September 20, 2019

DEANS, EXECUTIVE ASSOCIATE DEANS, ASSOCIATE DEANS, ASSISTANT DEANS, VICE PROVOSTS, VICE CHANCELLORS, DEPARTMENT CHAIRS AND ACADEMIC PERSONNEL EXPERTS

RE: **2019-2020 Annual Call for Academic Personnel Advancement for Academic Senate and Academic Federation Actions**

Dear Colleagues:

With this Annual Call for the 2019-20 academic year, I am pleased to remind you of changes in policies, procedures, and interpretations that have taken place over the past year. These changes are in the process of being incorporated into the relevant UC Davis policy sections of the Academic Personnel Manual (APM UCD). They are summarized below.

We strongly recommend that department chairs review this information and distribute it to all academic appointees. We also encourage department chairs to discuss important new items and reminders with academic appointees at a department meeting.

Please pay close attention to the deadlines for both non-redelegated (central campus) and redelegated (dean) actions in **Appendix A** of this Annual Call. We intend to adhere to the deadlines given in this document. Requests for extensions to the non-redelegated deadlines must be submitted to the Office of the Vice Provost, via the Dean's Office, for Vice Provost approval. Any request for extension of a deadline will require strong justification, and if granted, will not extend the deadline beyond a few days to a few weeks (depending on the cause). All actions effective July 1, 2020 that are normally delegated to the dean for approval and that are not finalized by August 31, 2020 must be submitted to the Office of Academic Affairs for review and final decision.

Please contact our office if you have any questions on any of this information/guidance. Thank you for your assistance and cooperation in continually improving the complex advancement process at UC Davis.

Sincerely,

Philip H. Kass
Vice Provost—Academic Affairs
Professor of Analytic Epidemiology,
Population Health and Reproduction (Veterinary Medicine), and Public Health Sciences (Medicine)

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NEW VICE PROVOST ADVISORIES

Vice Provost Academic Advisories (AA) are issued during each academic year to describe changes and provide clarification on policies and practices. One new advisory was issued since the 2018-19 Annual Call (AA2018-01). A complete list of Vice Provost Advisories is accessible on the home page of the Academic Affairs website or by entering this website address: https://academicaffairs.ucdavis.edu/academic-advisories. If you need a copy of an old advisory, you may request it from your Academic Personnel Analyst in Academic Affairs.

ACADEMIC RECRUITMENTS – NEW PRACTICES TO CONSIDER

In 2018-2019 UC Davis received a state grant to experiment with ways of modifying faculty searches to more rigorously consider how to use the mandatory contributions to diversity, equity, and inclusion statements required of all applicants, and how to enhance some of our hiring practices to achieve successful search outcomes. Based the findings from our successful searches, we recommend that departments consider implementing some of these practices in future searches:

- Conduct more "open" searches, even within departments. By "open," we recommend having searches that have broad academic emphases. We found that the broader the disciplinary options, the better the diversity. Additionally, "open" can include open-rank searches as well.

- Emphasize the importance of Statements of Contributions to Diversity, Equity, and Inclusion in the position "description" section and in the list of "additional qualifications," rather than having a very generic note in the bottom of the job description that may not be read. By embedding this language within the position description itself, the search committee can review and score the Contributions to Diversity Statements (CDS) prior to the rest of the application, if they so choose, as we did in our grant searches. Academic Affairs has created a Box site containing copies of the position descriptions used in this year's searches, available to all deans, associate deans, assistant deans, and AP analysts in the dean's office, available here. Feel free to make these available to your departments, as appropriate.

- We strongly recommend that each search committee use a rubric when reviewing the CDS. The rubrics used by the search committees for the grant are also available in the Box site noted above, available here. Search committees should feel at liberty to adapt them as they deem necessary.

- Use the resources of the Capital Resource Network (CRN). This includes providing a $200 consultation to each candidate who is here for a campus visit, and then the full service to those candidates who accept the offer. Full services cost $3,000. More information is available here. This is particularly valuable when applicants have partners who will need employment.

- Provide each successful candidate a spot in the National Center for Faculty Development & Diversity (NCFDD) bootcamp workshop, a quarter/semester long virtual workshop in their second year at UC Davis. The cost of this is approximately $4,000. More information is here.

- Consider using a faculty member not on the search committee as a "confidential advisor" to the interviewees. This is someone who can talk confidentially to interviewees about any questions they have about the search, UC Davis, the department, the community, etc., and who will not disclose any conversation or information to anyone else. We have found broad appreciation from interviewees about having someone they could candidly talk to without fearing that it could impact their interview. Deans may wish to have one confidential advisor available for multiple searches in a college/school; such an advisor need not be from the same department that the search is being done in. Please contact Academic Affairs if you would like more information.

- Consider having interviewees meet a wide variety of faculty when they visit the campus. We found that applicants are more likely to accept offers if they feel welcomed by the Davis community. If you need help with this, please contact Academic Affairs and we will work with our colleagues to provide you with this support.

For any questions or support on these best practices, please contact Academic Affairs.

ACADEMIC RECRUITMENTS – CLARIFICATIONS AND REMINDERS

a. Clarification – Conflict of Interest (COI) Statement Forms for Academic Recruitments: All academic recruitments must include a completed Conflict of Interest (COI) Statement form based on the series being recruited. We provide two different COI forms on our website: Faculty and Non-faculty. The correct form must be completed and uploaded to a recruitment before a Shortlist Report is submitted for approval routing. The COI forms for both faculty and non-faculty recruitment committees can be located in the "Need Help" box when logged into UC Recruit, or listed under the "Recruitment Forms" section of the "Forms and Checklist" page of the Academic Affairs website (https://academicaffairs.ucdavis.edu/forms-and-checklists).

b. Reminder – Search Committee Chair Survey: In collaboration with an ADVANCE PAID grant held by the UC Office of the President, a survey for search committee chairs, designed to assess search practices employed as part of a faculty search, has been implemented within UC Recruit. We will use the responses to examine whether any practices recently employed at UC Davis and system-wide are associated with diverse faculty pools and hires. We also aim to identify untested "best practices" that might be useful in future job searches. Completion of the survey was optional but strongly encouraged during the pilot years (2016-2017 and 2017-2018). **Starting in 2018-2019, completion of the survey is required in order for a department to submit a Search Report.** The survey becomes available in UC Recruit to Search Committee Chairs as soon as an open search has applicants. **Completion of the survey is required in order to submit the Search Report in UC Recruit.** Search Committee Chairs must click on the light orange-colored banner labeled, "Committee Chair Survey: Survey not started," which can be found in the top right corner of each page within the applicable Senate recruitment.

c. Reminder – Reference Checks for Academic Senate Ladder Rank Faculty Hires with Tenure or Lecturer/Senior Lecturer with Security of Employment (see **Advisory #2018-01**): The University of California is committed to creating and maintaining a community dedicated to the advancement, application, and transmission of knowledge and creative endeavors through academic excellence, where all individuals who participate in University programs and activities can work and learn together in a safe and secure environment, free of violence, harassment, discrimination, exploitation, or intimidation. To support this commitment, UC Davis conducts reference checks on final candidates for academic appointments with tenure or security of employment. See our website for additional information:

https://academicaffairs.ucdavis.edu/reference-checks. *(Please note that minor revisions may be made to the second year of the Pilot. Please review the Academic Affairs Advisory page for updates.)*

d. Reminder – Required STEAD-certification for Members of Faculty Recruitment Committees: All members of faculty recruitment committees must be STEAD-certified, or certified through participation in School of Medicine (SOM) recruitment workshops, before the evaluation of applicants begins. Department Chairs should ensure that faculty who will be serving on faculty recruitment committees sign up for this training as early as possible. This information is available in the Event Management System housed in Academic Affairs. The STEAD workshop schedule can be found at https://academicaffairs.ucdavis.edu/stead. Registration for the School of Medicine workshops can be found at: http://www.ucdmc.ucdavis.edu/facultydev/faculty-search-committee-training.html.
- STEAD certification expires after three academic years. A faculty member who participated in STEAD or SOM workshops during the 2016-17 academic year will retain certification until June 30, 2020.
- SOM/SON faculty may also participate in the STEAD program to become certified.
- Non-UCD members of a search committee must also be certified.

e. Reminder – Faculty Recruitment Start-Up Approval: Review and approval from the Office of the Provost is required before transmitting any tentative offer letter (TOL) to a faculty candidate in a recruitment that meets either of the following criteria: 1) resources have been promised that total $1M or more; or 2) the candidate's program may require a significant renovation or capital expense need. Prior to negotiating or finalizing negotiations with a candidate, please submit a draft of the TOL, start-up offer or resource letter with an explanation of your expected funding source and/or space plan. Timing is critical in these negotiations, and so the Provost commits to responding within two business days. Please submit these requests for approval to hexter@ucdavis.edu. All requests should be copied to semangum@ucdavis.edu. More information can be found at the following website: https://financeandbusiness.ucdavis.edu/sites/g/files/dgvnsk4871/files/inline-files/2019-20%20Faculty%20Recruitment%20Authorization%206.13.19.pdf.

f. Reminder – Family-friendly Recruitment Update: In 2012, UC Davis implemented a family-friendly recruitment practice to make it easier for recruited candidates who are parents of very young children to participate in on-campus interviews for faculty positions. This practice allows the reimbursement of travel and hotel expenses for a second person to accompany the prospective faculty mother (or single parent of either gender) of a breast- or bottle-feeding child under the age of two. Reimbursable hotel expenses may also include the costs associated with providing a crib in the hotel room (up to $200). Deans are responsible for approving and paying these reimbursements. However, all reimbursement approvals under the Family-friendly Recruitment practice must trigger the issuance of a 1099 tax form to the candidate. In addition, as an interim measure until UC-wide policy is revised, all reimbursement approvals must be routed to Academic Affairs for final approval by the Vice Provost as an exception to policy.

g. Reminder – Search Waiver and Exemption Approvals in UC Recruit: An approval of a Search Waiver or an Exemption in UC Recruit simply means that a recruitment has been waived or is exempt from being required. The approval is not for an appointment into the academic series. Departments are expected to follow the standard appointment process for the academic series and must wait to enter payroll information until the appointment has completed academic review and received final approval.

h. Reminder – Shortlist Report and Search Report: All academic recruitments in UC Recruit, for faculty and non-faculty positions, must include an approved Shortlist Report and Search Report as well as a completed Conflict of Interest (COI) form for the recruitment committee.

ACADEMIC REVIEWS – NEW PRACTICES

i. New – Outside Reviews for Journals: In order for dossier reviewers at the department, dean, Academic Senate/Academic Federation committees, and/or Vice Provost – Academic Affairs levels to better understand the workload and time devoted to outside professional service, the actual number of journal manuscript reviews should be documented in the Other Non-University Service section of the dossier next to the name of the journal (e.g., 2015-2018: Nature (3 reviews)).

ACADEMIC REVIEWS – CLARIFICATIONS AND REMINDERS

j. Reminder – Emeritus Status: Per APM 120, upon retirement, Senate Emeritus is automatic in all departments in which the academic held the ladder-rank Senate title of Professor or Associate Professor. Any departments in which that same Senate member may have held other Senate (e.g., Professor in Residence, Professor of Clinical X, or Lecturer/Senior Lecturer with Security of Employment), or non-Senate titles will need to submit a request for emeritus status for those titles per APM 120. We have submitted an inquiry asking for guidance for criteria from Office of the President.

k. Reminder – Advancement Actions and Step Requests: Departments should not ask academic appointees what step they want or believe they deserve for their advancement actions. Candidates have the discretion to accelerate in time for promotions (which are 1.0-step advancements only), and have the discretion to request a deferral or postponement. Otherwise, departments are required to evaluate all candidates for 0, 1.0, 1.5, and 2.0-step advancements.

l. Reminder – Greater Than 1.0 Step Advancements: When the Department, FPC or Dean recommends a greater than 1.0 step advancement, the applicable area(s) of review (e.g., scholarly and creative activity, teaching, University and public service, professional competence and activities) for which outstanding performance is deemed to warrant the extra half step recommendation must be identified with supporting written documentation. Furthermore, if a dean recommends a 2.0 step advancement on an action that was previously redelegated, or greater than 1.0 step advancement that crosses a barrier step, the dean must also write a strong recommendation letter in support of the higher advancement.

m. Reminder – Reporting of Department Vote for Advancement Actions: In order to clearly express the views of the voting faculty members, actual vote totals with numbers, even if the vote is unanimous, are required in the department letter. This also includes numbers for all Step Plus options (1.0 step, 1.5 step, and 2.0 step), negative votes, abstentions, and/or failures to vote.

n. Reminder – Upload Final Decision Correspondence: Effective immediately, it is required that all final decision correspondence be uploaded into MyInfoVault by the office responsible for the final decision, in order to provide the candidate with the most accurate archive in MyInfoVault. This upload should only include letters addressed to the candidate, such as letters for:

- Appointment

- Promotion
- Appraisal
- Above-Scale Distinguished Professor
- Emeritus Status
- Endowed Chair Appointment/Reappointment
- Initial Continuing Appointment
- Department Chair Reappointment

o. Reminder – Service on Editorial Boards: A hyperlink to the list of the editorial board is required in MyInfoVault for all service activities on Editorial Boards to verify membership. All dossiers containing inadequate links will be returned for correction, which will result in delaying the review and final decision on the action. Please include a statement that a website does not exist in those rare cases where one is not available.

p. Reminder – Service Activities and End Dates: With regard to service activities, please do not enter "current" in the "end date" field. Instead, please use either the projected end date of the service or the end date of the current review period for the action.

q. Reminder – Service Activities for Federation Members: In consultation with the Joint Academic Federation-Senate Personnel Committee (JPC), advice regarding whether laboratory management, maintenance and/or safety activities constitutes research versus service is provided in the Federation FAQs on the Academic Affairs website at: https://academicaffairs.ucdavis.edu/academic-federation-faq.

r. Reminder – Entering Committee Membership/Service Roles in the Dossier: When preparing the dossier, please display committee service in the format that displays the committee name once and the years served on that committee, instead of displaying the list of relevant committees for each year separately. When entering service into MyInfoVault, each administrative activity, committee, or editorial/advisory board on which the candidate has served should be listed only once, with a date range included in the "From/To Year" field. For example, if a candidate served as Vice Chair for the past three years, we would expect to see one entry for that appointment, with the dates entered as "2014-2017."

s. Reminder – Department Letter Expectations for Elaborating on Service Contributions: Department chairs play an instrumental role in analyzing candidates' contributions to University and public service due to widely varying expectations of time commitments for committees, review panels, etc. The department letter should provide guidance and describe scope of effort, especially for labor-intensive committees, to FPCs, deans, CAP, and the Vice Provost on the amount of workload expended on such service activities, and not merely count the number of activities.

t. Reminder – APHID (Academic Personnel History & Information Database): APHID is our database that tracks academic actions but also has much more information. Dean's offices should be keeping APHID information up-to-date as we rely on the data for various purposes. There are several reports available to help with this. If you would like to learn about what APHID has to offer, we invite you to read the APHID User Manual found at the top of the "Help" page on the website.

u. Reminder – Faculty membership in Graduate Groups (is in itself not a form of service): Membership in a Graduate Group must be removed from the University Service category in a dossier, *unless the faculty member is providing service to the graduate* group (e.g., serving as

Chair, Vice Chair, or member of a committee), which should be included on the list of campus-level service in the dossier.

v. Reminder – Letters for high-level merit advancement to Professor Step 6: *System-wide policy (APM 220-18.b.(4)) specifies that Professor Step 6 is a barrier step*:

> "This involves an overall career review and will be granted on evidence of sustained and continuing excellence in each of the following three categories: (1) scholarship or creative achievement, (2) University teaching, and (3) service. Above and beyond that, great academic distinction, recognized nationally, will be required in scholarly or creative achievement or teaching."

National recognition of scholarship and/or teaching must be documented in the dossier and fully described in the department letter. Additionally, the review period for this high-level advancement is the time since promotion to Professor: some of the dossiers for advancement to Professor Step 6 this past year failed to provide sufficient evidence that these criteria had been met. Although extramural letters are optional and are sought at the discretion of the Department Chair, in some cases, extramural letters from national and international authorities may be valuable to demonstrate national scholarly impact and recognition, and for these cases, extramural letters may be required by the Dean, CAP, or Vice Provost following a department recommendation.

UPDATE: In cases where extramural letters are required by the Dean, CAP or the Vice Provost, the advancement dossier will be returned to the department so that once the extramural letters are received, the review process can re-commence with full and consistent information available for all reviewers. This also allows the candidate the opportunity to review the letters and provide a rejoinder letter, if desired, and provides the department the opportunity to review the letters and revote on the action. Letters can be especially helpful when more than one step (1.0) is likely to be recommended to reach the barrier step. Furthermore, including letters from extramural referees at other UC campuses may be helpful, as such faculty understand first-hand the University of California principles and criteria required for meriting to a barrier step.

Note: Extramural letters for advancement to Step 6 (or similar barrier steps) within the Academic Federation titles are still required. However, note that Step 6 is not a barrier step for the Specialist series.

OTHER ITEMS

w. New – New definition of "Visiting": Visiting titles, as described in APM-230, will be reserved for only those individuals who have an appointment or are employed by another institution. Visiting titles, as described in APM-230, will also be reserved for doctoral students enrolled in a degree granting program or equivalent at an institution of higher education other than the University of California. They will be appointed for a period not to exceed one year (12 months). Pursuant to APM-230, the Visiting prefix is currently attached to the following in-unit title series: Professional Researchers and Project Scientists. The proposed modifications to APM-230 permits the Visiting prefix to also be attached to the Specialist series. APM-230 (Visiting Appointments) is being revised to reflect these changes. Campuses, however, should implement the changes to who qualifies as a Visiting Appointee, without waiting for issuance of revised APM-230.

x. Reminder – Sabbatical Leaves**:** Sabbatical leaves should be requested and approved *before* the leave commences. Faculty who are on sabbatical leave without final approval by the Vice

Provost may be subject to repercussions such as forfeiture of credits, or be required to return salary to the University.

y. Reminder – New Title Codes Related for the Formation of the Researchers Academic Unit (Professional Researchers, Project Scientists, and Specialists): On March 22, 2019, the University and the International Union, United Automobile, Aerospace, and Agricultural Implement Workers of America (UAW) entered into an agreement to recognize the Academic Researchers United/UAW as the exclusive representative of a unit of employees referred to as Academic Researchers (also referred to as the "RA Unit"). The in-unit titles are Professional Researchers – Fiscal Year, Project Scientists, and Specialists (including Junior Specialists). To facilitate this transition, the UC Office of the President – Academic Personnel and Programs (UCOP-APP) issued new job/title codes for uncovered/non-represented Academic Researchers which were disseminated to the campus on May 31, 2019. Please consult your dean's office and Academic Affairs if planning to appoint someone into a non-represented research title.

z. Reminder – Additional Compensation for Honoraria: Academic appointees are not eligible for "stipends" unless they are serving in an administrative role (e.g., Department Chair, Associate Dean, etc.). We are seeing such payments for service on the home campus, which is generally not permitted in accordance with APM 666-8. We strongly encourage full review of this policy and encourage consultation with the dean's office first before promising a payment that may not be allowed.

aa. Reminder – Vacation Accrual: When UCPath is implemented across UC Davis on October 1, 2019, it will be important for fiscal-year academic appointees to understand their maximum accrual per policy. In accordance with APM 730-18-d, "Vacation credit may accumulate to a maximum of forty-eight (48) working days for full-time employees. The maximum accumulation for appointees working half time or over is the same maximum number of hours as that of full-time employees." If a fiscal-year academic appointee, either part- or full-time, is near or at maximum vacation accrual, they will need to work with their supervisor/unit because continuing to accrue beyond the maximum limits will not be possible in UCPath. The "Academic and Graduate Studies Leave Accrual Codes" is available under the "Leave Resources" section of the Academic Affairs Leaves page.

ACADEMIC PERSONNEL POLICIES – NEW AND REVISED

bb. Systemwide
Academic personnel policies issued during 2018-2019 may be found at:
http://www.ucop.edu/academic-personnel/academic-personnel-policy/policy-issuances-and-guidelines/policy-issuances-2010-present.html

APM 230, 650, and 760 – Issued on August 7, 2018, technical revisions to sections of the Academic Personnel Manual (APM) 230, Visiting Appointments, APM - 650, Technical Assistance Projects; and APM - 760, Family Accommodations for Childbearing and Childrearing are effective immediately. The revisions to APM - 230 and APM - 650 represent technical changes to comply with the new legal requirements of California Assembly Bill 168, effective 1/1/18, prohibiting an employer from seeking salary history information about an applicant for employment. The revisions to APM - 760 are technical changes to equalize the active service-modified duties periods between semester and quarter campuses.

APM 285, 210-3, 133, 740, 135, 235 – Issued on October 1, 2018 is the following suite of policies – collectively, the "LSOE" policies. Each of the policies became effective October 1,

2018 and campuses had until July 1, 2019 to fully implement the revised LSOE policies. Key policy revisions: The Lecturer with Security of Employment series is used for appointees whose primary responsibilities are teaching and teaching-related tasks. Secondary required responsibilities include professional and/or scholarly activities, including creative activities, especially as they relate to instruction and pedagogy, and University and public service. The series name of "Lecturer with Security of Employment Series" is retained. The current titles will be retained with the ability to use a campus-wide working title at campus discretion in accordance with APM - 285-8-f. Clarifies that the Chancellor, in consultation with the Academic Senate, may establish a limit to the number of faculty hired into this series at the campus, school, or departmental level. Revisions to review criteria include new language on "teaching excellence" that updates language on teaching expectations and to add specific criteria for review; revised language on "professional and/or scholarly achievement and activity" offers more specificity in the activities that would fit into this category; and "creative activities" are now acknowledged as appropriate contributions. Revisions to APM - 740 offer sabbatical to LSOE faculty so that they may engage in intensive programs of study in order to be more effective teachers and scholars, with the goal of enhancing their teaching and scholarly responsibilities. Regents' Standing Order 105.1 was revised September 27, 2018 to extend Academic Senate membership to all LSOE appointees regardless of their percentage of appointment. Revised APM - 285 extends Senate membership to titles in the LSOE series.

APM 028 – Issued on February 1, 2019, APM - 028, Guidelines for Disclosure and Review of Financial Interest in Private Sponsors of Research is effective immediately. The revisions rescinded the substantive policy language of APM - 028. The substantive policy language of APM - 028 has been replaced by the UC Policy on Disclosure of Financial Interests and Management of Conflicts of Interest in Private Sponsors of Research. Still in effect are the Guidelines for Disclosure and Review of Principal Investigator's Financial Interest in Private Sponsors of Research contained in APM - 028.

APM 110, 112, 160, 220, and 235 – Technical revisions were issued effective March 7, 2019 for the following Academic Personnel Manual (APM) Sections: APM - 110, Academic Personnel Definitions; APM - 112, Academic Titles; APM - 160, Academic Personnel Records/Maintenance of, Access to, and Opportunity to Request Amendment of; APM - 220, Professor Series; and APM - 235, Acting Appointments. The revisions to these policies are all purely technical revisions to reflect and conform with recent updates and revisions to other APM policies, and to correct minor grammatical and formatting inconsistencies.

APM 675 – Issued April 1, 2019, new Academic Personnel Manual (APM) Section 675, Veterinary Medicine Salary Administration, is effective July 1, 2019. This policy replaces the Veterinary Medical School Strict Full-Time (SFT) Salary Plan approved by the UC Board of Regents on November 22, 1968. The policy codifies salary administration for UC Davis School of Veterinary Medicine Faculty in the Academic Personnel Manual and provides eligible faculty with a salary framework distinct from other fiscal-year faculty.

APM 710, 715, 730, and 760 – Issued May 1, 2019, revised Academic Personnel Manual (APM) Sections 710, 715, 730 and 760, became effective immediately. Revisions to APM - 710, Leaves of Absence/Sick Leave/Medical Leave; APM - 715, Leaves of Absence/Family and Medical Leave; APM - 730, Leaves of Absence/Vacation; and APM - 760, Family Accommodations for Childbearing and Childrearing, reflect technical changes made to comply with law and existing policy and to revise the language for clarity.

APM 715 – Issued July 1, 2019, revised Academic Personnel Manual (APM) Section 715 became effective immediately. Revisions to this policy reflect necessary technical changes to

correct an inadvertent omission of language from APM - 715, specifically APM - 715-20-b, as previously issued on May 1, 2019.

APM 120 – Issued July 1, 2019, revised Academic Personnel Manual (APM) Section 120 became effective immediately. The revisions to APM - 120 reflect technical changes made to comply with Regents Policy 1203: Policy on Emerita/Emeritus Title Suffix, Section C, Conferral on Academic Appointees.

cc. Campus
Local campus academic personnel policies may be found at:
https://academicaffairs.ucdavis.edu/apm/apm-toc

UCD 220 (Academic Senate) and UCD 220AF (Academic Federation) Review for Advancement – Issued August 15, 2019. The revisions updated the local policies. The policies were reorganized by order of importance and order of events, incorporated elements of the UC Davis Step Plus system, and corrected inconsistences.

UCD 285, Lecturer with Security of Employment Series – Issued March 12, 2019. With the issuance of the revised system-wide APM policies (APM 210 and APM 285) effective October 1, 2018, all sections of APM-UCD 285 were re-statements of the revised policies. The revisions apply to all faculty appointed to the LSOE title series on or after October 1, 2018. However, faculty appointed prior to October 1, 2018 elected whether they want to be evaluated under the revised criteria effective October 1, 2018 or under the previous criteria through June 30, 2023. As such, a watermarked version on our policy webpage of the language in APM-UCD 285-10, Criteria, will be retained during the transition period ending June 30, 2023 for those appointed to the LSOE title series prior to 10/1/2018 and who elected to be evaluated under this Criteria.

UCD 620, Policies and Procedures for Administration of Off-Scale Salaries – Issued May 15, 2019. The revisions made technical corrections, provided better clarity, and allow the campus flexibility in implementing Systemwide directives from the Office of the President.

Appendix A: Deadlines for review materials to be submitted to each level of review

Review Type	Deadline materials are finalized and due to the following location:[1]		
	Department	**Dean's Office[2]**	**VP Office (Non-Redelegated) Senate Office (Redelegated)**
Promotion to Associate Professor (or equivalent titles) and promotions for some Academic Federation titles to the Associate rank, *including the following title series*: Professor, Professor in Residence, Professor of Clinical_, Acting Professor of Law, Lecturer with Security of Employment, _in the AES	10/11/2019	10/30/2019	11/15/2019
All other Promotions for the following title series: Professor, Professor in Residence, Professor of Clinical_, Acting Professor of Law, Lecturer with Security of Employment, _in the AES	10/30/2019	11/15/2019	12/11/2019
Promotion to Associate rank *in the following Federation title series*: Adjunct Professor, Health Sciences Clinical Professor, Professional Researcher, Project Scientist, Specialist in Cooperative Extension, and Specialist	11/6/2019	11/27/2019	12/18/2019
Establishment of an Endowed Chair/Professorship if the endowment is to be announced at the April donor dinner			1/10/2020
All other Promotions *in all Federation title series*: Academic Administrator, Adjunct Professor, Health Sciences Clinical Professor, Professional Researcher, Project Scientist, Specialist in Cooperative Extension, and Specialist	11/8/2019	12/6/2019	1/10/2020
Merits to Associate rank, Steps 4 and 5 for Professional Researchers, Specialist in Cooperative Extension, **and** Academic Senate titles that are not redelegated (see the delegation of authority)	11/8/2019	12/6/2019	1/17/2020

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[1] These deadlines reflect the latest possible dates for submission of materials. Departments and Dean's Offices may set earlier deadlines.

[2] Departments are required to allow the candidate 10 calendar days prior to submitting the action to the dean's office to review the final department letter and submit a rejoinder.

Review Type	Deadline materials are finalized and due to the following location:[1]		
	Department	Dean's Office[2]	VP Office (Non-Redelegated) Senate Office (Redelegated)
All Merits to Full rank, Step 6, Above Scale Merits, and other Non-Redelegated actions: • Third action and beyond for Department Chairs • Associate Deans	11/15/2019	1/10/2020	1/31/2020
Appointment/Reappointment of Endowed Chair/Professorship holders if the appointment/reappointment is to be announced at the April donor dinner.		1/3/2020	1/31/2020
Accelerated Promotions for: Academic Administrators	11/15/2019	1/10/2020	2/7/2020
Merits and Promotions for: Librarian titles (*including*: Law Librarian, and Assistant, Associate University Librarian)		11/15/2019	2/28/2020
Appraisals: Professor, Professor in Residence, Professor of Clinical_, Acting Professor of Law, Lecturer with Security of Employment, __ in the AES, Specialist in Cooperative Extension, and the Adjunct Professor series.	12/13/2019	1/17/2020	2/28/2020
All other redelegated Academic Senate and Federation actions, including all 2.0-step merits that started as redelegated.	1/2/2020	1/31/2020	2/28/2020
Appointments effective July 1, 2019 that require Vice Provost or Chancellor approval	3/13/2020	4/3/2020	5/8/2020

Other deadlines:

Extensions must be requested prior to the due date of the action. No extensions for the submission of late merits or promotions will be granted without strong justification. Authority to grant extensions to the published deadlines and/or issue administrative deferrals will depend on the delegation of the eligible action.
- **Non-redelegated actions:** Requests for extensions to the deadlines for non-redelegated actions mus be submitted with justification to the Office of the Vice Provost, via the Dean's Office, for Vice Provost approval. If the candidate has not been approved for an extension and does not submit a substantially complete advancement packet to their voting unit by the published deadline, the Vice Provost—Academic Affairs has the right to deny a request for extension and issue an administrative deferral on case-by-case basis. Note: five-year reviews and 7th-year tenure cases cannot be designated as Administrative Deferrals.

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[1] These deadlines reflect the latest possible dates for submission of materials. Departments and Dean's Offices may set earlier deadlines.

[2] Departments are required to allow the candidate 10 calendar days prior to submitting the action to the dean's office to review the final department letter and submit a rejoinder.

- **Redelegated actions:** Requests for extensions to the deadlines for redelegated actions must be submitted with justification to the Dean's Office for approval. Deans may exercise the use of administrative deferrals at their discretion.

All Senate and Federation appointment actions with an effective date other than July 1 should be received at the Senate Office at least four weeks prior to the effective date of the appointment.

Any retroactive action requires the review and approval of the Vice Provost--Academic Affairs, including actions normally redelegated to the dean for approval. An action is retroactive if the dean is not able to make a decision within 60 days after the effective date of the action. This does not apply to Health Sciences Clinical Professors.

Deferrals and 5-year reviews are due in the Office of the Vice Provost--Academic Affairs at the time the corresponding regular action would be due. These actions are due at the time of the corresponding regular action to ensure timely decisions to pursue regular actions.

Redelegated actions that become non-redelegated during the review process: the dean's office is required to contact the appropriate Academic Affairs analyst team, to establish a new deadline based on the following:
- **3 weeks standard extension** = when a redelegated action changes to a 2.0 step increase action (e.g., merit from Professor, Step 3 to Professor, Step 5);
- **5 weeks standard extension** = when a redelegated action changes to a 2.0 step increase action that crosses a barrier step (e.g., merit from Professor, Step 4 to Professor, Step 6);
- **8 weeks standard extension** = when a redelegated action changes to one which now requires extramural letters (e.g., merit from Professor, Step 8.5 to Professor, Above Scale, or a merit that is returned by the central review committee for consideration as a promotion).
- *Any requests for longer or additional extensions beyond these standard extensions must be submitted with strong justification to Academic Affairs for the Vice Provost's consideration.*