

July 1, 2015

**REVISED: October 26, 2015**

**DEANS, EXECUTIVE ASSOCIATE DEANS, ASSOCIATE DEANS, ASSISTANT DEANS, VICE PROVOSTS,  
VICE CHANCELLORS, DEPARTMENT CHAIRS AND ACADEMIC PERSONNEL EXPERTS**

**RE: 2015-2016 Call for Academic Personnel Advancement for Academic Senate and  
Academic Federation Actions**

Dear Colleagues:

With this Annual Call for the 2015-16 academic year, I write to remind you of changes in policies, procedures, and interpretations that have taken place over the past year. These changes are in the process of being incorporated into the relevant UC Davis policy sections. They are summarized below.

We believe it would be beneficial to distribute the Annual Call to all academic appointees. We strongly recommend that department chairs review the information and distribute to all academic appointees. We also encourage department chairs to discuss important new items and reminders with academic appointees at a department meeting.

**Please pay close attention to the non-redelegated and redelegated deadlines on pages 10-11 of this annual call.** We intend to adhere to the deadlines given in this document. Any request for extension of a deadline will require strong justification, and if granted, will not extend the deadline beyond a few days to a few weeks at most. All actions that are normally delegated to the dean for approval that are not finalized by August 31, 2016 will need to come forward to the Office of Academic Affairs for review and decision.

### **NEW VICE PROVOST ADVISORIES**

Vice Provost Academic Advisories (AA) are provided as additional clarification on policies and practices. The following Advisories were issued since the AY 2014-15 Annual Call. A complete list of Vice Provost Advisories is accessible on the home page of the Academic Affairs website.

- [AA2014-04](#) – Faculty Upgrade Requests for 2014-2015 Ladder Rank Recruitments (6/18/14)
- [AA2014-05](#) – Elimination of Arm's Length Letters for Most Actions Within the Specialist and Project Scientist Series (9/8/14)
- [AA2014-06](#) – Use of Diversity Statements for Ladder-Rank Recruitments (10/31/14)
- [AA2015-01](#) – Health Sciences Only: Letter Requirements for Appointments via Change in Title (1/7/15)
- [AA2015-02](#) – Urgent Letter from CAP Regarding Professor Step 6 Actions (3/5/15)
- [AA2015-03](#) – Recruitments into the Lecturer with SOE and Senior Lecturer with SOE Series; includes the PSOE ranks (3/30/15)
- [AA2015-04](#) – MIV Changes Effective 2015-2016 (5/27/15)
- [AA2015-05](#) – Recruitment Process Changes (6/12/15; Supersedes AA2014-06 and AA2013-08)
- [AA2015-06](#) – Academic Enrichment Funds (6/29/15; Supersedes previous version issued 6/18/15)

## GENERAL INFORMATION

### **NEW**

**New – Acronyms.** Please spell out acronyms in department letters to provide a clear understanding of what the acronym represents. Identifying the acronym at its first use within a document will reduce confusion or misunderstanding for the reviewing bodies. For example, “AAAS” can stand for either the American Association for the Advancement of Sciences or for the American Academy of Arts and Sciences.

**New – Streamlining Appointment Actions.** The checklists for Appointments in all series will be updated throughout 2015-2016 to reflect the following changes. Departments may upload the proposed appointee’s Curriculum Vitae along with the Biography Form in MyInfoVault (MIV). This may be done in place of or in addition to uploading/completing data entry in other categories of the dossier in MIV. Details and instructions can be found in [AA2015-04](#) or by entering this website address: [http://academicaffairs.ucdavis.edu/local\\_resources/docs/VP\\_advisories/AA2015-04%20Advisory%20to%20Deans%20-%20MIV%20Changes%20Effective%202015-2016.pdf](http://academicaffairs.ucdavis.edu/local_resources/docs/VP_advisories/AA2015-04%20Advisory%20to%20Deans%20-%20MIV%20Changes%20Effective%202015-2016.pdf)

**New – Department Vote Comments.** We *strongly* recommend that all voting comments (whether positive, negative and indifferent) be appended to the department letter. Department Chairs need to remind all faculty that their comments will be visible to all reviewers and to the candidate upon review of the department letter.

**New – Position Descriptions.** The Academic Federation Peer Review Task Force has pointed out that many submitted Position Descriptions (PDs) for Academic Federation appointments are inappropriate for the proposed title. This has been a continuing problem, although it is improving. Most often the PDs lacked information, percent time assigned to each category evaluated, were not signed, or contained unclear or inappropriate expectations regarding independent research, publishing, teaching, or grant acquisition requirements for the specified series. Please consult the appropriate Academic Personnel Manual (APM) policy for each title before completing the PD.

**New – Position Planning Tool for academic researchers.** We have designed a tool to assist staff and faculty in planning for the hiring and advancement of academic researchers using the following titles: Postdoctoral Scholar, Junior Specialist, Specialist (Assistant, Associate, and Full), Project Scientist (Assistant, Associate, and Full), and Professional Researcher (Assistant, Associate, and Full). The goal of this tool is to help departments and Principal Investigators select the appropriate academic series for prospective appointees, as well as to guide the design of grant budgets to accommodate appropriate advancement for these personnel. The Position Planning Tool can be found on the Academic Affairs website under the “Tools” menu or by entering this website address: <https://academicaffairs.ucdavis.edu/applications/decisiontree/default.cfm>

**New – Two-Stage Interviews during faculty recruitments.** Two-stage interview processes are becoming increasingly common in faculty recruitments. If the department anticipates the need to conduct preliminary interviews, the process must be described in their approved search plan, prior to accepting applications. If preliminary interviews are to be conducted, Shortlist Report(s) must be approved at two stages: (1) prior to preliminary interviews; and (2) prior to inviting candidates for campus interviews. For ladder-rank, Sr./Lecturer PSEO/SOE series, and Librarian searches, the preliminary interview Shortlist Report(s) must be approved by Associate Vice Provost Phil Kass. Detailed steps for creating the Shortlist Report(s) for preliminary interviews can be found in [AA2015-05](#) or by entering this website address: [http://academicaffairs.ucdavis.edu/local\\_resources/docs/VP\\_advisories/AA2015-05%20Advisory%20to%20Deans%20-%20Recruitment%20Process%20Changes.pdf](http://academicaffairs.ucdavis.edu/local_resources/docs/VP_advisories/AA2015-05%20Advisory%20to%20Deans%20-%20Recruitment%20Process%20Changes.pdf)

**New – Shortlist Report approval.** In 2013, Department Chairs and Search Chairs were removed from the Shortlist Report approval workflow in UC Recruit due to the fact that these reports included individual diversity data to which committee and department chairs should not have access. More recently, improvements were made to UC Recruit to separate the individual gender and ethnicity data from the list of the names on the shortlist. Beginning immediately, the Vice Provost authorizes the addition of the search committee chair and/or department chair roles to the approval workflows in UC Recruit for the Search Plans, Applicant Pool Reports, Shortlist Reports, and Search Reports. All Shortlist Reports for Senate searches will continue to be reviewed and approved by Academic Affairs, as well as by the deans (Advisory to Deans #AA2013-08) before any candidates are contacted for interviews (including preliminary interviews conducted over the internet, by phone or in person). This change is an adjustment of UCD APM 500 §VI.A. Please see [AA2015-05](http://academicaffairs.ucdavis.edu/local_resources/docs/VP_advisories/AA2015-05%20Advisory%20to%20Deans%20-%20Recruitment%20Process%20Changes.pdf) or by entering this website address: [http://academicaffairs.ucdavis.edu/local\\_resources/docs/VP\\_advisories/AA2015-05%20Advisory%20to%20Deans%20-%20Recruitment%20Process%20Changes.pdf](http://academicaffairs.ucdavis.edu/local_resources/docs/VP_advisories/AA2015-05%20Advisory%20to%20Deans%20-%20Recruitment%20Process%20Changes.pdf)

**New – “Statement of Contributions to Diversity” in recruitments.** Effective July 1, 2015, all academic recruitments will require the “Statement of Contributions to Diversity” to appear as an optional document upload for applicants. Recruitment documents should be composed in a way that strongly encourages candidates to complete the statement. Furthermore, any diversity statements received are required to be reviewed, considered, and valued by the recruitment committee, regardless of whether or not every applicant submitted a diversity statement. This allows search committees and hiring departments to evaluate each candidate’s past and/or planned contributions to diversity. Please see [AA2015-05](http://academicaffairs.ucdavis.edu/local_resources/docs/VP_advisories/AA2015-05%20Advisory%20to%20Deans%20-%20Recruitment%20Process%20Changes.pdf) or by entering this website address: [http://academicaffairs.ucdavis.edu/local\\_resources/docs/VP\\_advisories/AA2015-05%20Advisory%20to%20Deans%20-%20Recruitment%20Process%20Changes.pdf](http://academicaffairs.ucdavis.edu/local_resources/docs/VP_advisories/AA2015-05%20Advisory%20to%20Deans%20-%20Recruitment%20Process%20Changes.pdf)

**New – Step Plus System – Academic Federation.** On June 15, 2015 the Federation voted strongly to support the Step Plus System for merit and promotion actions in all Federation research titles. Step Plus is expected to reduce workload for merit actions by eliminating accelerations-in-time while making all candidates eligible for advancements of 1.0, 1.5, 2.0, or (in very rare circumstances) > 2.0 steps at normative time intervals. The Step Plus System for merit and promotion actions will be put into effect as of July 1, 2015, and there will be no transition period. Accelerated-in-time promotions to the Associate and Full ranks will continue to be accepted under the Step Plus System. The criteria for the Federation will be moved to the Step Plus toolkit this summer. Until that time, the criteria for Federation can be found by entering this website address: [http://academicfederation.ucdavis.edu/local\\_resources/documents/af%20step%20plus%20results\\_fin al.pdf](http://academicfederation.ucdavis.edu/local_resources/documents/af%20step%20plus%20results_fin al.pdf)

**New/Revised – Adjunct Professor Series Appointment and Review.** APM 280-4 states, “Titles in this series may be assigned (1) to individuals who are predominantly engaged in research or other creative work and who participate in teaching, or (2) to individuals who contribute primarily to teaching and have a limited responsibility for research or other creative work; these individuals may be professional practitioners of appropriate distinction...” Furthermore, APM UCD 280-10 states, “Appointment to this title requires a meaningful and regular participation in teaching...” Due to the broad scope of this policy, we want to provide clarity and guidance for the Adjunct Professor series, which is reviewed by the Committee on Academic Personnel-Oversight Committee (CAP-OC). ***For candidates who are appointed and reviewed in the Adjunct Professor series, the department letter should clearly describe the balance of research versus teaching expected of the candidate.*** Note that there is also an expectation within APM 280 that a minimum of 50% of the funding for an Adjunct appointment should be derived from non-State funding.

## **CLARIFICATION**

**Clarification – Merit Advancements to Associate Professor Step 4 and Step 5.** In response to questions regarding the 2013-2014 and 2014-2015 Annual Calls, a *Vice Provost Advisory to Deans* #AA2014-03 dated April 24, 2014, was issued to further clarify the delegation of authority for merits to the overlapping steps of associate professor Step 4 and Step 5. The advisory confirms that this delegation applies to all professorial titles (Associate Professor, Associate Professor In Residence, Associate Professor of Clinical\_, Health Sciences Associate Clinical Professor, and Associate Adjunct Professor). Faculty members appointed or promoted to associate rank in these titles, and who have served at that rank for 6 years or less, will have their merit reviewed as a redelegated action, regardless of whether or not the advancement is to an overlapping step. Faculty members who have been at associate rank for more than 6 years will have their merit action reviewed as a non-redelegated action. For more details see [AA2014-03](#) or by entering this website address: [http://academicaffairs.ucdavis.edu/local\\_resources/docs/VP\\_advisories/AA2014-03%20Advisory%20to%20Deans%20-%20Merits%20to%20Associate%20Professor%20Step%20IV%20V%20042414.pdf](http://academicaffairs.ucdavis.edu/local_resources/docs/VP_advisories/AA2014-03%20Advisory%20to%20Deans%20-%20Merits%20to%20Associate%20Professor%20Step%20IV%20V%20042414.pdf)

## **REMINDERS**

**Reminder – Candidate’s Diversity Statement for Teaching, University & Public Service, and Scholarly & Creative Activities.** MIV provides merit and promotion candidates with the ability to include an optional, separate statement in their dossier that describes contributions to diversity in teaching, university and public service, and scholarly and creative activities in accordance with APM 210. ***Diversity activities are a very important part of faculty performance, so faculty should be encouraged to complete the Candidate’s Diversity Statement. Moreover, such activities should be referred to in the department letter.***

**Reminder – Department Voting Clarification for Appraisals.** To provide consistent data for CAP-OC when reviewing an appraisal, department faculty votes should indicate the number of faculty who are voting for a “positive appraisal,” the number of faculty who are voting for a “guarded appraisal” and the number of faculty who are voting for a “negative appraisal.” The department votes should **not** be listed as “yes” or “no” on an appraisal.

**Reminder – Extramural Letters for Appointments in the Assistant Professor series.** *Academic Advisory* [AA2014-01](#) dated March 18, 2014, supersedes AA2013-05 as well as its revision dated June 5, 2013. Letters deemed sufficient for the recruitment may suffice for appointments at the Assistant ranks so long as the minimum number required is obtained (e.g., Assistant steps 1-3 = the letters obtained for recruitment; Assistant steps 4-6 = minimum of 4 letters). There is no general requirement for arm’s-length letters for appointments in any of the assistant-rank professor titles.

**Reminder – Letters for high-level merit advancement to Professor Step 6.** As of the 2014-2015 review cycle, extramural letters were no longer required or encouraged for advancement to Professor Step 6 for all Senate Professor titles. ***However, systemwide policy specifies that Professor Step 6 is a barrier step, and so national recognition of scholarship and/or teaching must be documented in the dossier and fully described in the department letter. Additionally, the review period for this high-level advancement is the time since Promotion to Professor.*** During the past year, many of the high-level merit dossiers for advancement to Professor Step 6 failed to meet these criteria. Should this pattern continue, CAP is likely to request that extramural letters be reinstated for advancement to Step 6.

Establishing a candidate's national reputation, recognition and impact is somewhat more challenging without extramural letters, but can be achieved. For example, the department letter and dossier can describe the candidate's invitations to speak at national or international conferences or institutions, service in a professional capacity at national or international levels, and awards, fellowships or other forms of national and international recognition. Candidates considering future advancement to Professor Step 6 and beyond should be advised to keep these criteria in mind.

**Note:** There is no Step 6 in the Lecturer with Security of Employment or Senior Lecturer with Security of Employment series. Extramural letters for advancement to Step 6 (or similar barrier steps) within the Academic Federation titles are still required for the 2015-16 merit review cycle.

**Reminder – Newly Appointed Assistant Professors.** Newly appointed Assistant Professors should not come up for tenure review (promotion) until they have been on our campus for approximately one year. We expect newly hired tenure-track faculty to have an opportunity to acclimate and participate in teaching and service on our campus prior to tenure review. For example, an Assistant Professor hired effective July 1, 2015 would not be eligible to come up for promotion review effective July 1, 2016.

**Reminder – Recommended Language for Department Solicitation Letter to Extramural Reviewers (include in all solicitation letters).** We *strongly* recommend including the following language in the department solicitation letter to extramural reviewers for *all* advancement actions that require extramural letters. *“UC Davis encourages its faculty members to consider extensions of the (pre-tenure/review) period under circumstances that could interfere significantly with development of the qualifications necessary for (tenure/advancement). Examples of such circumstances may include birth or adoption of a child, extended illness, care of an ill family member, significant alterations in appointment. Please note that under this policy the overall record of productivity and scholarly attainment forms the basis of your evaluation. Time since appointment is not a factor in this review.”*

**New/Revised – UC Recruit.** UC Recruit is an online application management system deployed at all 10 campuses to provide consistent data collection that meets federal and state reporting needs. UC Recruit is mandated for use in recruitments of all academic appointments. Campus staff users must be trained before access is granted. Please review Recruit information located on the Academic Affairs website.

## **MYINFOVAULT (MIV)**

**New – MyInfoVault (MIV), Action Form.** The Recommended Action Form has been renamed “Action Form”. This change has been made in MyInfoVault and will be updated on our checklists throughout 2015-2016. The proposed information on the Action Form should be determined by the candidate or by policy. This makes clear the candidate's right to request a specific action, even in the event that the department does not support the candidate's choice. To determine the delegation of authority (e.g. whether an action is redelegated) the candidate's requested action must be designated before the action leaves the department. Please see [AA2015-04](#) or by entering this website address: [http://academicaffairs.ucdavis.edu/local\\_resources/docs/VP\\_advisories/AA2015-04%20Advisory%20to%20Deans%20-%20MIV%20Changes%20Effective%202015-2016.pdf](http://academicaffairs.ucdavis.edu/local_resources/docs/VP_advisories/AA2015-04%20Advisory%20to%20Deans%20-%20MIV%20Changes%20Effective%202015-2016.pdf)

**Reminder – MyInfoVault (MIV), Committee Recommendations.** All committee recommendations are available to the candidate in the candidate archive of MIV. Please note that Academic Affairs does not archive the action in MIV until a period of time passes to allow for the possibility of appeal. The committee recommendations are provided to the department chair outside of MIV and all comments from administrators and committees should be provided when sharing the final decision with the candidate.

**New – MyInfoVault (MIV), Dossier Annotations:** Please be sure that the historical lines in MIV that show the timing of past actions are retained and included when submitting dossiers. This is particularly important on the Publications and Creative Activities Lists, but will also facilitate review of other activities lists, including extending knowledge, service, and student evaluations. Please see [AA2015-04](#) or by entering this website address:

[http://academicaffairs.ucdavis.edu/local\\_resources/docs/VP\\_advisories/AA2015-04%20Advisory%20to%20Deans%20-%20MIV%20Changes%20Effective%202015-2016.pdf](http://academicaffairs.ucdavis.edu/local_resources/docs/VP_advisories/AA2015-04%20Advisory%20to%20Deans%20-%20MIV%20Changes%20Effective%202015-2016.pdf)

**Reminder – Use of Asterisk (\*) Notation on Publications List.** Effective with the advancement cycle for AY 2014-15, we are clarifying the use of notations on publication and creative activities lists in dossiers. Please use an \* to annotate items to be considered in the current review period, regardless of whether the item is above or below previous advancement action/review lines. Because the MIV publication lists are strictly date-ordered, items appearing above the line may sometimes “count” for the current review period. Similarly, because of delays in publishing “in press” items, it is also possible that items appearing below the last review were counted in a previous review period and thus cannot be counted again. For any publications that are to be counted within the current review period, but that are above the prior advancement action/review line, an explanatory footnote should be provided to indicate why this publication was not included in the past action.

**New – MyInfoVault (MIV), Multiple Dossiers—Phase I.** Later this summer (or early Fall), a previously approved enhancement will be released in MIV that will allow multiple dossiers to be in process at one time. For 2015-2016, Appraisal with Merit and Career Equity Review with Merit/Promotion will need to be routed together in MIV by staff.

**New – Update on MyInfoVault (MIV) Enhancements planned for 2015-2016. *Please note that as MIV undergoes a thorough analysis comparing it to other possible systems, most of the previously planned MIV enhancements are on hold. A portion of the following enhancements may be completed in 2015-16, pending the outcome of the analysis and budget decisions.***

- **Multiple Dossiers—Phase II.** As mentioned above, Phase I of this enhancement allows multiple dossiers to be in process at one time, thereby eliminating paper dossiers. Phase II, if and when completed, will allow us to tie together Appraisal with Merit and Career Equity Review with Merit/Promotion. For 2015-2016, Appraisal with Merit and Career Equity Review with Merit/Promotion will be separate actions that need to be routed together in MIV. Until Phase II is implemented, staff will need to be sure to route the actions together.
- **Add additional academic roles.** Currently, academics have only one role called “candidate”. We need to add academic roles to handle separations: Separated, Retired, Emeritus, and Deceased. This is important from a database management perspective and for the end users. In some departments, emeritus members are eligible to vote on some actions; however, other academics who are retired without emeritus status do not have the right to vote but may still use MIV to prepare their CV or Biosketch while on a recall.
- **Build an appropriate workflow for appeals.** Currently, we built a technological workaround that is difficult to administer and occasionally results in an Appeal having to be completed via paper and an inaccurate archive in MIV.
- **Add ability to delete or archive incomplete dossiers.** Our current workaround, which is to print the record and manually remove it from MIV, results in an incomplete record in MIV. We print the incomplete dossier for the personnel file to ensure that our files are accurate.

**New/Revised – MyInfoVault (MIV), Hyperlinks provided in the Dossier.** It is important that all hyperlinks in MyInfoVault take the reviewer to the record without requiring searching and/or making a purchase. The crucial point is that hyperlinks frequently change and must be checked for each action—to prevent delays in review, all reviewers must be able to navigate to online materials using

workable links. **Effective with the 2015-2016 actions, all dossiers containing inadequate links will be returned for correction, which will result in delaying the review and final decision on the action.**

**Reminder – MyInfoVault (MIV), Supporting Documentation.** If there is a direct link on the publication list to the manuscript, it will not be necessary to provide a reprint in the backup documents. It is also acceptable to provide a link to the abstract, so long as a full version of the article is available from the same site. If the link sends the user to a web page where an additional search for the article is necessary, you will need to provide a copy of the article in the supporting documents and remove the web link from MIV to avoid confusion regarding access to the article.

Digital access to online Supporting Documentation remains a high priority for future MIV development. This enhancement is delayed as we explore opportunities to partner with the library for scholarly and creative activities and with the Academic Course Evaluation (ACE) system for course evaluations.

## NEW AND REVISED SYSTEMWIDE ACADEMIC PERSONNEL POLICIES

Academic personnel policies issued during 2014-2015 may be found at:

<http://www.ucop.edu/academic-personnel/academic-personnel-policy/policy-issuances-and-guidelines/policy-issuances-2010-present.html>.

**APM 025, 670 and 671 (07/01/14)** – Revised APM - 025, Conflict of Commitment and Outside Activities of Faculty Members; Revised APM - 670, Health Sciences Compensation Plan; and new APM - 671, Conflict of Commitment and Outside Activities of Health Sciences Compensation Plan Participants.

APM - 025, -670, and new -671 are issued effective July 1, 2014, with APM - 025 and -670 to be implemented immediately and APM - 671 to be implemented no later than July 1, 2015.

The general intent of APM - 025 and APM - 671 is to ensure that when a faculty member participates in activities outside of the University the activities do not interfere with fulfilling the individual's responsibilities to the University. To enhance clarity and to foster consistent interpretation, revisions to current APM - 025 and the creation of APM - 671 result in mutually exclusive policies such that HSCP faculty are subject to APM - 671, and all other faculty (including Health Sciences faculty who are not HSCP participants) are subject to APM - 025.

**APM 290, 510 and 600 Series (07/01/14)** – Revised APM - 290, Regents' Professors and Regents' Lecturers, APM - 510, Intercampus Transfers, and APM Section IV, Salary Administration (APM - 600 Series).

APM - 290, - 510, and Section IV (600 - Series) are issued effective July 1, 2014.

Simultaneous revision to the 20 policies in Sections 290, 510, and IV was prompted in part by the UC Path initiative so that procedural information contained within the policies is up-to-date, clear, and consistent from policy to policy.

**APM 190, Appendix A (05/01/15)** – Whistleblower Policy and Whistleblower Protection Policy replaces APM 190, Appendices A-1 and A-2. New Appendix A directs faculty and other academic appointees to the revised Presidential policies.

**APM 330 (05/18/15)** – Revised APM 330, Specialists Series, is effective July 1, 2015. All Specialists appointed on or after July 1, 2015 are subject to the revised policy. All Specialists with appointments beginning before July 1, 2015 are subject to the new policy with the exception of provisions for appointment and advancement criteria (APM 330-10), qualification (APM 330-11), and recommendation and review (APM 330-80).

**APM 080 (06/08/15)** – Revised APM 80, Medical Separation is effective July 1, 2015. Revisions to the policy 1) bring APM 080 into conformance with Regents Standing Order 101.1(b), Employment Status, 2) clarify authority to medically separate faculty with and without tenure or security of employment and appointees who are not members of the Academic Senate, and 3) update language so that it is congruent with the requirements of the American with Disabilities Act (ADA).

**APM 210-1-d (06/29/15)** – Revised APM 210-1-d, Review and Appraisal Committees, is effective July 1, 2015. New language clarifies the intent of the existing language and strengthens the principle that diversity functions as a component of excellence at the University of California.



## NEW LOCAL ACADEMIC PERSONNEL POLICY

**APM UCD 285 (07/01/15)** – A new local policy will be in effect beginning July 1, 2015 for the Lecturer with Security of Employment (LSOE) and Senior Lecturer with Security of Employment (Sr. LSOE) series. This series also includes the Lecturer with Potential for Security of Employment (LPSOE) and Senior Lecturer with Potential for Security of Employment (SR. LPSOE) titles. We will be updating checklists and letter requirements for these titles by September 15, 2015.

Thank you for your assistance and cooperation in continually improving the complex advancement process at UC Davis.

Sincerely,

A handwritten signature in black ink, appearing to read "Maureen L. Stanton". The signature is fluid and cursive, with the first name being the most prominent.

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

## \*\*\*NEW\*\*\*

### CENTRAL CAMPUS DEADLINES FOR ACADEMIC PERSONNEL ACTIONS

The following deadlines have been established for the academic personnel peer review process. These deadlines exist to ensure the peer review process is followed in a timely manner and to allow administrative work and prioritization of workload for the Academic Senate and Academic Federation committees. **Please note:** All Dean's Offices will establish earlier deadlines to allow school/college level review.

These deadlines apply to the action regardless of the delegation of authority (<http://academicaffairs.ucdavis.edu/dofa.cfm>). Requests for extensions to these deadlines should be submitted with justification to the Office of the Vice Provost, via the Dean's Office, for Vice Provost approval.

- Non-redelegated actions are due to the Office of the Vice Provost – Academic Affairs by the deadlines indicated below.
- Redelegated actions that required Academic Federation Committee review are due to the Academic Senate Office by the deadlines indicated below. For information about what committee reviews which title, please visit: <http://academicfederation.ucdavis.edu/personnel/index.html>.

**November 12** Recommendations for promotion to Associate Professor (or equivalent titles) and promotions for Academic Federation titles to the Associate rank, excluding the following Federation title series: Librarians, Adjunct Professor, Health Sciences Clinical Professor, Professional Researcher, Project Scientist, Specialist in Cooperative Extension, and Specialist.

**December 1** Recommendations for all other promotions, excluding the following Federation title series: Adjunct Professor, Health Sciences Clinical Professor, Professional Researcher, Project Scientist, Specialist in Cooperative Extension, and Specialist.

**December 11** Recommendations for promotion to Associate rank in the following Federation title series: Adjunct Professor, Health Sciences Clinical Professor, Professional Researcher, Project Scientist, Specialist in Cooperative Extension, and Specialist.

**December 15** Recommendations for merit increases to Step VI.

Recommendations for other non-redelegated merit increases, including:

1. Accelerations that skip a step
2. Third action and beyond for department chairs
3. Associate Deans

**January 5** Recommendations for all other promotions in the following Federation title series: Adjunct Professor, Health Sciences Clinical Professor, Professional Researcher, Project Scientist, Specialist in Cooperative Extension, and Specialist.

**January 8** Recommendations for merit increases to Associate rank, Step IV and Step V for Professional Researchers, Specialists in Cooperative Extension, and Academic Senate titles that do not meet the redelegated pilot program for these steps.

Establishment of an Endowed Chair/Professorship if the endowment is to be announced at the April donor dinner.

**February 2**

Recommendations for all Above Scale advancements.

Recommendations for appointment/reappointment of Endowed Chair/Professorship holders if the appointment/reappointment is to be announced at the April donor dinner.

**February 8**

Recommendations for accelerated merit increases and accelerated promotions for:

1. Academic Administrators
2. Academic Coordinators
3. Continuing Educators

**March 1**

Recommendations for merit increases and promotions for Librarian titles (including Law Librarian and Assistant, Associate University Librarian).

Appraisals from the deans' offices.

All other redelegated Academic Federation actions.

**May 10**

Recommendations for appointments that require Vice Provost or Chancellor approval for actions effective July 1, 2016.

**Other deadlines/actions:**

- Any appointment actions with an effective date other than July 1 should be received at the Senate Office at least four weeks prior to the effective date of the appointment.
- Any retroactive action requires the review and approval of the Vice Provost – Academic Affairs, including actions normally redelegated to the dean for approval. An action is retroactive if the dean is not able to make a decision within 60 days after the effective date of the action.
- Extensions must be requested prior to the due date of the action. No extensions for the submission of proposals for merits or promotions will be granted without strong justification.
- Deferrals and 5-year reviews are due in the Office of the Vice Provost – Academic Affairs at the time the corresponding regular action would be due. These actions are due at the time of the corresponding regular action to ensure timely decisions to pursue regular actions.