the candidate's suggestions and those of his/her colleagues.

Summary of Major Changes to The CALL

Grant Activity

Page 37

Under "Grants" change the options under the mandatory field "Status" to: Current, Expired, Pending, Declined. **This replaces the option for Denied to Declined.**

In addition, add the following language: **"Examples of other types of grants that should be listed under this category include (but are not limited to) Divisional Senate Awards such as the Senate Omnibus Awards (travel only and/or research and travel), Senate CoR Fellowships, and Regents Faculty Fellowship and/or Development Awards."**

Summary of Major Changes to The CALL

Self Statement

Page 40

The following language was added: **"The self-statement may not contain comments on procedures/processes used to assemble the file."**
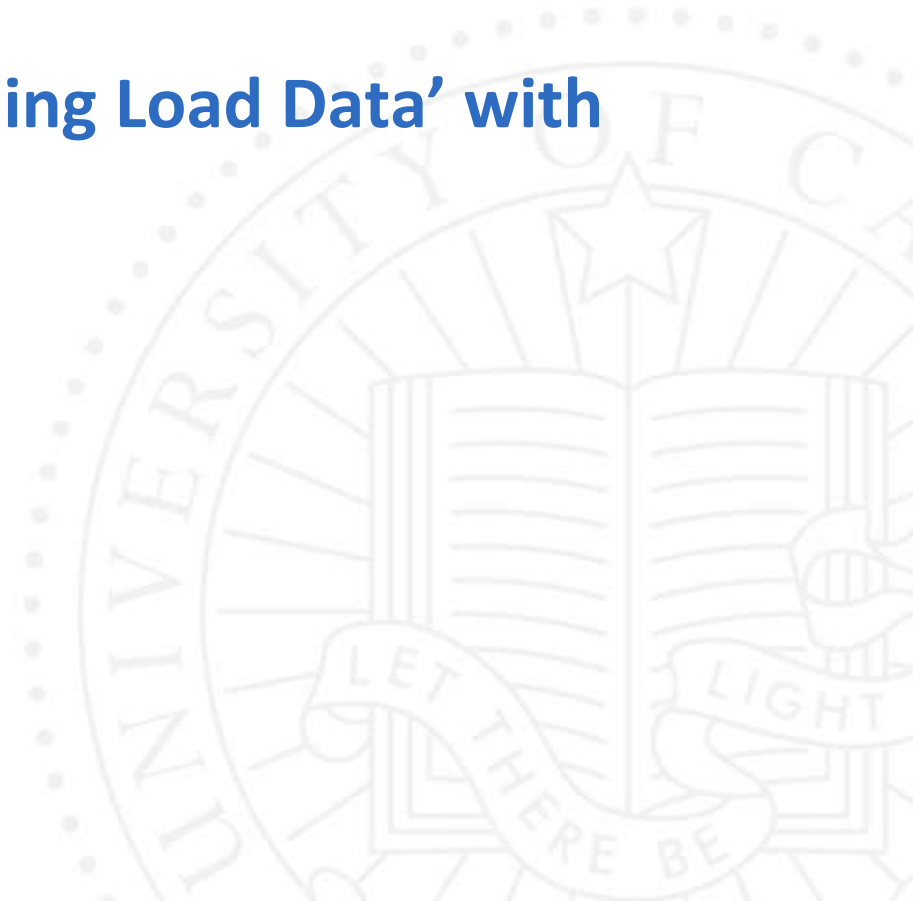
The following language was also added: **"If there are discrepancies between facts stated on the self statement and the review file (or eFile snapshot), the reviewing bodies will defer to the snapshot as the true/accurate record."**

Summary of Major Changes to The CALL

Teaching Load Data

Page 40

Replace all instances of 'Teaching Load Data' with 'Teaching Information'.

Resources

The CALL 14-15AY:

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

Academic Personnel Manual (APM):

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

Academic Personnel Website:

http://academicpersonnel.ucr.edu/