ACADEMIC PERSONNEL REVIEW PROCESS
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
   - Ad hoc review committee (optional). Nominated by the Council on Academic Personnel; approved and appointed by the Executive Vice Chancellor and Provost. May be called for promotions, non-reappointments, advancement to above scale, major acceleration, and tenured appointments
8. 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
9. Executive Vice Chancellor and Provost or Vice Provost
   - If EVC & Provost'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
10. Recommends to Chancellor on promotions and non-reappointments
11. Chancellor
Academic Personnel Review Process

**Department Review**

Candidate submits information for review

Department makes a recommendation

Department Chair makes an independent recommendation (optional)

**Dean Review**

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

**Campus Review**

Academic Personnel reviews dossier for completeness

Council on Academic Personnel (elected by Academic Senate) makes a recommendation

Executive Vice Chancellor and Provost or Vice Provost

- Decides appointments, merits and advancements
- Recommends to Chancellor on promotions and non-reappointments

Chancellor
“Stop the Clock”

- May be initiated by eligible academic appointees who are parents (mothers and fathers, adoptive or natural)
- 50% or more responsibility for the care of an infant or newly adopted child, under the age of five
- Stopping the Clock is not a leave
- It is a stoppage of the tenure clock (or probationary period) for eligible academic appointees and will automatically defer a Mid-Career Appraisal and/or tenure or promotion review by one year
Campus Policy (one step process)

- Complete the “Childrearing Stop the Clock Certification Form” UCI-AP-92
  - Must have been initiated before the end of the faculty member’s third year (by June 30) and automatically defers a Mid-Career Appraisal
  - If notifying after the Mid-Career Appraisal, must have been initiated before July 1 of the academic year in which a tenure/promotion review is to occur

- After the notification has been acknowledged, the tenure clock will automatically be stopped for up to one year for each event of birth or placement; total of time off the clock does not exceed more than two years in the probationary period

- An academic appointee must provide notice to “Stop the Clock” within two years of the birth or adoption of the child, and before July 1 of the academic year in which a tenure/promotion review is to occur
Advice

- Make Research a Priority
- Developing a Scholarly Program
- Building Relationships in Strategic Ways
- Teaching Resources -- TLTC
Academic Personnel Website
(www.ap.uci.edu)
Thank you for attending!