

General Guidelines for Accelerations Academic Federation Titles

Revised April 15, 2015

All members of the Academic Federation are eligible for regular advancement at scheduled intervals, based on Criteria established for each title series in the Academic Personnel Manual (APM). A balanced record, appropriate for rank and step or level, with evidence of well documented accomplishments in all areas of review is rewarded with normal advancement. All Academic Federation appointees can expect to advance at normal rates, unless a major flaw in their performance is evident. Candidates at any rank or level who demonstrate outstanding accomplishments beyond the norm during a review period may be considered for accelerated merit increases or promotions. Every effort is made to assure appropriate advancement unless there are funding constraints.

Accelerated actions are considered *exceptional* and should be requested only when the evidence shows outstanding accomplishments that greatly exceed expectations in one job performance area, accompanied by good achievements that meet expectations in the other required areas. The area typically singled out as justification for an acceleration is the primary job function of the position, but accomplishments or contributions in other job-related areas can also justify an acceleration. In all cases, it is incumbent upon the candidate, the department, and the dean to make a clear, well documented case for the exceptional circumstances that motivate the request for an acceleration based on the criteria for the specific series. Letters from the candidate's department chair or dean should explicitly describe expectations for the candidate's series level and how the candidate has performed in relation to them.

Most acceleration recommendations originate from the candidate's department and follow the Delegation of Authority review for the level of the candidate. Some recommendations for acceleration result from the personnel committee's routine review of the appropriateness of the level for which a candidate is proposed. On occasion, these reviews allow the committee to recommend some degree of accelerated advancement that was not proposed in the original file.

These general guidelines may be replaced by more title specific criteria in academic series that convert to the Step Plus merit system.