

August 24, 2010

Dean's  
Associate Dean's  
Assistant Dean's

**SUBJECT:** Streamlining Academic Senate and Academic Federation Actions– Phase II

After consultation with the Committee on Academic Personnel (CAP) and the deans, I am approving a pilot program that includes streamlining changes in our merit review procedures. The pilot will be in effect for a three year period (i.e., academic years 2010-11, 2011-12, and 2012-13) after which it will be reviewed for its effectiveness. (Several additional streamlining actions are still under consideration.)

**Academic Senate/Continuing Lecturer Actions:**

- AS1. Although the review period for Professor, Above Scale is unchanged because it is determined by systemwide policy, the supporting documents [teaching evaluations, publications (actual or URL)] that accompany the dossier need extend only back to those occurring after advancement to Professor, Step VI.
- AS2. Extramural Letters for barrier-step advancements for Lecturer SOE and Senior Lecturer SOE will no longer be required.
- AS3. Extramural letters for five year review/reappointment of Endowed Chairs/Professorships will be optional. (Extramural letters for new appointments to Endowed Chairs/Professorships will continue to be required.)
- AS4. Optional review by FPCs for faculty who meet the following specific conditions:
  - (a) Ninety (90) percent of their department colleagues eligible and available to review the file voted positively on the action (i.e., the combination of abstention and negative votes did not exceed 10 percent). Those on an approved leave and unable to review the dossier do not count in these calculations.
  - (b) Action is a normal merit from Associate Professor I to II or from Professor I to II, III to IV, or VII to VIII.

Note that eligibility is intended to apply to “every other” action and does not include faculty at the Assistant rank because of the need for them to receive input from their colleagues on the FPC.

- AS5. Deans who wish to participate in this pilot should determine which, if any, of their departments want to be included. The Office of the Vice Provost of Academic Personnel must be notified by October 1, 2010 as to which departments will participate. After October 1, 2010, departments wishing to join the pilot will need to request permission from the Vice Provost of Academic Personnel. Individual faculty in a department that has decided to participate in the streamlining may opt out of the pilot if they wish to do so.
  - (a) The dossier of those faculty participating in the pilot can be streamlined as follows:
    - (1) Department letter will be limited to a maximum of 2 pages. (The letter should highlight the new developments since the last review and the key elements supporting the case.)
    - (2) Hard copy of supporting documentation need not be forwarded for review unless subsequently requested by post-department reviewers. Supporting documentation includes: copies of published, in press manuscripts, acceptance letters for in press items, and student evaluations.

- (3) The departmental letter must certify that in press articles are accepted without further revision by December 31<sup>st</sup> of the academic year of the action.
- (4) The list of papers and creative works should include a URL for the items being considered in the period of review, if a URL is available.
- (5) Candidate's statement remains optional.

(b) Conditions:

- (1) If the dean disagrees with the department's positive recommendation on a streamlined action, the action should be forwarded to the FPC for a recommendation.
- (2) If a Senate member has a split appointment with an Academic Federation title (e.g., Professional Researcher and Specialist in CE), his/her action cannot be included in this pilot until we complete our discussions with the Academic Federation (still in progress).
- (3) If a Senate member has a joint appointment where one department is not participating in streamlining, the action cannot be streamlined.
- (4) The above streamlining processes will be subject to audit by CAP and by Academic Personnel.

**Academic Federation Streamlining:**

AF1. All normal appointments merits and promotions (except above scale actions) in the following series will be delegated to the dean:

Academic Administrator  
Academic Coordinator  
Specialist  
Continuing Educators (UNEX)

All actions should be sent directly to the Academic Federation office. If the dean's intended decision differs from the Academic Federation personnel committee recommendation, delegation shall revert to the Vice Provost. Because the Academic Administrators have no steps on the salary scale, a normal action would be two increments on the scale. The original dossier for all of the above actions would be sent to the Academic Personnel office after the action is completed.

AF2. The dean will have the authority to approve all position screenings for the Academic Administrator and Academic Coordinator series after review by the Academic Federation committee. If the dean's intended decision differs from the Academic Federation personnel committee recommendation, delegation shall revert to the Vice Provost.

I would like to encourage all of the schools/colleges/departments that are not currently using My InfoVault (MIV) to begin to do so. MIV can reduce errors, saving time for both staff and faculty, as well as allowing reviewers on-line access to the dossier.

Sincerely,

Barbara A. Horwitz  
Vice Provost—Academic Personnel

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