

May 24, 2016

[Advisory to Deans #AA2016-05](#)

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

Re: Merit actions to Associate rank, Steps 4 and 5 for Professional Researcher, Project Scientist and Specialist in Cooperative Extension series.

Dear Colleagues,

In 2014, I redelegateated to the Deans the approval authority for merit advancements to overlapping steps at the Associate rank (steps 4 and 5) for Senate faculty members who will have served six years or less at the Associate rank at the time of advancement. This delegation has been successful, so I am extending this delegation to comparable Federation series. The delegation would be similar to the Senate delegation, as follows:

- 1) This advisory applies to all Associate-rank candidates in the following Federation series: Professional Researcher, Project Scientist and Specialist in Cooperative Extension. Please note: the Specialist series does not have over-lapping steps.
- 2) Federation members in these series who will have served within the Associate rank for 6 years or less at the time of advancement will have their merit action reviewed as a redelegateated action, regardless of whether or not the advancement is to an overlapping step.
- 3) Federation members in these series who seek to advance to an overlapping step in the Associate rank, but will have been at the Associate rank for more than 6 years at the time of advancement, will have their merit action reviewed as a non-redelegateated action.
- 4) Federation members in these series do not need to request permission from the Vice Provost to pursue non-redelegateated 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 seek advancement to an overlapping step, rather than seeking promoting to full rank, is an important one, and so I would like to provide guidance on how achieving a merit advancement to an overlapping step affects future promotions or merit advancements. For details, please see [APM 310-17 c.](#) for the Professional Researcher series and [APM 311-17 a.](#) for the Project Scientist series. For Specialists in Cooperative Extension, please refer to [APM 334](#) and the professorial policy [APM 220-18 b.3](#), as it is our practice to manage advancement within this series as we do for those in the professorial series.

Normative time at the overlapping Associate rank steps is three years. When a merit to an overlapping step is approved, the Federation member will be expected to promote to a higher step in the next rank if he or she remains at the overlapping step for the entire normative time. In addition, policy directs that normative time is combined across the Associate and full ranks at overlapping steps. It is my hope that the following examples will clarify this complexity.

- 1) Scenario 1: Consider a Federation member who is an Associate Professional Researcher, Step 4 (this step overlaps with Professional Researcher, Step 1). Total time spent at these two ranks/steps is combined as a single interval of time toward eligibility for the next action.
 - a. After merit advancement or appointment to Associate Professional Researcher, Step 4, the Federation member is expected to promote within three years to Professional Researcher, Step 2.
 - b. Although it is not generally recommended, the Federation member alternatively may pursue lateral promotion to Professional Researcher, Step 1 in fewer than three years. However, the years spent at Associate Professional Researcher, Step 4 and Professional Researcher, Step 1 are combined when calculating normative time for the next review. For example: if a Professional Researcher merits to Associate Professional Researcher, Step 4 on 7/1/2014 and promotes laterally to Professional Researcher, Step 1 on 7/1/2016, s/he is eligible for a normative merit to Professional Researcher, Step 2, effective 7/1/2017.

- 2) Scenario 2: Consider a Federation member who is an Associate Professional Researcher, Step 5 (this step overlaps with Professional Researcher, Step 2). Total time spent at these two ranks/steps is combined as a single interval of time toward eligibility for the next action.
 - a. Upon a merit advancement to Associate Professional Researcher, Step 5, the Federation member is expected to promote within three years to Professional Researcher, Step 3.
 - b. Although it is not generally recommended, the Federation member alternatively may pursue lateral promotion to Professional Researcher, Step 2 in fewer than three years. However, time spent at Associate Professional Researcher, Step 5 and Professional Researcher, Step 2 are combined when calculating normative time for the next review. For example: if a Professional Researcher merits to Associate Professional Researcher, Step 5 on 7/1/2014 and promotes laterally to Professional Researcher, Step 2 on 7/1/2016, s/he is eligible for a normative merit to Professional Researcher, Step 3 effective 7/1/2017.

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

Sincerely,



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

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