

NEWS from ACADEMIC PERSONNEL

Spring 2009

Volume 3, Issue 2

Articles, Resources, and Tips ... For Your Career

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Did You Know...

The Academic Senate and Academic Personnel Office have jointly formed a **Task Force on Academic Simplification**. The committee consists of six senior members of the faculty and administration: Barbara Herman (Chair), Aimee Dorr, Paul Micevych, Anne Peplau, Teofilo Ruiz, and Melvin Seeman. The Task Force will be seeking suggestions for ways to improve and/or streamline the academic personnel process. Please email any suggestions you have to taskforce@conet.ucla.edu ■

NEW Mentoring Program for Assistant Professors

Beginning next fall, there will be a new mentoring program available to Assistant Professors, which will be called "The Council of Advisors." In addition to mentoring efforts within Departments, this program will pair two senior faculty – one of whom is a former member of CAP and the other a full Professor at Step IV or higher – with Assistant Professors who wish to take advantage of this opportunity. Unlike most other mentoring programs, the mentors will not be from the same Department as the Assistant Professor. This will not only decrease redundancy, but should provide an opportunity for candid discussions. To date, more than 70 former CAP members and other senior professors have volunteered to participate in this new program.

It is anticipated that meetings will take place at least quarterly, for a minimum of one year – and longer if all parties choose to extend the relationship. While the first meeting

should involve both Advisors, the team members can arrange subsequent meetings in any way they wish. The nature of the mentoring will depend on the desires of the Assistant Professor, and can range from specific expectations for promotion, to balancing the many different job requirements, to developing good relationships with other faculty.

The program is open to faculty in all academic series who hold the rank of Assistant Professor. An email soliciting individuals' interest is being sent this spring. The program is sponsored jointly by the office for Faculty Diversity & Development and by the Academic Personnel Office. If you are interested in participating – either as an Advisor or as an Assistant Professor – please contact Susan Drange Lee, Director of Faculty Diversity & Development, at sdrangelee@conet.ucla.edu or at 310 825-7762. ■

NEW Academic Steps To Be Implemented

After canvassing the Department Chairs at UCLA, there was overwhelming support to implement the "new" academic steps at UCLA: Assistant Professor Steps V & VI, and Associate Professor Steps IV & V. These academic steps have been used at the other U.C. campuses, but not at UCLA (except for a handful of Asso-

ciate Professors). The use of these steps will be available for academic actions with an effective date of July 1, 2010 or later for those in the Regular and In-Residence academic series. Over the summer, we will be working to develop a plan to accommodate those faculty members who have joint appointment in the School

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New Academic Steps To Be Implemented (continued)

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of Medicine, since the new steps will not be used in Medicine (due to lack of support from those Department Chairs) nor in the School of Law (which uses a different set of ranks for those who have not yet reached full Professor). A final decision about their use in the School of Dentistry will be made soon.

During the first year, relatively few UCLA faculty will be affected. Two groups in particular should take note:

- Associate Professors who have been at Step III for two or more years and are not seeking advancement to full Professor could be considered for a merit increase to Associate Professor Step IV. The procedures and expectations for this advancement are anticipated to be the same as any regular merit increase.

- Assistant Professors who (a) have been at Step IV for two or more years, (b) are due for their two-year contract renewal, and (c) are not seeking advancement to Associate Professor could be considered for advancement to Assistant Professor Step V. Departments will therefore vote on two items: contract renewal and step advancement.

Again, more details will follow, and those who wish more information should see the article in the last issue of *News from Academic Personnel* at http://www.apo.ucla.edu/docs/Newsletter_Fall08.pdf. The main thing to remember is that the normal amount of time at Assistant Professor (7 years in most Departments) and Associate Professor (6 years) will not change, nor will the expectations for advancement to the next rank. ■

Advancement to Above-Scale and Further Above-Scale

Advancement to the rank of Professor, Above-Scale is a singular honor for UCLA faculty members, and carries with it the right to use the title Distinguished Professor. However, advancement is not at all automatic, and requires evidence of the very highest distinction in all of the areas of research, teaching, and service that CAP evaluates. As outlined in The UCLA CALL, such a proposed promotion should be forwarded by a Department only after a candidate has served a minimum of four years at Professor Step IX, except in exceptional cases (referred to as “rare and compelling” in The CALL).

Advancement to Professor, Above-Scale involves a career review, with the requirement of national and international recognition of the candidate’s scholarship. Such distinction must be explicit, and should be addressed in the dossier by internal and external reviewers, and in the Departmental letters. The Department is encouraged to carefully choose external referees, because these letter writers can provide an analytical assessment of the candidate’s career. Since CAP rarely assigns *ad hoc* Review Committees for these actions, external letters have a special value to the Council in judging the significance and originality of the research/

creative activity and the stature of the individual. As always, CAP looks for letters that are from individuals independent of the candidate who can act as unbiased external referees. Recently, the number of independent external letters in dossiers have been decreasing. Appendix 1, Section VI of The CALL states that, “Under normal circumstances, five to eight such letters [external] are sufficient.”

In the preparation of the dossier, a self-statement from the candidate (typically, 3 pages or so) outlining and analyzing major career achievements can be very helpful. Candidates are encouraged to address collaborative work and explain individual contributions that may not be readily apparent.

In addition to being a career review, however, The CALL specifically states that advancement to Above-Scale is granted only when there is sustained and continuous evidence of excellence in all categories (research, teaching, professional activity and service) since advancement to Step VI. Evidence of such ongoing engagement in research would be the usual markers used by CAP; examples include publication of scholarly books and/or research articles in refereed journals, creation or per-

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Advancement to Above-Scale and Further Above-Scale (continued)

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formance of artistic works, or other outlets demonstrating creative scholarly contributions. The successful candidate will provide evidence of excellence in recent teaching at the undergraduate and graduate levels, as appropriate. Since advancement to Professor, Above-Scale is reserved for exceptional individuals that continue to be active in all aspects, it is expected that the candidate will have continuing meritorious service at the departmental, university, and professional levels.

A professor at the Above-Scale level can be considered for a merit increase to the rank of Further Above-Scale after four years at Above-Scale. Further merits generally may be proposed at intervals of no less than four years. Again, these are not automatic,

but require preparation of a dossier by the Department and are reviewed by CAP. They are treated more like a usual merit increase in that external reviewers are not necessary, but CAP still requires new evidence of continuing excellence in research/creative activity, teaching and service. Advancement within the Above-Scale rank will, according to The CALL, be considered at intervals of less than four years “only in the most superior cases where there is strong and compelling evidence...”

Senior faculty of distinction play a critical role at UCLA, and the Above-Scale merits provide a mechanism to reward those faculty who remain active as professors and scholars. ■

Important Changes to Clinical Compensated Series

There are several changes being made to The UCLA CALL that will affect School of Medicine and School of Dentistry faculty in the Clinical Compensated series. These changes were made both to improve the process for advancement and to conform to APM 278. They are effective for personnel actions on or before July 1, 2010.

There are two key changes, and two minor changes.

Key Changes:

- Letters from external referees will no longer be required for promotion to Associate Professor and to full Professor. Internal referee letters will still be required. External letters will only be required for those in this academic series who are advancing to full Professor Step VI and Professor Above-Scale.
- The expectations for Creative Administrative, Academic, and Research Activities have been clarified, and more examples are given (in Appendix 8 of The UCLA CALL).

Minor Changes:

- The official title of this series has been changed to Health Sciences Clinical Professor, as required by APM 278.
- The criteria for advancement to full Professor Step VI and Professor Above-Scale have been modified to better reflect the overriding importance of teaching and clinical service.

For more detail, see The UCLA CALL, Health Sciences Clinical Professor Series <http://www.apo.ucla.edu/call/clinprof.htm>; and Appendix 8 <http://www.apo.ucla.edu/call/append8.htm> as well as APM 278 <http://www.ucop.edu/acadv/acadpers/apm/apm-278.pdf> ■

Other Changes to The UCLA CALL

In addition to changes mentioned elsewhere in this Newsletter, there are several other changes of note to The UCLA CALL:

- Two changes have been made to the Adjunct Series: (1) The preamble to this series in The UCLA CALL has been changed to directly conform to APM 280. The change reflects wording that now recognizes that some faculty are hired into the Adjunct series mainly for research rather than teaching – although some teaching is still expected. The changes do not affect those whose primary responsibility is teaching. (2) The wording for advancement in this academic series to full Professor Step VI and Professor Above-Scale has been modified to reflect the expectations of faculty in this series. The revision of The CALL is not yet ready; we expect it to appear this summer.
- The wording for advancement in the Clinical X academic series to full Professor Step VI and Professor Above-Scale has been modified to reflect the expectations of faculty in this series. The wording can be found at: <http://www.apo.ucla.edu/call/clinx.htm>, Section V.A.4.
- Appendix I of The UCLA CALL has been changed to indicate that faculty may ask that internal as well as external reviewers be excluded, if there is concern on the part of the candidate of their ability to “objectively evaluate the candidate’s qualifications or performance.” As indicated in Appendix I, such names are not necessarily disqualified. The wording can be found at <http://www.apo.ucla.edu/call/append1.htm> ■

Key Links

Academic Personnel Forms: <http://www.apo.ucla.edu/forms.asp>

Academic Personnel Manual: <http://www.ucop.edu/acadadv/acadpers/apm/welcome.html>

Academic Personnel Office (APO): <http://www.apo.ucla.edu>

Council on Academic Personnel (CAP): <http://www.senate.ucla.edu/committee/cap/cap.htm>

Deadlines: <http://www.apo.ucla.edu/deadlines.asp>

Emeriti Information: <http://www.errc.ucla.edu>

Faculty Diversity: <http://faculty.diversity.ucla.edu>

Faculty Handbook: <http://www.apo.ucla.edu/facultyhandbook>

Faculty Searches: <http://faculty.diversity.ucla.edu/search/searchtoolkit/index.htm>

Health Sciences Clinical Professor Series: <http://www.apo.ucla.edu/call/clinprof.htm>

The UCLA CALL: <http://www.apo.ucla.edu/call>

UCLA Salary Scales: <http://www.ucop.edu/acadadv/acadpers/tab0708/tabcont.html>

Upcoming Events

September 25, 2009

9:00 a.m.— 4:00 p.m.

Faculty Center, Sequoia Room

New Faculty Orientation. This all day orientation will include senior administrators and faculty from all over campus to provide information on topics that include instructional development, research, undergraduate and graduate education, child care, housing loans, retirement planning as well as a Q & A session and campus tour.

October 20, 2009

12:00 p.m.—2:00 p.m.

Faculty Center, Hacienda Room

Assistant Professors Advancing to Tenure. This semi-annual luncheon for Assistant Professors provides the opportunity to ask questions about the advancement process in small groups with former members of the Council on Academic Personnel (CAP) and the Vice Chancellor, Academic Personnel.

October 6, 2009 and November 4, 2009

8:30 a.m. - 10:30 a.m. and 12:00 —2:00 p.m. (Four 2 hr. Sessions)

Faculty Center, Hacienda Room

Faculty Search Committee Briefings. The Search Committee Chair or another member from each search committee should attend. Briefings are open to all faculty members. The briefing covers the search process, research findings related to recruiting, interviewing and evaluating candidates and practices that enable equity. *Contact facdevelopment@conet.ucla.edu or Lori Davison (310) 206-7411.*

October 21, 2009

9:00 a.m. — 11:00 a.m.

Faculty Center, California Room

Annual Deans and Chairs Workshop—11 Month Schools. Accompanying the Vice Chancellor for Academic Personnel at this meeting will be the Chair and Vice Chair of the Council on Academic Personnel. The workshop will include a session on new developments in academic personnel, a discussion with CAP leadership, other challenges that Chairs face and things to know about grievance issues.

4:00 p.m. — 6:00 p.m.

Chancellor's Residence

New Faculty Reception. A reception hosted by Chancellor and Mrs. Block welcoming new faculty to UCLA.

October 14, 2009

12:00 p.m.— 4:00 p.m.

Faculty Center, Hacienda Room

New Chair Orientation. An overview of Department Chairs' roles and responsibilities. Topics include recruitment and retention, budget planning, advancement, work/life and family-friendly policies and legal issues for Chairs. *Hosted by Faculty Diversity & Development and the Vice Chancellor, Academic Personnel.*

November 5, 2009

9:00 a.m. — 11:00 a.m.

Faculty Center, California Room

Annual Deans and Chairs Workshop—9 Month Schools. Accompanying the Vice Chancellor for Academic Personnel at this meeting will be the Chair and Vice Chair of the Council on Academic Personnel. The workshop will include a session on new developments in academic personnel, a discussion with CAP leadership, other challenges that Chairs face and things to know about grievance issues.

Did You Miss Our Fall 2008 Newsletter?

Go Check It Out ... http://www.apo.ucla.edu/docs/Newsletter_Fall08.pdf