

April 24, 2014

Advisory to Deans #AA2014-03

**DEANS, EXECUTIVE ASSOCIATE DEANS, ASSOCIATE DEANS, ASSISTANT DEANS,
CHAIRS, AND ACADEMIC PERSONNEL ANALYSTS**

Re: Merit actions to Associate Professor, Steps 4 and 5

Dear Colleagues,

In response to questions I have received regarding the reminder/clarification concerning merit advancements to Associate Professor, Steps 4 and 5 from the 2013-2014 Annual Call, I am outlining the procedure for advancement to these overlapping steps.

- 1) This advisory applies to all Associate-rank Professor titles: Associate Professor, Associate Professor In Residence, Associate Professor of Clinical_, Associate Health Sciences Clinical Professor, and Associate Adjunct Professor.
- 2) Faculty members appointed or promoted to Associate Professor who have served at that rank for 6 years or less will have their merit action reviewed as a redelegated action, regardless of whether or not the advancement is to an overlapping step.
- 3) With respect to advancement to the overlapping steps, faculty members who have been an Associate Professor for more than 6 years will have their merit action reviewed as a non-redelegated action.
- 4) Faculty members do not need to request permission from the Vice Provost to pursue non-redelegated advancements to the overlapping steps of 4 and 5 at the Associate rank.
- 5) At their discretion, deans may require approval at the college/school level before the department prepares a merit to one of these overlapping steps.

I understand that the decision to advance to an overlapping step is an important one and so I would like to provide guidance for advising faculty about how achieving a merit to an overlapping step affects future promotion/merit expectations:

- 1) If a merit to an overlapping step is approved, the faculty member is expected to promote to an even higher step in the next rank if they remain at the overlapping step the entire normative time. In addition, policy directs that normative merit intervals will be combined across the associate and full ranks. I provide example scenarios below.
- 2) Associate Professor, Step 4 overlaps with Professor, Step 1. Total time spent at these two ranks/steps is combined as a single interval of time towards eligibility for the next action ([APM 220-18 b.3](#)).
 - a. Upon a merit to Associate Professor, Step 4, the faculty member is expected to promote within three years to Professor, Step 2.
 - b. The faculty member may pursue promotion to Professor, Step 1 in fewer than three years. However, times spent at Associate Professor, Step 4 and Professor, Step 1 are combined when calculating normative time for the next review. For example: if a professor merits to Associate Professor, Step 4 on 7/1/2012 and promotes to Professor, Step 1 on 7/1/2014, s/he is eligible for a normal merit to Professor, Step 2 effective 7/1/2015.

- 3) Associate Professor, Step 5 overlaps with Professor, Step 2. Total time spent at these two ranks/steps is combined as a single interval of time towards eligibility for the next action ([APM 220-18 b.3](#)).
- a. Upon a merit to Associate Professor, Step 5, the faculty member is expected to promote within three years to Professor, Step 3.
 - b. The faculty member may pursue promotion to Professor, Step 2 in fewer than three years. However, times spent at Associate Professor, Step 5 and Professor, Step 2 are combined when calculating normative time for the next review. For example: if a professor merits to Associate Professor, Step 5 on 7/1/2012 and promotes to Professor, Step 2 on 7/1/2014, s/he is eligible for a normal merit to Professor, Step 3 effective 7/1/2015.

Please contact me if you have any questions, comments or concerns.

Sincerely,



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