May 1, 2015

DEANS
DEPARTMENT and PROGRAM CHAIRS
INTERIM UCO DIRECTOR

Dear Colleagues:

**Re: 2015-16 CALL and Calendar for Academic Personnel Actions**

The 2015-16 CALL for academic personnel actions is now finalized, and lists of senate faculty and continuing lecturers scheduled for review next year may be printed from DivData by department and divisional staff. The campus deadlines for 2015-16 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 May 1, 2015, DivData Review is available for both appointment and advancement actions for all non-student academic appointees. Deans should establish divisional plans for transitioning their non-senate academic personnel review process to the online system, with full implementation to be in place no later than October 1, 2015.

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.” Of special note is the revised policy on deferral and mandatory review (CAPM 402.200), which includes the requirement that a faculty member must be reviewed at least every five years.

- **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 or APO 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.”

It is the responsibility of department and program chairs to make certain that there is an annual review of the status and performance of each faculty member in their 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. 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 Office Analyst to discuss.

Sincerely,

[Signature]
Pamela G. Peterson
Assistant Vice Chancellor
Academic Personnel

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