THE ACADEMIC PERSONNEL PROCESS FOR SENATE FACULTY

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Vice-Provost – Academic Affairs
September 29, 2014
Welcome to the UC Davis community!!
ROADMAP

• Campus culture/expectations

• A few nuts & bolts of the UC merit/promotion system
Some key elements of UC Davis culture

- High expectations within a system of peer review and shared governance
- Emphasis on collaboration, not competition
- Scholarly excellence is required, but is also not sufficient
- Faculty are expected to serve the University, their profession and the public
- Very good teaching and mentorship are valued and rewarded
- Shared governance is a key value
The UC Davis personnel process

- is very transparent
- is remarkably fair
- keeps peers in touch with your achievements
- ... and requires hard work at all levels
MyInfoVault: UCD’s digital dossier management system

THE UC RANK & STEP SERIES

- Promotions occur when you move to the next rank
  - Assistant → Associate → Full
  - Promotion requires both internal & external review
- Merit advancements occur when you move up in step within each rank; most “merits” require only internal review
- Two additional “benchmark” merits occur within the senior Professor rank
  - Professor Step 6 (requires national impact)
  - Professor Above Scale (requires international impact and external letters)
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<tr>
<th>Assistant Professor</th>
<th>Professor</th>
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Associate Professor/Tenure

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Professor (senior levels)

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<th>Professor Above Scale*</th>
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Progression up the UC Academic Ladder

Assistant Professors

Associate Professors

Professors

Promotion

Merit
The UC Davis Step Plus system allows faculty to move faster based on greater-than-expected performance.
A Primer on the UC Davis Step Plus system

- A faculty member is eligible for merit advancement after *normative time* at their current step (2, 3, or 4 years)
  - After deferral, candidate can “go up” the following year
  - After denial or a 5-year review without advancement, candidate can “go up” the following year
- Promotion to the Associate or Full rank can occur at any time
- Each merit/promotion dossier will be considered for accelerated advancement
  - “regular advancement” is 1.0 step
  - accelerations may be 1.5, 2.0, or (VERY rarely) > 2.0 steps
Guidelines for advancement under Step Plus: Ladder-rank Senate faculty

• Regular, one-step advancement
  • Requires a balanced record, appropriate for rank and step, with evidence of good accomplishments in all areas of review. Academic Senate faculty can expect to advance at normal rates, unless a major flaw in their performance is evident. Service duties are expected to increase as faculty advance in rank and step.

• Accelerated, 1.5-step advancement
  • Requires a strong record with outstanding achievement in at least one area of review across research or creative work, teaching, and service. However, outstanding achievement in one area may not qualify the candidate for 1.5-step advancement if performance in another area does not meet UC Davis standards.
Guidelines for advancement under Step Plus: Ladder-rank faculty

- Accelerated, 2.0-step advancement
  - Requires a strong record in all three areas of review, with outstanding performance in at least two areas. In most cases, one of those areas will be scholarly and creative activity, however, exceptional performance in two other areas (teaching, University and public service, professional competence and activities) might warrant such unusual advancement.

- > 2.0-step advancement
  - Expected to be extremely rare; requires an exceptionally strong and balanced record, highlighted by extraordinary levels of achievement in two areas (including research and creative activity), and excellent contributions in the third area.

- At Above Scale, criteria for acceleration are very stringent
How do you find out what “normal” expectations are?

- Criteria and expectations vary greatly among disciplines
  - E.g. the “book disciplines”
  - the arts
  - STEM disciplines
- Teaching expectations (and teaching loads) vary among disciplines
- Talk to your senior colleagues!
- Talk to your chair!
- Encourage your department to prepare written guidelines
Step Plus is new, and we are beginning a 3-year transition from our old system

- All new faculty are coming in under the Step Plus system
- Step Plus is designed to be
  - more efficient
  - more equitable
  - at least as progressive for faculty
- Some faculty previously at UC Davis may elect to go up for early merit advancements *one time*
- All departments must establish Step Plus voting procedures in early Fall!!
Your merit or promotion dossier goes forward—Who decides?

The Administration... after consultation with the Academic Senate
normal merits (1.0 steps) acceleration to 1.5 steps 4th-year appraisals

*Promotions (rank change)
Accelerations >= 2.0 steps
Merit to Professor Step 6
*Merit to Professor Above Scale
4th year appraisals

*Extramural letters required
ACTIONS “REDELEGATED” TO THE DEAN

• Department reviews dossier; faculty vote
• Chair writes department letter:
  ➢ Evaluative summary of dossier
  ➢ Faculty vote & faculty comments
  ➢ Faculty candidate can write rebuttal letter
• Faculty Personnel Committee (FPC) reviews dossier; makes recommendation to the Dean
• Dean decides
• Appeal by candidate can be made within 30 days
Dossier sent by the Chair to external experts in the field for evaluation (for promotion to tenure, promotion to Full, merit advancement to Professor Above Scale)

Faculty member can view redacted letters and write rebuttal

Department reviews dossier; Senate faculty vote

Chair writes evaluative department letter, including faculty vote and comments

Faculty member can write a rejoinder letter

Dean reviews dossier, writes evaluative letter

Dossier reviewed by CAP, which makes recommendation
ACTIONS NOT DELEGATED TO THE DEAN (2)

- CAP may recommend *ad hoc* committee to review dossier (1 from dept, 2 from outside dept);
  - Vice Provost- Academic Affairs appoints *ad hoc* committee
  - *Ad hoc* committee evaluates dossier
- CAP reviews dossier & *ad hoc* committee report; recommends action to Vice Provost
- Decision by Vice Provost, Provost or Chancellor (tenure)
- Candidate can appeal within 30 days
APPRAISALS

• Evaluation of whether you are on track for promotion to Associate rank

• Generally occurs in your 4th year as Assistant Professor (unless you’re being considered for promotion to Associate rank that year)

• Provides feedback & collegial advice in time for the advice to be useful

• Process involves feedback from your department, the FPC, the Dean, CAP, & the Vice Provost
Promotion #1:

ASSISTANT TO ASSOCIATE PROFESSOR

- Maximum of 8 years at Assistant rank at UC
- Decision must be made by end of 7th year
- Extension on the “tenure clock” is granted for each birth/adoption event
- Maximum extension for any reason is 2 years
- No minimum time at Assistant rank (generally occurs after 6 years at rank or after 2 years at Assistant Professor Step 4)
- Based on scholarly record since terminal degree, especially peer-reviewed work, UC Davis teaching and service
Promotion #2: ASSOCIATE PROFESSOR TO PROFESSOR

- Generally occurs after 6 years at Associate rank or after 2 years as Associate Professor, Step 3
- Considers scholarly record since promotion to Associate Professor
- Step 4 and Step 5 (the overlapping steps)
  - are often used when appointment occurred at mid-rank
  - are used occasionally when the faculty member is on track for promotion but not quite ready
  - merits to Step 4 or 5 are reviewed by CAP if the candidate will have been at Associate rank for six years or more
Overlapping steps allow some progress as promotion nears.
Role of the Administration

- Chancellor/Chancellor’s designee has final decision on all advancements
- At UC Davis, most advancements needing only internal review are delegated to Deans for decision
- Most advancements needing external & internal review are delegated to Vice Provost- Academic Affairs for decision
- TENURE decision remains the Provost’s and Chancellor’s
  - Provost has final say on “yes”
  - Chancellor has final say on “no”
ROLE OF THE ACADEMIC SENATE

Senate faculty play major advisory roles in personnel actions for Senate faculty

- Senate colleagues in your department review file & vote on personnel actions
- Senate committees review all personnel actions and advise the administration
- Deans are advised by unit Faculty Personnel Committees (subcommittees of the CAP)
- Vice Provost/Provost/Chancellor are advised by CAP
COMMUNICATE WITH YOUR CHAIR

• Review criteria for advancement and process
• Discuss content of dossier and deadlines
• Identify your role, especially with regard to intellectual leadership, in jointly authored publications
• For promotions:
  • Help develop lists of potential extramural referees (some from candidate/some from department)
  • Decide on publications to send to referees
  • Provide draft of your Candidate’s Narrative