
Academic Federation Research Series: Merit/Promotion Reviews

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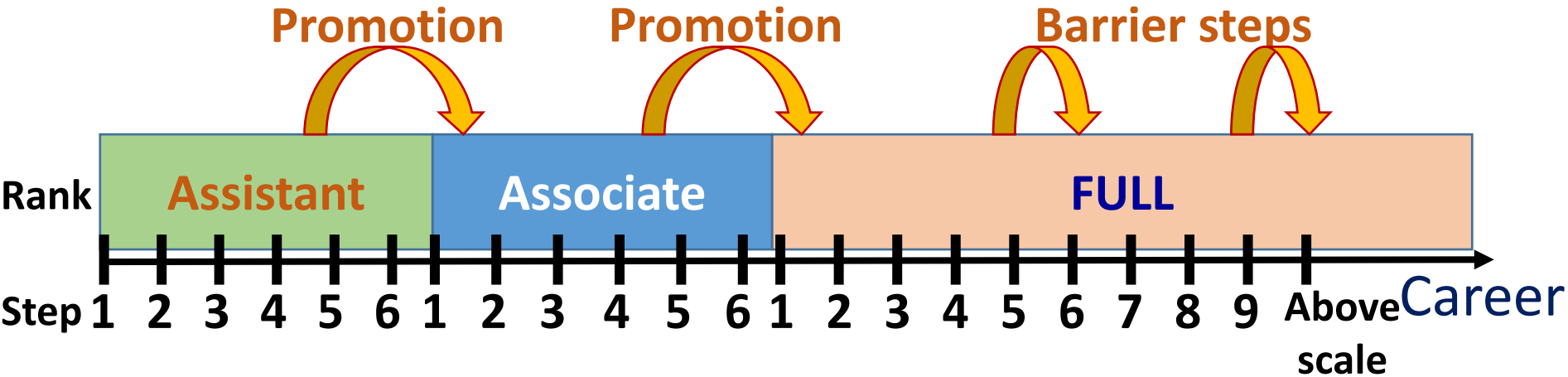
2017-18 Chair of the Joint Academic Federation/Senate Personnel Committee (JPC)

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.

The Process: Time at Rank; Time at Step

RANK	ASSISTANT	ASSOCIATE	FULL
2 Years	1		
	2		
	3		
	4		
	5	1	
	6	2	
		3	
3 Years		4	1
		5	2
			3
			4
			5
			6
			7
			8
	4 Years		9
		AS1	
		AS2	

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)

The Review Process

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)

See: <http://academicaffairs.ucdavis.edu/resources/federation/federation-faq/index.html>

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:
<http://academicaffairs.ucdavis.edu/resources/federation/federation-faq/index.html>
- 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)

Review Process: Joint Personnel Committee (JPC)

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**).

Review Process: Delegations of Authority

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>

Questions?



Step-Plus System

- 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.
- Additional information:
<http://academicaffairs.ucdavis.edu/policies/step-plus/guidelines-for-advancement-federation.html>

Accelerated Promotion: Limited to 1.0 Step

RANK	ASSISTANT	ASSOCIATE	FULL
2 Years	1		
	2		
	3.5		
	4		
	5	1	
	6	2	
3 Years		3	
		4	1
		5	2
			3
			4
			5
4 Years			6
			7
			8
			9
			AS1
			AS2

Additional, but Important, Considerations

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.

Additional, but Important, Considerations

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).

Additional, but Important, Considerations

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?



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