May 1, 2014

DEANS
DEPARTMENT and PROGRAM CHAIRS
INTERIM UCO DIRECTOR FABER

Dear Colleagues:

Re: 2014-15 CALL and Calendar for Academic Personnel Actions

I write to inform you that the 2014-15 CALL for academic personnel actions is now finalized, and lists of academics scheduled for review next year may be printed from DivData by department and divisional staff. The campus deadlines for 2014-15 reviews have also been established by the Campus Provost/Executive Vice Chancellor and appear on the Calendar for Academic Personnel Actions.

I also want to take this opportunity to inform you that effective with the 2014-15 review cycle, and as planned, academic advancement actions for ladder-rank faculty will be conducted using DivData Review, our new online system. The Academic Personnel Office will soon be holding informational sessions for department and program chairs and managers, as well as for candidates, on how to use this new system. More information is available online at: http://apo.ucsc.edu/divdata/index.html.

To assist you with your responsibilities in the academic personnel review process, relevant information for advancement actions has been excerpted from systemwide and campus academic personnel policies, and is available by selecting the headings below; this information is also available on the APO website under “Helpful Links” at: http://apo.ucsc.edu.

- Assistant Professors
- Associate and Full Professors
- Lecturer with Security of Employment Series
- Continuing Lecturers (Unit 18)

As a reminder, other useful resources available on the APO website are the Delegation of Authority Chart and the Communications page, which provide easy access to memos issued by the CP/EVC involving expectations related to pertinent topics such as academic advancement and the campus’s “Special Salary Practice.”

Additionally, and in accordance with APM 210-1.d, “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. These contributions to diversity and equal opportunity can take a variety of forms including efforts to advance equitable access to education, public service that addresses the needs of California’s diverse population, or research in a scholar’s area of expertise that highlights inequalities. Mentoring and advising of students or new faculty members are to be encouraged and given recognition in the teaching or service categories of academic personnel actions.”
Finally, Department and Program Chairs are responsible for making certain that there is an annual review of the status and performance of each faculty member in the department. This includes examining cases of faculty members who are not included on the CALL but may be eligible for review, including faculty at the indefinite steps. For example, professors at Steps 5 through 8 are eligible for a merit review if they have served three years at step; faculty may also be reviewed for advancement to, or within, Above Scale with four years of service at Step 9 or Above Scale. Additionally, cases of unsatisfactory performance and of less than desirable excellence should be addressed. In all cases, guidance, feedback, and mentoring should be provided as needed. This is also an opportune time for Chairs to meet with assistant professors to review research plans, monitor service commitments, and review the variety and level of teaching assignments.

If you have any questions about the CALL or the Calendar for Academic Personnel Actions, please contact your Divisional Academic Personnel Coordinator or Academic Personnel Analyst to discuss.

Sincerely,

Pamela G. Peterson
Assistant Vice Chancellor
Academic Personnel

cc: Chancellor Blumenthal
    Campus Provost and Executive Vice Chancellor Galloway
    VPAA Lee
    Academic Personnel Analysts
    Committee on Academic Personnel
    Department and Program Managers
    Divisional Academic Personnel Coordinators
    Paula Towle, UCO