

September 16, 2008

COLLEGE PROVOSTS
DEANS
DEPARTMENT AND PROGRAM CHAIRS
DIRECTORS

Dear Colleagues:

Re: Issuance of New and Revised Campus Academic Personnel Policies

I am pleased to issue the following new and revised campus academic personnel policies effective fall quarter 2008. Department and Program Chairs should bring this information to the attention of Senate faculty members in their units as some of these changes impact the review procedures associated with various personnel actions.

I especially want to acknowledge the Academic Senate for its valuable participation in the refinement of the reconsideration and retention policy language during the formal comment process.

1) New Policy on Reconsideration of Senate Faculty Personnel Reviews (CAPM 418.000):

The intention of this new policy is to define the very limited circumstances in which a request for reconsideration of a decision in a personnel review is appropriate, and to provide guidance on proper review procedures.

2) Revised Policy on Retention Actions (Professor Series-General, CAPM 400.220.9.c.3):

The revised section provides the appropriate procedures to be followed for faculty who receive an outside offer of employment, and time constraints set by the other institution preclude a full review for step or rank advancement. In these situations, an abridged review file may be put forward with a salary increase only recommendation for the purpose of retaining the faculty member.

Also, non-substantive, clarifying changes were made to the language involving two other exceptions to normal review eligibility or procedures in addition to retention actions: 1) Salary increase in lieu of advancement following a normal merit or promotion review; and 2) Denial of advancement of any kind (rank, step or salary) following a normal merit or promotion review. (See CAPM 400.220.9.c.1 and 2).

3) Revised Policy on the Eligibility for Tenure Review of Newly Appointed Assistant Professors (Professor Series-General, CAPM 400.220.9.b.3; and Professor Series-Promotion, CAPM 410.220.4):

The revisions to these two policies are identical and state that newly appointed assistant professors are expected to undergo at least one positive merit/reappointment review before being reviewed for promotion to tenure. This is intended to provide sufficient time for these appointees to establish a record of excellence on this campus.

4) Revised Policy on Academic Recruitment Procedures regarding Overqualified Candidates (CAPM 100.500.D.2.b):

Current campus recruitment and fair hiring practice has been formally incorporated into this policy. Namely, candidates who apply for a position that is advertised at a lower rank than they currently hold may not be eliminated from consideration simply because they are perceived to be "overqualified."

In addition, language from the current campus policy on overqualified candidates has been added to this policy. The language states that the only permissible exception to appoint at a rank other than that advertised is to meet a competing offer. (See CAPM 110.500.A.)

These policies are available online at:

http://www.ahr.ucsc.edu/academic_policies_and_procedures/CAPM_manual.htm

They are also available on the Academic Personnel Office website – See the light blue sidebar – "What's New in APO?" and then select "Recently Issued Policies."

Please contact your Academic Personnel Office analyst or your divisional academic personnel coordinator with any questions about these newly issued policies.

Sincerely,



David S. Kliger
Campus Provost and
Executive Vice Chancellor

cc: Chancellor Blumenthal
Faculty Assistant to the EVC Chung
Vice Provost Galloway
Assistant Vice Chancellor Peterson
Labor Relations Manager Purcell
University Librarian Steel
Chair Williams, Academic Senate
Divisional Academic Personnel Coordinators
Department and Program Managers
Assistants to College Provosts
Assistants to Directors
APO Analysts
Administrative Records