

# SoE Academic Personnel Advancement Process - Updated 11/03/15

## PREPARATION

### CANDIDATE ADVISED OF REVIEW

- Notice of eligibility call for action (January)
- Procedural Safeguard Meeting #1 with Soe APC Chair (March)
- Digital Measures Training, if needed (Spring)
- Letters of evaluation pre-solicited, if needed (Spring)

### CANDIDATE PREPARES DOCUMENTATION

- Submit Dossier July 15<sup>th</sup> – late submissions are not accepted
- Dossier reviewed by SoE AP staff for completion and accuracy (July – August)
- Candidate reviews final dossier and signs as needed

### COMMITTEE REVIEW

- Official letters of evaluation solicited, if needed (September – October)
- Committee reviews dossier and makes recommendation via case analysis or short form (October – December)
- SoE AP staff review documents for consistency and accuracy (October – December)

## RECOMMENDATION

### CANDIDATE ADVISED OF COMMITTEE RECOMMENDATION

- Procedural Safeguard #2 with SoE APC Chair
- Candidate receives case analysis and redacted letters of evaluation, as applicable.
- Candidate provides a written response, as needed, within 5 working days

### FACULTY PRESENTATION & VOTE

- Dossier link sent to eligible faculty voters: faculty meeting, discussion & vote takes place
- Transmittal memo prepared
- SoE AP staff review documents for consistency and accuracy
- Eligible faculty review final document

### CANDIDATE ADVISED OF FACULTY RECOMMENDATION

- Procedural Safeguard #3 with the SoE APC Chair
- Candidate receives oral summary of transmittal memo and requests redacted copy, if applicable
- Candidate provides a written response, as needed, within 5 working days
- Candidate may meet with the Dean to discuss any salary or other concerns at this point

### DEAN'S RECOMMENDATION

- Dean receives link to material and salary comparison data for proposed rank, step and discipline system-wide and within SoE
- Dean reviews dossier, case analysis and transmittal documents
- Dean prepares school recommendation memos for both personnel action and salary

## OUTCOME

### CAP RECOMMENDATION

- Dossier link sent to campus Academic Personnel Office for review
- Dossier link sent to campus Committee on Academic Personnel: CAP meeting, discussion, and vote takes place
- Administrative confidential memo prepared and sent to the Vice Provost for Faculty
- Vice Provost for Faculty creates Academic Review Report and sends to EVC/Provost

### CANDIDATE NOTIFIED OF PROVOST'S ACTION

- EVC/Provost's memo sent to school
- Candidate and SoE APC Chair notified of outcome
- Candidate receives Provost's appointment memo and Academic Review Report
- Candidate receives opportunity to meet with the dean to discuss outcome.

### CANDIDATE REQUESTS ADDITIONAL DOCUMENTS

- Following the completion of the case, the candidate can request copies of the dean's memos or other documentation, as applicable

### CANDIDATE APPEAL PROCESS

- If necessary, the candidate can appeal the EVC/Provost's decision as per MAPP Section 2014 regarding Unfavorable Decisions
- Ten calendar days after notification of the decision, candidate submits the written appeal to the SoE APC Chair with a copy to the Dean. The appeal shall consist of the candidate's written statement and any relevant additional materials. The appeal shall follow the normal process of merit review, with a vote from the faculty, a recommendation from the Dean, a recommendation from CAP, and a final decision from the EVC/Provost.

## RESOURCES

Useful information about advancement is posted on the [UC Merced Academic Personnel website](#).

Two documents accessible from that site are particularly important, and we urge you to review them:

- [UC Academic Personnel Manual \(APM\)](#)
- [UC Merced Academic Personnel Policies and Procedures \(MAPP\)](#)

The APM sets the basic policies for all the UC campuses, and the MAPP sets the policies and procedures specific to the Merced campus. Specific APM sections that apply to advancement and review include:

- [APM 160](#)
- [APM 200](#)
- [APM 210](#)
- [APM 220](#)

See particularly [APM-210-1d](#), which sets out the general criteria for advancement. For additional information about mid-career appraisals of Assistant Professors, please see MAPP, [Appendix 2014-A \(page 38\)](#)

## TRACK CASE STATUS

- ❖ [Faculty Promotion System](#)  
From Submission to SoE AP → Submission to campus AP
- ❖ [Academic Personnel Review System](#)  
From Submission to campus AP → End of Process  
Use your UCM Net ID and password to log into the system

## SUBMITTING MATERIALS

- ❖ [Faculty Promotion System](#) - Upload case materials
- ❖ [Digital Measures](#) - Upload Upload publications
- ❖ [ABET System](#) - Upload Syllabi
- ❖ [Course Evaluation System](#) - No action required / system generated

## QUESTIONS

If you have any questions about the process, your case specifically, or any Academic Personnel matter, please contact the Associate Dean of Academic Personnel, Paul Maglio at: [apcsoe@ucmerced.edu](mailto:apcsoe@ucmerced.edu)