Academic Federation Research Series: Merit/Promotion Reviews

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2017-18 Chair of the Joint Academic Federation/Senate Personnel Committee (JPC)
Navigating the Process Requires Sign Posts
Definitions

- **Merit**: Advancement of one step or more within a rank. Review time = 2-3 years (varies by Rank & Step).

- **Promotion**: Change of Rank (Assistant, Associate, and Full). Review time at current rank (typically 4-8 years).

- **Barrier steps**: Steps in Full Title Rank that are termed “high level”; treated like a promotion, however it is a merit.

- **Deferral**: postponement of action by one year.

**Remark**: number of steps dependent on title.
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Process: Additional Information

- **Voluntary**: It is the candidate’s choice to advance or defer.
  - **Caveat 1**: One must be reviewed at least once every five years (which may be without advancement).
  - **Caveat 2**: Specialist in CE and Professional Researchers must promote to Associate rank within 8 years of appointment.

- **Peer-reviewed**: Within and outside the department.

- **Meritocratic**: Advancement is based on academic accomplishments and contributions to the profession and the university (as outlined in candidate’s position description).
The Dossier: A Checklist

Step 1: The Dossier

- **Documents the Candidate is responsible for adding to MyInfoValut (MIV):**
  - Candidate’s statement
  - Publications
  - Professional competence
  - Extending knowledge
  - List of service activities (university and public service)
  - Honors and awards
  - Grants and contracts

- **Documents added to Candidate’s dossier:**
  - Position description
  - Departmental letter
  - Peer Group Report
  - Extramural letters (only for promotions and high-level merits)
Step 1: The Dossier (Put your best foot forward!)

- Know the criteria for evaluation [typically 3 or 4 categories; listed in the Academic Personnel Manual (APM)] for each title series; at http://academicaffairs.ucdavis.edu/. Also detailed in Position Description.

  Categories:
  - Research and Creative Activity (higher percentage)
  - Professional Competence and Activity (lower percentage)
  - University and Public Service (lower percentage)
  - *Extending Knowledge (Specialists in CE only; higher percentage)

The Review Process

Step 1: The Dossier

- Enter achievements (e.g., publications; professional presentations; manuscript/grant reviews; committee participation) into MIV under each criterion evaluated. Keep an accurate, up-to-date record that reflects what you have done.

- Include a Candidate’s Statement (5-page maximum); although optional, it can help place work into context and highlight relevance. Please do not write a narrative version of the dossier.

Cautionary Note: MIV dossier is the official record; accomplishments listed in Candidate’s Statement not in MIV cannot be considered for evaluation.

- For more information:
- Also seek help from analysts in your department/unit.
The Review Process

Step 2: The Department and the Dean

a) The completed dossier will be submitted to the Department.

b) First, a peer group will be formed (at least 5 members; one from same title series) to review the dossier and provide a report and recommendation to the department.

c) Departmental review, vote, and recommendation.

d) The dossier, a chair’s letter that includes the departmental recommendation, and the peer group report will be forwarded to the Dean’s Office.

e) The Dean’s Office will review the dossier for completion; a Dean’s letter will be included for a promotion action (with a recommendation)
Step 3: The JPC

- The Dean’s office will forward the dossier and all associated letters and documents to the Joint Personnel Committee (JPC).
- The JPC comprises 8 members – 5 from the Academic Federation; 3 from the Academic Senate.
- The role of the JPC is to review merit and promotion actions from the following Academic Federation titles:
  - Agronomist in AES
  - Professional Researcher
  - Project Scientist
  - Specialist
  - Specialist in Cooperative Extension

**JPC Goal:** Provide consistent reviews and recommendations within each title series and across colleges, schools, and departments that are based on evaluation criteria outlined in APM and the candidate’s Position Description.

- After review, the JPC makes a recommendation that is sent with the dossier back to the Dean (redelegated action) or the Vice Provost for Academic Affairs (non-redelegated action).
Step 4: The Decision

- **Redelegated actions**: The Vice Provost of Academic Affairs has re-delegated the authority to make the final decision on an action to the Dean.

- **Non-redelegated actions**: The Vice Provost for Academic Affairs makes the final decision on an action.

*Note*: Complicated process. See guidelines for each title series: [http://academicaffairs.ucdavis.edu/dofa.cfm](http://academicaffairs.ucdavis.edu/dofa.cfm)
Questions?
With Step Plus, every merit and promotion action will be evaluated for a 1.0 step, 1.5 step, 2.0 step increase, or more.

- **1.0-step**: Normative; the candidate has a strong record in all areas of review as per the position description.
- **1.5-step**: Candidate has a strong record in all areas of review as per the position description; also has outstanding achievement in at least one area.
- **2.0-step**: Candidate has a strong record in all areas of review as per the position description; also has outstanding achievement in two areas*.

*For Specialists in CE, one area must be Extending Knowledge.*
Step-Plus System: Additional Key Points

- 0.5-step advancements are not an option.
- Advancements greater than 2.0 steps are exceptionally rare.
- Merit advancements of less than 2.0 steps are normally redelegated.
- Merit advancements of 2.0 steps or higher are normally non-redelegated.
- High-level merits and promotions are non-redelegated.
- **Note:** The only accelerations in time are for promotions to Associate or Full title; however, they will be limited to 1.0 step or lateral advancement.
## Accelerated Promotion: Limited to 1.0 Step

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Position Description:

- Outlines the work you are expected to accomplish.
- Broken down into 2-4 categories (varies by title and/or rank); each category is given a percent commitment; seek to achieve balance among categories.
- Ensure Position Description is current (responsibilities may change over time).
- Note: Formal classroom teaching is not an expectation within the Professional Researcher, Project Scientist, Specialist, or Specialist in CE title series.
Additional, but Important, Considerations

**Miscellaneous:**

- Ensure that information in MIV is current.
- Ensure that MIV is accurate – consult Position Description and enter information into the correct categories (Note: Position Description is the “rubric” used for review; don’t make reviewers “go fishing”).
- Consult the APM for your title series so there are no “surprises” with respect to your Position Description, your merit/promotion cycle, your merit/promotion evaluation.
Miscellaneous:

- Publication list: Submitted papers and papers in preparation are not included in evaluation; only papers published or in press.
- Contributions to Publications: Explain contributions in detail; do not cut and paste a “boiler-plate” description.
- Include peer-reviewed publications, book chapters, and limited distribution publications.
Additional, but Important, Considerations

Miscellaneous:

- Provide numbers where relevant (e.g., number of manuscripts reviewed, when, and for whom; number of grant proposals reviewed, when, and for whom).

- Recognize that service expectations generally increase over time; recognize that not all service commitments are equal (e.g., Picnic Day Committee or Middle School Science Fair Judge vs. JPC or Confidential Review Committee).
Candidates have the right to:

- Review their information in MIV prior to dossier submission; also may review redacted extramural letters (if action is a promotion or high-level merit) prior to the departmental vote. If necessary, the candidate may write a **rebuttal letter** in reference to the extramural letters.

- Review the dossier and departmental letter after the departmental vote (prior to submission to the Dean’s office). Any factual errors may be corrected; after corrections, a **rejoinder letter** may be written if there is still a disagreement with the departmental recommendation.
Questions?
Contact

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