

**ACADEMIC PERSONNEL
REVIEW PROCEDURES
FOR SENATE FACULTY**

**"THE CALL"
2015-2016**

**OFFICE OF THE PROVOST & EXECUTIVE VICE CHANCELLOR
VICE PROVOST FOR ACADEMIC PERSONNEL
JULY 1, 2015**

APM 220-80C: "Each campus shall develop guidelines and checklists to instruct Chairs about their duties and responsibilities in connection with personnel reviews."

ACADEMIC PERSONNEL REVIEW PROCEDURES
2015-2016

TABLE OF CONTENTS

	<u>Page</u>
I. SCHEDULE	5
II. PROCEDURES	6
A. General Review Procedures for Academic Personnel Files	6
1. APO Roles, Routing, Delegation Chart and eFile	6
2. Bylaw 55 and Department Voting Rights	6
3. Extension Requests	6
4. Procedures regarding Eligibility	7
5. Review Criteria	10
6. Procedures Before the Personnel Review File is Assembled	10
7. Procedures Before the Departmental Recommendation is Determined	11
8. Procedures During Departmental Review	11
9. Procedures After the Departmental Recommendation is Determined	13
10. Procedures During Review Beyond the Department	14
11. Procedures for Announcement of Administrative Decision	15
12. Appeals of Promotions, Appraisals and Appointments – 220 Response	16
B. Instructions for Specific Actions	17
1. Advancement to Above Scale	17
2. Advancement within Above Scale	18
3. Advancement to Professor VI	18
4. Appointment	18
5. Appraisal	19
6. Career Review	19
7. Deferral	20
8. Lateral Promotion	20
9. Merit Advancement	20
10. Off-Scale (O/S) Salary	21
11. Promotion	22
12. Quinquennial Review	22
13. Reappointment of Assistant Professors	23
C. Other Reviews and Recommendations	24
1. Department Chair	24
2. Joint Appointments	25
3. Faculty with Defined Duties in Other Units	25
4. Full-Time Lecturers and Full-Time Sr. Lecturers with Security of Employment (SOE) and Potential Security of Employment (PSOE)	26
D. Access to Academic Personnel Records	26

III.	DOCUMENTS	26
A.	Ad Hoc Review Committee Report (Senate)	26
B.	Ad Hoc Committee Report (Departmental)	27
C.	Bibliography of Publications and/or Creative Activity - At Last Advance	27
D.	Bibliography of Publications and/or Creative Activity - Current	27
E.	Biography Form - Current	29
F.	Candidate's Response to Departmental Recommendation	29
G.	Candidate's Response to Extramural Letters and/or Other Contents of the File	30
H.	Chair's Letter (optional)	30
I.	Checklist of Documents	30
J.	Dean's Recommendation Letter	31
K.	Departmental Recommendation Letter	31
L.	Difference List	33
M.	Extramural Letters	34
N.	Fellowship and Grant Activity	36
O.	Letters from Other Departments/Programs/Institutes/Center	37
P.	Minority Reports	37
Q.	Procedural Safeguards Statement	37
R.	Professional Activity and Service	37
S.	Publications and Creative Activities	38
T.	Sabbatical Leave Report and Conflict of Commitment Filing	38
U.	Self-Statement	39
V.	Student Evaluations of Teaching	39
W.	Student Letters Evaluating Teaching	39
X.	Teaching Information	39
Y.	University and Public Service	40
Z.	Other Letters	41
IV.	ATTACHMENTS	42
A.	Access to Records	42
	1. By the Candidate	42
	2. By a Third Party	43
B.	Procedural Safeguard Statement – Attachment B-1	44
C.	Procedural Safeguard Statement – Attachment B-2	45
D.	Checklists	46
	1. Appraisal	46
	2. Career Review	47
	3. Merit	48
	4. Merit Lecturer & Senior Lecturer with SOE or PSOE	49
	5. Promotion to Associate Professor or Professor or Advancement to Professor VI, Professor Above-Scale or Within Professor Above-Scale	50
	6. Promotion to Lecturer or Senior Lecturer with SOE or to Senior Lecturer with PSOE	51
	7. Quinquennial Review	52
	8. Quinquennial Review for Lecturer or Senior Lecturer with SOE	53
	9. Appointment for Assistant Professor I, II, III	54
	10. Appointment for Lecturer & Senior Lecturer with SOE or PSOE	55
	11. Appointment for Assistant Professor IV and Above	56
	12. Candidate Statement for Conflict of Commitment Report	57
	13. Reappointment of Assistant Professors	58
	14. Reappointment of Lecturer & Senior Lecturer with SOE or PSOE	59

D.	Departmental Recommendation (Cover Sheet & Narrative)	60
E.	Extramural Review Solicitation Letters	63
	1. Letter for Appointment or Promotion to Associate Professor	63
	2. Letter for Appointment or Promotion to Full Professor	64
	3. Letter for Advancement to Professor VI	65
	4. Letter for Advancement to Professor Above-Scale	66
	5. Response to Unsolicited Letters with restrictions	67
	7. Letter for Career Review	68
	8. UC Policy on Confidentiality of Outside Letters of Evaluation	70
F.	Grant Activity	71
G.	Teaching Information & Supplemental Teaching Information	72
H.	Candidate's Response to the Departmental Recommendation	74
I.	Department Chair Checklist	75
J.	Glossary of Terms	77

Academic Personnel Review Procedures

SCHEDULE FOR ACADEMIC PERSONNEL REVIEWS

2015-2016

Personnel Review Action	Date Due in Academic Personnel Office	File Entry Cut Off Date
Promotion to Associate Professor Advancement to Above Scale (A/S)	} The third Tuesday in January	September 30
Promotion to Full Professor Advancement to Professor VI Career Review	} The first Monday in February	
Reappointment of Assistant Professor	The first Monday in March	
Appraisal	} One third due the first Monday in March	
Merit	} Two thirds due the first Tuesday in April	
Quinquennial Review	100% due the first Monday in May	

Chairs and Deans should establish due dates to enable timely handling of files in order to meet the APO deadline.

NOTE: For all cases, letters should be solicited before September 1 to allow reviewers ample time to respond. For 7th year promotion to tenure cases, extramural letters should not be solicited until after June 30 (or any earlier than the end of the 6th year). For off-cycle 7th year promotions, the dates will be adjusted accordingly. 7th year promotion to tenure files may be updated until April 30 of the 7th year. Extramural and Student letters may be received up to November 1.

Announcements of final Academic Personnel Review decisions will be made once a week on Friday if they are available. Final decisions after the last calendar day in June will be announced as soon as they become available. In the interest of equity and efficiency for candidates and reviewers alike, it is important that the schedule and its deadlines be adhered to carefully. 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 may set. Tenured faculty files not received in the Academic Personnel Office by the final due date (first Monday in May) normally will be returned for consideration during the next academic year. Such files will be classified as deferrals and will not be considered for retroactive action. Tenured faculty members below Professor Step V who are at normal time at step will receive an automatic deferral if they do not submit materials by the departmental due date, unless the Department Chair has granted an extension. Mandatory action files received after the extension deadline or beyond the final due date listed on the Schedule may be automatically denied or deemed unsatisfactory.

II. PROCEDURES

A. **General Review Procedures for Senate Faculty Academic Personnel Files**

Procedures for academic personnel review of senate faculty at the UCR campus are outlined in the "CALL". No other procedures or guidelines for faculty review will be used.

1. **Role of Academic Personnel Office (APO), Routing, Delegation Chart and eFile**

The Vice Provost for Academic Personnel (VPAP) is designated by the Chancellor and the Provost and Executive Vice Chancellor to develop and implement academic review procedures for the Riverside campus (APM 220-80c). The VPAP facilitates all Academic Personnel actions on behalf of the Chancellor and the Provost and Executive Vice Chancellor (Chancellor's designee) via APO. All items should be addressed to the Chancellor and submitted to APO via the appropriate Dean's Office.

The Committee on Academic Personnel (CAP) provides advice to the Chancellor (or designee) on academic personnel matters. The VPAP is the Chancellor's and Provost and Executive Vice Chancellor's designee for facilitating administrative input and advice from CAP. All items should be addressed to the Chancellor and submitted to APO via the appropriate Dean's Office. The full committee charge for CAP can be found on <http://senate.ucr.edu/committee/4/charge.html>.

The Delegation of Authority Chart provides information on the final authority on review actions. It can be found on the APO website: http://academicpersonnel.ucr.edu/policies_and_procedures/.

The eFile System captures granular data in a relational database in the support of merit/promotion actions. It is used for a routed, paperless review of merit and promotion files. Supporting processes outside of eFile include: Chair's meeting with candidate, signing of Procedural Safeguard Statement (Part 1 and Part 2), Department meeting, Department voting, preparation of department recommendation (draft and final), CAP meeting, CAP voting and preparation of CAP recommendation. General information regarding the eFile system can be found on the eFile website at <http://eFileinfo.ucr.edu/>.

2. **Bylaw 55 & Department Voting Rights**

Academic Senate Bylaw 55 contains material governing voting rights and other issues related to considerations of academic personnel procedures. See the Academic Senate Manual for [Bylaw 55](#) text. Please refer all questions related to interpretation and implementation of Bylaw 55 to the Rules and Jurisdiction Committee of the Academic Senate. [Voting Rights Template](#) is available on the Academic Senate website: <http://senate.ucr.edu/> under Committee Listings, Academic Personnel.

The method of **voting to comply with Bylaw 55** will continue to be left to the discretion of the department. It is important that this be done in a **consistent** way that will result in a clear picture of faculty opinion about the proposed action. Review of departmental delegations and procedures are solicited annually by the **Academic Senate Office**. Bylaw 55 forms should be completed and submitted to the Academic Senate by the end of October. CAP will provide copies to APO and the Dean's offices by the first week of November.

3. **Extension Requests**

With the exception of 7th year tenure files, request for a late submission of the file must be for **extraordinary reasons** and be approved by the VPAP prior to the final due date for submission to APO published in [Section I](#). Such a request must be forwarded through the Dean's office and will specify the reason for the delay and include the estimated date when the file will be received in the Dean's Office. If the extension request is for **additional time to receive extramural letters**, then the extension request must additionally request an exception to include letters dated past the **due date**. If the estimated submittal date for any action is beyond the final date for files to be received by APO (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 re-submission during the next academic year. Mandatory action files received after the extension deadline or beyond the final due date listed on the Schedule may be automatically denied or deemed unsatisfactory.

4. **Procedures Regarding Eligibility**

The Department Chair is responsible for making certain that within the department there is an annual review of the status and performance of each faculty member in the department. Cases of possible eligibility for merit increase or promotion shall be examined ([APM 220-80-b](#)) and a preliminary review list must be provided to APO, via the College Dean’s Office, by the first Monday in August. Faculty are eligible for advancement or promotion each year, however, advancement usually occurs in conjunction with completion of normal time in step. Throughout this document, the term 'eligible' references the completion of normal time in step with the broader understanding that nothing precludes submission of a file during any review cycle. See Section [II.A.4.b](#) below for the concept of acceleration.

a. **Normal Time in Step**

CHART I – NORMAL TIME IN STEP					
Assistant Professor	Associate Professor	Full Professor		Distinguished Professor Above Scale	Normal Period of Service at Step
Step	Step	Step	Step	no steps	
I					2 years
II					2 years
III					2 years
IV*					2 years
V	I				2 years
VI	II				2 years
	III				2 years
	IV	I			3 years
	V	II			3 years
		III			3 years
		IV			3 years
		V			3 or more years
			VI		3 or more years
			VII		3 or more years
			VIII		3 or more years
			IX		4 or more years
				no steps/ just merits	4 or more years between merit advancements

* Review for tenure must occur no later than the 7th year of service in order to adhere to the eight-year rule and the terminal-year requirement. Visiting assistant professor and acting assistant professor appointments count toward the eight-year rule.

Departments are required to review each faculty member at the Associate or Full ranks who is at normal time in step and to make a recommendation for or against advancement. ([See Section II.B.7 for deferral.](#)) Departments are required to review each faculty member at the Assistant rank who is at or above normal time in step and to make a recommendation for or against advancement. Assistant Professors may not defer. ([See Section II.B.7 for deferral.](#))

Because there is no specified normal time at Professor Step V and above, service at these steps may be of indefinite duration. (However, see Section [II.B.12-Quinquennial Review](#).) Advancement to Steps VI, VII, VIII, and IX usually will not occur until at least three years of service at the lower step. Advancement to Above-Scale usually will not occur until at least four years of service at Step IX.

b. Acceleration

Advancement to a higher step before normal eligibility constitutes acceleration. The campus encourages departments to put forward deserving candidates for acceleration. Advancement to a higher rank must meet the appropriate criteria for promotion ([APM 210-1-d](#) and [APM 220-18-b\(4\)](#)). The minimum criterion for acceleration within rank is strength in all areas of review during the abbreviated review period. Exceptional strength in one area is not sufficient to offset a weakness in another area. In addition:

- (i) For one-year accelerations within rank, the record for the abbreviated review period must reflect a level of accomplishments commensurate with the normal on-time merit.
- (ii) For multiple year accelerations within rank, the records for the abbreviated review period must reflect excellence in all areas of review commensurate with the proposed step, in addition to performance in at least one area deemed to be outstanding and a driving force for the acceleration.
- (iii) Advancement to Step VI usually will not occur after less than three years of service at Step V. A recommendation for acceleration to this step requires highly distinguished scholarship, highly meritorious service, and evidence of excellent University teaching at the standards noted in [APM 220-18-b\(4\)](#).
- (iv) The bar is set higher for acceleration to Professor Step VII and above, as required in [APM 220-18-b\(4\)](#), revised in 2008. A recommendation for acceleration to these steps requires exceptional performance at the standards noted in [APM 220-18-b\(4\)](#).
- (v) Advancement to Professor Above-Scale usually requires four years of service at Professor IX; advancement within Professor Above-Scale usually requires four years of service at the current scale. Only in the most superior cases where there is strong and compelling evidence will increases at intervals shorter than four years be approved. A recommendation for acceleration must demonstrate a signal achievement or honor in one of the three areas of assessment in addition to exceptional performance at the standards noted in [APM 220-18-b\(4\)](#).
- (vi) Normally a promotion to Associate Professor or Professor is not accompanied by a recommendation for a step acceleration. In exceptional cases, a promotion or advancement is recommended simultaneously with a post-promotion acceleration in step. In such cases, the department and Dean should vote separately on the promotion and the post-promotion acceleration in step unless the recommendation to the accelerated step is unanimous. The recommendation for acceleration in step should be explicitly and separately justified. (See Acceleration Charts II and III on page 9.)
- (vii) The department and Dean are expected to explicitly address the acceleration recommendation in their letters. Multiple-year accelerations and those at the senior professor and distinguished professor steps should be particularly well justified.

The Department Chair has the responsibility to review the record of each member of the department to determine whether a recommendation for acceleration should be considered by the voting members of the department. Chairs and colleagues should always be alert to exceptionally strong performances and should be prepared to make appropriate recommendations which are carefully and thoroughly documented by evidence appropriate to the case.

A recommendation for acceleration must be considered by the voting members of the department if a request is made by the candidate, by the Chair, or by any other ladder rank faculty member of the department eligible to vote on the recommendation. If the request is made by the candidate, a vote must be taken. If a department vote is taken, the candidate must be informed of the vote.

After the departmental vote is taken and the candidate is informed of the vote, the department and candidate may agree not to have the recommendation for acceleration forwarded for further review. Ultimately, however, this is the candidate's choice.

A promotion is not considered an acceleration, regardless of years at rank or step when a candidate is advancing to the "normal" (see Charts II and III below) step in the next rank. In cases where movement to a lateral step is possible, the first step above the lateral step is considered the "normal" step. Regardless, departments may always elect to vote on the lateral step when advancement to the lateral step is deemed most appropriate. A vote on the lateral step would particularly be important if the vote on the "normal" step were less than unanimous.

Chart II - Promotion from Assistant Professor to Associate Professor (Tenure)

To Associate Professor					
Steps	I	II	III	IV	
From Assistant Professor	I, II, III, IV	Normal	2-yr acceleration	4-yr acceleration	6-yr acceleration
	V	Lateral	Normal	2-yr acceleration	4-yr acceleration
	VI	-	Lateral	Normal	2-yr acceleration

Chart III - Promotion from Associate Professor to Full Professor

To Full Professor					
Steps	I	II	III	IV	
From Associate Professor	I, II, III	Normal	3-yr acceleration	6-yr acceleration	9-yr acceleration
	IV	Lateral	Normal	3-yr acceleration	6-yr acceleration
	V	-	Lateral	Normal	3-yr acceleration

c. Overlapping Steps

The normal periods of service are described in [APM 220-18-b](#). The use of Assistant Professor, Steps V and VI is encouraged as an alternative to premature consideration of promotion to tenure. Overlapping steps are those in which the published salaries vary by \$100. The following are overlapping steps in the professorial series. See also Lateral Promotion.

- | | |
|------------------------|------------------------|
| Assistant Professor V | Associate Professor I |
| Assistant Professor VI | Associate Professor II |
| Associate Professor IV | Professor I |
| Associate Professor V | Professor II |

5. Review Criteria

Reviewing bodies which advise on actions concerning appointees in the Professor and corresponding series, are instructed to use these criteria for appointment, promotion and appraisal. ([APM 210-1-d](#))

In teaching, "clearly demonstrated evidence of high quality in teaching is an essential criterion for appointment, advancement, or promotion." In addition, participation in graduate programs is expected, as is specified in every faculty job description. This applies to departments with a graduate program. Attention may be given to the role of the candidate and the candidate's field in attracting high caliber graduate students to the campus.

In the area of research, "There should be evidence that the candidate is continuously and effectively engaged in creative activity of high quality and significance. Publications in research and other creative accomplishment should be evaluated, not merely enumerated." ([APM 210-1-d\(2\)](#)), both the quality of publication outlets and impact of the research in the field are important factors.

Research and scholarship must be performed at the highest level. In many areas, extramural support is essential for a high quality research program and while it is understood that grant activity should not be the sole criterion for advancement, it may be used as a gauge of sound and productive research activity. In particular, successful competition for extramural grants, especially at the national level and through a peer reviewed process, may be taken as an indication of peer evaluation of the quality of the research program. The absence of extramural funding, however, shall not be taken as a negative indicator of the quality of research. When appropriate, the candidate and department are advised to address the issue of funding in the self-statement and department letter.

For Professional Activity, see [APM 210-1-d\(3\)](#). For University and Public Service see [APM 210-1-d\(4\)](#).

The University of California is committed to excellence and equity in every facet of its mission. Teaching, research, professional and public service contributions that promote diversity and equal opportunity are to be encouraged and given recognition in the evaluation of the candidate's qualifications. See [APM 210-1-d](#).

6. Procedures Before the Personnel Review File is Assembled

It is the candidate's and the Department Chair's responsibility to document the file in an adequate manner. Chairs may not independently add materials to the file that cannot be documented. **Only material pertinent to evaluation may be in the review file.** Chairs may utilize statistical information (e.g. journal rankings, impact factors, citation reports, etc.) that might aid in the evaluation of the quality and impact of the candidate's scholarly activity. The file should present **and contextualize** the scholarly and intellectual contributions of the candidate in each area of review. Review will be based only on what is contained in the file. It is in the candidate's interest to provide all pertinent material and information to the department and to be certain the file is complete (as verified by the Procedural Safeguard Statement).

It is the expectation of the Deans, CAP and the VPAP that all faculty having advancement cases will provide their updated material to the Department/School/Division Chair as early as possible. Cooperation in **completion of information** in one's personnel file is a professional obligation without which the review process cannot be initiated.

The Chair shall discuss with the faculty member the following possible options:

1. The faculty member may wish to be considered for promotion. If so, a full promotion file, including extramural letters, shall be prepared.
2. Tenured faculty members may wish to defer review. (For limitations, see Section [II.B.7-Deferral.](#))

3. The faculty member may wish to be considered for a merit if he/she is not at the highest step and is not in the 7th year in the Assistant rank.
 - a. The Chair **confirms with** the candidate of their impending review.
 - b. The Chair makes certain the candidate is adequately informed about the entire review process and is made aware of [APM 210-1](#), [APM 220-80](#), and [APM 160](#).
 - c. The Chair makes certain the candidate is given an opportunity to:
 - i. Ask questions.
 - ii. **Update** pertinent information and evidence, including a self-statement if desired.
 - iii. Suggest, where relevant, names of persons to be solicited for letters of evaluation.
 - iv. Provide in writing to the Chair names of possible extramural reviewers who, for reasons set forth by the candidate, might not objectively evaluate the candidate's qualifications and performance. Any such statements shall be included in the personnel review file.
 - v. Provide in writing to the VPAP and CAP, names of possible campus ad hoc reviewers who, for reasons set forth by the candidate, might not objectively evaluate the candidate's qualifications and performance.

7. Procedures Before the Departmental Recommendation is Determined

- a. The Chair shall provide the candidate the opportunity to inspect all **the non-confidential material in** the personnel review file. Confidential documents (including declinations from extramural reviewers) will be made available to the candidate. These documents will be provided in the form of redacted copies.

Note: The identities of persons who were the sources of these documents shall not be disclosed. Redaction of a letter of evaluation (including declinations) is defined as removal of the name, title, organizational/institutional affiliation, and relational information contained below the signature block. ([APM 160-20-c\(4\)](#)) Any identifying information on the letterhead and emails (including email address or signature) must also be removed.

- b. The candidate will be given 5 business days to submit a written statement in response to or commenting upon material in the file, including confidential documents. The response will be included in the review file.
- c. **The file may be opened to all faculty in the department. For Joint Appointments and Faculty with Defined Duties in Other Units, see Section II-C.** The members of the department who are eligible to vote or have an advisory vote will be given **at least 5 business days to access and review the file before voting. In the case of absentee ballots, all votes should be received prior to the department meeting.**
- d. The candidate shall sign Section I of the Procedural Safeguards Statement ([Attachment B-1](#))

8. Procedures During Departmental Review

- a. The Chair is obliged to ensure that the departmental review is fair to the candidate and rigorous in maintaining University standards. 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.
- b. **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 departmental meeting.

- c. All ranks/steps requested by the candidate must be considered and voted upon by the voting members of the department. Record all votes taken unless the vote for higher rank and step is unanimous.
- d. The department shall adopt procedures under which the departmental letter setting forth the departmental recommendations shall be available for inspection by all voting members, including faculty who have been given advisory voting privileges.

When the **draft** of the departmental recommendation letter is ready for review, the Chair is responsible for communicating to the faculty where the **draft** is available for review. The Chair must also provide the faculty with a due date for receipt of any comments to the draft. It is advisable to allow, at a minimum, a period of **two (2) business days**. **It is the department faculty's responsibility to ensure that the letter accurately reflects the discussion.** Once the due date has passed, the Chair must review any comments received from the faculty, and to the extent possible, incorporate those comments into the **finalized** departmental recommendation letter.

The Chair must then notify the faculty that the **finalized** departmental letter is available for review (but no further comments from the faculty will be allowed except for corrections of errors of fact).

The date on which the Chair notifies the faculty of the **finalized** departmental letter is also the date that starts the clock for the 5 business days for the submission of any minority reports.

Identifiers of extramural and student letters are to be limited to numerical or alphabetical designations in the department letter. The same protection of confidentiality should also be extended to statements made by candidate faculty members.

In units where there is no Chair, the "departmental letter" summarizing the case should be prepared by a senior faculty member designated by the Dean. The same member should be responsible for preparing the letters for all candidates in the unit. This faculty member may also prepare a "Chair's letter." (See Section [III.H](#))

If the personnel action involves the Department Chair, a senior faculty member to act as Chair for the file is designated by the Dean. This faculty member may also prepare a "Chair's Letter."

A summary of the departmental letter shall be provided to the candidate once the period for the submission of minority reports is expired. The candidate will be able to review the unredacted **finalized** letter and any minority reports after the period for submission of minority reports is expired.

- e. Minority reports are intended to permit interpretations of fact and academic judgment which differ materially from those expressed in the departmental letter. Minority reports must be **confined to** the evaluation of teaching, research **or** service as discussed at the department meeting but not viewed as being represented in the department letter. The report may not contain comments on procedures/processes used to assemble the file or conduct the meeting. The intent is not to extend to unreasonable degrees, differences of academic judgment already clearly delineated in the departmental letter and reflective of both majority and minority views. Minority reports should be embarked upon only when **attempts to revise the departmental letter to more accurately reflect departmental opinion reaches an impasse.** Such minority reports are not to be treated as

alternatives to departmental letters in scope or detail but should focus on critical matters of fact and academic judgment about the specific case not discussed in the departmental letter.

The discussion in minority reports should not invoke the names of extramural referees, eligible voters, or students. The minority opinion must be signed and forwarded as an addendum to the departmental letter. The addendum is considered part of the department letter. **Any response to the department letter and minority report should be treated as one document.** All **minority reports** not submitted through the Department Chair and the Dean's office will be returned to the sender. **Minority reports are limited to a maximum of two (2) pages.**

If a minority report is received by the Chair, s/he must make the document known and available to departmental members eligible to vote on the case. **In the Chair's Letter**, the Chair may comment on the minority report or other document.

Minority reports and other such documents submitted in accord with the above specified procedures will be a part of the file as it is considered by all of the subsequent reviewing agencies (see Section [II.A.9.b](#) for exception, relating to the candidate's option of sending his/her comment to the Dean's office).

- 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,
 - 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.

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 **and minority report** (see Section [II.A.9.b](#)).

9. Procedures After the Departmental Recommendation is Determined

Before the file is forwarded:

- a. The candidate shall be provided a copy of the departmental letter, including the header page, and all minority reports.
- b. The candidate has the right to make a written comment on the departmental recommendation (**including** minority reports, if any). The candidate's written comment, to be transmitted within five business days of receipt of the departmental letter, may be addressed to the Chair, the Dean, or the VPAP. (It is the joint responsibility of the candidate and the department to verify the date the candidate received a copy of the departmental letter as noted on the procedural safeguard form.) The candidate must use [Attachment H](#) for his or her response, and specify to whom the response is addressed:
 - **If addressed to the Chair**, it will be added to the department's copy of the file and will proceed with the forwarded file through the review process. The Chair must make the document known and available to departmental faculty members eligible to vote on the case. Department faculty may not comment on a response to the department letter.

- **If addressed to the Dean**, it will not be sent to the department, but the Dean will inform the Department Chair that a written statement has been received from the candidate without revealing the contents. A written statement that is addressed directly to the Dean will be forwarded to the Vice Provost's Office and to CAP but will not be sent to an ad hoc review committee, unless the candidate specifically requests that the statement be included in the file that goes to the ad hoc committee.
- **If addressed to the VPAP**, the response will be reviewed by CAP and the Chancellor or his/her designee. The VPAP will inform the Department Chair and Dean that a written statement has been received from the candidate without revealing its contents. **The written statement will become a part of the file.**

The candidate's written comments in quinquennial reviews and merit files (including Professor within above Scale) are limited to two (2) pages. The candidate's written comments in advancements to Professor VI, Professor Above-Scale, promotions, career reviews, reappointments, and appraisals are not limited in length.

- c. The candidate and Department Chair must sign the Procedural Safeguards Statement ([Attachment B-1](#))

In eFile, the same processes and documentation requirements apply with the entry, review, approval and routing done electronically via the eFile system.

10. Procedures During Review Beyond the Department

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.

If errors are discovered by reviewing bodies beyond the Department:

- The nature of the errors will be communicated to the Chair via the Dean.
- 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.
- If applicable, corrections must have documented departmental review and be open to all eligible faculty before being forwarded.**

The candidate shall certify on Part 2 of the Procedural Safeguards Statement that he/she has been informed of the corrections 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.

If a correction is made to the departmental letter, the corrected departmental letter should show the original date AND all subsequent revised dates. The candidate must certify on Part 2 of the Procedural Safeguards Statement that s/he has been informed of the changes in the file. (see [Attachment B-2](#)). Any revision in the departmental letter affords the candidate a five (5) business-day period to respond to the departmental letter (see Section [II.A.9.b](#)).

In eFile, the same processes and documentation requirements apply with the update, review, approval and routing done electronically via the eFile system.

b. Additional Information Solicited During Review

- i. If additional clarifying information or an update is requested by an ad hoc committee (in cases involving ad hoc committees), or by CAP, such information shall be solicited through the VPAP. If additional information is requested by the VPAP, PEVC or the Chancellor after CAP's recommendation has been forwarded, CAP shall be informed of the request and the response. Updates will not be solicited for accelerations. Deans may also independently **ask for clarification on material** already present in the file but may not solicit updates to the file, i.e. the Dean may write directly to the department (or the candidate via the department) asking for clarifications if there is not enough information about the candidate's role in a joint publication (or on a committee, or in a grant, etc). For update requests involving cases other than a 220 response **(see Section II-A-12)** or 7th year tenure review, **the last calendar day in February will be used as the cut-off date.**
- ii. All responses shall be limited to the specific information requested in the memo from the VPAP (or Dean if applicable) and will be added to the file at the department level and routed to all subsequent reviewing bodies. The department may comment on the new material and may submit a new vote or may reiterate its original recommendation. If the department opts out of commenting, or re-voting, the file must contain a statement from the Department Chair indicating that the department was made aware of the clarification or correction but has decided not to comment or re-vote. The requesting body must specify whether or not a department vote is required with the new material.
- iii. A new department vote will require an addendum to the department letter and subsequent waiting periods.
- iv. The candidate shall be informed by the Chair of the substance of the changes in the file, without disclosure of the identities of sources of confidential documents, and may be provided access to the new material in accord with [APM 220-80-d](#).
- v. The candidate shall be provided the opportunity to make a timely, and within **5 business days**, written statement on the amended file for inclusion in the file.
- vi. The candidate shall certify on Part 2 of the Procedural Safeguards Statement that s/he has been informed of the changes in the file. ([Attachment B-2](#))
- vii. In the case of updates to the list of publications, it is understood that these may not appear on subsequent Difference Lists if the advancement is awarded except as described in Section [II.B.8](#).

11. Procedures for Announcement of Administrative Decision

a. Merits cases and Advancements to Professor VI and Professor Above-Scale (A/S):

- i. The decision on the candidate's file will be communicated to the Chair through the Dean, with a copy of the decision announcement to CAP. The Chair shall promptly communicate the decision to the candidate.
- ii. Appeals to merit decisions are not permitted except for procedural violations.

b. Appointment, reappointment, or promotion to Associate Professor and Professor:

- i. In the following situations the Chancellor's first assessment is considered preliminary and it triggers the 220 process (see Section [II.A.12](#)):
 - If the Chancellor's preliminary assessment is negative in cases for 7th year promotions to tenure, or

- If the Chancellor's preliminary assessment is negative in cases for reappointments of Assistant Professors, or
- If the Chancellor's preliminary assessment is contrary to the recommendation of the department, Dean or CAP.

In these cases the Chancellor makes the final decision after the completion of the 220 process.

- ii. In cases where all reviewing bodies are negative for a non-7th-year promotion to Associate Professor with tenure, promotion to Professor, or appointment the Chancellor's (or designee's) first assessment constitutes the final decision and a 220 process will not be initiated.
- iii. The final decision of the Chancellor will be communicated in writing by the PEVC via APO to the Chair of the department through the Dean. The Chair shall promptly communicate the decision to the candidate. The announcement for 7th year cases will occur soon after the Chancellor's final decision.

c. Candidate's access to records: Access to designated records on the Procedural Safeguards Statement, these will be automatically furnished by the APO.

12. Appeals of Promotion, Appraisals and Appointment Cases – 220 Response

a. Updates:

- i. The 7th year promotion to tenure candidate may continuously update the file until the earlier of two events: the announcement of a positive promotion decision by the Chancellor or April 30 of the 7th year. New or updated information should be provided as it becomes available, through the appropriate channels. For non-7th year promotions, promotions to full professor, 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. See [II.A.12.b](#) for details. For off-cycle 7th year promotions, the date will be adjusted accordingly.
- ii. Promotion to tenure cases that are brought before the 7th year, promotions to Professor, appointments, or reappointments are not allowed the continuous update to file. In these instances, the one-time 220 update through April 30, is allowed if the preliminary assessment is contrary to the recommendation of the department, Dean or CAP as described in Section [II.A.12.b](#).
- iii. To facilitate timely progression of the 220 process and because updates are limited in scope, it is expected that file processing will take significantly less time than the original file.

b. Preliminary Contrary or Negative Decisions (220 process; [APM 220-80-j](#) and [APM 220-84-b](#)):

If a 220 process is mandatory the VPAP shall initiate the 220 process as follows:

- i. The PEVC shall communicate the preliminary assessment in writing to the Chair of the department through the Dean, with a copy to CAP. The letter must indicate the reasons for the preliminary decision and ask for any further information that might support a different decision. The Chair shall provide the candidate with a copy of the PEVC's statement.
- ii. If the 220 process is completed prior to April 30, the file will be held at APO until April 30 to await further updates. During that period, the candidate has the right to submit further updates. Updated information may include additions to the originally submitted file, such as grants, publications, and/or teaching evaluations. Extramural letters shall not be solicited. If the 220 process is completed after April 30, only material dated April 30 or before will be accepted.

- iii. The candidate may waive the right to hold the file open until April 30 in the interest of an earlier decision. In this case, the file is closed to further updates when the candidate waives updating rights.
- iv. The request form is given as [Attachment A-1](#). If the candidate has requested access to designated records on the [Procedural Safeguards Statement](#), these will automatically be furnished by the APO. The Department Chair and the Dean will also be provided with copies of records supplied to the candidate at this time. These materials should also be made available to the members of the department who are eligible to vote.
- v. The department review shall include a new departmental vote. Procedures after the department recommendation is determined, as set forth under [II-A-9](#), shall be followed.
- vi. The updated file is forwarded by the Chair to the Dean for review. The Dean shall include his/her recommendation based on the updated file. The updated file is then reviewed by CAP, and a final decision is made by the Chancellor. No appeal of the final decision is permitted since the addition of information to the file has provided the opportunity for appeal of the Chancellor's preliminary assessment.
- vii. If the promotion is approved as a result of the response to the preliminary assessment, the decision is based on the resubmitted file.
- viii. The final decision of the Chancellor will be communicated in writing by the PEVC to the Chair of the department through the Dean. If the candidate has requested access to designated records on the [Procedural Safeguards Statement](#), these will automatically be furnished by the APO. The Department Chair and the Dean will also be provided with copies of records supplied to the candidate at this time.

- c. Non-Reappointment for Assistant Professors or Other Appointees of Equivalent Rank:**
 According to academic personnel regulations, each appointment and reappointment of an Assistant Professor is for a maximum term of two years. Thus, it is possible that non-reappointment of an Assistant Professor may occur at the end of any such term of contract or during an appraisal review. (See also Appraisal, Merit and Reappointment of Assistant Professors. [See Section II-B.](#))

If a recommendation for the terminal appointment of an Assistant Professor is made by a Dean, campus ad hoc review committee, and/or CAP, or if the Chancellor's preliminary assessment is to make a terminal appointment or not to reappoint, then, before there is a final decision by the Chancellor to make a terminal appointment or not to reappoint, the procedures set forth in the preceding Section [\(II.A.12.b\)](#) must be followed.

B. Instructions for Specific Actions

1. Advancement to Above-Scale

Use the checklist found in [Attachment C-5](#)

Period of Review: Include activity since Advancement to Professor VI

Approval Authority: Chancellor

Advancements to Professor Above-Scale examine the candidate's file with respect to the criteria as set forth in [APM 220-18-b\(4\)](#). File sent forward for consideration of this advancement must include the following:

- Extramural evaluation by very senior faculty familiar with the UC rank and step system
- Extramural evaluation by national and international experts
- Evidence of [national and](#) international research leadership and visibility
- Compelling evidence that the candidate is considered by his or her peers to be among those at the top of the field of research

- Evidence of teaching excellence for those with teaching experience. In unusual cases, truly outstanding researchers may be hired at the above-scale level without formal university teaching experience, provided that a strong case can be made for their communication skills and mentorship.
- Prestigious award(s) for research

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

2. Advancement within Above-Scale

Use the checklist found in [Attachment C-5](#).

Period of Review: Include activity since last merit within Above-Scale

Approval Authority: PEVC

A further merit within Above-Scale must be justified by new evidence of merit and distinction. Intervals between advancements within above scale may be indefinite, and only in the most superior cases where there is strong and compelling evidence will increases at intervals shorter than four years be approved ([APM 220-18-b\(4\)](#)).

3. Advancement to Professor VI

Use the checklist found in [Attachment C-5](#).

Period of Review: Include activity since Promotion to Professor

Approval Authority: PEVC

Advancement to Step VI usually will not occur after less than three years of service at Step V, includes an evaluation of the candidate's entire **career but with emphasis on the period since promotion to full professor**. Advancement will be granted on evidence of sustained and continuing excellence in each of the following three categories: (1) scholarship or creative achievement, (2) University teaching, and (3) service. Above and beyond that, great academic distinction, recognized nationally **or internationally**, will be required in scholarly or creative achievement or teaching. A recommendation for acceleration to this step requires highly distinguished scholarship, highly meritorious service, and evidence of excellent University teaching at the standards noted in [APM 220-18-b\(4\)](#).

All tenured faculty members, including those at open steps (Professor V and above) and those who hold administrative appointments, are required to be reviewed every five years ([APM 200-0](#) and [APM 220-80-b](#)).

4. Appointment

Use the Appointment Checklists found in [Attachments C-7 & C-8](#).

Approval Authority:

Assistant Professor I, II & III – Dean/ Assistant Professor IV and above – Chancellor

Acting Assistant Professor I & II – Dean/Acting Assistant Professor III and above - Chancellor

Appointments must be offered in writing and signed by the candidate to whom approval authority has been delegated (see [Delegation of Authority](#)). [APM 133](#) provides a list of titles which count toward the eight-year limitation rule. Any break in service for an academic will be treated as a new hire and requires full review. Titles for academics employed on a year-to-year basis and subject to appointment renewal must be informed that the appointment is for a specified term, i.e. an ipso facto statement.

Refer to the [Academic Hiring Toolkit](#) and the [Affirmative Action Recruitment Guidelines for Academic Positions](#) for a detailed description of the faculty appointment process.

5. Appraisal

Use the checklist found in [Attachment C-1](#).

Period of Review: Include activity since Appointment

Approval Authority: VPAP

Each Assistant Professor shall be appraised during his/her fifth year of service as an Assistant Professor (or fifth year of service in combination with other applicable titles that lead to tenure) unless s/he is proposed for advancement to tenure rank during that year. This appraisal is mandatory and is intended to comply with the intent of [APM 220-83-a](#).

Procedures and criteria for the appraisal of Assistant Professors, to determine whether they are making satisfactory progress toward tenure rank, are located in [APM 220-82](#) and [APM 220-83](#).

The possible outcomes for an appraisal are positive, qualified positive or negative. It is also possible that an appraisal review may lead to a recommendation for a non-reappointment. If so, procedures as outlined in [APM 220-84](#) will be followed.

In cases of non-reappointment that originated from an appraisal (i.e. file was prepared as an appraisal file but the department or other reviewing bodies opted to additionally vote on a reappointment), a second file should be prepared at the department level and processing would be of two (2) independent files, one for an appraisal and a second for reappointment. See Section [II-B-13](#) for Reappointment of Assistant Professor.

If an Assistant Professor does not provide the required material to prepare an appraisal file by the department due date, the Department Chair will inform the Dean and the VPAP in writing and detail the circumstances. The Department Chair will provide a copy of the document to the candidate. In the absence of unusual mitigating circumstances, the VPAP will determine whether a recommendation for a non-reappointment should be considered.

6. Career Review

Use the checklist found in [Attachment C-2](#).

Period of Review:

If time since promotion was greater or equal to 5 years, include activity since last promotion.

If time since promotion is less than 5 years, include activity since the previous promotion or appointment or a career review that resulted in a change of rank or step.

Approval Authority: PEVC/Chancellor

The purpose of a Career Review is to assess the candidate's overall record in order to determine the appropriate rank/step placement. Any tenured senate faculty member who thinks that s/he may not be at the appropriate level on the rank/step scale has the right to be evaluated by the process of Career Review. Departments and Deans should also be alert to the possibility that on rare occasions a faculty member may be seriously out of place on the rank/step scale. Candidates for a Career Review are encouraged to submit an optional professional C.V. with his/her file in the "Other" Section.

Ordinarily the Career Review is initiated, by the candidate's written request, in the department and follows the procedures for promotion, complete with extramural letters. The Career Review solicitation letter ([Attachment E-7](#)) must be used for all extramural evaluators. The candidate needs to specify a rank and step for which s/he wishes to be considered. All ranks/steps

requested by the candidate must be considered by the voting members of the department and subsequent votes submitted. Record all votes taken unless the vote for higher rank and step is unanimous.

Alternatively, the candidate may (upon written request to the Dean) elect to have his/her Career Review file initiated and prepared at the appropriate Dean's office. The Dean's office assembles the file, including letters requested from extramural evaluators. The Dean consults with the department and the candidate for the names of potential reviewers and may also solicit additional reviewers. Upon completion of the file (after the Dean has met with the candidate to review the contents of the file), the Dean forwards the file to the department for departmental review and vote. Thereafter, the file is handled by the normal procedures for promotion.

There is no option for appeal of the outcome of the Career Review process. Also, because this is an optional personnel action no extensions to deadlines will be granted.

Once a Career Review occurs, two positive advancement reviews must be completed before another Career Review may be requested.

Departments and Deans must use their professional judgment and experience (in the department/college/discipline) and what is written in the outside letters to justify the appropriate rank and step (in this case placement) being recommended. These assessments should be part of the department and Dean's letters.

7. Deferral

Assistant Professors may not request a deferral. However, Assistant Professors may elect to have their file considered for a reappointment (no change in step/salary) rather than a merit advancement, provided they are not due for a mandatory (7th year) promotion to tenure review. For Assistant Professors whose merit is denied, a file is required to be submitted the following year.

A tenured candidate with an appointment below Professor V may submit a "Deferral Request" via eFile on or before the published dates for merits or promotions and advancements. The request is routed via eFile to the Chair, the Dean, and then to APO, who shall in turn notify CAP of the deferral. No file or department vote is required for a deferral.

For a Professor above Step V service at step may be of indefinite duration. Therefore, it is not necessary to request a deferral when a candidate is not being proposed for an advancement. However, all faculty must be reviewed every five years (see [Quinquennial Review, Section II-B-12](#)).

Deferral requests will not be considered as fulfilling the mandatory quinquennial review.

8. Lateral Promotion

Movement between overlapping steps from one rank to another represents a lateral promotion. In cases of lateral promotion, there must also be a vote on a merit.

9. Merit Advancement

Use the checklist found in [Attachment C-4](#).

Period of Review: Include activity since last advance

Approval Authority: PEVC

Candidates who submit Merit files will be evaluated on research/creative activities, teaching, and service since the last merit advance. Merit file materials must be provided promptly to meet department and college evaluation deadlines.

If an Assistant Professor does not provide the required material to prepare a merit file by the departmental due date, the Department Chair will inform the Dean and the VPAP in writing and detail the circumstances. The Department Chair will provide a copy of the document to the candidate. In the absence of unusual mitigating circumstances, the VPAP will determine whether a recommendation for a non-reappointment should be considered. If an Associate or Full Professor does not provide the required material to prepare a merit file by the department due date, the candidate will not be able to submit a merit file for consideration until the following year. All tenured faculty members, including those at open steps (Professor V and above) and those who hold administrative appointments, are required to be reviewed every five years ([APM 200-0](#) and [APM 220-80-b](#)).

Assistant Professors whose merit is denied 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. If the preliminary decision is not to reappoint, the procedures as outlined in [APM 220-84](#) will be followed. In cases that originated from a merit (i.e. file was prepared as a merit file but the department or other reviewing bodies opted to additionally vote on a reappointment), a second file should be prepared at the department level to include material since appointment and processing would be of two (2) independent files, one for a merit and a second for reappointment.

If a candidate receives a lateral promotion, the subsequent merit file that is prepared should contain all materials since last merit advancement. For example, after a lateral promotion from Assistant Professor V to Associate Professor I, the Difference List for advancement to Associate Professor II should contain all materials from the time served as Assistant Professor V and Associate Professor I.

Merit Advancement to Professor VII, VIII or IX requires evidence of “continuing achievement” at the level of “great academic distinction” that was required for the advancement to Professor VI. Such advancements usually will not occur after less than three years at the lower step. A further merit advancement within Above-Scale must be justified by new evidence of merit and distinction.

Appeals to merit decisions are not permitted except for procedural violations.

10. Off-Scale (O/S) Salary (APM 620)

Off Scale is typically awarded only at appointment or retention. Departments or Deans should not propose O/S for existing faculty unless this action is supported by extraordinary circumstances or extraordinary accomplishment of the candidate. 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.

All O/S salary proposals for new faculty appointments require documented approval from the PEVC except in the following cases:

- (a) For Assistant I, II and III, when the O/S is no more than \$100 less than the next step at the Assistant Professor rank.
- (b) For LSOE/PSOE, when the O/S is no more than \$100 less than Assistant Professor IV.

The PEVC may consult CAP, on an ad hoc basis, for review of O/S proposals for retention of faculty. All O/S proposals for preemptive retention requests from Deans will be reviewed by CAP.

All O/S granted will be maintained subject to market adjustments to the UC salary scale. All O/S salary granted will be qualified by the statement “this O/S will be maintained as long as satisfactory academic progress is made”. This policy applies to O/S awarded for new appointments effective July 1, 2010 and onwards and new/additional O/S awarded for merit/promotion/retention actions effective July 1, 2010 and onwards. The complete policy is available on the APO website at: [Off Scale Policy](#)

11. Promotion

Use the checklist found in [Attachment C-5](#).

Period of Review:

Promotion to Associate Professor – Include activity since Appointment, including activities as an Assistant Professor at institutions other than UCR if appropriate

Promotion to Full Professor – Include activity since Promotion to Associate Professor

Approval Authority: Chancellor

A promotion review examines the candidate's record with respect to the criteria as set forth in Section [II.A.5](#). The question of acceleration should not be an issue in promotion to Associate Professor and Professor cases; the issue is whether the candidate has met the criteria, not whether the criteria have been met in a particular time frame.

In cases where the departmental recommendation for promotion is negative and instead a merit is recommended, all subsequent reviewing bodies must address the merit as well as the promotion. **In cases of lateral promotion, there must also be a vote on a merit.**

After the departmental vote on promotion is communicated to the candidate, the candidate may decide not to have the promotion file forwarded for further review. In this case, a memo requesting deferral of consideration for promotion should be forwarded to the candidate's Department Chair and a merit file may be pursued. (See Section [II.B.7](#)-Deferral.) However, it should be noted that all solicited letters will be used in the subsequent promotion file.

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

In cases where all reviewing bodies are negative for a non-7th-year promotion, the Chancellor's first assessment constitutes the final decision and a 220 process will not be initiated.

In cases where the Chancellor's preliminary assessment is contrary to the recommendation of the department, Dean or CAP, the 220 process will be initiated (see 220 Process).

Assistant Professors may not defer but may instead opt to submit a merit or reappointment file provided the candidate is not in his/her 7th year.

12. Quinquennial Review

Use the checklist found in [Attachment C-6](#).

Period of Review:

Include activity for the past 5 years with the exception of materials used in a previous **promotion** action with a positive outcome **involving a 220 action**

Approval Authority: VPAP

All tenured faculty members, including those at open steps (Professor V and above) and those who hold administrative appointments, are required to be reviewed every five years ([APM 200-0](#) and [APM 220-80-b](#)). For a 100% time **academic** administrator (**as defined by APM 246**) who has held the administrative position for five years, an administrative review may be used in lieu of a personnel review. For personnel reviews, the Chair is to prepare a file with the candidate after the fourth year with no review. The candidate may choose whether to submit a merit, promotion (if appropriate) or quinquennial review file. Merit and promotion files would follow their normal procedures.

A quinquennial review file results in a **satisfactory or unsatisfactory outcome**. Candidates need not meet the criteria for merit advancement to receive a satisfactory recommendation in a quinquennial review, but they should show an acceptable level of performance in each of the areas of evaluation. A satisfactory quinquennial review requires suitable evidence of the following aspects of the candidate's performance during the last five years:

- Documented record of quality teaching, commensurable with the candidate's rank and stature as a faculty member in the University of California system;
- Documented record of substantial and valuable service to the University and to the public, commensurable with the candidate's rank and step;
- Documented record of a serious effort to engage in meaningful research and/or creative activity and professional service, commensurable with the candidate's rank and step.

The focus of this review should be to provide constructive feedback aimed at maximizing the candidate's effectiveness in the above-mentioned areas.

If a candidate does not provide the required material to prepare a quinquennial file by the departmental due date, the Department Chair will inform the Dean and the VPAP in writing and detail the circumstances. In the absence of unusual mitigating circumstances, the candidate's performance will be deemed unsatisfactory.

Should an evaluation result in a review decision of "unsatisfactory", the candidate can expect guidance from the Department Chair, Dean, and/or the Chancellor's office.

13. **Reappointment of Assistant Professors**

Use the checklist found in [Attachment C-10](#).

Period of Review: include activity since Appointment

Approval Authority: PEVC/Chancellor

Appointment of an Assistant Professor is typically made for a maximum term of two years with renewal occurring biennially at the conclusion of a positive merit evaluation. Alternatively, an Assistant Professor may *choose* to submit a reappointment file in lieu of a merit file during any period of merit eligibility and provided a mandatory (7th year) promotion to tenure is not due. Appraisal eligibility is independent of assistant professor merit or reappointment eligibility.

The purpose of this review is to offer an alternative to a mandatory two-year review of Assistant Professors. The reappointment option may be especially of use for an Assistant Professor who is returning from an extended period of leave and may not have a documented record of sufficient research, teaching or service to justify a merit, but clearly is on track to warrant reappointment. 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.

Possible outcomes of a reappointment review are 1) a positive review resulting in a two-year appointment extension; or 2) non-reappointment with a terminal year. In the latter case, the procedures as outlined in [APM 220-84](#) will be followed. (See page 16, 220 Response)

Candidates need not meet the criteria for merit advancement to receive a recommendation for a reappointment, but they should show an acceptable level of performance in each of the areas of evaluation.

A reappointment requires suitable evidence of the following aspects of the candidate's performance since appointment:

- Documented record of quality teaching, commensurable with the candidate's rank and step as a faculty member in the University of California system;
- Documented record of service to the University and to the public, commensurable with the candidate's rank and step;
- Documented record of an effort to engage in meaningful research and/or creative activity and professional service.

For cases of reappointment, submitted items may be **discussed** in the review and mentioned in the department letter. In these cases discussion of the submitted work is expected and the evaluation should be based on careful reviews of the appointee's progress, promise, and achievement.

In cases that originated from a merit (i.e. file was prepared as a merit file but the department or other reviewing bodies opted to additionally vote on a reappointment), **a second** file should be **prepared** at the department level to include material since appointment and processing would come forward as two (2) independent files, one for a merit and a second for reappointment.

If an Assistant Professor does not provide the required material to prepare a merit or reappointment file by the departmental due date, the Department Chair will inform the Dean and the VPAP in writing and detail the circumstances. In the absence of unusual mitigating circumstances, the preliminary consideration will be for non-reappointment with a terminal year and the procedures as outlined in [APM 220-84](#) will be followed. (See page 16, 220 Response)

C. Other Reviews and Recommendations

1. Department Chair

It is the responsibility of the Dean to initiate **academic** review of Departmental Chairs. In those cases in which a Chair will be put up for advancement, the procedures are identical to those for any candidate except that the Dean designates a senior member of the department to fulfill the Chair's duties in the case, including preparation of the departmental letter. This faculty member may also submit a letter equivalent to the Chair's letter, which shall be added to the file at the Dean's office (the office of record) and forwarded with the file. The candidate may be provided access to this "Chair's letter" as outlined in Section [III.H](#).

The Dean shall also review the record of each Chair to determine whether a recommendation for acceleration should be considered by the voting members of the department. A recommendation for acceleration will be considered by the voting members of the department if a request is made by the Dean, the candidate (i.e., the Chair), or any other ladder rank faculty member of the department.

While it is expected that Department Chairs shall remain active in both teaching and research, it is understood that a Chairperson will have less time to devote to these areas. The Dean should address any shifts in academic activity for the Chair in the decanal review letter. See [APM 245](#).

2. Joint Appointments in two or more units¹

For purposes of the personnel review of joint appointees, one of the departments will be considered as the **home** department. Ordinarily this will be the department with the larger percentage of FTE. For joint appointments in which the FTE split is 50-50, the **candidate's home department will be designated in the appointment letter.**

The Chair of the **home** department has the responsibility of holding a joint meeting with the candidate and other Chair before either department considers the file. The purpose of this meeting is to review personnel procedures, to assemble information for the file and, where appropriate, to allow the candidate to suggest names of persons to be solicited for extramural letters. Names for extramural referees may be suggested to either or both Chairs who then will solicit additional names of referees from their departments so as to ensure the balanced assessment specified in Section [III. M](#). Both Chairs should be aware of all letters being sought.

The personnel files to be reviewed by each department shall contain identical information. Thus, it is the responsibility of the Chair of the **home** department to arrange to have all information, including external letters obtained by the other department, collected in a single file which can be reviewed by both departments.

Under [APM 220-80-d](#), "Before the departmental recommendation is determined, the Chair shall provide the candidate the opportunity to inspect all documents in the personnel review file other than confidential academic review records (as defined in [APM 160-20-b\(1\)](#)), and shall provide to the candidate upon request a redacted copy (as defined [APM 160-20-c\(4\)](#)) of the confidential academic review records in the file." The provisions of the above [APM 220-80-d](#) will be carried out by the Chair of the **home** department only.

Each department will independently evaluate the candidate and make a recommendation, emphasizing where appropriate those portions of the candidate's responsibilities **that** are specific to **each** department. The Chair of each department will prepare a departmental letter to be sent to the Dean (and, if another college or school is involved, to the other Dean as well). When both departments are ready to forward their respective recommendations, there shall be a meeting of both Chairs and the candidate, during which each Chair will give the candidate an oral summary of his/her departmental recommendation. The candidate will not be given such an oral summary except at that meeting with both Chairs present. Any written form of the departmental recommendation will also be given to the other Department Chair and to the candidate, on request.

3. Faculty with Defined Duties in Other Units

The merit and promotion process will automatically include a solicitation letter from the Dean to the head of the other unit (e.g. AES, MSE) for a review of the related research and/or teaching. The head of the unit will provide a letter to be included in the personnel file in the Other section. This will be referred to in the Department Letter but its presence in the Other section will allow for full review, if desired.

¹ The unit must be a department, a school, or a division ([APM 220-Appendix A](#)).

Directors of Research Cores

The home department will solicit a letter from the Vice Chancellor for Research and Economic Development (RED) evaluating their performance as director of the core. This letter will be placed in the Other section of the file but its essence will constitute part of the department letter.

4. Full-Time Lecturers and Full-Time Sr. Lecturers with Security of Employment (SOE) and with Potential Security of Employment (PSOE) (APM 285)

Use the Checklists found in [Attachments C-4A, C-5A, C-6A and C-7A](#)

Lecturers with PSOE and Lecturers or Senior Lecturers with SOE are members of the Academic Senate when appointed at 100%. Refer to UCR Guidelines for Appointment, Compensation, Advancement, and Promotion criteria:

http://academicpersonnel.ucr.edu/policies_and_procedures/LecturersSOEPSOEGuide.pdf

D. Access to Academic Personnel Records (APM 158 & 160)

Regulations regarding access by a candidate to his/her academic personnel records appear in [APM 158](#) and [APM 160](#).

1. The basic regulations pertaining to access include:

- a. All documents **in their entirety** pertaining to a candidate, except confidential documents, shall be accessible for inspection by the candidate ([APM 160-10-b\(2\)](#)).
- b. Candidates can obtain a redaction of confidential documents in such records ([APM 160-20-b\(1\)](#)).

2. Requests for corrections, deletions, additions to personnel records

[APM 160-30](#) contains provisions whereby a candidate has the opportunity to request corrections or deletions in academic personnel records and to make additions to such records. Such requests shall be addressed to the VPAP who shall, within 30 calendar days, determine whether the request shall be granted. In any event, the candidate shall have the right to have inserted in the appropriate record any statement the candidate wishes in response to or commenting upon the challenged material.

3. Procedures to be followed by faculty members when requesting access to records

The specific procedures are divided into two categories: procedures in relation to an ongoing personnel review ([APM 220](#)) and procedures for access to all other records ([APM 160](#)).

4. Access by Third Parties

Per [APM 160-20-d\(1\)](#), access by University officers and employees to academic review records shall be strictly limited to those officers and employees who need such access in the performance of their officially assigned duties, provided that such access is related to the purpose for which the information was acquired.

III. DOCUMENTS

It is the candidate's responsibility to document the file in an adequate manner. Review will be based **only** on what is contained in the file. **Accuracy of the file is verified by the candidate through signature on the Procedural Safeguard Statement.**

A. Ad Hoc Review Committee Report (Senate)

[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. 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. The redacted ad hoc report will be forwarded to the Dean and the Dean will be given the opportunity to respond. Both of the Dean's letters will then be added to the file and will remain as part of the file. Typically ad hoc committees will be comprised of a committee Chair, one or two committee members and one non-voting department representative, although this may vary if appointed by the VPAP, PEVC or Chancellor. The department representative will act as a consultant during discussion but will not be present during the vote of the ad hoc committee and will not be given access to the report of the ad hoc committee.

Note: Redaction of ad hoc committee reports will consist of the removal of the names of individual members of the committee. (See [APM 160-20-c\(4\)](#))

B. Ad Hoc Committee Report (Departmental)

Academic personnel actions are the responsibility of departments and not program/organized research units, although as described in II-C-2, program/organized research units will provide input. If a department chooses to use an ad hoc committee, then reports of ad hoc committees, internal to the department, are regarded as working documents within the department and are not part of the file, nor may they be forwarded with the file. Departments should develop their own procedures on how or if they will utilize internal ad hoc committees and reports. Departmental ad hoc committee reports and membership are confidential. (See [APM 160-20-b\(1\)\(c\)](#))

C. Bibliography of Publications and/or Creative Activity (UC format) – At Last Advance

The bibliography at last advance should be included in the file forwarded to the APO.

D. Bibliography of Publications and/or Creative Activity (UC format) – Current

Except as noted in Sections [II.A.10.a](#) and [II.A.10.b](#), this document may not be updated beyond the File Entry dates specified in [Section I. Schedule](#). The current Bibliography is a part of the file. Items that are "in preparation" or "in progress" should not be included in the bibliography or difference list except in cases of reappointment of Assistant Professor. For cases other than reappointment of Assistant Professor, a brief description of ongoing research may be included in the candidate's self statement. Items omitted from previous reviews may be added to the current Bibliography but not on the current Difference List.

UC Format: Only work produced by the candidate is allowable on the bibliography. Candidate items should be listed in chronological order (oldest to newest) and grouped into similar categories, followed by the status of the item (published, in press, or submitted [optional]), such as the following example:

- I. Technical Journal Articles
 - A. Technical Journal Articles Published
 - B. Technical Journal Articles In Press
 - C. Technical Journal Articles submitted (optional)

- II. Semi-technical Journal Articles
 - A. Semi-technical Journal Articles Published
 - B. Semi-technical Journal Articles In Press
 - C. Semi-technical Journal Articles submitted (optional)

1. Categories
 - a. Separate categories may include: technical journal articles, semi-technical journal articles, review articles, book reviews, conference proceedings, book chapters and contributions to edited volumes, books, monographs, edited volumes, textbooks, etc. Categories may be employed according to the norms of the discipline. Items are considered technical/scholarly when they are directed to other experts in the field. Items are

considered semi-technical/scholarly when they are directed to non-experts. Such articles should be listed in a separate category.

- b. Citation of reprinted and/or translated items shall be included immediately after the original item and shall not be accorded a separate number in the enumerated list of items.
- c. List edited volumes and special issues of a journal only once, noting the editorial contribution (e.g., editor's introduction) by the author. If the edited volume also contains an original contribution as an author (not as the editor), this item should be listed separately in the category of contributions to edited volumes, as if it were contributed to a volume edited by another **individual**. If the edited work does not contain original editorial material or is not the product of scholarly research of the candidate, then the work should be listed in the professional service activity portion of the file. This would apply for editorial work as a journal or series editor.
- d. Conference proceedings that subsequently appear as journal articles should be so noted. Abstracts and reports may be included at the author's discretion.

2. Status

- a. Published. Complete citation information should be provided about each published item, including electronic publications, list page numbers, volume number, and full journal title. If possible, the DOI² (Digital Object Identifier) and article ID number should be listed for electronic publications. The citation listing should indicate whether the item will appear exclusively as an electronic publication, or whether it will also appear in print. In the case of multiple-authored work, the sequence of authors shall be listed in the order they appear on the publication. For each item, indicate which are refereed, non-refereed, and/or invited. Articles are considered refereed when they have been evaluated by other scholars prior to acceptance for publication. Articles are considered non-refereed when the judgment of the editor is the sole determinant of acceptance for publication.
- b. In Press. Items that have been unconditionally accepted for publication are included as In Press. Letters of acceptance must be included for any refereed item listed as In Press. List the date accepted (or the date the galley was received), publisher, and number of manuscript pages (or published pages, if known). For books to be considered accepted for publication, the book must be completely written and unconditionally accepted by a publisher. Chapters are considered In Press when all of the following are true: i) the chapter is fully completed, ii) the chapter has been unconditionally accepted by an editor, and iii) the chapter is contained in a book that has a signed contract with a publishing company.
- c. Submitted. Items under submission, may be included on the Bibliography, at the author's discretion. If an item is included on the publication list, it should also be included on the Difference List. Submitted items should include the submission date, publisher, number of manuscript pages, and order of authorship as it appears on the manuscript. For an article, chapter, book, or edited book to be listed as submitted the entire manuscript must have been submitted to the publisher, not a partial or incomplete manuscript. Submitted items should not be counted in the review nor mentioned in the department letter except briefly. For cases of reappointment of Assistant Professors or **Appraisals**, submitted items may be **considered** in the review and mentioned in the department letter. In these cases the discussion of the submitted work is expected and the evaluation should be based on careful reviews of the appointee's progress, promise, and achievement.

² Digital Object Identifier System: <http://www.doi.org/>

3. Patents

There are three primary stages in the pursuit of a patent: a) UC Disclosure of Invention; b) Patent Application Filing with US Patent and Trademark Office; and c) Issuance of a US Patent by US Patent and Trademark Office.

a. UC Disclosure of Invention.

Under University policy, all potentially patentable inventions must be disclosed to the University. This is accomplished by submitting a Record of Invention Form. Upon receipt, the record of invention is assigned a UC Case Number. Technically, this constitutes a filing within the UC system, but is often referred to as "Patent Disclosure". This should be listed on the bibliography as shown in the following example.

SMITH, MARY (List all names on disclosure)

UC Case No.: 1999-008-4

Title: "A NOVEL FORMULATION OF PHOSPHORUS FERTILIZERS FOR PLANTS"

Status: Disclosure **Date Disclosed:** June 03, 1999

b. Patent Application Filing with US Patent & Trademark Office

If it is decided to proceed with filing a patent application, the completed patent application is submitted in the inventor's name to the United States Patent and Trademark Office. The official status at this stage is "Patent Pending". Patent activity at this stage should be listed as follows:

SMITH, MARY (List all names on disclosure)

UC Case No.: 1999-008-4

Title: "A NOVEL FORMULATION OF PHOSPHORUS FERTILIZERS FOR PLANTS"

Status: Patent Pending **Date Filed:** February 23, 2000

c. Issuance of Patent by US Patent and Trademark Office

Once a patent is issued, it is given a public patent number. Patented properties should be listed as follows:

SMITH, MARY (List all names on disclosure)

UC Case No.: 1999-008-4

Title: "A NOVEL FORMULATION OF PHOSPHORUS FERTILIZERS FOR PLANTS"

Status: U.S. Patent No. 5,514,200 **Date Issued:** August 2, 2001

E. Biography Form - Current

The Biography form must be updated during each review period and, if in paper form, must be signed.

F. Candidate's Response to Departmental Recommendation ([Attachment H](#))

The candidate has five (5) business days from receipt of the departmental letter to provide a written response to the departmental recommendation (and minority reports, if any). 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. This response may be addressed to the Chair, the Dean, or the VPAP. **See Section [II.A.9.b](#) for procedures.** The candidate's statement in quinquennial reviews and merit files (including Professor within above Scale) is limited to two pages. The candidate's statement in advancements to Professor VI, Professor Above-Scale, promotions, career reviews, reappointments, and appraisals are not limited in length.

G. Candidate's Response to Extramural Letters and/or Other Contents of the File

The candidate may submit a statement in response to the redacted copies of confidential documents or as a commentary on the file. This written response will become a part of the file, but it must be submitted to the Chair at least five business days prior to the departmental meeting at which review of the file will occur.

H. Chair's Letter (Optional)

In addition to the departmental letter, the Chair, at his/her discretion may elect to write a separate letter, known as the Chair's letter. Such a letter can be an important part of the file, especially when significant differences of opinion and voting are expressed in the departmental letter. Chairs may not independently add materials to the file that cannot be documented. Chairs may utilize statistical information (e.g. journal rankings, impact factors, citation reports, etc.) that might aid in the evaluation of the quality and impact of the candidate's scholarly activity. The Chair's Letter may not contain comments on procedures/processes used to assemble the file or conduct the meeting. It must adhere to an evaluation of teaching, research, and service. The Chair's letter is a confidential document (See [APM 160-20-b\(1\)\(b\)](#)) and should be forwarded to the Dean's office and not retained in the department. The Chair's letter is prepared AFTER the Chair has informed the candidate about the departmental recommendation. Upon request by the candidate, access to the Chair's letter will be provided in redacted form after the final administrative decision has been communicated to the candidate, or at the Chancellor's preliminary assessment stage in promotion and appraisal.

I. Checklist of Documents

The Checklist of Documents appropriate to the type of review should be utilized. These checklists can be found as follows:

CHECKLIST OF DOCUMENTS	
Type of Action	Attachment #
Advancement to Above-Scale	Attachment C-5
Advancement to Professor VI	Attachment C-5
Advancement within Above-Scale	Attachment C-5
Appointment for Assistant Professor I, II, III	Attachment C-7
Appointment for Assistant Professor IV and above	Attachment C-8
Appointment for Lecturers/Senior Lecturers with SOE or PSOE	Attachment C-7A
Appraisal	Attachment C-1
Career Review	Attachment C-2
Merit	Attachment C-4
Merit and Reappointment for Lecturers/Senior Lecturers with SOE or PSOE	Attachment C-4A
Promotion to Associate Professor	Attachment C-5
Promotion to Lecturer or Senior Lecturer with SOE or Senior Lecturer with PSOE	Attachment C-5A
Promotion to Professor	Attachment C-5
Quinquennial Review	Attachment C-6
Quinquennial Review for Lecturers/Senior Lecturers with SOE	Attachment C-6A
Reappointment of Assistant Professors	Attachment C-10
Reappointment of Lecturer or Senior Lecturer with SOE or Senior Lecturer with PSOE	Attachment C-10A

J. Dean's Recommendation Letter

The Dean's letter is not a confidential document. The letter is forwarded to Academic Personnel with the file for merit cases. In cases when a **senate** ad hoc is utilized, the Dean's letter will be removed from the file being forwarded to the ad hoc committee. The redacted ad hoc report will be forwarded to the Dean and the Dean will be given the opportunity to respond. Both Deans' letters (**before and after ad hoc recommendation**) will then be added to the file and will remain as part of the file.

The Dean's letter should briefly evaluate the file in light of the review criteria (see Section [II.A.5](#)) and document the Dean's recommendation. All ranks/steps proposed by the department should be evaluated and commented on by the Dean in the Dean's letter. Identifiers of extramural and student letters are to be limited to numerical or alphabetical designations. Deans may not independently add materials to the file that cannot be documented. Deans may utilize statistical information (e.g. journal rankings, impact factors, citation reports, etc.) that might aid in the evaluation of the quality and impact of the candidate's scholarly activity. The Dean's Letter may not contain comments on procedures/processes used to assemble the file or conduct the meeting. It must adhere to an evaluation of teaching, research, and service.

In normal, 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 **or appropriate statement in eFile**. 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 PEVC and/or the Chancellor reserve the right to request a Dean's letter in cases where the Dean simply concurred.

K. Departmental Recommendation Letter

The Chair **or designee** has the responsibility of writing the departmental letter which provides, from the perspective of the voting faculty of the department, an evaluation of the file and a departmental recommendation. For promotions to Associate Professor and Professor, advancements to Professor VI, Professor Above-Scale, advancement within Professor Above-Scale, Career Reviews, Appraisals and Quinquennials this evaluation should be comprehensive, critical and detailed. For merit files (other than advancements to Professor VI, Professor Above-Scale, and within Professor Above-Scale) this evaluation shall be limited to a maximum of two pages (**exclusive of Department Letter cover page**). **Font size equivalent to Arial 11 or Times New Roman 12 must be used. See Section [II.A.8](#) for procedures.**

1. Contents of the Departmental Letter

The departmental letter must not simply enumerate that which the file contains, but must analyze the materials included in the file and describe the **significance and impact** of the teaching, research, and service contributions. The department letter should not contain information that cannot be documented and should not contain comments on procedures/processes used to assemble the file or conduct the meeting. The department letter should also not contain detailed discussion of the reasons for a leave of absence **in instances where** this may constitute a potential breach of confidentiality. The department may utilize statistical information (e.g. journal rankings, impact factors, citation reports, etc.) that might aid in the evaluation of the quality and impact of the candidate's scholarly activity. The letter shall include the departmental vote(s) in the cover page and shall report any difference of opinion which would explain a minority vote or abstention. Faculty are obligated to give specific reasons for a minority opinion and every effort should be made to assure the department letter reports all views. It should be reported and explained if options have been exercised without comment.

Record all votes taken unless the vote for the higher rank and step is unanimous. If multiple votes are taken, the candidate may ask to exclude votes for steps higher than the one s/he wishes to forward.

a. Introductory Information

The format for the department letter found in [Attachment D](#) should be followed. It should include:

- (i) present title, rank and step of the candidate and the number of years at the present rank and step.
- (ii) rank and step recommended.
- (iii) the exact vote specifying the number in favor, opposed, abstained and unavailable. (See Section [II.A.2](#)); include an explanation for negative and/or minority votes in narrative.
- (iv) sabbatical leave report status.

b. Evaluation of Teaching

In the evaluation of teaching [APM 210-1-d](#) must be considered.

Where possible and applicable, the departmental letter should comment on items such as the following:

- (i) The role of the candidate in the graduate and undergraduate instructional program including such items as the amount **relative to the department norms**, variety and difficulty of the teaching assignments and the preparation and attention given by the candidate to his/her teaching responsibilities. Make reference to teaching **information** form.
- (ii) Out-of-class teaching and advising at both the graduate and undergraduate levels (careful thought should be given to the advising role of each candidate): directed research, special studies, help given to students, office hours with students, contributions to the teaching of other faculty, etc.
- (iii) Graduate student supervision and advising: PhDs, Masters, committees, post-doctoral, and Graduate Research Assistant supervision. Attention may be given to the role of the candidate in attracting high caliber graduate students to the campus.
- (iv) Development of new and effective techniques of instruction; writing of teaching materials, manuals, textbooks.
- (v) Evaluation of teaching as judged by departmental colleagues. Guidelines dealing with the evaluation of teaching are contained in [APM 210-1](#) and should be consulted by Chairs on behalf of their departments. Among other elements of teaching, faculty colleagues are particularly well qualified to make thoughtful and substantial assessments of the candidate's command of subject matter and continuous growth in his/her field. Faculty perceptions **derived from direct observation** and information should be shared with colleagues at the departmental personnel meeting concerning the candidate and incorporated into the file in an appropriate manner.
- (vi) Evaluation of teaching by students. Materials submitted by students ([see III.V](#)) should be discussed by the department in its meeting and summarized and evaluated in the departmental letter. All **teaching evaluations** performed during the review period should be assessed and commented on. Hearsay is not acceptable for use in teaching evaluations.

c. Evaluation of Research and Creative Activity

In the evaluation of Research and Creative Activity, [APM 210-1-d\(2\)](#) must be considered. Department letters must explain the quality of the candidate's publication venues. References to "top tier" should include information to support such claim in

order to inform and assist the review process. Supporting detail is needed since colleagues in a wide variety of fields are involved in the review process.

The departmental letter should evaluate specifically the following:

(i) Contribution to the Scholarly Field

Research and other creative activity should be subjected to critical analysis, not merely enumerated, and should be considered in terms of the significance and quality of contribution that the work makes to the scholarly field. For promotion reviews, the candidate's entire record will be reviewed, including contributions since the last promotion or appointment. For merit reviews, primary emphasis will be placed on the evaluation of contributions since the last advancement. For merits following a lateral promotion, see Section [II.B.8](#)

(ii) Identification and Classification of Research Items

The Chair should comment in detail on the nature of the publications or creative activity. For example, if the candidate has edited a book or anthology, the candidate's specific contribution should be described and evaluated. The Chair should comment on the quality and nature of the journals and publishers as well as the quality and significance of the work itself.

(iii) Extramural Letters

The Chair may quote from the extramural letters, but quotations cannot substitute for an informed and critical evaluation of the letters. Identifiers of extramural and student letters are to be limited to numerical or alphabetical designations. The same protection of confidentiality should also be extended to statements made by **department** faculty members.

d. Evaluation of Professional Activity and University and Public Service

It is the Chair's responsibility to include departmental comments and evaluations, where possible, of the professional activities and service of the candidate. Simple enumeration does not materially assist the review process. **An evaluation of the importance, variety, and commitment to service activities would be most helpful.**

L. Difference List

The "Difference List", enumerate the candidate's recent publications and/or creative activity to be credited since the time of appointment or last positive review. The numbering and format of publications should be consistent in the Difference List and the current Bibliography.

In assessing work completed since appointment or last advance, a general guideline followed by all reviewing agencies is not to "credit" an item until it is accepted for publication (or in press). That is, items are credited only once. Items omitted from previous reviews cannot be included on the current Difference List. Submitted items should not be counted nor mentioned in the department letter except briefly. For cases of reappointment of Assistant Professors, submitted items may be **discussed** in the **meeting** and mentioned **in** the department letter. In these cases, a discussion of the submitted work is expected and the evaluation should be based on careful review of the appointee's progress, promise, and achievement. Conditionally or provisionally accepted and in-prep items should not be listed except in cases of reappointment of Assistant Professors.

Only work produced by the candidate is allowable on the Difference List; for example reviews written by the candidate are allowable whereas reviews of the candidate's work are not. **Currently place reviews of the candidate's work under Other while updates to eFile are pending.**

For each co-authored item on the Difference List (excluding abstracts or reports), candidates should indicate whether they are the corresponding author, explain their role (a maximum of 3-4 sentences) **in terms of both intellectual and practical participation**, and provide information about the collaborators (e.g., graduate student, post doc or technician; rank and institution of collaborator). **It is acceptable to say member of collaborator's group where the exact rank may be unknown.**

For merits following a lateral promotion, see Section [II.B.8](#)

An optional one page cover sheet may be included with the file. The cover sheet should briefly provide a clear description of the quality and characteristics of the venues in which the candidate publishes.

M. Extramural Letters

Extramural letters solicited by the candidate's Department Chair are required as specified below. Candidates may not solicit their own extramural letters. Candidates may not contact potential reviewers prior to suggesting a list of names to the Chair. **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.**

Extramural Letters	
Advancements to Professor VI	Required
Advancements to Above-Scale	Required
Advancements within Above-Scale	Not required
Appraisals	Not required
Career Reviews	Required
Deferrals	Not allowed
Merits and Accelerated Merits	Not allowed
Promotions	Required
Quinquennial Reviews	Not required
Reappointments of Assistant Professors	Not Required

The letter of solicitation should include a current curriculum vitae and should clearly specify the action for which the reviewer is being asked to evaluate the candidate. All letters must be signed. Letters that do not have signatures must be accompanied by written documentation (e.g. email from letter writer that they sent the letter). Electronic signatures are acceptable.

For 7th year promotion to tenure candidates, without complication of eligible service at other UC campuses, extramural letters should not be solicited BEFORE the sixth anniversary of the UCR appointment date. For persons with prior service at other campuses, extramural letters for 7th year promotion to tenure files may be solicited after the completion of the 72nd month of appointment (inclusive of prior service). (See [APM 133-17](#)).

The candidate determines the **items to be included in the request packet. The following items are required or highly recommended: CV (required), a Candidate Self Statement (optional), Teaching Evaluations (optional), bibliography (optional), re-prints (optional).** If the self-

statement sent to extramural referees differs from the self-statement in Section [III.U](#), both self-statements should be included in the file. (See Section [III.M.2](#))

All extramural letters should be from qualified persons of a rank equal to or above the rank sought by the candidate. The reviewers' qualifications should include an established reputation and a disciplinary expertise enabling them to comment and assess in an informed manner. Preferably, such persons should be affiliated with institutions comparable in quality to the University of California. For single department candidates, letters should be requested from 3-6 referees suggested by the candidate, and from 3-6 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. For candidates with joint appointments, letters should be requested from 4-8 referees suggested by the candidate, and from 4-8 referees suggested by the department and/or Chair.

In joint appointment cases, the departments are encouraged to solicit letters jointly, or agree to share letters solicited independently. At a minimum, departments should work together to assure that they are not independently contacting the same individuals and that an appropriate mix of evaluators is being contacted.

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.

In suggesting referees, it is desirable to include not only the best qualified persons in the field or subdiscipline but also external evaluators who are not closely affiliated with the candidate or his/her work. The external reviewers should include a preponderance of reviewers who have not had a close working relationship with the candidate (eg., as mentor or collaborator).

It is preferable that the file includes some extramural referees familiar with the UC rank and step system. No more than two letters should be from the same campus.

Sample solicitation letters are provided as follows [Note: Additions to this letters are allowed but the templates cannot be modified]:

Appointment or promotion to Associate Professor Model Letter A ([Attachment E-1](#))

Appointment or promotion to Full Professor Model Letter B ([Attachment E-2](#))

Advancement to Professor VI Model Letter C ([Attachment E-3](#))

Advancement to Professor Above-Scale Model Letter D ([Attachment E-4](#))

Career Review Model Letter G ([Attachment E-7](#))

The University of California policy on confidentiality ([Attachment E-8](#)) is to be enclosed with solicitation letters for extramural review.

All solicited letters, whether from a previous year or the current year, obtained in connection with a given action shall be included in the file. In the case of letters received in a previous year, the Chair may write to all or a subset of those who wrote letters and offer them the opportunity to write a new letter or update the previous letter. The Chair will provide a brief explanation (in the departmental letter) of the department's reasons for not re-contacting previous years' reviewers. The Chair may also solicit letters from additional referees.

The extramural letters should be numbered or referenced by alphabet characters, and included should be:

1. The letter soliciting the extramural letters.
2. The file should include items sent to extramural referees (including such items as

- a self-statement, bibliography, and optional curriculum vitae) **only if** the item differs from the current file. A list of documents provided to extramural referees however should be included.
3. The list of persons from whom extramural letters were sought. This list should be annotated as to whether they were nominated by the candidate or the department (including the Chair) or both. Declinations or other reasons for non-response should be included. If letter is withdrawn prior to file being opened for review, indicate as such and include a copy of the email.
 4. The Chair should provide, on the list in #3 above, a brief (one or two sentences) comment on the academic standing and reputation of each letter writer. This does not need to be provided for those who declined or did not respond to the solicitation letter. This information is confidential and is not to be released to the candidate. (See [APM 160-20-b\(1\)\(d\)](#)).
 5. English translations must be provided for extramural letters written in another language.

N. Fellowship and Grant Activity (The header should include the applicable review period)

All grant and funding activity should be listed on a separate page in the format shown in [Attachment F](#). Under Award Status, use the following criteria: Current, Expired, Pending, **Not Awarded (previously Declined/Denied)** and **Declined By Candidate**.

For multi-investigator grants, indicate the candidate's role in the grant (PI, coPI, collaborator, consultant), the name of the PI (if not the candidate), the number and names of co-PIs, UCR amount, and amount to candidate. If the candidate has shared PI status on a grant (e.g. if new dual PI status on NIH grants) choose Co-PI and explain dual PI status under comments. Any granting agency acronyms should be clearly identified.

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.

Grant Activity	
Type of Action	Include Activity Since
Advancement to Professor VI*	Promotion to Professor
Advancement to Above Scale*	Advancement to Professor VI
Advancement within Above Scale	Last advance
Appraisal	Appointment
Career Review	Last promotion if promotion was greater than 5 years past
	If ≤5 years, then include activity since the previous promotion or appointment or a career review that resulted in a change of rank or step.
Merit following lateral promotion	Last merit
Promotion to Associate Professor*	Appointment
Promotion to Professor*	Promotion to Associate Professor
Quinquennial Review	For past 5 years
Reappointment of Assistant Professor	Appointment

*Grants or Fellowships awarded while at prior institutions that were received within the period of review may be included for candidates whose term of appointment at UCR is insufficient to provide an informed evaluation of the file.

O. Letters from Other Departments/Programs/Institutes/Centers

At the request of the candidate, the department will solicit letter(s) from the Chair(s) or Director(s) of programs with which the candidate has a significant relationship. All letters received will be included in the file at the departmental level. Such letters are non-confidential and shall be limited to two pages.

P. Minority Reports

Any minority opinion on a personnel action (or any other solicited or unsolicited document) which is intended for consideration by CAP or the Chancellor's Office is viewed as non-confidential.

Minority reports are intended to permit interpretations of fact and academic judgment which differ materially from those expressed in the departmental letter. Minority reports must address the evaluation of teaching, research or service as discussed at the department meeting but not viewed as being represented in the department letter. The report may not contain comments on procedures/processes used to assemble the file or conduct the meeting nor may it contain information not discussed at the department meeting. Perceived problems with procedures/processes or comments on procedures should be referred to the [Committee on Privilege and Tenure \(P&T\)](#). The discussion in minority reports should not invoke the names of extramural referees, eligible voters, or students. The intent is not to extend to unreasonable degrees, differences of academic judgment already clearly delineated in the departmental letter and reflective of both majority and minority views. Minority reports should be embarked upon only when consultation with the departmental letter writer reaches an impasse with regard to the departmental letter's being an accurate and objective rendering of diverse academic and professional judgments as discussed during departmental deliberations. Such minority reports are not to be treated as alternatives to departmental letters in scope or detail but should focus on critical matters of fact and academic judgment about the specific case not discussed in the departmental letter. See [Section II.A.8.e](#) for procedures.

Q. Procedural Safeguards Statement

Every personnel review file submitted is required to have a Procedural Safeguards Statement signed by the candidate. If the candidate should refuse to sign, the file will not be accepted for review. If the candidate refuses to sign for a mandatory review, such as a 7th year promotion to tenure or quinquennial review, refer to the instructions provided ([Attachment B-1](#)).

Part 2 of the Procedural Safeguards Statement ([Attachment B-2](#)) should accompany any addition or change to the file.

R. Professional Activity and Service (The header should include the applicable review period)

The candidate shall provide a list of significant activities under the categories of Professional Activity and Service. Information should be listed only once and as much as possible, organized by activity in chronological order (oldest to newest), including beginning and ending year(s) of participation, rather than repeating an activity.

Entries that are duplicative of an item elsewhere on the file should be noted. Abstracts however, do not need to be cross referenced.

Invited papers and presentations should be clearly identified. It is permissible to include

invited activities which the candidate declined or was unable to attend. Future invited activity can be included if the invitation was received before the file closing date.

When possible, candidates listing presentations as “keynote,” “plenary,” or “distinguished” are encouraged to supply supporting material in the form of an invitation email/letter or conference program brochure. (See Glossary for definitions) These items can be placed in Other Section in eFile.

Professional Activity and Service	
Type of Action	Include Activity Since
Advancement to Professor VI*	Promotion to Professor
Advancement to Above Scale*	Advancement to Professor VI
Advancement within Above Scale	Last advance
Appraisal	Appointment
Career Review	Last promotion if promotion was greater than 5 years past
	If ≤5 years, then include activity since the previous promotion or appointment or a career review that resulted in a change of rank or step.
Merit following lateral promotion	Last merit
Promotion to Associate Professor*	Appointment
Promotion to Professor*	Promotion to Associate Professor
Quinquennial Review	For past 5 years
Reappointment of Assistant Professor	Appointment

*Service performed at prior institutions that was performed within the period of review may be included for candidates whose term of appointment at UCR is insufficient to provide an informed evaluation of the file.

Professional Activity includes such things as:

1. editing book series or journals, refereeing articles or other publications, serving on review panels
2. holding an office in a professional or learned society
3. presenting papers or Chairing sessions at professional meetings, presenting invited seminars, colloquia, workshops, report writings, etc. including location and date of meeting or presentation
5. consulting activity

S. Publications/Creative Activities

eFile users should upload a PDF of the publications or a link to view creative activity such as images or video. For example, a PDF of the program can be uploaded and a link to the image or performance placed under Additional Description. If a web link is provided to a publication, the whole publication must be accessible. For paper files, the department should keep one copy of the actual publications, creative work and in-press material available in the department. Hard-copy publications should not be forwarded with the file unless requested during the review process.

T. Sabbatical Leave Reports and Conflict of Commitment Filing (APM 025)

Sabbatical Leave reports (APM 740-97) do not need to be forwarded but must be available upon request. If the Sabbatical report has not been filed, the review process will not move forward until the documentation has been received. In eFile, this can be uploaded in the Other section.

Conflict of Commitment Reports ([APM 025-20-b](#), [APM 671 for members of Health Sciences Compensation Plan, HSCP](#)) do not need to be forwarded but may be included at the discretion of the candidate. If Conflict of Commitment reporting has not been filed for the minimum time period (see Form C-9), the review process will not move forward until such reporting has been filed. Candidate must sign [C-9, Candidate Statement for Conflict of Commitment Report](#).

U. Self-Statement (optional but strongly encouraged)

The candidate is strongly encouraged to submit a brief statement describing and evaluating, in language understandable to a general audience, his/her achievements and recognition within the review period. The self-statement may not contain comments on procedures/processes used to assemble the file **and this is not the place for personal information.**

These self-statements are not required but are helpful to the reviewing **bodies** if they direct the reviewers' attention to the candidate's most significant work and the current direction of scholarly activities; simple enumeration of material evident in the file does not materially assist the review process and should be avoided. Accuracy of the self-statement is the responsibility of the candidate. 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.

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. Candidates are encouraged not to exceed five-pages in length when submitting self-statements for on campus review process. However, there is no page limit on self-statements sent to external reviewers.

If the self-statement sent to extramural referees differs from the self-statement, both self-statements should be included in the file. The extramural self statement should be uploaded in the Other section of eFile.

V. Student Evaluations of Teaching

The APM requires student evaluation of teaching. It should normally cover the teaching done in the review period (See [Section X](#) for details). All available evaluations should be included in the file. Evaluations of University Extension courses for the period under review are not to be included. Summer Session teaching will be recorded on the [Supplemental Teaching Information Form](#).

W. Student Letters Evaluating Teaching

For areas of teaching not covered by standardized evaluations, student letters of evaluation should be solicited. In this case, include a statement showing how student letters were obtained (i.e. random sample of all students, solicitation of all graduate students, etc.). The letter of solicitation of such evaluations should be included and should include a statement of legal safeguard of the sort indicated in [Attachment E-8](#). Oral or other informal request mechanisms are not sufficient. Student letters evaluating teaching are confidential documents.

Student letters from previous unsuccessful files should be included if they serve to complete teaching documentation for the same two-or three-year period shown on the Teaching Load Data Form. If sufficient standardized evaluations are provided to assess teaching skill and effectiveness, these letters are not required to be included.

X. Teaching Information (formerly, TLD or Teaching Load Data)

Department Chairs are required to provide a brief departmental teaching statement. The

statement should be used to explain departmental teaching norms, any course releases, the unusual circumstance which lead to some courses not being evaluated, and other elements of teaching that may be unique to the department.

For merits, teaching information and evaluations should be documented for those courses taught since last advance or for the three years listed on the Teaching Information form, whichever is shorter. For promotion, appraisal, career review, advancement to Professor VI, Professor Above Scale and Professor within Above Scale, the teaching information and evaluations should be documented for the last 3 years. **For all actions**, additional earlier years may be included at the candidate's discretion and such additions are encouraged when the candidate has been at his or her current rank and step for more than three years. The additional years may be included on the Teaching Information form (or with the teaching records in e-file). The additional information and evaluations should be identified as being optional and included at the candidate's request. For Quinquennial review files, list all courses for the past five years.

If a course is shared, explicitly state what percentage of the course was conducted or how many lectures or labs were done by the candidate. The role of the candidate on graduate committees should be explained. For graduate student supervision, include **major professor's** name(s).

Graduate Student Instruction	
Type of Action	Include Students Since
Advancement to Professor VI*	Promotion to Professor
Advancement to Above Scale*	Advancement to Professor VI
Advancement within Above Scale	Last advance
Appraisal	Appointment
Career Review	Last promotion if promotion was greater than 5 years past
	If ≤5 years, then include activity since the previous promotion or appointment or a career review that resulted in a change of rank or step.
Merit following lateral promotion	Last merit
Promotion to Associate Professor*	Appointment
Promotion to Professor*	Promotion to Associate Professor
Quinquennial Review	For past 5 years
Reappointment of Assistant Professor	Appointment

***Graduate Student Instruction from prior institutions that was performed within the period of review may be included for candidates whose term of appointment at UCR is insufficient to provide an informed evaluation of the file.**

Y. University and Public Service (the header should include the applicable review period)
 The candidate shall provide a list of significant activities under the categories of University and Public Service. Information should be listed only once and as much as possible, organized by activity in chronological order, including beginning and ending year(s) of participation and the candidate's role (e.g. Chair, member, co-Chair and other), rather than repeating an activity. List department, college, Senate, administrative and systemwide service under separate categories. **Senate** Ad hoc **personnel** committee service (without revealing the name of the candidate) should be listed under Senate service.

University and Public Service	
Type of Action	Include Activity Since
Advancement to Professor VI*	Promotion to Professor
Advancement to Above-Scale*	Advancement to Professor VI
Advancement w/in Above-Scale	Last advance
Appraisal	Appointment
Career Review	Last promotion if promotion was greater than 5 years past
	If ≤5 years, then include activity since the previous promotion or appointment or a career review that resulted in a change of rank or step.
Merit following lateral promotion	Last merit
Promotion to Associate Professor*	Appointment
Promotion to Professor*	Promotion to Associate Professor
Quinquennial Review	For past 5 years
Reappointment of Assistant Professor	Appointment

***Service from prior institutions that was performed within the period of review may be included for candidates whose term of appointment at UCR is insufficient to provide an informed evaluation of the file.**

Z. Other Letters

Letters that were not solicited by the Department Chair may be included in the file at the discretion of the candidate **in the Other section.**

REQUEST FOR ACCESS TO RECORDS
BY A CANDIDATE

Name _____ Department/**Program** _____

I request a copy of the following material in my academic personnel file for the _____ review year.

Confidential (redacted form)

- Extramural letters
- Student letters
- Chair's letter
- Ad Hoc committee report
- Other confidential

Non-confidential

- Dean's letter
- CAP report
- Department letter and Minority Report
(if not received earlier)
- Other

Signature _____ Date _____

Note: Unless otherwise specified, all requests will be assumed to be for the official personnel review file of record which is maintained in the Academic Personnel Office (APO).

APO USE ONLY

-
- _____ 1. Request received

 - _____ 2. Documents with cover letter sent to candidate.

REQUEST FOR ACCESS TO RECORDS
BY A THIRD PARTY

Name _____ Department/**Program** _____

Title: _____

I request a copy of the following material in the academic personnel file of _____
for the _____ review year.

The reason(s) for this request are: _____

Confidential (redacted form)

Non-confidential

- ___ Extramural letters
- ___ Student letters
- ___ Chair's letter
- ___ Ad Hoc committee report
- ___ Other confidential

- ___ Dean's letter
- ___ CAP report
- ___ Department letter and Minority Report
(if not received earlier)
- ___ Other

Signature _____ Date _____

Note: Unless otherwise specified, all requests will be assumed to be for the official personnel review file of record which is maintained in the Academic Personnel Office (APO).

.....
APO USE ONLY

_____ 1. Request received _____ Approved _____ Denied

_____ 2. Documents with cover letter sent to _____

_____ 3. Copy of documents sent to candidate

 PRINT CANDIDATE'S NAME
SIGNED STATEMENT ATTESTING TO PROCEDURAL SAFEGUARDS (Part 1)

Every personnel review file submitted, including deferral and mandatory quinquennial review files, is required to have a Procedural Safeguards Statement signed by the candidate. Files received without a signed Procedural Safeguards Statement by the Candidate will not be accepted for review, the only exception being in cases of a mandatory review. In those extremely rare instances of a mandatory review in which a faculty member has refused to sign the Statement, a written statement from him/her should be sought by the Department Chair in which the reasons for the refusal are presented. If the faculty member refuses to provide written reasons, the Chair should make an effort to ascertain the reasons for the refusal and supply a statement on the basis of the oral response received. The Department Chair will initial & date those areas on the Procedural Safeguards Statement where he/she advised the candidate of the process.

FOR CANDIDATE: The purpose of this Statement is for you to certify that you have been informed of your rights under Section 200 of the Academic Personnel Manual and that you have been provided the opportunity to exercise those rights at the appropriate times during the review process. If you believe you have not been given your rights at any time during this review, you should bring this to the attention of your Department Chair or Dean. Your signature on this Statement does not necessarily imply that you agree with the department's recommendation. If you have any questions about the review process, please contact Academic Personnel.

Section I. Initial stages of review process prior to Department review:**I CERTIFY THAT:**A. Under APM 220-80-c

1. I was informed of the impending review for this personnel action and of the review process (per APM 210-1, 220-80 and 160).
2. I was provided the opportunity to ask questions, supply information and evidence, suggest names for extramural letters (where relevant), and to provide, in writing, names of extramural reviewers, who for reasons set forth by me, may not provide objective evaluations.

B. Under APM 220-80-d (not applicable to Deferrals)

1. All documents and information I have provided are accurate to the best of my knowledge.
2. I had the opportunity to inspect all documents to be included in the file other than **non-redacted** confidential documents.
3. I certify that **the department provided the following redacted documents before the department meeting:**
 ___Extramural letters ___Student letters ___Other confidential on _____(date).
4. I had the opportunity to provide a written statement for inclusion in this file in response to or commenting upon material in the file. _____(initials)

 Candidate's Signature

 Date
Section II. After the Department meeting: (not applicable to Deferrals)

- C. Under APM 220-80-i, I understand I am entitled to receive the following additional documents and in cases of appeal those that pertain to each round of review. I understand that copies of the documents I request will also be provided to the Department Chair and Dean.

- D. Under APM 220-80-i, I was informed of the right to receive a written statement of reasons for the final administrative decision.

E. Under APM 220-80-e,

1. I acknowledge that I received a copy of the department letter on _____.
2. I was informed of the right to make written comments on the departmental recommendation within five business days of receiving it and to direct transmittal of these comments to the Chair, the Dean, or the VPAP as described in Section II.A.9.b of the Call on or before _____ at _____ (a.m./p.m.).
3. I was informed that if I wish to waive my right to respond to the departmental recommendation I may do so in writing (email or written correspondence – attach if applicable) prior to the date/time noted in Section II.E.3. or by signing and dating here: _____ (Candidate's signature)
 _____(Date).

 Candidate Signature

 Date

 Chair Signature

 Date

**SIGNED STATEMENT ATTESTING TO PROCEDURAL SAFEGUARDS
(Part 2)**

I CERTIFY THAT:

I was informed of the following addition/deletion/correction made to the file.

Print Name

Signature

Date

If the above changes resulted in a new department letter or an addendum, then:

- C. Under APM 220-80-e
1. I received a copy of the department letter on _____.
 2. I was informed of the right to make written comments on the departmental recommendation within five business days of receiving it and to direct transmittal of these comments to the Chair, the Dean, or the VPAP as described in Section II.A.9.b of the Call. I have chosen to: _____ respond in writing to the departmental recommendation within 5 business days (use Attachment H) _____ not respond to the departmental recommendation and waive the 5 day waiting period.

CHECKLIST OF DOCUMENTS FOR APPRAISALS (ladder rank)

Name: _____ Department: _____

Submit original:

- A. Checklist of Documents in File
- B. Signed Procedural Safeguards Statement
- C. Candidate Statement for Conflict of Commitment
- D. Chair's Letter (optional) (confidential)
- E. Departmental letter (must include vote)
- F. Minority Report (if applicable)
- G. Candidate's Response to department letter (optional)
- H. Candidate's Self-Statement (optional but strongly encouraged)
- I. Candidate's Response to material in the file (optional)
- ** J. Student Letters Evaluating Teaching (required if non-confidential teaching evaluations are not provided)
 - Solicitation letter or statement as to how obtained
- K. Current Biography
- L. Current Bibliography of Publications and Creative Activity (include candidate's contributions to joint-authored work since appointment at UCR)
- M. List of Professional Activity and Service (since appointment, include the current year)
- N. List of University/Public Service (since appointment, include the current year)
- O. Grant Activity (if applicable, since appointment, include the current year)
- P. Teaching Information Form (include teaching activity for the previous nine quarters)
- Q. Student Evaluation of Teaching (include evaluations for the previous nine quarters)
- R. Letters From Other Departments/Programs/Institutes/Centers (optional)
- S. Other- Confidential (specify item(s) below):

- T. Other- Non-Confidential (specify item(s) below):

** = Indicate # included

File Tracking

_____ file sent to Dean's office
Dept Chair initial & date

Received in Deans office	Returned for corrections			Received in APO	Returned for corrections		Sent to Ad Hoc	Ad hoc report received	Ad hoc report sent to Dean	Dean letter received in APO	Sent to CAP	CAP vote date	CAP minute received	Sent to VPAP	Sent to PEVC	Sent to Chancellor	Final Decision	Announced
	Sent	Sent	Sent		Sent	Sent												
	Recvd	Recvd	Recvd		Recvd	Recvd												

CHECKLIST OF DOCUMENTS FOR CAREER REVIEW (tenured faculty only)

Name: _____ Department: _____

Submit original:

- A. Checklist of Documents in File
- B. Signed Procedural Safeguards Statement
- C. Candidate Statement for Conflict of Commitment
- D. Chair's Letter (optional) (confidential)
- E. Department Letter (must include vote)
- F. Minority Report (if applicable)
- G. Candidate's Response to the department letter (optional)
- H. Candidate's Self-Statement (optional but strongly encouraged)
- I. Candidate's Response to the material in the file (optional)
- ** J. Extramural Letters (required)
 Include letters of declination and count in total number
 Include the following:
 Solicitation Letter
 Indicate those suggested by department, by candidate as well as a brief statement regarding academic standing of each letter writer
 The packet of information sent to extramural referees, if different from the documents submitted as part of the file
- ** K. Student Letters Evaluating Teaching (required if non-confidential teaching evaluations are not provided)
 Solicitation letter or statement as to how obtained
- L. Current Biography
- M. Current Bibliography of Publications/Creative Activity (include candidate's contributions to joint-authored works since last advance)
- N. Professional Activity and Service (see Section III.R. of The Call for the period of review) – include the current year
- O. University and Public Service (see Section III.Y of The Call for the period of review) - include the current year
- P. Grant Activity (if applicable, see Section III.N of The Call for the period of review) – include the current year
- Q. Teaching Information Form (include teaching activity for the previous nine quarters; see The Call, Section III.X for the period of review for listing Graduate Student Instruction)
- R. Student Evaluation of Teaching (include evaluations for the previous nine quarters, to coincide with the teaching activity)
- ** S. Letters From Other Departments/ Programs/ Institutes/ Centers (as appropriate)
- T. Other - Confidential (specify item(s) below):

- U. Other - Non-confidential (specify item(s) below): (a full CV is optional but encouraged)

** = Indicate # included

File Tracking

_____ file sent to Dean's office
 Dept Chair initial & date

Received in Deans office	Returned for corrections			Received in APO	Returned for corrections		Sent to Ad Hoc	Ad hoc report received	Ad hoc report sent to Dean	Dean letter received in APO	Sent to CAP	CAP vote date	CAP minute received	Sent to VPAP	Sent to PEVC	Sent to Chancellor	Final Decision	Announced
	Sent	Sent	Sent		Sent	Sent												
	Sent	Sent	Sent		Sent	Sent												
	Recvd	Recvd	Recvd		Recvd	Recvd												

CHECKLIST OF DOCUMENTS FOR MERITS

Name: _____ Department: _____

Submit original:

- A Checklist of Documents in File
- B Signed Procedural Safeguards Statement
- C Candidate Statement for Conflict of Commitment
- D Chair's Letter (optional) **confidential**
- E Departmental Letter (must include vote) 2 page maximum
- F Minority Report (if applicable) 2 page maximum
- G Candidate's response to the Department Letter (optional) 2 page maximum
- H Candidate's Self-Statement (optional but strongly encouraged) 2 page maximum
- I Candidate's Response to material in the file (optional)
- ** J Student Letters Evaluating Teaching (required if non-confidential teaching evaluations are not provided)
 - Solicitation letter or statement as to how obtained
- K Current Biography
- L Current Bibliography of Publications/Creative Activity
- M Bibliography at Last Advance
- N Difference List with items to be credited since last advance (blue paper)
 - Difference List cover sheet included (blue paper) (optional)
- O Professional Activity and Service (since last advance or last merit if following a lateral promotion; include the current year)
- P University and /Public Service (since last advance or last merit if following a lateral promotion; include the current year).
- Q Grant Activity (if applicable, since last advance or last merit if following a lateral promotion; include the current year)
- R Teaching Information Form since last advance (include teaching activity for the previous three years or the last advance; whichever period of time is shorter)
- S Student Evaluation of Teaching (include evaluations for the previous three years or the last advance; whichever period of time is shorter)
- T Letters From Other Departments/ Programs/ Institutes/ Centers (optional)
- ** U Other - Confidential (specify item(s) below):

- V Other - Non-confidential (specify item(s) below):

**** = Indicate # included**

File Tracking

_____ file sent to Dean's office
 Chair Signature & Date

Received in Deans office	Returned for corrections			Received in APO	Returned for corrections		Sent to Ad Hoc	Ad hoc report received	Ad hoc report sent to Dean	Dean letter received in APO	Sent to CAP	CAP vote date	CAP minute received	Sent to VPAP	Sent to PEVC	Sent to Chancellor	Final Decision	Announced
	Sent	Sent	Sent		Sent	Sent												
	Sent	Sent	Sent		Sent	Sent												
	Recvd	Recvd	Recvd		Recvd	Recvd												

CHECKLIST OF DOCUMENTS FOR MERITS LECTURERS & SENIOR LECTURERS WITH SECURITY OF EMPLOYMENT OR WITH POTENTIAL SECURITY OF EMPLOYMENT

Name: _____ Department: _____

Submit original:

- A Checklist of Documents in File
- B. Signed Procedural Safeguards Statement
- C. Candidate Statement for Conflict of Commitment
- D. Chair's Letter (optional) (**confidential**) – refer to APM 210-3.c
- E. Departmental Letter (must include vote) 2 page maximum
- F. Minority Report (if applicable) 2 page maximum
- G. Candidate's response to the Department Letter (optional) 2 page maximum
- H. Candidate's Self-Statement (optional but strongly encouraged) 2 page maximum
- I. Candidate's Response to material in the file (optional)
- ** J. Student Letters Evaluating Teaching (required if non-confidential teaching evaluations are not provided.)
 - Solicitation letter or statement as to how obtained
- K. Current Biography
- L. Current Bibliography of Publications/Creative Activity
- M. Bibliography at Last Advance, if applicable
- N. Difference List with items to be credited since last review, if applicable (blue paper)
 - Difference List cover sheet included (blue paper) (optional)
- O. Professional Achievement/Professional Activity (since last review; include the current year)
- P. University and Public Service (since last review; include the current year).
- Q. Grant Activity (if applicable, since last review; include the current year)
- R. Teaching Information Form since last review (include all teaching activity since last review)
- S. Student Evaluation of Teaching (include all teaching activity since last review)
- T. Letters From Other Departments/ Programs/ Institutes/ Centers (optional)
- ** U. Classroom Observations. (since last review)
- V. Other - Confidential (specify item(s) below):

- W. Other - Non-confidential (specify item(s) below):

**** = Indicate # included**

=====

File Tracking

_____ file sent to Dean's office

Chair Signature & Date

Received in Deans office	Returned for corrections			Received in APO	Returned for corrections		Sent to Ad Hoc	Ad hoc report received	Ad hoc report sent to Dean	Dean letter received in APO	Sent to CAP	CAP vote date	CAP minute received	Sent to VPAP	Sent to PEVC	Sent to Chancellor	Final Decision	Announced
	Sent	Sent	Sent		Sent	Sent												

Attachment C-5

CHECKLIST OF DOCUMENTS FOR **PROMOTIONS, ADVANCEMENTS to PROFESSOR VI, PROFESSOR ABOVE-SCALE OR WITHIN PROFESSOR ABOVE-SCALE**

Name: _____ Department: _____

Submit original:

- A. Checklist of Documents in File
- B. Signed Procedural Safeguards Statement
- C. Candidate Statement for Conflict of Commitment
- D. Chair's Letter (optional) (**confidential**)
- E. Departmental Letter (must include vote)
- F. Minority Report (if applicable)
- G. Candidate's response to the Department Letter (optional)
- H. Candidate's Self-Statement (optional **but strongly encouraged**)
- I. Candidate's response to material in the file (optional)
- ** J. Extramural Letters (required for promotions; Step VI & To A/S)
 Include letters of declination and count in total number
 Include the following:
 - Solicitation Letter
 - List of extramural reviewers. Indicate those suggested by department, by candidate as well as a brief statement regarding academic standing of each letter writer
 - The packet of information sent to extramural referees, if different from the documents submitted as part of the file. Please include CV sent to extramural reviewers. (See Section III.M)
- ** K. Student Letters Evaluating Teaching (required if non-confidential teaching evaluations are not provided)
 - Solicitation letter or statement as to how obtained
- L. Current Biography
- M. Current Bibliography of Publications/Creative Activity
- N. Bibliography at Last Advance
- O. Difference List with items to be credited since last advance (blue paper)
 - Difference List cover sheet included (blue paper) (optional)
- P. Professional Activity and Service (see Section III.R. of The Call for the period of review) – include the current year
- Q. University and Public Service (see Section III.Y of The Call for the period of review) - include the current year
- R. Grant Activity (if applicable, see Section III.N of The Call for the period of review) – include the current year
- S. Teaching Information Form (include teaching activity for the previous **nine quarter**; see The Call, Section III.X for the period of review for listing Graduate Student Instruction)
- T. Student Evaluation of Teaching (include evaluations for the previous **nine quarters**, to coincide with the teaching activity)
- U. Letters From Other Departments/ Programs/ Institutes/ Centers (optional)
- ** V. Other - Confidential (specify item(s) below):

- W. Other - Non-confidential (specify item(s) below):

**** = Indicate # included**

Note: For advancements to Prof VI and within Prof Above-Scale, do not forward publications, but keep them available in the department.

File Tracking

_____ file sent to Dean's office
 Dept Chair initial & date

Received in Deans office	Returned for corrections			Received in APO	Returned for corrections		Sent to Ad Hoc	Ad hoc report received	Ad hoc report sent to Dean	Dean letter received in APO	Sent to CAP	CAP vote date	CAP minute received	Sent to VPAP	Sent to PEVC	Sent to Chancellor	Final Decision	Announced
	Sent	Sent	Sent		Sent	Sent												
	Sent	Sent	Sent		Sent	Sent												
	Recvd	Recvd	Recvd		Recvd	Recvd												

CHECKLIST OF DOCUMENTS FOR PROMOTIONS to LECTURER or SENIOR LECTURER WITH SECURITY OF EMPLOYMENT

Name: _____ Department: _____

Submit original:

- A. Checklist of Documents in File
- B. Signed Procedural Safeguards Statement
- C. Candidate Statement for Conflict of Commitment
- D. Chair's Letter (optional) (confidential)
- E. Departmental Letter (must include vote)
- F. Minority Report (if applicable)
- G. Candidate's response to the Department Letter (optional)
- H. Candidate's Self-Statement (optional but strongly encouraged)
- I. Candidate's response to material in the file (optional)
- ** J. Extramural Letters (required for promotions)
 Include letters of declination and count in total number
 Include the following:
 Solicitation Letter
 List of extramural reviewers. Indicate those suggested by department, by candidate as well as a brief statement regarding academic standing of each letter writer
 The packet of information sent to extramural referees, if different from the documents submitted as part of the file. Please include CV sent to extramural reviewers. (See Section III.M of The Call)
- ** K. Student Letters Evaluating Teaching (required if non-confidential teaching evaluations are not provided)
 Solicitation letter or statement as to how obtained
- L. Current Biography
- M. Current Bibliography of Publications/Creative Activity
- N. Bibliography at Last Advance
- O. Difference List with items to be credited since last advance (blue paper)
 Difference List cover sheet included (blue paper) (optional)
- P. Professional Achievement and Activity (if PSOE to LSOE since appointment; if LSOE to Sr. LSOE since advancement to) – include the current year
- Q. University and Public Service (if PSOE to LSOE since appointment; if LSOE to Sr. LSOE since advancement to) - include the current year
- R. Grant Activity (if applicable, if PSOE to LSOE since appointment; if LSOE to Sr. LSOE since advancement to) – include the current year
- S. Teaching Information Form (include teaching activity for the previous nine quarters, include Graduate Student Instruction since appointment or advancement to LSOE)
- T. Student Evaluation of Teaching (include evaluations for the previous nine quarters, to coincide with the teaching activity)
- ** U. Classroom Observations (if PSOE to SOE since appointment; if LSOE to Sr. LSOE since advancement to)
- ** V. Letters From Other Departments/ Programs/ Institutes/ Centers (optional)
- ** W. Other - Confidential (specify item(s) below):

- X. Other - Non-confidential (specify item(s) below):

** = Indicate # included.

File Tracking

_____ file sent to Dean's office
 Dept Chair initial & date

Received in Deans office	Returned for corrections			Received in APO	Returned for corrections		Sent to Ad Hoc	Ad hoc report received	Ad hoc report sent to Dean	Dean letter received in APO	Sent to CAP	CAP vote date	CAP minute received	Sent to VPAP	Sent to PEVC	Sent to Chancellor	Final Decision	Announced
	Sent	Sent	Sent		Sent	Sent												
	Recvd	Recvd	Recvd		Recvd	Recvd												

CHECKLIST FOR QUINQUENNIAL REVIEWS (ladder rank faculty)

Name: _____ Department: _____

Submit original:

- A. Checklist of Documents in File
- B. Signed Procedural Safeguards Statement
- C. Candidate Statement for Conflict of Commitment
- D. Chair's Letter (optional) **confidential**
- E. Departmental Letter (vote required)
- F. Minority Report (if applicable)
- G. Candidate's response to the Departmental Letter (optional)
- H. Candidate's Self-Statement (optional but encouraged) 2 page maximum
- I. Candidate's response to the material in the file (optional)
- J. Current Biography
- K. Current Bibliography of Publications/Creative Activity
- L. Bibliography at Last Advance
- M. Publication and Creative Activity during last 5 years (include candidate's contributions to joint-authored works during last 5 years)
- N. Professional Activity and Service (for last 5 years)
- O. University and Public Service (for last 5 years, include the current year)
- P. Grant Activity (in last 5 years, if applicable)
- Q. Teaching Information Form (showing last 5 years)
- R. Student Evaluation of Teaching
Evaluations for all courses taught in last 5 years --campus teaching evaluation forms, etc.
- S. Letters From Other Departments/ Programs/ Institutes/ Centers (optional)
- ** T. Other – Confidential (specify items(s) below):

- U. Other - Non-confidential (specify item(s) below):

** = Indicate # included

=====

File Tracking

_____ file sent to Dean's office
Dept Chair initial & date

Received in Deans office	Returned for corrections			Received in APO	Returned for corrections		Sent to Ad Hoc	Ad hoc report received	Ad hoc report sent to Dean	Dean letter received in APO	Sent to CAP	CAP vote date	CAP minute received	Sent to VPAP	Sent to PEVC	Sent to Chancellor	Final Decision	Announced
	Sent	Sent	Sent		Sent	Sent												
	Recvd	Recvd	Recvd		Recvd	Recvd												

**CHECKLIST FOR QUINQUENNIAL REVIEWS FOR LECTURERS OR SENIOR LECTURERS
WITH SECURITY OF EMPLOYMENT**

Name: _____ Department: _____

Submit original:

- A. Checklist of Documents in File
- B. Signed Procedural Safeguards Statement
- C. Candidate Statement for Conflict of Commitment
- D. Chair's Letter (*optional*) (**confidential**)
- E. Departmental Letter (*vote required*)
- F. Minority Report (*if applicable*)
- G. Candidate's response to the Departmental Letter (*optional*)
- H. Candidate's Self-Statement (*optional but encouraged*) 2 page maximum
- I. Candidate's response to the material in the file (*optional*)
- J. Current Biography
- K. Current Bibliography of Publications/Creative Activity
- L. Bibliography at Last Advance
- M. Publication and Creative Activity during last 5 years (*include candidate's contributions to joint-authored works during last 5 years*)
- N. Professional Achievement and Activity (*for last 5 years*)
- O. University and Public Service (*for last 5 years, include the current year*)
- P. Grant Activity (*in last 5 years, if applicable*)
- Q. Teaching Information Form (*showing last 5 years*)
- R. Student Evaluation of Teaching
Evaluations for all courses taught in last 5 years --campus teaching evaluation forms, etc.
- S. Classroom Observations (*last 5 years*)
- T. Letters From Other Departments/ Programs/ Institutes/ Centers (*optional*)
- ** U. Other – Confidential (*specify item(s) below*):

- V. Other - Non-confidential (*specify item(s) below*):

**** = Indicate # included**

=====

File Tracking

_____ file sent to Dean's office
Dept Chair initial & date

Received in Deans office	Returned for corrections			Received in APO	Returned for corrections		Sent to Ad Hoc	Ad hoc report received	Ad hoc report sent to Dean	Dean letter received in APO	Sent to CAP	CAP vote date	CAP minute received	Sent to VPAP	Sent to PEVC	Sent to Chancellor	Final Decision	Announced
	Sent	Sent	Sent		Sent	Sent												
	Recvd	Recvd	Recvd		Recvd	Recvd												

**CHECKLIST FOR ASSISTANT PROFESSOR I, II AND III APPOINTMENTS AND
ACTING ASSISTANT PROFESSOR I AND II APPOINTMENTS**

Name: _____ Department: _____

- Signed Appointment Letter
- Search Report (completed and approved via AP Recruit*) JPF# _____
- Departmental letter(s) of recommendation (**include eligible faculty vote**)
- Dean's Approval initials on copy of Cover Sheet or Dean's Letter
- Chair's Letter(s) (optional)
- Letters of recommendation (List #)
- Current signed biography and bibliography (UC format)
- Curriculum Vitae
- Teaching Evidence (if applicable)
- Approved authorization for recruitment from PEVC
- Approved o/s memo from PEVC (if applicable)
(see Off-Scale Salary Section for information)
- Check this box if language requiring Evidence of Medical Board Certification and Evidence of California Medical Licensure Certification are included in the Letter of Intent (where applicable)

Retain candidate's publications at the department level with a cover list of accepted and submitted items.

This document check list and its attachments are required by the Office of Academic Personnel and must be uploaded in eFile. Original hard copies must be retained in the college/school.

Employee Documents for Appointments:

The Department is the Office of Record for the following items and forms:

1. Surepay Authorization Form and its attachment
2. Federal and State Withholding Form
3. Employment Eligibility Verification (I-9) and its attachments
4. Oath of Allegiance/Patent Agreement
5. Affirmative Action Data Transmittal (Shred after PPS Data Entry)
6. Candidate's Publications with cover list of in press items
7. Health Sciences Compensation Plan (HSPC) Acknowledgement/Agreement Form (where applicable)

Following PPS Data Entry, forward the following forms to the Payroll Office and keep a copy on file (if applicable):

1. Statement of Citizenship (required from non-citizens of the USA)
2. Exemption from Withholding on Compensation (8233)
3. Tax Treaty Statement
4. Benefit Forms

Office of Record: Academic Personnel will remain the office of record for these delegated appointments. The original appointment file, original signed accepted formal offer letter, and other documents required should be sent to Academic Personnel **via eFile** no later than four weeks after the offer has been accepted. An annual post audit of appointments will be done in consultation with CAP.

The AP Recruit Search Report replaces that Affirmative Action Compliance Report and Affirmative Action Summary of Recruitment Statistics. The document is available in AP Recruit and will not be forwarded with the file beyond APO.

CHECKLIST FOR APPOINTMENTS FOR LECTURERS AND SENIOR LECTURERS WITH SECURITY OF EMPLOYMENT OR POTENTIAL FOR SECURITY OF EMPLOYMENT

Name: _____

Department: _____

- Dean's Approval initials on copy of Cover Sheet or Dean's Letter(s)
- Chair's Letter(s) (optional)
- Curriculum Vitae
- Search Report (completed and approved via AP Recruit*) JPF# _____
- Departmental letter(s) of recommendation (**include eligible faculty vote**)
- Current Biography (UCR Format)
- Current Bibliography of Publications/Creative Activity (UCR format)
- Publications with cover list of submitted items
- Extramural Letters (for SOE appointments, include solicitation letter & list of referees; the list should include names suggested by the department and/or Chair and should be evenly balanced)
- Minority Report (if applicable)
- Teaching Evaluations or other evidence of teaching effectiveness (required)

This document check list and its attachments are required by the Office of Academic Personnel and must be uploaded in eFile. Original hard copies must be retained in the college/school.

Employee Documents for Appointments:

The Department is the Office of Record for the following items and forms:

1. Surepay Authorization Form and its attachment
2. Federal and State Withholding Form
3. Employment Eligibility Verification (I-9) and its attachments
4. Oath of Allegiance/Patent Agreement
5. Affirmative Action Data Transmittal (Shred after PPS Data Entry)
6. Candidate's Publications with cover list of in press items

Following PPS Data Entry, forward the following forms to the Payroll Office and keep a copy on file (if applicable):

1. Statement of Citizenship (required from non-citizens of the USA)
2. Exemption from Withholding on Compensation (8233)
3. Tax Treaty Statement
4. Benefit Forms

Office of Record: Academic Personnel (APO) is the office of record for appointments. The original appointment file, original signed accepted formal offer letter, and other documents required **must be uploaded in eFile. Please retain the original hard copies in the college/school.**

***The AP Recruit Search Report replaces that Affirmative Action Compliance Report and Affirmative Action Summary of Recruitment Statistics. The document is available in AP Recruit and will not be forwarded with the file beyond APO.**

**CHECKLIST FOR APPOINTMENTS FOR ASSISTANT PROFESSOR IV & ABOVE,
APPOINTMENTS FOR ACTING ASSISTANT PROFESSOR III & ABOVE, ASSISTANT
PROFESSOR OF CLINICAL (I-III), AND ASSISTANT PROFESSOR IN RESIDENCE**

Name: _____ Department: _____

- Dean's Approval initials on copy of Cover Sheet or Dean's Letter(s)**
- Initial complement (IC) Letter or Letter of Intent (LOI)
- Chair's Letter(s) (optional)
- Curriculum Vitae
- Search Report (completed and approved via AP Recruit*) JPF# _____
- Departmental letter(s) of recommendation (**include eligible faculty vote**)
- Current Biography (UCR Format)
- Current Bibliography of Publications/Creative Activity (UCR format)
- Publications with cover list of submitted items
- Extramural Letters (for tenured appointments, include solicitation letter & list of referees; the list should include names suggested by the department and/or Chair and should be evenly balanced)
- Minority Report (if applicable)
- Teaching Evaluations or other evidence of teaching effectiveness (required for tenured appointments and if appropriate for non-tenured appointments)
- Check this box if language requiring Evidence of Medical Board Certification and Evidence of California Medical Licensure Certification are included in the Letter of Intent (where applicable)

This document check list and its attachments are required by the Office of Academic Personnel and must be uploaded in eFile. Original hard copies must be retained in the college/school.

Employee Documents for Appointments:

The Department is the Office of Record for the following items and forms:

1. Surepay Authorization Form and its attachment
2. Federal and State Withholding Form
3. Employment Eligibility Verification (I-9) and its attachments
4. Oath of Allegiance/Patent Agreement
5. Affirmative Action Data Transmittal (Shred after PPS Data Entry)
6. Candidate's Publications with cover list of in press items
7. Health Sciences Compensation Plan (HSCP) Acknowledgement/Agreement Form (where applicable)

Following PPS Data Entry, forward the following forms to the Payroll Office and keep a copy on file (if applicable):

1. Statement of Citizenship (required from non-citizens of the USA)
2. Exemption from Withholding on Compensation (8233)
3. Tax Treaty Statement
4. Benefit Forms

Office of Record: Academic Personnel (APO) is the office of record for appointments. The original appointment file, original signed accepted formal offer letter, and other documents must be uploaded in eFile. **Please retain the original hard copies in the college/school.**

***The AP Recruit Search Report replaces that Affirmative Action Compliance Report and Affirmative Action Summary of Recruitment Statistics. The document is available in AP Recruit and will not be forwarded with the file beyond APO.**

****Except for Professor of Clinical and Professor In Residence. This will be available after CAP's review.**

SIGNED CANDIDATE STATEMENT FOR CONFLICT OF COMMITMENT REPORT (APM 025, APM 671)

This form must be completed, signed and forwarded with the review file. If Conflict of Commitment reporting has not been completed for the review period or the past 3 years, whichever is shorter, the review process will not move forward until such reporting has been completed. To file an electronic report for the current reporting period (FY 2014-2015), please go to the following link: <http://conflictofcommitment.ucr.edu>.

This Section to be completed by Department:

Name	
College	
Department	
Review Period	

This Section to be completed and signed by candidate:

Candidate's Comments: (Use a separate sheet if necessary)

I certify that I have filed the appropriate Conflict of Commitment Reports for each year included in the review period or for the past 3 years, whichever is shorter.

Candidate's Signature

Date

NOTE(S):

1. For eFile, upload the form under Other Section.
2. If a report was filed for 7/1/14 – 6/30/15 and the other previous years of review, the requirement has been met and the file would not be held up. The 3-month period 7/1 /15 – 9/30/15 does not require an additional report.
3. Electronic filing is available for 2010 onwards. Please file a paper form for 2009 and earlier. Forms may be downloaded from the APO website at http://academicpersonnel.ucr.edu/coc/APM-025_AnnualReportingForm.pdf.
4. Candidate Statement for Conflict of Commitment is *not* required on a Deferral.

CHECKLIST OF DOCUMENTS FOR REAPPOINTMENT OF ASSISTANT PROFESSORS

Name: _____ Department: _____

Submit original:

- A. Checklist of Documents in File
- B. Signed Procedural Safeguards Statement
- C. Candidate Statement for Conflict of Commitment
- D. Chair's Letter (optional) (confidential)
- E. Departmental Letter (must include vote) 2 page maximum
- F. Minority Report (if applicable) 2 page maximum
- G. Candidate's response to the Department Letter (optional) 2 page maximum
- H. Candidate's Self-Statement (optional but strongly encouraged)
- I. Candidate's Response to material in the file (optional)
- ** J. Student Letters Evaluating Teaching (required if non-confidential teaching evaluations are not provided)
 - Solicitation letter or statement as to how obtained
- K. Current Biography
- L. Current Bibliography of Publications/Creative Activity
- M. Bibliography (since appointment)
- N. Difference List with items to be credited since last advance or appointment (optional)
 - Difference List cover sheet included (optional)
- O. Professional Activity and Service (since appointment)
- P. University and /Public Service (since appointment)
- Q. Grant Activity (since appointment)
- R. Teaching Information Form (since appointment)
- S. Student Evaluation of Teaching (include evaluations since appointment)
- T. Letters From Other Departments/ Programs/ Institutes/ Centers (as appropriate)
- ** U. Other - Confidential (specify item(s) below):

- V. Other - Non-confidential (specify item(s) below):

**** = Indicate # included**

File Tracking

_____ file sent to Dean's office
Chair Signature & Date

Received in Deans office	Returned for corrections			Received in APO	Returned for corrections		Sent to Ad Hoc	Ad hoc report received	Ad hoc report sent to Dean	Dean letter received in APO	Sent to CAP	CAP vote date	CAP minute received	Sent to VPAP	Sent to PEVC	Sent to Chancellor	Final Decision	Announced
	Sent	Sent	Sent		Sent	Sent												
	Sent	Sent	Sent		Sent	Sent												
	Recvd	Recvd	Recvd		Recvd	Recvd												

CHECKLIST OF DOCUMENTS FOR REAPPOINTMENT OF LECTURERS/SENIOR LECTURERS WITH POTENTIAL FOR SECURITY OF EMPLOYMENT

Name: _____ Department: _____

Submit original:

- A Checklist of Documents in File
- B. Signed Procedural Safeguards Statement
- C. Candidate Statement for Conflict of Commitment
- D. Chair's Letter (optional) (**confidential**)
- E. Departmental Letter (must include vote) 2 page maximum
- F. Minority Report (if applicable) 2 page maximum
- G. Candidate's response to the Department Letter (optional) 2 page maximum
- H. Candidate's Self-Statement (optional but strongly encouraged)
- I. Candidate's Response to material in the file (optional)
- ** J. Student Letters Evaluating Teaching (required if non-confidential teaching evaluations are not provided)
 - Solicitation letter or statement as to how obtained
- K. Current Biography
- L. Current Bibliography of Publications/Creative Activity
- M. Bibliography (since appointment)
- N. Difference List with items to be credited since last advance or appointment (optional)
 - Difference List cover sheet included (optional)
- O. Professional Achievement and Activity (since appointment)
- P. University and /Public Service (since appointment)
- Q. Grant Activity (since appointment)
- R. Teaching Information Form (since appointment)
- S. Student Evaluation of Teaching (include evaluations since appointment)
- ** T. Classroom Observations (since appointment)
- ** U. Letters From Other Departments/ Programs/ Institutes/ Centers (**as appropriate**)
- ** V. Other - Confidential (specify item(s) below):

- W. Other - Non-confidential (specify item(s) below):

**** = Indicate # included**

File Tracking

_____ file sent to Dean's office

Chair Signature & Date

Received in Deans office	Returned for corrections			Received in APO	Returned for corrections		Sent to Ad Hoc	Ad hoc report received	Ad hoc report sent to Dean	Dean letter received in APO	Sent to CAP	CAP vote date	CAP minute received	Sent to VPAP	Sent to PEVC	Sent to Chancellor	Final Decision	Announced
	Sent	Sent	Sent		Sent	Sent												
	Sent	Sent	Sent		Sent	Sent												
	Recvd	Recvd	Recvd		Recvd	Recvd												

COMPLETE FOR MERIT/PROMOTION/ADVANCEMENT/CAREER REVIEW

DEPARTMENTAL RECOMMENDATION					
[Action] for [Candidate]					
In the Department of []					
Department Meeting Date:	Date Letter prepared:		Date(s) Revised:		
PRESENT STATUS (include current full title with step <u>including o/s</u> if applicable. Include other titles being reviewed if applicable.)					
Rank & Step:	Years at Rank:		Years at Step:		
DEPARTMENTAL RECOMMENDATION (Majority vote. Include final rank/step and o/s if applicable. If negative, indicate "Against" or "No Change".)					
For/Against/No Change - Rank & Step:					
VOTE(S) (Multiple ranks and steps may be proposed in which case all votes must be recorded unless vote for the highest step is unanimous. Add/delete Sections as needed. Include reasons for minority votes in narrative below.)					
Rank & Step	#Eligible	For	Against	Abstain	Not Voting/Unavailable
Advisory Vote	#Eligible	For	Against	Abstain	Not Voting/Unavailable
Rank & Step	#Eligible	For	Against	Abstain	Not Voting/Unavailable
Advisory Vote	#Eligible	For	Against	Abstain	Not Voting/Unavailable
DEAN'S RECOMMENDATION (Deans may not simply concur in accelerated merit cases 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).)					
<input type="checkbox"/> Concur with Departmental Recommendation. Dean's approval: _____ Date: _____					
During the review period, Sabbatical Leave Reports (APM 740-97) are:					
Not Due <input type="checkbox"/> On file and available upon request <input type="checkbox"/> Not on file (include explanation) <input type="checkbox"/> N/A <input type="checkbox"/>					
During the review period, a Leave of Absence for a quarter or more (other than Sabbatical) was taken:					
Yes <input type="checkbox"/> Start Date: End Date: No <input type="checkbox"/>					

COMPLETE FOR QUINQUENNIAL

DEPARTMENTAL RECOMMENDATION					
Quinquennial Review for [Candidate]					
In the Department of []					
Department Meeting Date:	Date Letter prepared:		Date(s) Revised:		
PRESENT STATUS (include current full title with step <u>including o/s</u> if applicable. Include other titles being reviewed if applicable.)					
Rank & Step:	Years at Rank:		Years at Step:		
DEPARTMENTAL RECOMMENDATION (Majority vote. Put a checkmark on the outcome. For equally split decisions, check all that apply.)					
<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory					
*VOTE(S): (Include minority votes in narrative below.)					
Vote:	#Eligible	Satisfactory	Unsatisfactory	Abstain	Not Voting/Unavailable
Advisory Vote	#Eligible	Satisfactory	Unsatisfactory	Abstain	Not Voting/Unavailable
During the review period, Sabbatical Leave Reports (APM 740-97) are:					
Not Due <input type="checkbox"/> On file and available upon request <input type="checkbox"/> Not on file (include explanation) <input type="checkbox"/> N/A <input type="checkbox"/>					
During the review period, a Leave of Absence for a quarter or more (other than Sabbatical) was taken:					
Yes <input type="checkbox"/> Start Date: End Date: No <input type="checkbox"/>					

COMPLETE FOR REAPPOINTMENT

DEPARTMENTAL RECOMMENDATION					
Reappointment for [Candidate]					
In the Department of []					
Department Meeting Date:		Date Letter prepared:		Date(s) Revised:	
PRESENT STATUS (include current full title with step <u>including o/s</u> if applicable. Include other titles being reviewed if applicable.)					
Rank & Step:		Years at Rank:		Years at Step:	
DEPARTMENTAL RECOMMENDATION (Majority vote. Include if “For” (positive) or “Against” (negative) reappointment at current rank, step and o/s if applicable).					
For/Against Reappointment :					
VOTE(S) (Include reasons for minority votes in narrative below.)					
Reappointment	#Eligible	For	Against	Abstain	Not Voting/Unavailable
Advisory Vote	#Eligible	For	Against	Abstain	Not Voting/Unavailable
During the review period, Sabbatical Leave Reports (APM 740-97) are: Not Due <input type="checkbox"/> On file and available upon request <input type="checkbox"/> Not on file (include explanation) <input type="checkbox"/> N/A <input type="checkbox"/>					
During the review period, a Leave of Absence for a quarter or more (other than Sabbatical) was taken: Yes <input type="checkbox"/> Start Date: End Date: No <input type="checkbox"/>					

COMPLETE FOR APPRAISAL

DEPARTMENTAL RECOMMENDATION						
Appraisal for [Candidate]						
In the Department of []						
Department Meeting Date:		Date Letter prepared:		Date(s) Revised:		
PRESENT STATUS (include current full title with step <u>including o/s</u> if applicable. Include other titles being reviewed if applicable.)						
Rank & Step:		Years at Rank:		Years at Step:		
DEPARTMENTAL RECOMMENDATION (Majority vote. Put a checkmark on the outcome. For equally split decisions, check all that apply.)						
<input type="checkbox"/> Positive <input type="checkbox"/> Qualified Positive <input type="checkbox"/> Negative						
*VOTE(S) (Add/delete Sections as needed. Include minority votes in narrative below.)						
Vote:	#Eligible	Positive	Qualified Positive	Negative	Abstain	Not Voting/Unavailable
Advisory Vote	#Eligible	Positive	Qualified Positive	Negative	Abstain	Not Voting/Unavailable
During the review period, Sabbatical Leave Reports (APM 740-97) are: Not Due <input type="checkbox"/> On file and available upon request <input type="checkbox"/> Not on file (include explanation) <input type="checkbox"/> N/A <input type="checkbox"/>						
During the review period, a Leave of Absence for a quarter or more (other than Sabbatical) was taken: Yes <input type="checkbox"/> Start Date: End Date: No <input type="checkbox"/>						

Candidate Name:
Action:

College:
Department:

BACKGROUND

RESEARCH

TEACHING

PROFESSIONAL ACTIVITIES AND UNIVERSITY/PUBLIC SERVICE

SUMMARY

Name, Department Chair & Professor
Department of []

MODEL LETTER A

The following text must be included in solicitations of letters of evaluation for PROMOTION TO ASSOCIATE PROFESSOR. <The Chair may add to this language.>

Dear _____:

The Department of _____ is evaluating _____ for possible promotion to the rank of associate professor with tenure. A critical part of this process is the analysis and evaluation of _____'s research and scholarship by leading professional colleagues in the field. This evaluation is crucial in maintaining the high scholarly standards of the University of California. We in the Department of _____ would be most grateful if you would assist us in this important assessment.

The University of California standard to which tenure candidates are held uses the language "superior intellectual attainment" to describe to the candidate's record of research and teaching. The measurement of _____'s work against this standard requires careful analysis of the work and of its significance in the field: Has the work made a substantial impact on the discipline? Has the thinking of others in the field been changed by the work? Your response will be most useful to the department's deliberations if it addresses these questions in analytical detail.

In addition, we would value an assessment of _____'s relative standing in [his/her] field. It would be most helpful if you could compare [his/her] research accomplishments with those of other scholars of similar experience and rank in the same discipline.

In writing your response, please take note of the attached University of California policy regarding the confidentiality of letters of evaluation that are included in the personnel review files.

attachment: Attachment E-8

MODEL LETTER B

The following text must be included in solicitations of letters of evaluation for PROMOTION TO FULL PROFESSOR. <The Chair may add to this language.>

Dear _____:

The Department of _____ is evaluating _____ for possible promotion to the rank of full professor. In making its assessment, the department values analysis of _____'s scholarly work by external referees. A critical part of this process is the analysis and evaluation of _____'s research and scholarship by leading professional colleagues in the field. **The evaluation** is crucial in maintaining the **high** scholarly standards of the University of California. We in the Department of _____ **would** be most grateful if you **would** assist us in this important assessment.

Within the University of California, appointment or promotion to Associate Professor (**with** tenure) requires the demonstration of superior intellectual attainment, evidenced both in research, teaching or other creative achievement. For promotion to full professor, we look for further evidence of this attainment and excellence beyond that achieved for promotion to Associate Professor, and for significant impact within the scholarly community. This could include evidence of national/international recognition of scholarship in the discipline, influence on the thinking of others in the discipline, and leadership in research and **excellence in** teaching. Although service is an important component of the record, it cannot substitute for attaining the high standards in research and teaching expected by the University.

Your response **would** be most useful to the department's deliberations if it addresses the contributions of the candidate's work to his/her field of study directly and in **analytical** detail.

In writing your response, please take note of the attached University of California policy regarding the confidentiality of letters of evaluation **that** are included in the personnel review files.

attachment: Attachment E-8

MODEL LETTER C

The following is a sample letter of solicitation of extramural referees for an ADVANCEMENT TO PROFESSOR VI review.

The University of California, Riverside is conducting an exceptional review of the scholarly record of Professor ____ for the rank of Professor, Step VI. In the University of California system this rank would be roughly equivalent to that of a senior Full Professor at a major private research university. A critical part of this process is the analysis and evaluation of ____'s research, scholarship or other creative achievement by leading professional colleagues in the field. The evaluation is crucial in maintaining the high scholarly standards of the University of California. We in the Department of ____ would be most grateful if you would assist us in this important assessment.

Within the University of California, appointment or promotion to Associate Professor (with tenure) requires the demonstration of superior intellectual attainment, evidenced both in teaching and in research or other creative achievement. For promotion to the rank of (full) Professor, we look for further evidence of superior intellectual attainment and excellence beyond that which was achieved for promotion to Associate Professor, and for significant impact within the scholarly community.

The next full evaluation is typically made in connection with advancement to Professor, Step VI. Advancement to Professor, Step VI or higher, involves an evaluation of the candidate's entire career and call for evidence of sustained and continuing excellence. Criteria include evidence of great distinction, recognized nationally or internationally, in scholarly or creative achievement. A comparison to the work of others in the field is often useful. In addition, there should be evidence of excellent university teaching and highly meritorious service.

Your response would be most useful to the department's deliberations if it addresses the contributions of the candidate's work to his/her field of study directly and in analytical detail.

In writing your response, please take note of the attached University of California policy regarding the confidentiality of letters of evaluation that are included in the personnel review files.

attachment: Attachment E-8

MODEL LETTER D

The following is a sample letter of solicitation of extramural referees for an ADVANCEMENT TO PROFESSOR ABOVE-SCALE (Distinguished Professor) review.

The University of California, Riverside is conducting an exceptional review of the scholarly record of Professor ____ for the rank of Distinguished Professor (Professor Above-Scale). Each campus in the University of California system has only a small number of Distinguished Professors. A critical part of this process is the analysis and evaluation of ____'s research and scholarship by leading professional colleagues in the field. The evaluation is crucial in maintaining the high scholarly standards of the University of California. We in the Department of ____ would be most grateful if you would assist us in this important assessment.

Within the University of California, appointment or promotion to Associate Professor (and tenure) requires the demonstration of superior intellectual attainment, evidenced both in teaching and in research or other creative achievement. For promotion to Full Professor, we look for further evidence of this attainment and excellence beyond that which was achieved for promotion to Associate Professor, and for significant impact within the scholarly community.

The next full career evaluation is typically made in connection with advancement to Professor, Step VI, which calls for evidence of sustained and continuing excellence. The criteria for advancement to Professor, Step VI state that this step will be granted upon evidence of great distinction, recognized nationally or internationally, in scholarly or creative achievement. In addition there should be evidence of excellent university teaching and highly meritorious service.

Distinguished Professor (Professor Above-Scale) represents an even higher standard. In making your evaluation of the merits of Professor ____ for the Distinguished Professor rank, please think in terms of comparing the achievements of Professor _____ to those among the most distinguished researchers in the field. Our personnel rules state that advancement to this level "is reserved for scholars and teachers of the highest distinction whose work has been internationally recognized and acclaimed and whose teaching performance is excellent. Moreover, mere length of service and continued good performance at Professor, Step IX is not a justification....There must be demonstration of additional merit and distinction beyond the performance on which advancement to Professor, Step IX was based."

Your response would be most useful to the department's deliberations if it addresses the contributions of the candidate's work to his/her field of study directly and in analytical detail.

In writing your response, please take note of the attached University of California policy regarding the confidentiality of letters of evaluation that are included in the personnel review files.

attachment: Attachment E-8

MODEL LETTER F

(For use when receiving solicited or unsolicited letters of evaluation for academic appointment or promotion which contain restrictions on their use.)

Thank you for sending us **your letter** on _____ who is being considered for promotion at _____.

You have asked that this material (not be made a part of the candidate's personnel file) (be returned to you after we have completed our use of it) (be destroyed after we have completed our use of it) (etc.). I am writing to inform you that we are unable to accept and use the **letter** you sent with the constraint on its use you have stated, and to explain why we are unable to do so.

Under University policy, evaluatory material about a candidate who is being considered for promotion becomes part of the candidate's permanent personnel record.

MODEL LETTER G

The following is a sample letter of solicitation of extramural referees for a CAREER REVIEW. This text must be included in solicitations of letters of evaluation for career review.

The University of California, Riverside is conducting an exceptional Career Review of the scholarly record of Professor _____. The purpose of the review is to ascertain the level within the professoriate that Professor _____'s record warrants. A critical part of this process is the analysis and evaluation of Professor _____'s research and scholarship by leading professional colleagues in the field. **The evaluation** is crucial to our ability to maintain the high scholarly standards of the University of California. We in the Department of _____ **would** be most grateful if you **would** assist us in this important assessment.

In making your judgment, it is important to understand that the University of California has a structured matrix of "steps" which define normative movement through the ranks of Assistant, Associate, and Full Professor. This matrix is summarized on the attached table.

Professor _____ is currently at step ____ of the rank of _____. Professor _____'s Career Review will result in one of the following outcomes:

[Here the Chair should list item (i) and the appropriate subset of options ii-vii on the next page.]

For purposes of benchmarking, the University of California has adopted the following language to characterize the achievement necessary for the major advancements within the rank/step system:

Promotion to Associate Professor and Tenure: The candidate must demonstrate superior intellectual attainment in research and excellence in teaching.

Promotion to Full Professor: The candidate must demonstrate excellence beyond that which was achieved for promotion to Associate Professor and significant impact within the scholarly community.

Advancement to Professor VI: Advancement to Professor VI is granted upon evidence of great distinction, recognized nationally or internationally, in scholarly or creative achievement. In addition, there should be evidence of excellent university teaching and highly meritorious service. This rank is roughly equivalent to that of a senior Full Professor at a major private research university.

Distinguished Professor (Professor Above-Scale): This rank is reserved for scholars of the highest distinction whose work has been internationally recognized and acclaimed and whose teaching performance is excellent. Mere length of service and continued good performance at Professor IX is not a justification. The candidate must be among the most distinguished researchers in the world in his/her field.

Your assessment of Professor _____'s scholarly credentials is critical to our evaluative process. Your response **would** be most useful to the process if it addresses this issue directly and in analytic detail. A comparison to the work of others in the field is often useful. We would also appreciate your evaluation of Professor _____'s teaching and service, if you have the basis for such evaluation.

We understand that the demands on your time are heavy. We assure you that your evaluation is of **the** utmost importance to determining the outcome of this review, and we thank you sincerely for your assistance.

In writing your response, please take note of the attached University of California policy regarding the confidentiality of letters of evaluation which are included in the personnel review files.

- (i) No change from present rank & step
- (ii) Advancement within the rank of Associate Professor, Steps I, II or III
- (iii) Promotion to the rank of Full Professor with a defined step
- (iv) Advancement within the Full Professor rank, steps I - V
- (v) Advancement to Full Professor, step VI
- (vi) Advancement within the Full Professor rank, steps VII, VIII and IX
- (vii) Advancement to the Distinguished Professor rank (Professor Above-Scale)

University of California Matrix of Ranks/Steps

Rank	Step	Normal Period of Service at Step
Assistant Professor	I	2 years
	II	2 years
	III	2 years
	IV	2 years
Associate Professor (a)	I	2 years
	II	2 years
	III	2 years
Professor (b)	I	3 years
	II	3 years
	III	3 years
	IV	3 years
	V	open
	VI (c)	open
	VII (d)	open
	VIII (d)	open
	IX (d)	open
	Distinguished Professor (A/S)	open
	(e)	

- (a) The normal total period of service in the rank of Associate Professor is 6 years. The normal period of service in each step is two years.
- (b) The normal period of service at Full Professor is 3 years in each of the first four steps. Service at Step V may be of indefinite duration.
- (c) Advancement to Professor VI will be granted upon evidence of highly distinguished scholarship, highly meritorious service, and evidence of excellent university teaching. In interpreting these criteria, reviewers should require evidence of excellence and high merit in original scholarship or creative achievement, teaching, and service; and, in addition, great distinction, recognized nationally or internationally, in scholarly or creative achievement or in teaching. Service at Professor, Step VI may be of indefinite duration.
- (d) Advancement from Professor, Step VI to Step VII, from Step VII to Step VIII, and from Step VIII to Step IX usually will not occur after less than three years of service at the lower step, and will only be granted on evidence of continuing achievement at the level required for advancement to Step VI.
- (e) Advancement to **Distinguished Professor** is reserved for scholars of the highest distinction whose work has been internationally recognized and acclaimed and whose teaching performance is excellent. Except in rare and compelling cases, advancement will not occur after less than four years at Step IX. Moreover, mere length of service and continued good performance at Step IX is not justification for further salary advancement. There must be demonstration of additional merit and distinction beyond the performance on which advancement to Step IX was based.

***Note that Assistant Professors are often appointed anywhere in this range dependent on prior experience.**

ATTACHMENT
FOR MODEL LETTERS A-D, and G

UNIVERSITY OF CALIFORNIA POLICY ON THE
CONFIDENTIALITY OF OUTSIDE LETTERS OF EVALUATION

The University of California will keep your name and institutional affiliation confidential. Any identifying information on the letterhead and within your signature block will be removed. However, pursuant to state law and University policy, the full text of the body of your letter will be provided to the candidate. **In order to keep your identity confidential, you may want to avoid putting information in the body of your letter that would identify you.** If you wish, you may provide a brief factual statement regarding your relationship to the faculty member as a separate attachment to your letter that we will not disclose to the candidate.

In those rare instances where a court or government agency seeks to compel the disclosure of the source of a confidential evaluation in University of California academic personnel files, it is the University practice to protect the identity of authors of letters of evaluation to the fullest extent allowable under the law. The judicially mandated disclosure of the identity of confidential evaluations has been extremely rare at the University of California."

EXTRAMURAL GRANT ACTIVITY FORMAT

John Doe

October 2000

<u>AGENCY</u>	<u>TITLE</u>	<u>AWARD DATES*</u>	<u>PROJECT PERIOD</u>	<u>AMOUNT</u>	<u>PI STATUS</u>	<u>AWARD STATUS</u>
NSF ¹	"The Role of the Educational Levels of Jurors in Deadlocked Panels" Other PI: I.M. Right, P.C. Tech & U.R. Wrong	1/94	2/94 – 1/98	\$90,000	PI	
CRB ²	"A Strategy for Development of After School Programs for Grades 7-12" Other Investigators: None	1/96	7/96 – 6/99	\$80,000	PI	

*Award Dates are optional.

For multi-investigator grants, provide the following information: dual PI status, number of co-PIs, names of co-PIs, UCR amount and amount to candidate.**

**For amount to candidate, this field can be a numeric value or N/A. If N/A is selected, include an explanation as to why it is not appropriate to enter an amount.

For example, institutional grants which would include grants received to purchase major equipment will not have dollar value and should have N/A. For an equipment purchase grant, the money doesn't come to the investigators - all of it goes to buy the equipment. In this case the UCR Amount will be N/A and the explanation would state: "Not Applicable, equipment grant."

=====

- 1 National Science Foundation
- 2 Citrus Research Board

TEACHING INFORMATION FORM (formerly TLD, Teaching Load Data)

Persons proposed for faculty promotions or merit increases are asked, through their Department Chair, to supply this information about their teaching assignments.

Name: _____

Date: _____

Departmental teaching statement: _____

I. Teaching Record - Course Number, Units, Enrollment, Evaluation Most recent past year:

Fall Quarter				Winter Quarter				Spring Quarter			
Course No./Title	Units	Enroll.	Eval.	Course No./Title	Units	Enroll.	Eval.	Course No./Title	Units	Enroll.	Eval.

2nd past year:

Fall Quarter				Winter Quarter				Spring Quarter			
Course No./Title	Units	Enroll.	Eval.	Course No./Title	Units	Enroll.	Eval.	Course No./Title	Units	Enroll.	Eval.

3rd past year:

Fall Quarter				Winter Quarter				Spring Quarter			
Course No./Title	Units	Enroll.	Eval.	Course No./Title	Units	Enroll.	Eval.	Course No./Title	Units	Enroll.	Eval.

II. Current Fall Quarter Assignments: _____

III. Graduate Student Instruction. List below your responsibilities for the period under review:

Student Name	M.A. or Ph.D.	Role (Major Professor, Thesis Director, Committee Member (with type of committee explained))	Co-Advisor's Name	Date Completed

Eval. = Indicate Y (Yes) if student evaluations of teaching were conducted for the course. Indicate N (No) if no evaluations were collected.

SUPPLEMENTAL TEACHING INFORMATION FORM

Persons proposed for faculty promotions or merit increases are asked, through their Department Chair, to supply this information about their teaching assignments.

Name: _____

Date: _____

I. Summer Session (*not University Extension*) Teaching Record - Course Number, Units, Enrollment, Evaluation

<u>(Year)</u> Summer Quarter				<u>(Year)</u> Summer Quarter				<u>(Year)</u> Summer Quarter			
Course No./Title	Units	Enroll.	Eval.	Course No./Title	Units	Enroll.	Eval.	Course No./Title	Units	Enroll.	Eval.

Eval. = Indicate Y (Yes) if student evaluations of teaching were conducted for the course
 Indicate N (No) if no evaluations were collected.

II. Other Teaching

Candidate's Response to the Departmental Letter

Select one:

a) ___ Addressed to the **Chair**:

This is intended to be included in the file at the departmental level. I understand it will be added to the department's copy of the file and will proceed with the forwarded file through the review process. The Chair must make the document known and available to departmental faculty members eligible to vote on the case. Department faculty may not comment on a response to the department letter.

b) ___ Addressed to the **Dean**:

This is intended to be included in the file at the Dean's level. I understand the Dean, CAP, and the Chancellor or his/her designee will see this document, but that it will not be added to the department's copy of the file. The Dean will inform the Department Chair that a written statement has been received without revealing the contents.

Understanding that an ad hoc committee, when used, usually includes one member from the department, I ask that this

- (i) ___ be seen by the ad hoc committee (if applicable).
- (ii) ___ not be seen by the ad hoc committee (if applicable).

c) ___ Addressed to the **VPAP**:

This is intended to be included in the file at the VPAP level which assures its review by CAP, and the Chancellor or his/her designee. The VPAP will inform the Department Chair and Dean that a written statement has been received without revealing the contents. If CAP, VPAP, PEVC or Chancellor convenes a Senate ad hoc committee the candidate's response to the departmental letter will be in the file.

Understanding that an ad hoc committee, when used, usually includes one member from the department, I ask that this

- (i) ___ be seen by the ad hoc committee (if applicable).
- (ii) ___ not be seen by the ad hoc committee (if applicable).

Candidate's Signature _____

Printed Name _____

Date _____

Department Chair Academic Personnel Review Checklist

This checklist was prepared in compliance with [APM 220-80-c](#) of the Academic Personnel Manual (APM): “Each campus shall develop guidelines and checklists to instruct Chairpersons about their duties and responsibilities in connection with personnel reviews.” The goal is to answer yes to all the questions on the list; however some elements may be department, college or school specific. For more in-depth instructions, consult the CALL or your Dean.

It is extremely important that the Chair instill in each faculty member a sense of responsibility for preparing accurate files and meeting all deadlines. The Chair, in turn, must exercise strong leadership in managing the file evaluation and submission to the Dean within the agreed upon time frames.

In all responsibilities, the Chair should follow the guidelines in the CALL as available on the Academic Personnel website.

*Target Time frames – these dates are only intended as examples to help you adhere to deadlines as established in the CALL

1. Initial Meeting with Candidate

*Spring / Summer

- Schedule a meeting with the candidate to discuss upcoming review as well as to answer any questions, and inform candidate of the entire process. In promotion cases, Department Chair should meet with the candidate at least 1 year before proposing the promotion to assess readiness
- Inform candidate of APM 210-1, 220-80 ,160 and if applicable, APM 133
- If applicable, remind candidate to suggest names for extramural reviewers
- If applicable, notify candidate that **s/he** may provide in writing (to be included in the file) names of persons who may not provide objective evaluations
- Review text of solicitation letter (if applicable)
- Discuss materials to be sent to extramural reviewers (if applicable)
- 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.** If the self-statement sent to the extramural reviewers differs from the self-statement **reviewed by the department**, both self-statements must be included in the file.
- Give any other supplemental instruction in accordance with Dean’s Office or Departmental procedures

2. Before the Department Meeting

Month of September/October

- Extramural letters are solicited.
- Candidate **prepares the file** (ensure **file** cut-off dates specified in the CALL are adhered to)
- Collect other documents to be included in the file and assure cut-off dates are adhered to, e.g. extramural letters
- Chair should ensure that file is complete and has been audited for accuracy. Any corrections to the file should occur BEFORE faculty review
- Advise candidate of his/her right to inspect complete file and notify the candidate of the department meeting date.**
- Candidate completes top portion of procedural safeguard certifying accuracy of information.
- Ensure that any documents in a foreign language include a translation in the file
- Give candidate **redacted extramural letters** and the opportunity to include a written statement in response to or commenting on these or other material in the file. The statement must be received 5 days prior to the department meeting
- Upon receipt of candidate’s statement, notify faculty that the file is ready for review
- Assure departmental faculty have reviewed the file before the department meeting
- Assure that absentee ballots are received prior to departmental meeting**
- Remind departmental faculty that **those who** write letters of evaluation will be disqualified from service on the candidate’s ad hoc committee in cases of appraisal and promotion

3. Department meeting

Early
November

- Lead the department meeting, ensuring the departmental review is fair to the candidate and rigorous in maintaining University standards
- Ensure discussion does not include reference to anything not present in the file **with the exception of comments accompanying absentee ballot**
- Allow equal opportunity for discussion for all present departmental faculty
- Ensure minority opinions are explained
- Encourage discussion that is evaluative and analytical in nature, rather than enumerative

4. After the Department meeting

Before the Department Letter has been finalized

- Draft department letter and make draft available for department review

Department Letter Format (introductory information)

- Note department meeting date on summary Section of the department letter
- List exact votes specifying the number eligible to vote, the number in favor, opposed, abstained and unavailable
- Include all rank/steps voted on by the department, including off-scales and noting accelerations
- Identifiers of extramural letters and student letters are limited to numerical or alphabetical designations
- Merit files (other than advancement to Professor VI, advancement to and within Professor Above-Scale) are limited to a maximum of two pages

Department Letter Content

- Reports of ad hoc committees, internal to the department, are regarded as working documents and may not be forwarded with the file
- Describe the significance and impact of the teaching research and service contributions
- Present any significant evidence and differences of opinion which would explain a minority vote and/or a negative vote
- References to “top-tier” should include information to support such claim
- See the CALL for in-depth guidelines on writing departmental letters
- Provide due date for receipt of any comments on the draft
- To the extent possible, incorporate departmental faculty comments **reflecting the discussion** into the finalized department letter

After the Department Letter has been finalized

- Notify departmental faculty that the finalized department letter is ready for review. Allow 5 working days for submission of any minority reports
- The candidate will be able to review the unredacted finalized letter and any minority reports AFTER the period for submission of minority reports is expired
- Discuss the content of the of the department letter with the candidate AFTER the period for the submission of minority reports is expired**
- Candidate completes Section II of procedural safeguard statement (Attachment B-1, the CALL)
- Advise candidate of his/her right to submit a response to the department letter. Response may be addressed to the Chair, the Dean or the Vice Provost for Academic Personnel (must use attachment H of the CALL)
- Inform candidate that his/her response to the departmental letter must be received within 5 business days upon receipt of the departmental letter
- Chair **may** write (optional) letter for inclusion in the file. This is a confidential document and should be forwarded to the Dean’s office, not retained in the department.
- The file is routed to the Dean’s office by the due dates set by the Deans**

Late November to Early December

Acronyms

Academic Personnel Manual (APM)
Academic Personnel Office (APO)
Committee on Academic Personnel (CAP)
Provost and Executive Vice Chancellor (PEVC)
Full-Time Equivalent (FTE)
Off Scale (O/S)
Vice Provost for Academic Personnel (VPAP)
University of California Riverside (UCR)

Glossary of Academic Personnel Terms (see also [APM 110](#))

Above-Scale

An academic appointee who advances beyond the highest step on the salary scale in a series is considered above scale. For example, in the Professor (ladder-rank) series, the highest step on the salary scale is Step IX, so the next advancement would be to Professor, Above Scale. The honorary, unofficial title of Distinguished Professor (see below) is conferred upon those who achieve the rank of Professor, Above Scale.

Academic Appointee

A university employee who is engaged primarily in research and creative work, teaching, and/or public service, and whose duties are closely related to the University's instructional and research functions. Academic appointees include, but are not limited to, academic administrative officers, faculty, research appointees, student appointees, medical residents, University Extension appointees, and librarians.

Academic Administrative Officer

An academic appointee holding an administrative position. Academic Administrative Officers include, but are not limited to, Associate Deans, Divisional Deans, or Directors of Organized Research Units. Faculty members holding certain administrative titles such as Chancellor and Vice Chancellor are also academic administrative officers but are part of the Senior Management Group.

Academic Personnel Manual (APM)

The Academic Personnel Manual sets forth the policies and procedures pertaining to the employment relationship between an academic appointee and the University of California. For academic appointees covered by a Memorandum of Understanding (MOU), the APM applies only to the extent provided for in the MOU. Academic Personnel Policies are issued by the President of the University of California. The APM is available at: <http://www.ucop.edu/academic-personnel/academic-personnel-policy/index.html>

Academic Review File

The academic review file is the portion of a candidate's academic personnel record that is maintained by the University for consideration of personnel actions under the criteria set forth in University policy. An academic review file must be submitted for all personnel actions that require review and approval. Academic review files should contain only material relevant to consideration of personnel actions under these criteria. Final administrative decisions concerning personnel actions, such as appointments, promotions, merit advancements, appraisals, and terminal appointments, are based solely on the material contained in the candidate's academic review file. Also referred to as the *Personnel Review File* (**eFile Snapshot**).

Academic Senate Member

In accordance with [Standing Order of the Regents 105.1](#), the following academic appointees are members of the Academic Senate: members of the Professor (ladder-rank) series, Professor In Residence series, and Professor of Clinical X (e.g., Medicine) series, Associate and Full Acting Professors, full-time Lecturers and Senior Lecturers with Security of Employment, and full-time Lecturers and Senior Lecturers with Potential for Security of Employment. The Chancellor, Vice Chancellors, Deans, Provosts, Directors of Organized Research Units, Registrar, and the University Librarian are also members of the Academic Senate.

Academic-Year Appointment

An academic-year appointment is also known as a nine-month appointment and refers to the period in which an academic appointee renders service—i.e., the academic year, from the beginning of the fall quarter through the end of the spring quarter, as opposed to the fiscal year.

Acceleration

An acceleration takes place when an appointee advances to the next rank or step after less than the normal period of service at the current rank or step. It also occurs when, through advancement, an entire step is skipped. The established normal periods of service at each rank and step may be found in the CALL. A proposed promotion from the Assistant level is not considered an acceleration, unless service at the Associate level is bypassed.

Ad Hoc Committee Senate

This refers to a review committee that is nominated by the Committee on Academic Personnel and/or appointed by the Chancellor or a designated representative. *The membership, deliberations, and recommendations of the review committee are strictly confidential.* The report of the review committee forms the basis for further review by the Committee on Academic Personnel and for action by the Chancellor.

Advisory Committee

This refers to a committee selected by the Chair to help advise on review actions. The report of the committee is used to assist and advise the department in their review. Departments should develop their own procedures on how or if they will utilize internal ad hoc committees and reports.

Affiliated Faculty

Professors who have informal associations with departments or programs external to their own departments. Since affiliated faculty have no formal responsibilities, they are not subject to academic review in this informal role.

Appointment

A new appointment is defined as employment of a candidate whose prior status was:

- a. not in the employ of the University of California, Riverside, or
- b. in the employ of the University of California, Riverside, but in a series that is different than the series being proposed.

Appraisal

A formal evaluation conducted during an Assistant-rank appointee's probationary period for the purpose of determining a preliminary assessment of the appointee's promise for promotion. For the timing of this appraisal, see [APM 220-83](#) and campus procedures.

Base Salary

The approved annual salary rate associated with a designated rank and step in an appointee's title series (see UC Salary Scale). For candidates with off-scale salaries, the base salary includes the published scale rate plus the bonus or market off-scale salary component.

Career Review

A supplemental review, conducted at the time of a regular academic review, to determine whether an appointee is at the appropriate rank and step. A Career Review is initiated at the request of the candidate who is a tenured Senate faculty member.

Change in Series

A change of series is a change from one academic title series to another academic title series without a break in service. A change of series may occur because an individual's duties have changed.

Deferral

This applies only to tenured faculty. The postponement of an academic review based on appropriate justification. When a deferral is approved, the entire academic review process is delayed for one year. Work completed during the deferral period is considered at the time of the deferred review.

Emeritus

An honorary title conferred upon retirement on every Academic Senate member and, with the approval of the President, on other academic appointees who are not Academic Senate members but who meet specific criteria established by the President.

Expiration of Appointment

See Non-Reappointment

Faculty Member

A faculty member is an academic appointee in a school, college, division, or department who has independent responsibility for conducting approved regular University courses for campus credit.

Students in a UC degree program who teach independently within their disciplines are not considered faculty.

Academic appointees in the following titles or series (including those recalled to active service) are considered faculty:

- Professor series
- Acting titles in the Professor series
- Visiting titles in the Professor series
- Professor In Residence series
- Adjunct Professor series
- Professor of Clinical X (e.g., Medicine) series
- Clinical Professor series
- Supervisor of Teacher Education
- Lecturer or Senior Lecturer
- Lecturer or Senior Lecturer with Potential for Security of Employment (PSOE)
- Lecturer or Senior Lecturer with Security of Employment (SOE)

Fiscal-Year Appointment

A fiscal-year appointment refers to the period in which an academic appointee renders service—i.e., throughout the calendar year (12 months), as opposed to the academic year (9 months).

Full-Time Appointment

A full-time academic appointment is defined as an appointment at 100 percent time, regardless of the appointment's duration.

Full-Time Equivalent (FTE)

A budget term, which is abbreviated as FTE, used to describe a unit equal to a full-time (100 percent) position for one year. Allocation of an FTE denotes a permanently budgeted position.

Joint Appointments

Appointments in two (or more) departments or colleges. Such appointments may cross divisional, or campus unit boundaries. Joint appointments usually include a salaried appointment in one unit with an additional non-salaried appointment in another unit (e.g., a 100% time appointment as ladder-rank Professor in the Department of Biochemistry, with a non-salaried appointment as Professor in the Department of Statistics.)

Ladder-Rank Faculty

Ladder-rank faculty (LRF) are those appointed in the Professor series. “Ladder-rank” denotes faculty with tenure or on tenure track (at the Assistant Professor rank). Ladder-rank faculty are also referred to as the “regular ranks.” A permanently budgeted position must be allocated for each ladder-rank appointment.

Merit Advancement

A merit advancement is awarded on the basis of a favorable evaluation of an appointee’s performance within a single review period. For series in which there is a rank and step system, a merit advancement is a one-step increase in salary within the same rank or an advancement to an above-scale or further above-scale salary. For series in which there is a salary range, a merit advancement is an increase in salary rate without a change in rank or title. Academic appointees in student titles are not eligible for merit advancements.

Non-Reappointment

A non-reappointment occurs when the University does not reappoint an appointee with a term appointment. Also referred to as an *expiration of appointment*.

Non-Senate Academic Appointee

A non-Senate academic appointee is not a member of the UCR Academic Senate. Non-Senate academic appointees include, but are not limited to, appointees in the Adjunct Professor, Health Sciences Clinical Professor, Lecturer or Senior Lecturer, Professional Research (Research Scientist), Project Scientist, Specialist, Academic Coordinator, Academic Administrator, Librarian, Cooperative Extension Specialist, Continuing Educator, and Coordinator of Public Programs series.

Off-Scale Salary (O/S)

The salary for an academic appointee at a given rank and step is designated as off-scale if it is higher than the published salary for that rank and step in the relevant series.

Part-Time Appointment

A part-time appointment is an appointment at less than 100 percent time.

Personnel Review File

See Academic Review File

Professional Presentations

Faculty research presentations are a key element in merit and promotion file evaluation and reflect a faculty member's engagement with their profession as well as recognition by their peers. To help guide faculty in the classification of their professional presentations, clarification of the presentation classes is provided. Presentations types vary among the disciplines and the type of meeting/symposium that is attended. For faculty review, all presentation types listed below are considered significant. Invited presentations are particularly noteworthy and acknowledge recognition in a faculty member's discipline. At the pinnacle is presentations that are designated as Keynote, Plenary and Distinguished speaker; these designations should only be used when they are explicitly stated in an invitation or program. Faculty are strongly encouraged to provide documentation (ex. letter of invitation or program agenda) that can verify Keynote, Plenary and Distinguished speaker presentations. Faculty are encouraged to provide additional comments (when needed) to clarify the importance or nature of a particular presentation in the comments section of eFile's Presentations or to address these issues within their Self Statement.

Keynote Talk (invited)

A Keynote talk is an invited talk and the main speech given at a meeting. It is usually delivered at a time when everyone can attend. Keynote speeches are often delivered to set the tone of a meeting or symposium. A keynote talk is explicitly designated as such on a program or in a letter of invitation.

Plenary Talk (invited)

A Plenary talk is an invited speech at a conference or symposium or a discipline that is scheduled at a time when all meeting participants (or participants in a sub-discipline for very large meetings) can attend. A Plenary talk or panel is explicitly designated as such on a program or in a letter of invitation. Faculty should distinguish between an individual Plenary Lecture and participation on a plenary panel.

Distinguished Speaker (invited)

A Distinguished Speaker talk is an invited talk that has more prestige associated with it than an invited talk at a professional meeting or department/college seminar. Distinguished Speaker talks are usually associated with larger celebratory events (ex. college graduation, a series of seminars/talks called a "Distinguished Speaker" series, a university- or college-wide seminar, or a major talk named in honor of an individual in a profession). A Distinguished Speaker talk is explicitly designated as such on a program or in a letter of invitation.

Presenter (invited or not invited)

Any speech/lecture/presentation that is given at a university, college, or professional conference/symposium, and is given in response to an invitation, is considered an invited presentation. Invitations by peers to speak in departments, centers, institutes, or national or international meetings signify recognition of research, scholarship or creative activity excellence by peers. In some disciplines, this might be called a lecture. However, this excludes invited lectures for classes.

Oral, poster, or panel presentations that are selected from a pool of applicants for a meeting session are not considered invited presentations. Oral and poster presentations signify a faculty member's engagement with their profession. If the acceptance of oral/poster presentations is a highly selective process and therefore deserves additional recognition, this should be indicated in the comments section of eFile's Presentation category or indicated in the faculty member's self-statement. If possible, provide the % acceptance rate for the venue.

Co-authored (invited or not invited)

A co-authored presentation is a presentation of your research by a collaborator, student, or postdoctoral fellow. This may be invited or not invited. This signifies a faculty member's engagement with their profession.

Other

For presentations that do not fall into any of the eFile Presentation categories above, the "Other" category should be used. Use the comments box as needed to provide perspective on the nature and importance of the presentation if needed.

Salary Increase

An advancement in salary, but not in step.

Salary Scales

Salary scales are published listings of salary rates or salary ranges established for academic series. Salary scales may be divided into steps, or into ranks and steps within the ranks. A salary range is a published listing of the minimum and maximum salary for a particular title. Salary scales are published in <http://www.ucop.edu/academic-personnel/compensation/2014-academic-salary-scales.html>

Security of Employment

This refers to the Lecturer or Senior Lecturer with Security of Employment (LSOE) series. An appointee in this series holds a continuous appointment that may not be terminated except for good cause after the opportunity for a hearing before the properly constituted advisory committee of the Academic Senate. A permanently budgeted position must be allocated for each LSOE appointment.

Series

An academic series is a group of academic titles that carry rank designations (e.g., Assistant, Associate, and full Professor), and in which promotion from one rank to a higher rank is possible. The criteria for evaluation and terms of appointment for each series vary and are described in the Academic Personnel Manual and Policy and Procedure Manual.

Step

Most academic series have established salary levels within each rank. Each salary level is referred to as a step (e.g., Assistant Professor, *Step II*).

Student Appointee

A student appointee is a registered UCR student who is appointed, usually under the general supervision of a faculty member, at 50 percent time or less during the academic year in an academic title.

Tenure

Tenure is employment that is permanent unless terminated by retirement, resignation, involuntary demotion, or dismissal. Only appointment as Associate Professor and Professor confer tenure. An appointment with tenure may

only be terminated by the Regents for good cause, after the opportunity for a hearing before the properly constituted advisory committee of the Academic Senate.

Term Appointment

A term appointment is an appointment made with a specific ending date. Term appointments end on the established ending date (referred to as non-reappointment), unless the appointee has been recommended for reappointment, and the reappointment is approved as a result of an academic review.

Terminal Appointment

Refers to a reappointment made with the specific intent not to continue the appointment after the ending date. A terminal appointment occurs when an academic review has resulted in a decision not to continue an appointee in his or her series, and a notice of termination period is required. A terminal appointment is distinct from a *term appointment*.

Title

An appointee's academic title indicates the series and rank or level of the position to which s/he is appointed. In appropriate circumstances and in accordance with University policy, certain modifying terms may be added to clarify important aspects of the position.

- Rank, when rank is not implicit in the title itself (i.e., *Associate Professor*, *Senior Lecturer*, *Assistant Research Scientist*).
- The special status of an appointment as compared to others in the same series (i.e., *Acting Assistant Professor*, *Visiting Research Scientist*, *Professor Emeritus*).
- Appointment to a named endowed Chair (i.e., *Stephen Kuffler Professor of Biology*).

Title Code

For purposes of payroll and other reporting requirements, each title is assigned a four-digit title code. Academic title codes range from 0840 to 3999.

Title Series

See Series