Guidelines for Advancement Under the Step Plus System for the Adjunct Professor Series

These are interim guidelines for the 2015-2016 merit cycle, assuming that they are supported by AF voters.

General Principles
In formulating criteria for recommending larger-than-normal advancements, we aim to strike a balance between concreteness and flexibility. Our goal is to clarify the criteria for accelerations without adopting rigid quantitative assessments that understate or overstate the total contributions of candidates. It should be noted that some in the Adjunct Professor series are expected to focus primarily on scholarship while others are expected to focus primarily on teaching. Step-Plus expectations must reflect the individual faculty member’s duties and responsibilities, specific to the balance of research and teaching expected of the candidate.

Normal, One-Step Advancement
All members of the Adjunct Professor series are eligible for advancement at scheduled intervals as set by system-wide policy. A balanced record, appropriate for rank and step, with evidence of good accomplishments in all areas of review is rewarded with normal advancement. All Adjunct Professor series faculty can expect to advance at normal rates, unless a major deficiency in their performance is evident. Service duties are expected to increase as Adjunct Professor faculty advance in rank and step.

One-and-One-Half-Step Advancement
A larger-than-normal, 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. Chairs and Deans should be encouraged to articulate in the departmental and Dean’s letters the grounds for acceleration beyond simple numerical tabulations of the record. For a 1.5-step advancement in the Adjunct Professor series, the outstanding performance must be in an area (teaching or research and creative work) that is emphasized as the primary responsibility for the appointee. The candidate or department must provide a specific and explicit description of the exceptional merits that support any Step Plus request and recommendation. This should be clarified in the Department and Dean letters.
Two-Step Advancement
A two-step advancement will require 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 teaching for those with a teaching emphasis and research for those with a research emphasis. However, exceptional performance in two other areas (teaching, University and public service, professional competence and activities) might warrant such unusual advancement. Two-step advancement requests will go to CAP for review and the Vice Provost- Academic Affairs for decision. The candidate or department must provide a specific and explicit description of the exceptional merits that support any Step Plus request and recommendation. This should be clarified in the Department and Dean letters.

Advancements Beyond Two Steps
An advancement beyond 2.0 steps is expected to be extremely rare, and would involve special circumstances (e.g. major awards, unusual achievements). Such requests will go to CAP for review and the Vice Provost-Academic Affairs for final decision. These advancements will require an exceptionally strong and balanced record, highlighted by extraordinary levels of achievement in two areas (including research and creative activity or teaching, depending on the emphasis of the Adjunct series appointment), and excellent contributions in the third area. The candidate or department must provide a specific and explicit description of the exceptional merits that support any Step Plus request and recommendation. This should be clarified in the Department and Dean letters.

Larger-Than-Normal Above Scale Increments
The criteria for merit increases are steep at this high rank. Advancements of 1.5 steps require an exceptionally strong record of excellence in all three areas of review, with exceptional achievement in research and creative work or teaching, depending on the emphasis of the Adjunct Professor appointment, and outstanding performance in at least one additional area of review. All actions at Above Scale will go to CAP for review and the Vice Provost-Academic Affairs for final decision. The candidate or department must provide a specific and explicit description of the exceptional merits that support any Step Plus request and recommendation. This should be clarified in the Department and Dean letters.)