

September 8, 2014

Advisory to Deans #AA2014-05

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

Re: Elimination of arm's-length letters for most actions within the Specialist and Project Scientist series.

Dear Colleagues,

Based on feedback regarding the new extramural letter requirements for Specialists and Project Scientists, I have reduced the requirements for arm's-length letters for appointment and advancement within these two Academic Federation titles. Details of the changes are listed below and are also reflected in the appended chart. The updated chart is also available on our website at: <http://academicaffairs.ucdavis.edu/policies/appoint-and-advance/index.html>.

Project Scientist:

- (1) Appointment to full-rank Project Scientist: four extramural letters are required, and the letters do not need to be arm's-length.
- (2) Merit to Project Scientist Step 6: four extramural letters are required, and the letters do not need to be arm's-length.
- (3) Promotion to full-rank Project Scientist: four extramural letters are required, and the letters do not need to be arm's-length.

Specialist:

- (1) Merit to Specialist Step 5: extramural letters are no longer required for advancement to this barrier step, due to the fact this salary scale ends at Step 5 and the subsequent action requires an Above Scale review.
- (2) Promotion to full-rank Specialist: three extramural letters are required, and the letters do not need to be arm's-length.

If arm's-length letters have already been requested for these 2014-2015 actions, feel free either to include them in the packet or to contact the arm's-length letter-writers to withdraw the request.

I truly appreciate the feedback I have received regarding how difficult it can be to obtain informed arm's-length letters of evaluation for advancement within these two research series. However, please note that arm's-length letters will still be required for merit advancement to Above Scale in both series, since the contributions made by researchers of such unusual achievement and influence should be known to colleagues who have not been close associates or collaborators.

Sincerely,



Maureen L. Stanton
Vice Provost-- Academic Affairs
Distinguished Professor-- Evolution and Ecology

EXTRAMURAL LETTERS AND "ARM'S LENGTH" REQUIREMENTS FOR APPOINTMENT, MERIT AND PROMOTION REVIEWS

Series	Appointment Asst rank, Steps I-III	Appointment Asst rank, Steps IV-VI	Appointment Associate rank	Appointment Full rank	Merit to barrier steps (Full level VI)*	Merit to Above Scale*	Promotion Associate rank	Promotion Full rank
Professor	E	E (4-6)	A (6-8)	A (6-8)	N/A	A (6-8)	A (6-8)	A (6-8)
Professor in Residence	E	E (4-6)	A (6-8)	A (6-8)	N/A	A (6-8)	A (6-8)	A (6-8)
Professor of Clinical	E	E (4-6)	A (6-8)	A (6-8)	N/A	A (6-8)	A (6-8)	A (6-8)
Health Sciences Clinical Professor	E	E (4-6)	L	L	L	L	L	L
Adjunct Professor	E	E (4-6)	A (6-8)	A (6-8)	A (6-8)	A (6-8)	A (6-8)	A (6-8)
Acting Assistant Professor	E	E (4-6)	N/A	N/A	N/A	N/A	A (6-8)	N/A
Acting Associate/Full Professor	N/A	N/A	A (6-8)	A (6-8)	N/A	A (6-8)	A (6-8)	A (6-8)
Acting Professor of Law	E	E (4-6)	N/A	N/A	N/A	N/A	N/A	A (6-8)
Professor of Law	N/A	N/A	N/A	A (6-8)	N/A	A (6-8)	N/A	N/A
Lecturer PSOE/Lecturer SOE/Sr Lecturer SOE	N/A	N/A	N/A	A (6-8)	N/A	N/A	A (6-8)	A (6-8)
in the AES	E	E (4-6)	A (6-8)	A (6-8)	A (6-8)	A (6-8)	A (6-8)	A (6-8)
Supervisor of Physical Education	N/A	N/A	N/A	N/A	A (6-8)	A (6-8)	A (6-8)	A (6-8)
Specialist in Cooperative Extension	E	E (4-6)	A (6-8)	A (6-8)	A (6-8)	A (6-8)	A (6-8)	A (6-8)
Specialist series	N/A	N/A	L (3)	L (3)	<i>n/a</i>	A (5-8)	L (3)	L (3)
Professional Research series	E	E (4-6)	A (6-8)	A (6-8)	A (6-8)	A (6-8)	A (6-8)	A (6-8)
Project Scientist	N/A	N/A	L (3)	L (4)	L (4)	A (5-8)	L (3)	L (4)
Visiting Professor	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Series	Appointment	Merit	Promotion
Continuing Educator	L/C	L/C (5-8)	L/C (5-8)
Academic Coordinator I, II & III	L (5-8)	N/A	N/A
Academic Administrator I - VII	L (5-8)	N/A	L/C (5-8)
Librarians	L	L	L
Assistant/Associate University Librarian	L	L	L

Series	Appointment	Initial Continuing Appointment	Merit for Continuing Appointees
Unit 18 Lecturer	See College/School Guidelines	Extramural letters are optional	Extramural letters are optional
Unit 18 Supervisor of Teacher Ed	See College/School Guidelines	Extramural letters are optional	Extramural letters are optional
Child Develop. Demo. Lecturer	See College/School Guidelines	Extramural letters are optional	Extramural letters are optional

A = Actions that include arm's length letters (see UCD-220 for additional information). At least half of the letters must be arm's-length.

E = The extramural letters deemed sufficient for recruitment may suffice for these proposed appointments. Letters do not need to be arm's length. See advisory #AA2014-01.

L = Actions that require extramural letters but do not need arm's length letters.

C = Some Federation title series include clientele letters for certain advancement actions (see UCD 220AF).

***Title series dictates which step is the barrier step which requires letters; see UCD 220AF.**

See UCD 220 IV. F. 3 and UCD 220 Exhibit B for additional information on solicitation of extramural letters and when intramural letters are acceptable for those title series reviewed by Senate committees.

See UCD 220AF VII. C. and UCD 220AF Exhibit A and B. for additional information on solicitation of extramural letters and when intramural letters are acceptable for those title series reviewed by Federation committees.