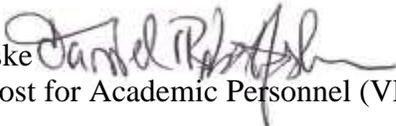


August 12, 2021

To: Deans, Department Chairs, Academic Personnel Staff

Cc: Elizabeth Watkins, Provost and Executive Vice Chancellor
Academic Personnel Office
Academic Senate Office

From: Daniel Jeske 
Vice Provost for Academic Personnel (VPAP)

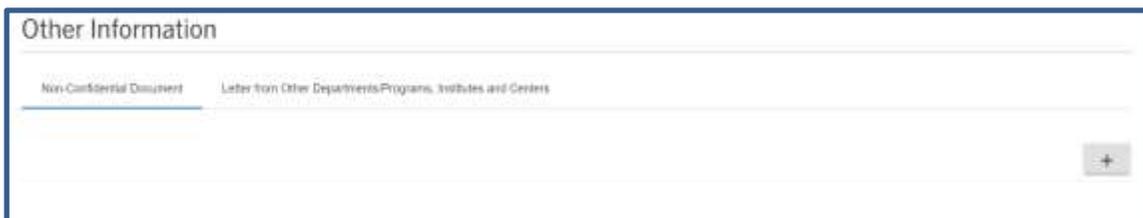
Re: The Senate CALL 2021-22AY Clarification: Review Criteria – Book Project

The following language was added to the [Senate CALL 2021-22AY](#) (pages 13-14).

“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. To this end, a completed book chapter that is part of an established book project can be accepted as sufficient scholarly activity for a merit one time for all faculty at each rank (assistant, associate, full) under the following conditions: 1) the book chapter was completed during the review period; 2) the book chapter qualifies as an essentially finished entity and its place in the eventual book is identified; 3) the book chapter is uploaded into eFilePlus and the candidate uses the candidate contribution statement to explain its place in the context of the book project and explains that it is submitted in accordance with this review accommodation; 4) completed but unpublished book chapters cannot be used to support acceleration, additional off-scale, or promotion; 5) if a book chapter that received this accommodation is subsequently published in lieu of the book project (e.g., a stand-alone book chapter or an article in a book) the candidate contribution statement should note that the work was previously credited with this accommodation.”

APO has now clarified the details of how this book chapter accommodation should be categorized and entered in eFilePlus. Listed below are the guidelines.

1. Under Other Information, Non-Confidential Document, upload the (a) book project plan and (b) the completed book chapter as one PDF

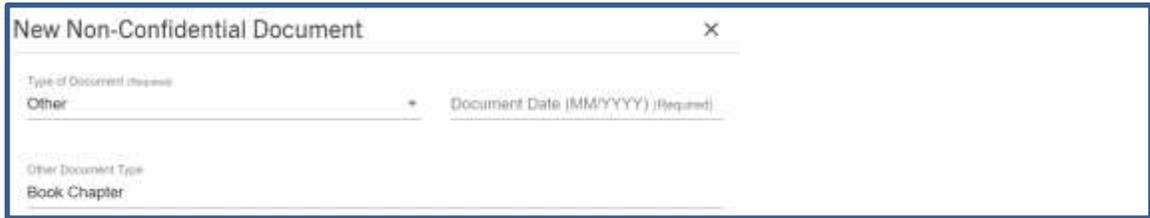


Other Information

Non-Confidential Document Letter from Other Departments/Programs, Institutes and Centers

+

2. Under Type of Document, select Other and enter Book Chapter



The screenshot shows a web form titled "New Non-Confidential Document". It has a close button (X) in the top right corner. Below the title, there are two main sections. The first section is labeled "Type of Document (required)" and contains a dropdown menu with "Other" selected. To the right of this dropdown is a text input field labeled "Document Date (MM/YYYY) (Required)". The second section is labeled "Other Document Type" and contains a text input field with "Book Chapter" entered.

3. Identify use of the book project accommodation within the Candidate's Self Statement
4. Identify use of the book project accommodation within the Department Letter

In light of these guidelines, the Senate CALL language will be updated as follows (pages 13-14).

“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. To this end, a completed book chapter that is part of an established, **single-author** book project can be accepted as sufficient scholarly activity for a merit one time for all faculty at each rank (assistant, associate, full) under the following conditions: 1) the book chapter was completed during the review period; 2) the book chapter qualifies as an essentially finished entity and its place in the eventual book is identified; 3) the book chapter is uploaded into eFilePlus along with the book project plan and the candidate uses the candidate contribution statement to explain its place in the context of the book project and explains that it is submitted in accordance with this review accommodation; 4) completed but unpublished book chapters cannot be used to support acceleration, additional off-scale, or promotion; 5) if a book chapter that received this accommodation is subsequently published in lieu of the book project (e.g., a stand-alone book chapter or an article in a book) the candidate contribution statement should note that the work was previously credited with this accommodation.”

For questions or additional information regarding the Senate CALL 2021-22AY, please reach out to your APO College Analyst or send an email to academicpersonnel@ucr.edu.