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)
- Introduction to DivData Review, the new online review system
- Leaves of Absences

1. **Introductions**

2. **Online Resources**—Academic Personnel Office website: apo.ucsc.edu

3. **Advancement and Salaries**
   
   UC Faculty Salary Scales (1)
   
   Timeline for advancement of Assistant Professors and 8-year limit (2)

4. **Academic Personnel Review Process**
   
   Synopsis of the Review Process (3)
   
   Checklist to Assure Fairness (4)
   
   Bylaw 55 Voting Rights
   
   Document Inventory
   
   Confidential and Non-Confidential Information
   
   Bio-bibliography Guidelines
   
   After the Department Review: Flow Charts (5)

5. **Introduction to DivData Review, the new online review system**
   
   Biobibliography Guidelines and biobibnet

6. **Preliminary Assessment:** If denial of tenure or non-reappointment.

7. **Leaves of Absence**, including Sabbatical and Family Accommodations for Childbearing and Childrearing
RESOURCES FOR QUESTIONS ABOUT POLICIES AND PROCEDURES


**Department Chairs**

**Department Managers**

**Deans**
- David Yager, Dean of the Arts Division
- Arthur Ramirez, Dean of the Baskin School of Engineering
- William Ladusaw, Interim Dean of the Humanities Division
- Paul Koch, Dean of the Physical and Biological Sciences Division
- Sheldon Kamieniecki, Dean of the Social Sciences Division

**Staff to Deans/Divisional Academic Personnel Coordinators**
- Jan Cloud, Arts, 9-3272
- Kathy Beattie, Engineering, 9-2263
- Anne Callahan, Humanities, 9-2429
- Pat Gross, Physical & Biological Sciences, 9-3060 (Biology, Chemistry, Earth Sci, ETox)
- Kristin Mott, Physical & Biological Sciences, 9-3185 (Astronomy, Math, Ocean Sci., Physics)
- Nicolle Laird, Physical & Biological Sciences, 9-4757
- Gillian McGuire, Social Sciences, 9-2912

**Academic Personnel Office Staff** (Kerr 499, 9-5579)
- Ibukun Bloom, Analyst, 9-3118 (Non-Senate Recruitments)
- Georgina Chang, Senior Analyst, 9-4702 (Biobib.net)
- Cecilia de la Garza, Senior Analyst, 9-3891
- Susan Fellows, Principal Analyst, 9-5032 (Arts, Humanities, and Social Sciences)
- Nancy Furber, Principal Analyst, 9-4779 (Engineering and Physical and Biological Sciences)
- Grace Harter, Principal Analyst, 9-1346
- Cris Imai, Senior Analyst, 9-4689
- Leslie Marple, Senior Analyst, 9-3849 (Recruitments)
- Linda Tursi, Analyst, 9-3740

**Assistant Vice Chancellor of Academic Human Resources**
- Pamela G. Peterson 9-3740

**Academic Senate Office** (for Academic Senate committees and resources)
- senate.ucsc.edu
- 831-459-2086