Career Equity Review (CER) Checklist
Request must be coincident with a merit or promotion action
CER decisions effective July 1

The faculty member submits their merit or promotion materials through the usual process in their department/dean's office. The merit/promotion packet and the CER request must be submitted to the Dean by the established due date for the merit/promotion.

Materials listed below are the required documents needed for the CER review

_____ Letter from faculty member which identifies

--the area(s) of the record that the faculty member believes were not properly evaluated in past reviews

--area(s) of the record that indicate he/she was not hired at the rank/step commensurate with their accomplishments at the time of hire

_____ Departmental letter with faculty vote and comments (can be brief; Chair may add his/her own letter as per normal policy) -- **see sample ballot**.

_____ Signed Disclosure Statement

_____ Dean's recommendation letter

_____ Supporting documentation that is required for merit/promotion

If the department Chair, Faculty Personnel Committee (FPC), Dean, CAP or the Vice Provost identify a faculty member that they think should seek a CER, and if the faculty member agrees to be considered for such a review, the required materials above shall apply.

Any career equity adjustment that would involve a promotion, advancement to Step VI, or advancement to Above Scale, will require extramural letters as per current policy.

Restrictions:

Career Equity Reviews may not be requested more frequently than once every six years.

Faculty who requested a CER during the 1994-95 programs (or for any subsequent CER) may not resubmit the same arguments in any new request.

Only faculty who have held an eligible title (see list below) for at least four years and have not been reviewed by CAP during the last four years can be considered for a CER.

Faculty must be at Step VI for at least 4 years to be considered for a CER.

Eligible Senate titles include:
Associate Professor
Professor, Steps I through VIII
Associate Professor of Clinical ___
Professor of Clinical ___, Step I through VIII
Associate Professor in Residence
Professor in Residence, Steps I through VIII
Lecturer with Security of Employment
Senior Lecturer with Security of Employment, Step I through IV

Appeals
Career Equity Review decisions may be appealed through the standard appeal process for merits and promotions (http://manuals.ucdavis.edu/apm/220_Proc5.htm).

Revised: 10/30/07