

## **2008-2009 CALENDAR ACADEMIC PERSONNEL ACTIONS**

### **I. SENATE FACULTY**

The following deadlines are established to ensure timely progress in the review process. Please refer to the campus policy (CAPM 400.220) concerning these deadlines for further details.

Departments report that confirming external reviewers over the summer allows the candidate's materials to be sent out immediately in the fall and helps to meet the campus deadlines. Files should be submitted no later than the final deadlines published below or earlier if a different deadline is established by the department. If files are received at the same time, they are prioritized as follows: appointment; tenure and mid-career reviews; other actions with ad hoc committee review; and finally all other actions. CAP may limit its agenda files per week, therefore some files may be delayed until the next CAP meeting. Files not submitted to CAP by the established deadlines may be held over to the following academic year for review. Decision letters will be sent to candidates and appropriate academic administrative officers as soon as decisions are final.

### **Promotions, Merit Increases, Mid-Career Appraisals, and Reappointments**

#### **CANDIDATE'S DEADLINE**

- **Candidate's material** for review, as specified on the Checklist to Assure Fairness, is to be submitted to the department. Departments set deadlines for their faculty to submit materials for review. Faculty who do not submit a complete file by that deadline will be considered deferred and a subsequent action will not be retroactive.
  - **Deadline set by department. Departmental deadline may be no later than September 22, 2008**

#### **DEPARTMENT DEADLINES**

- **Department Chair has initial meeting with candidate**
  - **June 5, 2008 (start in May if possible)**
- **Merit files** completed and due in division
  - **December 5, 2008 (forward when completed even if earlier)**
- **Promotion, Mid-career appraisal, Step 6, and Above-scale files** completed and due in division
  - **January 16, 2009 (forward when completed even if earlier)**

#### **DIVISION DEADLINES**

- **Merit files** completed and due in CAP or, for actions retained by the Campus Provost/ Executive Vice Chancellor, due in Academic Personnel accompanied by Dean's recommendation.
  - **February 6, 2009 (forward when completed even if earlier)**
- **Promotion, Mid-career appraisal, Step 6, and Above-scale files**, completed and accompanied by Dean's recommendation, due in Academic Personnel.
  - **March 6, 2009 (forward when completed even if earlier)**

## Appointments

Close contact with the Academic Personnel Office will facilitate the expeditious handling of ladder-rank appointments. Tenured appointments require one or two months; untenured appointments require two to four weeks after submission by the Dean. **Deans may establish deadlines for submission of appointment files. The following are additional deadlines the campus is required to meet:**

- **Formal offers must be made if intercampus transfer from another UC campus**  
(<http://www.ucop.edu/acadadv/acadpers/apm/apm-510.pdf>)
  - **April 1, 2009**
- **Formal offers must be made to candidates holding tenure or tenure-track appointments at AAU institutions and other California institutions.**  
(<http://www.ucop.edu/acadadv/acadpers/apm/apm-501.pdf>)
  - **April 30, 2009**

## **II. NON-SENATE ACADEMICS**

### **Dean Authority Actions**

Deans may establish deadlines for those personnel actions that have been delegated to them.

#### **Appointments, Reappointments, Merits, and Promotions Requiring Approval of Campus Provost/Executive Vice Chancellor**

- **Appointments and reappointments to be effective winter quarter 2009** due in Academic Personnel
  - **November 21, 2008**
- **Appointments and reappointments to be effective spring quarter 2009** due in Academic Personnel
  - **February 13, 2009**
- **All files for merits and promotions to be effective July 1, 2009** are due in Academic Personnel
  - **April 1, 2009**
- **Appointments and reappointments to be effective fall quarter 2010** due in Academic Personnel
  - **April 17, 2009**

Division offices are asked to forward this calendar to units that may initiate non-Senate personnel actions approved by the Campus Provost/Executive Vice Chancellor.

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## **ASSISTANT PROFESSOR**

Campus Provost and Executive Vice Chancellor Kliger encourages department chairs to meet with each Assistant Professor annually as part of their mentoring role. This is an opportunity to review research plans, monitor service commitments and review the variety and level of teaching assignments.

### **Eligibility for Review**

Assistant Professors may not defer reviews. A merit or salary increase for an Assistant Professor may become effective before the end of the current two-year term, but such advancement shall mark the beginning of a new term of appointment. Refer to [CAPM 400-220](#) for details.

### **Qualifying Service**

[APM 200](#) provides information regarding normal periods of service. In addition, [APM 200-19b](#) states, "An academic year (9 month) appointee who has served one quarter or less in any academic year will not receive service credit for that year." Periods of leave without salary or medical leave are not considered qualifying service. However, [APM 200-19e](#) further explains, "A period of leave *after service of at least one full quarter* may be counted toward service in reckoning the number of years at rank and step if this is deemed appropriate by reviewing authorities." (Emphasis added.) The dean is the deciding authority in this instance.

When new untenured appointees, prior to commencing service, take a leave of one or more quarters, such leave is not counted as service toward rank and step (eligibility for advancement) but is counted toward the eight-year limit (unless the leave was for childbearing/childrearing in accordance with [APM 760](#).)

### **Mid-Career Appraisal**

A mid-career appraisal is usually conducted during the fourth year of service. Normally, the timing of the appraisal occurs in conjunction with a reappointment and merit review. In cases where only a mid-career appraisal is specified, contact the division academic personnel analyst to consider alternative scheduling of the mid-career appraisal.

### **Promotion-Assistant Professor to Associate Professor**

An Assistant Professor must be either terminated or tenured by the end of 24 quarters of service. A review for promotion is not required until the candidate's seventh year (21st quarter) of service. If service is less than seven years and if there has been two years of service at Assistant Professor, Step 4, a promotion would not be considered an acceleration. However, it is expected that all candidates will undergo at least one merit review prior to review for promotion to tenure.

### **Overlapping Steps for Assistant Professors**

Assistant Professor, Steps 5 and 6, are considered overlapping steps. Special considerations apply for advancement into these steps. Any merit increase should be recommended in accordance with the campus policy on overlapping steps. Please refer to [CAPM 407.690](#) for details including information to include in the recommendation.

### **Off-Scale Salaries**

Any merit or salary increase should be recommended in accordance with the campus policy on off-scale salaries. Please refer to [CAPM 803. 620](#) for details.

### **Denial of Advancement**

Individuals whose advancement actions are denied, but who have been reappointed, will appear on the CALL again after the normative period of service at step has been served.

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## **ASSOCIATE AND FULL PROFESSOR**

### **Qualifying Service**

[APM 200](#) provides information on normal periods of service. In addition, [APM 200-19b](#) states, "An academic year (9 month) appointee who has served one quarter or less in any academic year will not receive service credit for that year." Periods of leave without salary or medical leave are not considered qualifying service. However, [APM 200-19e](#) further explains, "A period of leave *after service of at least one full quarter* may be counted toward

service in reckoning the number of years at rank and step if this is deemed appropriate by reviewing authorities." (Emphasis added.) The dean is the deciding authority in this instance.

### **Promotion--Associate Professor to Professor**

Candidates will be placed on the CALL when they have two years at Step 3. Promotion with six years at the Associate Professor rank is also considered normal, even if the candidate does not have two years at Step 3.

### **Overlapping Steps for Associate Professors**

Associate Professor, Steps 4 and 5, are considered overlapping steps. Special considerations apply for advancement into these steps. Any merit or salary increase should be recommended in accordance with the campus policy on overlapping steps. Please refer to [CAPM 407.690](#) for details.

### **Off-Scale Salaries**

Any merit or salary increase should be recommended in accordance with the campus policy on off-scale salaries. Please refer to [CAPM 803.620](#) for details.

### **Indefinite Steps**

This CALL does not list any faculty who currently hold the rank of Professor, Step 5, 6, 7, 8, 9, or above-scale, unless the faculty member is required to be reviewed under the Mandatory Review policy [CAPM 402.200](#). There is no normal period of service at these levels of the Professor rank, nor is eligibility for review based on years of service since last advancement. Refer to [APM 220-18-b](#) or the [Notes to the UCSC Academic Salary Scales](#) for further information.

### **Denial or Deferral**

Individuals whose actions are denied or deferred will appear on the CALL again after the normative period of service at step has been served.

### **Mandatory Review**

Under the campus deferral and mandatory review policy [CAPM 402.200](#), a faculty member is required to be reviewed at least every six years. Two consecutive deferrals are allowed for Associate Professors, Steps 1-3, and equivalent ranks before mandatory review; one deferral is allowed for all other tenured faculty and equivalent ranks before the mandatory review.

Those faculty members who have exhausted their deferrals are noted on the CALL as requiring a mandatory review. When listed on the CALL for mandatory review, the faculty member is required to submit an updated bio-bibliography, a self-statement, and may submit other evidence by the requisite deadline. If the faculty member does not submit the required materials, the department will conduct the review based on the material available. A faculty member who fails to submit materials by the appropriate deadline will be considered not to be in good standing, which may result in the denial of some privileges, such as sabbatical leave, Committee on Research or divisional research support. Refer to [CAPM 402.200.A.2](#) for information concerning mandatory review procedures.

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**Career Equity Review Process Guidelines are available at [CAPM 412.000](#).**

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## **LECTURERS WITH SOE, SENIOR LECTURERS WITH SOE**

Lecturers with SOE and Senior Lecturers with SOE are included on the 2008-2009 CALL. For Lecturer SOE, the normal period of service to be eligible for review for a merit increase is three years. Promotion to Senior Lecturer SOE is not normally expected, but may occur when warranted. Review for promotion to Senior Lecturer SOE will normally occur only after a minimum of six years in the title of Lecturer SOE. There is, however, no obligation on the part of the University to promote a Lecturer SOE to Senior Lecturer SOE solely on the basis of years of service. For Senior Lecturer with SOE the normal period of service to be eligible for review for a merit increase is three years until the salary level is comparable to that of Professor, Step 5. Service at that level and higher may be of indefinite duration; mere length of service and continued performance at the level upon which advancement to a salary comparable to Professor, Step 5, was granted, are not justifications for further salary advancement. [CAPM 514-285-j](#) provides information regarding eligibility for review.

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## **NSF CONTINUING APPOINTEES (UNIT 18)**

### **Merit Increases ( CAPM 516.000 )**

Continuing Unit 18 appointees shall be considered for a merit review once every three academic years. If the Continuing Appointee is found to have maintained the excellence standard he or she shall receive a two-increment merit increase (see Lecturer and Other Unit 18 Lecturer Titles "Table of Pay Rates".) If a greater than two-increment merit increase is being recommended, additional information (i.e. solicited letters of evaluation) is required in the merit review file to justify the exceptional merit recommendation. A Continuing Appointee may request that his or her merit review be deferred for up to one year.