March 19, 2020

ACADEMIC SENATE CHAIR
DEANS
DEPARTMENT AND PROGRAM CHAIRS
VICE PROVOSTS


Dear Colleagues:

I write to initiate formal review of proposed revisions to CAPM 406.220: Merit Increase, Section 7 (Step 6 and Above-scale). The proposed revisions eliminate the requirement for soliciting external reference letters in Step 6 merit reviews.

Please facilitate this formal review and comment process by forwarding to and/or discussing this information with individuals in your division, department and program, and unit.

Outside letters in Step 6 reviews are optional by systemwide academic personnel policy. Four UC campuses currently do not solicit Step 6 letters (Berkeley, San Diego, Irvine, and Davis). At these campuses, reviewing bodies are able to assess the Step 6 criteria based solely on the review file materials. Since the Step 6 review is unique to the UC system, outside reviewers are often unclear about its significance. The Academic Personnel Office has examined Step 6 merit denial files from the past ten years at UCSC, and found that negative outside letters were never the determining factor.

Soliciting and writing external letters is a significant workload for staff and faculty, which no longer seems to be adding value for Step 6 reviews. The exception to this will be in cases where the review is also a Career Equity Review (CER); in these cases, letters are still expected, following CAPM 412.000.D.3.

This policy change is intended to be effective July 1, 2020, and impacts title series that fall directly under the CAPM 406.220 policy (Professor and Lecturer with Security Employment) as well as title series that refer to the professor series procedures (Adjunct Professor, Professional Researcher, and Project Scientist). Additional formatting changes to section 7 have been added for clarity.

Clean and redline versions of the proposed revised section 7 of CAPM 406.220 is available on the Academic Personnel Office website at: https://apo.ucsc.edu/policy/policy-under-review.html. The current policy in its entirety may be found at https://apo.ucsc.edu/policy/capm/406.220.html. Comments are due by Friday, May 1, 2020, and should be directed to Ibukun Bloom, Academic Personnel Office, ibbloom@ucsc.edu.

Sincerely,

Lori Kletzer
Interim CampusProvost and
Executive Vice Chancellor

UNIVERSITY OF CALIFORNIA-(Letterhead for Interdepartmental Use)
cc:
Academic Senate Office
Administrative Records
Department and Program Managers
Divisional Academic Personnel Coordinators