THE ACADEMIC REVIEW PROCESS

September 17, 2014

Office of Academic Personnel
Academic Personnel Review Process

1. Candidate submits information for review
2. Department makes a recommendation
3. Department Chair makes an independent recommendation (optional)
4. Dean decides normal merits that have been delegated to Deans (CAP review waived)
5. Dean makes a recommendation on promotions and non-delegated merits
6. Academic Personnel reviews dossier for completeness
7. Council on Academic Personnel (elected by Academic Senate) makes a recommendation
8. Ad hoc review committee (optional). Nominated by the Council on Academic Personnel; approved and appointed by the Provost and Executive Vice Chancellor. May be called for promotions, non-reappointments, advancement to above scale, major acceleration, and tenured appointments
9. If CAP's tentative recommendation differs from that of the Department or Dean, the appropriate person/unit is notified in case there is further information. Copy of notice provided to candidate
10. Provost and Executive Vice Chancellor or Vice Provost
   - Decides appointments, merits, and advancements
   - If Provost and EVC's tentative decision is different from CAP's recommendation, CAP will be notified in case there is further information before a final decision is made
11. Recommends to Chancellor on promotions and non-reappointments
12. Chancellor
**Academic Personnel Review Process**

**Department Review**
- Candidate submits information for review
- Department makes a recommendation
- Department Chair makes an independent recommendation (optional)

**Campus Review**
- Academic Personnel reviews dossier for completeness
- Council on Academic Personnel (elected by Academic Senate) makes a recommendation
- Provost and Executive Vice Chancellor or Vice Provost
  - Decides appointments, merits and advancements
  - Recommends to Chancellor on promotions and non-reappointments

**Dean Review**
- Decides normal merits that have been delegated to Deans (CAP review waived)
- Makes a recommendation on promotions and non-delegated merits

**Chancellor**
## Normal Time at Step

<table>
<thead>
<tr>
<th>Rank and Step</th>
<th>Normal Years at Step</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td>Assistant Professor (All Steps)</td>
<td></td>
<td><strong>Assistant Professors</strong> - On this campus, the normal period of service at the rank of Assistant Professor is six years.</td>
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<tr>
<td>Associate Professor (Steps 1 – 3)</td>
<td>2 Years</td>
<td><strong>Associate Professors</strong> - The normal period of service at the rank of Associate Professor is six years.</td>
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<tr>
<td>Associate Professor (Steps 4 – 5)</td>
<td>3 Years</td>
<td><strong>Professor</strong> - Advancement to Step VI normally will not normally occur after less than three years of service at Step V. Advancement to an Above Scale salary is reserved for scholars and teachers of the highest distinction whose work has been internationally recognized and acclaimed and whose teaching performance is excellent.</td>
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<tr>
<td>Full Professor (Steps 1 – 4)</td>
<td></td>
<td><strong>Professor</strong> - Advancement to Step VI normally will not normally occur after less than three years of service at Step V. Advancement to an Above Scale salary is reserved for scholars and teachers of the highest distinction whose work has been internationally recognized and acclaimed and whose teaching performance is excellent.</td>
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<tr>
<td>Full Professor (Steps 5 – 8)</td>
<td>3 Years Norm</td>
<td><strong>Professor</strong> - Advancement to Step VI normally will not normally occur after less than three years of service at Step V. Advancement to an Above Scale salary is reserved for scholars and teachers of the highest distinction whose work has been internationally recognized and acclaimed and whose teaching performance is excellent.</td>
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<tr>
<td>Full Professor (Step 9)</td>
<td>4 Years Norm</td>
<td></td>
</tr>
<tr>
<td>Full Professor (Above Scale)</td>
<td>Not Applicable</td>
<td></td>
</tr>
</tbody>
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Dossier Contents

Dossiers should contain information and evaluation in the following areas:

- Teaching
- Research and Creative Work
- Professional Competence and Activity
- University and Public Service

Reference: APP 3-60 Merit and Promotion File Documentation for Academic Senate Titles - http://www.ap.uci.edu/APP/3-60_meritdoc.html
Who is part of the process?

1. You
2. Department Administrative Staff
3. Campus Personnel Officer (CPO)
4. Department Chair
5. Dean
6. Academic Personnel Office
7. CAP
8. Provost & Executive Vice Chancellor/Vice Provost
9. Chancellor
What Goes into Consideration?

Your Dossier, or Review File consists of the following:

1. Base File
2. Extramural Letters
3. Department Letter
4. Certification Statement (Form UCI-AP-50)
5. Department Chair Recommendation
6. Dean’s Recommendation
7. AP Action Summary
Where Must I Provide Input?

Your Dossier, or Review File consists of the following:

1. Base File
2. Extramural Letters
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Where Else Can I Provide Input?

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Questions?