ACADEMIC PERSONNEL
REVIEW PROCESS WORKSHOP
May 2018

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Purpose: To help you understand the academic personnel review process including:
• When a review takes place (time at rank and step; quarters of service)
• Why a review takes place (reappointment, merit and salary advancement)
• What happens during a review (the review process)
• Leaves of Absences
• Resources

1. **Introductions**

2. **Academic Advancement and Salaries**
   Timing of Reviews
   Eligibility for Reappointment and Merit: “Time at Rank and Step”
   Salary Scale and Notes
   Mid-Career Appraisal and Tenure: “Quarter Clock” or “Tenure Clock”
   Timelines for Advancement and Notes

3. **Academic Personnel Review Process**
   Checklist to Assure Fairness
   Document Inventory Matrices
   Bylaw 55 Voting Rights
   Confidential and Non-Confidential Information
   Bio-bibliography Guidelines
   After the Department Review
   Flow Chart: Dean Authority
   Flow Chart: EVC or Chancellor Authority
   Preliminary Assessment: If denial of tenure or non-reappointment.

4. **Leaves of Absence**, include Sabbatical and Family Accommodations for Childbearing and Childrearing

5. **Stopping the Eight Year Clock** (APM 133.17.h)

5. **Resources**