Preparing for Academic Personnel Review

May 2, 2012

Carole Goldberg
Vice Chancellor, Academic Personnel
The Review Cycles

- Reappointment and merit increase every 2 years
  - Beginning last year, Steps I-VI have been available for all faculty except those on Medical School comp plan, who still use Steps I-IV
- 4th year appraisal: an early assessment for promotion to Associate Professor, typically begun in fall quarter of fourth year
- Review for promotion to Associate Professor is typically conducted in 7th year (typical time may be earlier in some Schools/Departments)
Fourth Year Appraisal

- Early, internal assessment of record and trajectory for promotion to Associate Professor
  - May occur earlier than fourth year by agreement
- Identifies areas of weakness or imbalance in the candidate’s record
- In sciences and medicine, some focus on independent contribution in collaborative/lab work
- Department makes formal appraisal, forwarded to Dean, CAP and occasionally, Vice Chancellor
- Outcomes: favorable, with reservations, unfavorable
- Not intended to affect ultimate decision on promotion
Review Process, Promotion to Associate Professor

- Recommendation for promotion prepared by the Department (see APM and Call)
- When dossier complete, Department Chair forwards it to Dean, who forwards it to CAP, who forwards it to Vice Chancellor
- CAP MAY seek input from a campus ad hoc review committee (RC) of faculty (usually 4 members, 1 from candidate’s dept.)
- RC report submitted to Dean, CAP, and Vice Chancellor
What is CAP?

- The Council on Academic Personnel, a 14-member committee of the Academic Senate
- Charged with reviewing the scholarly, teaching, and service activities of faculty for academic advancements or appointment
- Primary goals are to ensure equity and to maintain standards of scholarship, teaching, and service across the campus
- CAP top priorities: Fourth Year Appraisals, major promotion (Associate – also called 8-Year Limit Review, Full, Step VI, Above Scale), appointments, and retention cases
- Also recommends on some accelerations and all endowed chairs
Assistant Professors: Preparing for Promotion

Criteria for Advancement

- Research and Creative Work
- Teaching
- Professional and University Activities & Service

In general 1\textsuperscript{st} two criteria carry greater weight

“Superior intellectual attainment, as evidenced both in teaching and in research or other creative achievement, is an indispensable qualification for appointment or promotion to tenure positions.”
Dossier Preparation

• Research and/or other Creative Activities
  – List of publications or other evidence
  – Explanation of role in co-authored work
  – Documentation of publication status, where in press
  – Indication of grant support, where relevant
    • Separating direct from indirect costs
    • Noting only amounts actually going to you
    • Noting time span of total if multi-year grants
  – Description of work in progress
Dossier Preparation

• **Teaching**
  – List of courses taught since last review
  – List of graduate students and status, if any
  – Student evaluations (forms and letters)
  – Peer Evaluation
  – Self-evaluation if desired

• **Service**
  – Within University and profession
  – Broader community service
Dossier Preparation

- Importance of Self-Statement
- Sign-off on Data Summary Form
- Confidential external letters of evaluation solicited
- Internal letters
  - Required only for interdisciplinary entities designated by candidate
  - Should otherwise be solicited only when internal source provides unusual value
The “Eight-Year Clock”

- Includes years at UCLA as Acting, Visiting, Lecturer, Adjunct
- Two quarters count as one year (e.g., appointments beginning in winter quarter)
- “Time Off the Clock”
  - One extra year can be added per childbirth or adoption young child, up to two such events (maximum: two years), if faculty member has substantial responsibility for care
  - May also be available for disability/sickness
  - Can delay Fourth Year Appraisal
  - Candidate chooses whether to mention in solicitation of external letters
Review of Timeline to Promotion

• Letters assessing candidate prepared as early as spring quarter of 6th year (or earlier for some Schools/Departments)
• All materials should be in the Department by October of 7th year (or earlier in some Schools/Departments)
• Departmental personnel committee evaluates
• Faculty discusses and votes, typically in December
• Chair reviews and prepares letter(s)
• Dean reviews and forwards own assessment to Academic Personnel Office, typically due in January
• APO forwards to CAP, and CAP makes recommendation to Vice Chancellor
• Decisions in late spring quarter; various appeal processes exist if you believe wrong decision was made
Some of your Rights

• To suggest the names of letter writers to your Chair, and also suggest names of those whom you believe cannot write an objective review. Chair must consider request but is not obligated to follow it.

• To read everything before it leaves the Department, exception Chair’s “confidential” letter (should there be one).

• You can rebut anything written about you with which you disagree.
Seek Advice from Your Mentor(s)

Departmental Council of Advisors