

July 31, 2024

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

**RE: 2024-2025 Annual Call for Academic Personnel Advancement for Academic
Senate and Academic Federation Actions**

Dear Colleagues:

With this Annual Call for the 2024-2025 academic year, I am pleased to remind you of changes in policies, procedures, and interpretations that have taken place over the past year.

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.

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
Distinguished Professor of Analytic
Epidemiology, Population Health and
Reproduction (Veterinary Medicine), and
Public Health Sciences (Medicine)

ACADEMIC RECRUITMENTS

Reminder – Restrictions on New Hire Offers from other UC Campuses: When the candidate is from another UC campus, Deans and department chairs should not make any offers or promises during the recruitment process about increasing off-scale salary. This is required even when the faculty member's off-scale salary component at UC Davis would be less than the average off-scale salary in the college/school and scale. At least one year must transpire before any adjustment in off-scale will be allowed, with the exception of adjustments mandated by the campus or UCOP.

Updated – Required STEAD-certification for Members of Faculty Recruitment Committees (*see requirement for UC Davis Schools of Human Health recruitments below): All members of faculty (ladder, Academic Senate, including Professor of Teaching series) and **endowed chair (internal and external searches)** recruitment committees must be STEAD-certified **before the evaluation of applicants ends**. Department Chairs should ensure that all recruitment committee members who will be serving on faculty recruitment committees register for this training as early as possible. Accessing certification information is described and available here: <https://aadocs.ucdavis.edu/training/stead-faculty-search-committee-workshops/Stead-Certification-Finder-Instructions.pdf>. The STEAD workshop schedule can be found at: <https://academicaffairs.ucdavis.edu/stead>.

Effective 2024/25

- STEAD certification expires after **four** academic years. A faculty member who participated in STEAD or SOM workshops during the 2020-2021 academic year will retain certification until June 30, 2025. In between STEAD sessions, all committees should also review the one-page guidance document with reminders about managing bias in the faculty search process (prepared by STEAD and available in September 2024.)
- Non-UCD members of a faculty search committee must also be certified by attending STEAD workshops.

***SOM/SON faculty recruitment committees** (for Academic Senate searches):

- SOM/SON Faculty search committee **chairs** are required to participate in STEAD workshops. It is expected that the search committee chairs will in turn provide leadership on mitigating bias in the recruitment process for their committees. NOTE: Priority for STEAD Workshops offered via Zoom will be given to SOM/SON search committee chairs.
- SOM/SON Faculty recruitment committee **members** may satisfy the STEAD requirement by participating in the online module “Enhanced Training for Faculty Search Committee Members” offered by the Schools of Human Health and can register here. <https://health.ucdavis.edu/facultydev/events/upcoming-events.html#/?i=1>. These committees should also review the one-page guidance document with reminders about managing bias in the faculty search process (prepared by STEAD and available in September 2024.)

NOTE: The STEAD committee's current additional workshop is as follows:

- "Setting the stage" aimed at deans, associate deans, chairs, and staff on preparing for a faculty recruitment and provided at the end of each academic year in order to prepare for upcoming recruitments.

While this workshop is not mandated, attendance for those groups is encouraged. This training cannot be taken in lieu of the Faculty Recruitment Workshops held by STEAD. For more information, please review the STEAD webpage here:

<https://academicaffairs.ucdavis.edu/stead>.

Reminder – Approving Shortlist Reports in UC Recruit: There are three reminders related to approving Shortlist Reports in UC Recruit:

- The hiring authority, or potential hiring authority, should not be the approver of the Shortlist Report.
- Search committee chairs must ensure that either the Faculty Recruitment Conflict of Interest (COI) Statement and Form or the Non-Faculty Recruitment Committee Conflict of Interest (COI) Statement and Form is completed and uploaded to the recruitment at the same time the Shortlist Report is submitted for review and approval routing. Both of these documents were updated in 2021 and can be accessed on our [Forms and Checklists](#) webpage. The statement and form should be uploaded to the "Documentation" tab, under the "Letters and memos" section of the recruitment. *Shortlist Reports will not be reviewed or moved forward to the final decision authority until the COI Statement and Form is added to the recruitment.*
- For Senate Shortlist Reports the "Equity Advisor" role, filled by Academic Affairs, is advisory to the final approval authority. For this reason, Academic Affairs will update the UC Recruit Senate Shortlist Report approval workflows so that the routing reflects the advisory role properly.

Reminder – Resolve UC Recruit Change Requests: Please remember to resolve your UC Recruit change requests. If you do not resolve your change request, the recruitment will not be added back to the to-do list of the approver/reviewer who sent the request.

Reminder – Reference Check Process: Reference Checks apply to the following faculty titles being recruited: Academic Senate Ladder Rank Assistant Professor, Steps 4, 5, or 6 through Professor, Assistant Professor of Teaching, Steps 4, 5, or 6 through Professor of Teaching, and Acting Professor of Law through Professor of Law positions. Make sure to include reference check statement in the description field and an "[Authorization to Release Information](#)" form as a required document in all applicable recruitments that include these titles. In addition, remember to include the appropriate reference check statement in a Tentative Offer Letter (TOL) if used. You can find the statements and more details on Academic Affairs' [Reference Check Information](#) webpage.

ACADEMIC REVIEWS

New – Department Ad Hoc Committee Reports: Reminder that if an ad hoc report is presented in writing to the Department faculty during their vote, it must also be given to the candidate in writing (redacted) to allow them the opportunity to submit a Rebuttal ([APM UCD 220, Section II](#)). Additionally, the report would need to be included in the dossier. It can be either appended to the Department letter or incorporated into the text of the Department letter.

New – Grants in MIV for Federation Members: All Academic Federation members who have significant roles in current grants and other forms of extramural funding should note their role in the Grants section of MIV, and explain the nature of their role and responsibilities in their Candidate’s Statement.

New – Student Evaluations: Now that the revised APM 210 has been issued, our campus needs to bring its practices/procedures regarding teaching evaluations in line with the current language. Per APM 210-1.d.1.c.a: “All cases for advancement and promotion normally will include (but not be limited to): (a) evaluations and comments solicited from students for most, if not all, courses taught since the candidate’s last review.” This supersedes the current practice of only providing comments from two courses per review cycle. Checklists have been updated to reflect this new practice.

New – Guidance for Optional Statements in MIV: A new webpage has been created to provide guidance for the various optional statements available in MyInfoVault to supplement the advancement review process. These statements include the Candidate Statement, Statement of Contributions to Diversity, Equity, and Inclusion, Statement of Contributions to Public and Global Impact, COVID Opportunities and Challenges Statement, and Strike Impact Statement. There is a section dedicated to each optional statement outlining the purpose of the statement, page limits, if any, and additional resources available. This page can be found at <https://academicaffairs.ucdavis.edu/guidance-optional-statements>

New – Extramural Letter Requirements for ___ in the AES, Specialists in Cooperative Extension, Professional Researchers, and Project Scientists: Extramural letters are no longer required for ___ in the AES, Specialists in Cooperative Extension, Professional Researchers, and Project Scientists undergoing merit reviews that cross the full rank, step 6 barrier. As with faculty, extramural letters are optional for this barrier review, and if requested, the regular procedure for soliciting letters must be followed. The [Extramural Letters Chart](#) and [Merit Checklists](#) have been updated to reflect this change.

New – Graduate Group/Program Service: In the advancement (merit and promotion) process, faculty reviewers and review committees are strongly encouraged to appropriately weigh service to graduate groups and graduate programs in addition to service to departments, colleges/schools, and the university. Candidates for advancement are encouraged to provide guidance to reviewers as to the amount and impact of such service that it can be appropriately recognized. Mentoring graduate students and post-docs is also a key component of teaching in APM 210, and should be

addressed in the optional Candidate's Statement and documented in MIV.

Clarification – Late Submission of Actions: Due to the continuing problem of late actions, Academic Affairs is instituting the following guidelines:

- Academics should be strongly encouraged to write their optional candidate statements as early as possible, including over the summer for actions due to their department in fall quarter. Please ask faculty to have their dossiers completed by September 1, 2024 for fall actions, even if they are academic year faculty, including statements and information that they are responsible for uploading into MIV.
- Academics who do not submit their materials to their departments by the due dates in Appendix A must request in writing an extension from the Dean with a just cause (e.g., illness) provided. No more than two (two-week) extensions will be granted to the academic, and if the dossier is not submitted at the end of the second approved extension, then the action will become an administrative deferral. Eligibility will be updated to the next review cycle unless an exception with strong justification is approved by the Vice Provost.
- When delays are due to department or dean's office staffing concerns, no more than a total of two (two-week) extensions will be granted, and if the dossier is not submitted at the end of the second approved extension, then the action will become an administrative deferral. Eligibility will be updated to the next review cycle unless an exception with strong justification is approved by the Vice Provost.
- In the case of joint appointments, extensions should be requested by the home school/college only.
- Accelerated promotion actions are voluntary and not eligible for extensions. Accelerated promotions due to the candidate not making submitting their materials by the deadline will not be reviewed.
- Departments should identify and receive acceptances from extramural reviewers as early as February or March of the year preceding the advancement action, even if the extramural letters are not due until fall. Many extramural letter writers will only agree to writing a certain number of letters in an academic year, so the earlier the departments can obtain commitments, the better. Departments need to give clear deadlines to candidates for when they expect to know if they will pursue an advancement action and when updates need to be completed in MIV. They also should remind candidates that if these deadlines are not made, their action may be administratively deferred.
- Departments are encouraged to conduct preliminary votes well in advance of the deadline for actions that could trigger the need for extramural letters (e.g., promotion or advancement to Step 6 or Above Scale). Earlier voting should minimize delays.
- Deans should work with their chairs to ensure that departments meet their deadlines for submitting actions to deans' offices. This may require departments to hold additional meetings in the fall to discuss advancement actions prior to voting. Extension requests and administrative deferrals must be submitted for all reasons at all levels of review.

- Any non-redelegated action received after May 31, 2025 may be subject to administrative deferral and can be submitted in the next review cycle.

Clarification – Dean’s Signature on Promotions: Reminder that Provost and Executive Vice Chancellor Croughan would like the deans to sign or co-sign the letters for promotion actions for the following series: Professor, Professor of Law, Professor in Residence, Professor of Clinical, Professor of Teaching, Acting Professor, and Specialist in Cooperative Extension.

Clarification – Contributions to Scholarly Works: For advancement, candidates should identify work and products only relevant to their UC Davis appointment or responsibility. Work or activities that received external compensation and were unrelated to UC Davis appointment or responsibility, such as paid consulting, should be excluded. In addition, per UC APM 210-1.d.(2), “Publications in research and other creative accomplishment **should be evaluated, not merely enumerated**...When published work in joint authorship (or in other product of joint effort) is presented as evidence, it is the responsibility of the department chair to establish as clearly as possible the role of the candidate in the joint effort.”

Clarification – Advancement from Step 8/8.5 to Above Scale: Faculty merits that are proposed to go from step 8.0/8.5 to above scale should be based on APM 220-18, “Except in rare and compelling cases, advancement will not occur after less than four years at Step IX. Moreover, mere length of service and continued good performance at Step IX is not justification for further salary advancement.” When invoked, these reasons must be clearly articulated by the reviewing body (department letter, FPC, Dean, and/or CAP) as to why they are “rare and compelling.” Compelling reasons may include national academy recognition since last advancement and other extraordinary achievements recognized nationally or internationally through awards. It is insufficient to state that the criteria of evaluation are “outstanding” for Step Plus purposes because outstanding efforts are recognized numerous times each year under Step Plus, hence are not “rare,” and outside letter writers will also likely be unaware of the “rare and compelling” requirement under the APM. Chairs need to advise departments faculty before they vote of this guidance to help avoid unrealistic expectations and disappointment by candidates for advancement.

Reminder – Advancement to Step 6: As a reminder, APM 220 states that “Advancement to Professor Step 6.0 **usually will not occur** after less than three (3) years at Step 5.0.” In addition, systemwide 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. Optional 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.

Soliciting external letters may be particularly appropriate where a candidate's scholarly work is (considered) unusual in the discipline. Letters may help contextualize the following: highly interdisciplinary or collaborative work in disciplines where single-authored publication is more prevalent; work that bridges technical and humanistic disciplines, such as work in the Digital Humanities; scholarly outputs distinct from publications, such as data visualizations; open-source software, databases, or research or teaching tools; and/or scholarly research highly oriented toward shaping and enriching professional practice as well as advancing pedagogy or extending knowledge.

Reminder – Step Plus Promotions and Barrier Step Merits: For promotions and barrier step merits which have longer review periods, departments are advised to separate out activities in the most recent review period. Justifications for extra half-step advancements should clearly cite the category (e.g., research, teaching, service, etc.) and specific contributions, either during the most recent period of review (if candidate was awarded for the same category in a previous merit period during the longer period of review) or during the entire period of review (if candidate was never awarded during the longer review period). Candidates may be rewarded again for a category for which they have previously received extra half-step advancements, but this is contingent upon the dossier making a compelling case and clearly identifying the activities in the **most recent review period** that warrant additional recognition. This guidance follows the clarification endorsed by the Academic Senate on June 2, 2022 regarding promotions and barrier step merits: “For consideration of additional half steps at the time of promotion or barrier step advancement, if Step Plus recognition has been awarded in a previous merit cycle in the review period, further Step Plus recognition for that specific area (e.g., research, teaching, service, professional competence and activities) will require additional and compelling evidence of outstanding achievement that is distinct from what was previously awarded.”

Reminder – Service Activities: Dossier should clearly identify the candidate's role in service activities and address time commitments including number of meetings, preparation work, etc.

Reminder – Part-time Administrator Position Descriptions: Candidates are encouraged to upload position descriptions for any part-time administrator appointments that they hold so reviewers can understand the distinction between their administrative service and service related to their academic title, particularly if they are being recommended for extra half-steps for service.

Reminder – Redelegated Part-time Administrator Letters: Please send all appointment and reappointment letters for redelegated part-time administrators to the Vice Provost - Academic Affairs Office as we are the office of record.

Reminder – Step Plus Advancements: Department and Dean’s letters should identify the categories being recommended for Step Plus advancements and highlight the achievements that justify such recognition in each category. Recommendations for 2.0-step advancements should follow the [Step Plus Guidelines](#), which state: “In most cases, one of those areas will be scholarly and creative activity; however, achievement in two other areas (teaching, university and public service, professional competence and activities) might warrant such unusual advancement.”

Reminder – Student Evaluations for Fall 2022: Because the strike had a manifest impact on instructors and courses in Fall 2022, faculty may voluntarily remove their student evaluations from this specific quarter in future dossiers. It is entirely up to the individual faculty member if they want to do this or not, but the option will now be afforded to them.

Reminder – Student Evaluations from Winter and Spring 2020: Faculty have the option to exclude evaluations for Winter 2020 and Spring 2020, where review policies for represented employees permit.

Reminder – Peer Evaluation of Teaching for Any Action: Faculty can request a peer evaluation of teaching for any action to provide a more balanced perspective on their teaching record beyond student evaluations.

Reminder – Non-Peer-Reviewed Articles in MIV: Articles that are not peer-reviewed, editorials, introductions to books, etc. should not be included with peer-reviewed articles in MIV. They may be instead placed in the other publication sections in MIV.

Reminder – Published and Peer-Reviewed Proceedings: Candidates who have proceedings that are published and peer-reviewed are encouraged to link to a copy of the acceptance letter or other appropriate documentation to highlight the venue at which the publication was accepted and/or that reflect the peer review practice used by the venue and acceptance rate.

Reminder – Linking Merits and Appraisals in MIV: When merits and appraisals are created as linked actions in MIV, then they share the same packet in their dossiers. If you unlink these actions, the connection between the dossier remains unless you delete one of the actions and start over with an unlinked merit or appraisal. Please make sure if you want these actions to be linked and if linked create the packet accordingly.

Reminder – Terminal Degrees: For candidates with multiple terminal degrees (e.g., Ph.D. and M.D.), the review period for promotion to the Associate rank is since the first terminal degree awarded.

Reminder – Distinguished Professor Emerita/us: For Academic Senate Faculty who are eligible for automatic Emerita/us status upon retirement who are at Professor, Step 9 or 9.5 and who will be retiring before advancing to Above Scale, department(s) may prepare a dossier requesting the title “[Distinguished Professor Emerita/us](#)” that would be forwarded to the Dean’s office and to CAP per the Delegation of Authority and assessed by the standards of UC APM 220-18.b.4. This action would need to be completed within twelve-months of the faculty member’s retirement. **If approved, this**

title would be conferred upon the date of retirement. This process is a change in title only and will not result in advancement to Above Scale.

Reminder – Items to Include with Extramural Letter Requests: While UC Davis has recently encouraged departments to utilize a more holistic evaluation process for advancements due to the deleterious impact of the pandemic on academic careers, extramural letter writers may not be aware of this. Therefore, when seeking extramural letters, we recommend that Department Chairs also consider including with the request the candidate's statement, statement of contributions to diversity, equity, and inclusion, and, if available, the COVID opportunities and challenges statement, strike impact statement, and/or the statement of contribution to public and global impact. Any of these items provided to extramural letter writers should first be approved by the candidate, as some faculty may not wish these documents to be shared outside the university.

Reminder – Breaches of Confidentiality: The list of reviewers is considered confidential. All extramural letters received are redacted so as not to breach confidentiality of the references. If the identity of the reviewers has been revealed, the department must write to each of the named reviewers and explain that there has been a breach of confidentiality and that the candidate not only knows that they served as a reviewer, but also has a sense of their letter. The reviewer should be informed that they have the option of declining any future request from UC Davis with the explanation that their confidentiality had previously been compromised. It is a violation of the system-wide Faculty Code of Conduct ([APM 015 Part II D. 5.](#)) to breach established rules governing confidentiality in personnel procedures. If a breach of confidentiality occurs, departments should immediately contact their Dean's Office who will work with the Vice Provost - Academic Affairs Office on how to manage the breach.

Reminder – Jr. Specialist Reappointment Guidance: Absent serious performance issues, a Jr. Specialist reappointed for a second year in that title must be moved from salary step 1 to salary step 2.

Reminder – Advancement Announcements: Department Chairs should not announce the outcome of a candidate's merit/promotion to the department faculty. The announcement should be made to the candidate only.

Reminder – Extramural Letter Solicitation: Extramural letters should be solicited from faculty of a rank equal to or above the rank sought by the faculty member. ([APM UCD 220 V4.b.](#))

Clarification – Extramural Letter Requirements for Professors of Teaching: Extramural letters for the Professor of Teaching series have been updated for appointments and promotions for consistency in the application of peer review standards for all Academic Senate faculty. The [Extramural Letters Chart](#) has been updated. Extramural letters should sufficiently address teaching contributions beyond a mere review of printed or web course materials. External referees should also be asked to cite their own qualifications to evaluate the candidate's professional and/or scholarly achievement and activities.

Reminder – Extramural Letter Requirements for Adjunct Professors and Health Sciences Clinical Professors: Extramural letters are no longer required for Adjunct Professors and Health Sciences Clinical Professors undergoing merit reviews that cross the full rank, step 6 barrier. As with Senate faculty, extramural letters are optional for this barrier review, and if requested, the regular procedure for soliciting letters must be followed. The [Extramural Letters Chart](#) and [Merit Checklist](#) have been updated to reflect this change.

Reminder – Extension Requests: Every year the Annual Call includes advancement deadlines published in Appendix A. The published deadlines exist to ensure that peer and administrative review proceeds in a timely manner and to allow for prioritization of workload for the Academic Senate and Academic Federation review committees. Please remember that 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.

Reminder – Voting Procedures: Department Chairs are encouraged to work with their departments to regularly review their [voting procedures](#) and [peer review guidelines](#).

Reminder – Department Letter Requirements: For those academic employees in series that do not have a formal position description, where the department has set expectations on % of time/effort in a given domain (e.g., teaching or clinical work), please state the percentage of time and expectations in the first paragraph of the department letter as context for academic reviews. This includes series such as Professor of Clinical ____ which have been highlighted in similar messages in past annual calls, however, it also expands to include others without formal position descriptions.

For the Adjunct Professor series, the department letter must clearly describe the balance of research versus teaching expected of the candidate, including the percent of time/effort to help reviewers understand Adjunct Professors' advancement actions better.

Reminder – Position Descriptions: When a position description exists, please upload it to the dossier. The position description should be consistent with the department's expectations and the academic appointee's contributions. If there are changes during the review period, the previous and current/new position descriptions should be uploaded and reflect the new percentages and/or duties.

Reminder – Ballots for Accelerated Promotions: Remember to include the lateral promotion option on accelerated promotion ballots.

Reminder – Joint Department Reviews: When a joint department does their concurrent review of an advancement action, the primary department is not required to share their department letter. The reviews should be run independently. ([APM UCD 220 Procedure 2](#))

Reminder – MyInfoVault Considerations: In MyInfoVault, once a redelegated action is completed, it should be sent to Post Audit. Also, please convert your appointees to candidates as soon as they have computing accounts. This allows appointment actions to be archived and prevents issues when the candidate has their first advancement action. If you are not able to convert an appointee, please contact the MIV helpdesk, miv-help@ucdavis.edu.

Reminder – Changes to the Grants and Contracts Section in MyInfoVault (MIV): Four new fields were added to the Grants and Contracts data category in MIV last year: On-Campus Amount, Off-Campus Amount, Number of PIs/Co-PIs, and List all PIs and Co-PIs. These fields were added to give reviewers a more complete understanding of the award, which will aid in their evaluation. These new fields are now required for “Active” contracts and grant records in MIV (effective 7/31/2021). While they are not currently required for “Completed” contracts and grants, these fields should be filled in for all awarded grant records in the review period.

Reminder – Sabbatical Reports now Required in Merit and Promotion Dossiers: Per [APM 740-97](#), sabbatical reports should be part of the supporting materials submitted with any proposal for promotion or merit increase, when the sabbatical took place during the review period. A new upload location for Sabbatical Reports has been added to MyInfoVault (MIV), on the Open Action page. As a reminder, sabbatical reports are due 90 calendar days following return from leave.

OTHER ITEMS

Clarification – Good Standing Program: Academic Affairs is finalizing a draft policy that outlines requirements needed for academic appointments to attain the status of “Good Standing.” Attaining Good Standing enables appointees to be eligible for: endowed appointments/reappointments, range adjustments on the off-scale components, salary compensation plans, leaves of absence (non-medical), and more. Following additional campus consultation, the new Good Standing policy is planned for issuance in Fall 2024.

Reminder – Housing of Grants: Academic Affairs has learned that some faculty have been advised that the academic unit where their grants and contracts are housed/administered, such as in a department, center, research program, or Organized Research Unit can potentially affect the outcome of their advancement actions. This is incorrect because where a grant or contract is managed and administered is not a valid criterion for evaluation of academic advancement in the UC Academic Personnel Manual. Faculty should consult with their chairs, directors, deans, etc. about where their extramural funds are housed/administered without concern that this could have an adverse impact on their merit and promotion actions.

Reminder – Academic Year Retirement Dates: The prime retirement date for an academic-year appointee is at the end of spring quarter. Retiring at the end of any other quarter will result in pay and service impacts. For example, a retirement date of 12/31/2024 could be possible for fall quarter. However, the academic-year appointee’s last day on pay status would be 10/31/2024 and they would be required to provide

service through finals. They would not receive pay checks for December 1, 2024 and January 1, 2025 because they received pay checks on August 1, 2024 and September 1, 2024 as prepayment for fall service. **We strongly recommend reviewing information about retirement dates for Academic-Year Appointees on the Academic Affairs website:**

<https://academicaffairs.ucdavis.edu/retirements-and-recalls#Retirement%20Dates>.

Reminder – Conflict of Commitment Policies (APM 025 and APM 671) and Conflicts of Interest in Research: Whether paid or unpaid, faculty members must disclose all Category I and II OPA. Faculty members are required to obtain prior approval before engaging in Category I activities. Approval of Category I activities is not guaranteed, so each Category I request **must be submitted for consideration in advance of the commencement of the activity**. Failure to include all of the required details, including the “Additional Information Requirements for Category I Prior Approval Requests” documentation, may result in the request being returned and cause further delays of the review and approval process. Final approval from the Provost must be received in advance of engaging in the activity or a violation of university policy concerning Conflict of Commitment could result. Faculty members must use UC OATS for obtaining prior approval.

In addition, there are financial Conflict of Interest (COI) disclosure requirements that research faculty must observe to ensure that all the Federal, State, and UCD Policy COI disclosure rules and regulations are satisfied. For more information, please go to the following webpage: <https://research.ucdavis.edu/policiescompliance/coi/>. Also, if you are involved in international research, collaborations with researchers outside of the United States, or other international activities, there are COI disclosure rules, grant reporting obligations, and/or export control licensing requirements that may be triggered by these activities. For complete details and guidance, please go to the following website: <https://research.ucdavis.edu/policiescompliance/international-relationships-and-activities/>.

Reminder – Outside Professional Activities (OPA): As a best practice, Faculty members and Specialists in Cooperative Extension (CE) subject to Conflict of Commitment policies APM 025 and APM 671 should be entering their OPA in the UC Outside Activity Tracking System (UC OATS) as they occur rather than waiting until the yearly notice for submitting annual certification reports. Category I activities require prior approval and should be submitted as soon as faculty become aware of the potential engagement. Delays with review and approval may occur if details, required consultation(s), and required documents are missing. Full and complete requests should route routinely with less chance of delays when all involved in the review and approval process engage as timely as possible. However, complex requests may take six weeks or longer. ****Note: The final approval resides with the Provost and must be received before engaging in a Category I activity.**

Reminder – Annual Certification Reporting of Outside Professional Activities (OPA): As of July 1, 2024 Faculty members and Specialists in Cooperative Extension (CE) are now able to submit their 2023-2024 OPA Annual Certification reports in the UC Outside Activity Tracking System (UC OATS). Annual certification reporting that is not fully completed is considered non-compliant and could result in a violation of university

policy concerning Conflict of Commitment. ***This underscores the importance of submitting annual certification reports in UC OATS well in advance of the deadline.*** There are many resources available on the Academic Affairs UC OATS webpage: <https://academicaffairs.ucdavis.edu/oats>

Notes: Faculty and Specialists in CE who will be resigning or retiring from the University must complete an annual certification report prior to their last day of employment. In order for them to be able to report, department staff need to send an email to the UC OATS help desk (oats-help@ucdavis.edu) with the following details: first and last name of the person, reason for their separation (e.g., resignation, retirement, etc.) and the effective date. Providing this information allows us to manually enable the annual certification report for them. Recall appointments could be impacted if retired faculty have outstanding annual certification reports.

ACADEMIC PERSONNEL POLICIES – NEW AND REVISED

SYSTEMWIDE

Academic personnel policies issued during 2023-2024 may be found at: <https://www.ucop.edu/academic-personnel-programs/academic-personnel-policy/policy-issuances-and-guidelines/index.html>

Revised – Issued November 17, 2023, revised Academic Personnel Manual (APM) – 710, Leaves of Absence/Sick Leave/Medical Leave. Technical revisions to add a designated person for family and medical leave due to changes to the California Family Rights Act (CFRA), effective January 1, 2023. Substantive change to allow academic appointees to use accrued sick leave or medical appointments or illness of designated person. Addition of APM - 758, Leaves of Absence/Other Leaves With Pay to APM - 710 to address bereavement leave.

Revised – Issued December 15, 2023, revised APM – 758, Leaves of Absence/Other Leaves With Pay. The revisions add reproductive loss leave allowing up to five days of leave for a reproductive loss consistent with Senate Bill 848 which was signed into law by Governor Newsom on October 10, 2023. The language regarding bereavement leave has also been edited to clarify that Bereavement leave does not need to be used on consecutive days.

Revised – Issued March 25, 2024, revised APM – 210, Review and Appraisal Committees. Addition of language concerning the consideration of mentoring to criteria and assessment. Revisions to text on evaluation and evidence of teaching and mentoring effectiveness. Modification of existing language regarding contributions to diversity, equal opportunity, and equal access to education to reflect recognition of contributions to diversity, equity, inclusion, and belonging.

Revised – Issued May 1, 2024, revised APM – 285, Professor of Teaching Series. The revised policy reflects the change in title for the “Lecturer with Security of Employment” (LSOE) title series to “Professor of Teaching.” This revision also includes the removal of Appendix A.

Revised – Issued May 3, 2024, revised APM – 035, Affirmative Action and Nondiscrimination in Employment. The revisions add nondiscrimination for off-duty cannabis use consistent with Assembly Bill 2188, which added Section 12954 to the Government Code. In addition, Appendix A was deleted and incorporated into the policy, and language regarding pay transparency from the systemwide Anti-Discrimination Policy was moved to the APM because the new Anti-Discrimination Policy, issued effective February 20, 2024, applies to students and other non-employees.

Revised – Issued May 31, 2024, revised APM – 710, Leaves of Absence/Paid Sick Leave/Paid Medical Leave. The revised policy expands eligibility for paid sick leave accruals or a paid sick leave bank to certain policy-covered academic appointees, including ensuring that all part-time academic appointees have access to paid sick leave. Expands the reasons for which an academic appointee may use paid sick leave. Provides protected paid sick leave, meaning that the academic appointee is entitled to take the leave for a qualifying reason. Provides paid medical leave to Agronomists, Astronomers, and Curators who have a full-time appointment for at least a full academic year. Extends the period during which paid sick leave may be reinstated if an appointee is reemployed after a separation from employment. The policy title was updated to clarify that the policy applies to paid sick leave.

NEW – Issued June 10, 2024, APM 672, Negotiated Salary Program (NSP). The purpose of the NSP is to provide a mechanism for participating campuses to augment faculty compensation on a temporary basis according to the competitive requirements of academic disciplines. Specific goals of the NSP include: to recruit and retain outstanding faculty by leveraging external, non-state-appropriated funds; to encourage and recognize significant contributions to the University mission; and to offer negotiated compensation to participating general campus faculty. The newly issued systemwide policy replaces the Negotiated Salary Trial Program. A call will go out for applications mid-academic year. Participating schools and colleges are advised to thoroughly review the APM language and the UC Davis Implementation Plan (currently found at: <https://academicaffairs.ucdavis.edu/negotiated-salary-trial-program-nstp-overview>) before submitting applications for the program. It's important to note that Department Chairs are responsible for ensuring funding exists for the entire year and that applicants meet all criteria. They should not forward applications that do not meet the requirements.

Repealed – Effective immediately, APM – 300, Supervisor of Physical Education. With no incumbents left in this title series as of June 2020, the inactivation of associated title codes, and the removal of the academic salary scale for this series, the policy is now obsolete and is therefore repealed.

Repealed – Effective immediately, APM 358, Faculty Fellows Program. As the Faculty Fellows Program, for which the policy was developed in 2000, has not been in use at the campuses since 2007-08 due to lack of continued funding, the policy is now obsolete and is therefore repealed.

CAMPUS

Local campus academic personnel policies may be found at:

<https://academicaffairs.ucdavis.edu/apm/apm-toc>

Revised – Issued November 9, 2023, revised APM UCD – 220AF, Academic Federation Review and Advancement. The policy revision changed the period of service covered by a review for promotion to the associate rank for those who hold the title of Professional Researcher or Specialist in Cooperative Extension. The new review period for promotion to the associate rank in those series is since terminal degree rather than since appointment to the assistant rank.

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

Important Information regarding deadlines:

Extensions must be requested prior to the due date of the action through the primary/home school/college. 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. **Extension requests need to include** the following information: the action type, the current status, the proposed status, the original due date, proposed due date, reason for extension, a timeline, and if applicable previous extension request info. **Note: Extensions will not be granted for accelerated promotion actions.**

- **Non-redelegated actions:** Requests for extensions to the deadlines for non-redelegated actions must 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 a case-by-case basis. Note: five-year reviews, appraisals, and 7th-year tenure cases cannot be designated as Administrative Deferrals. Although these actions cannot be administratively deferred, extension requests are still required.
- **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 six 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, Postponements, 5-year reviews, and Career Equity Reviews are due in the Office of the Vice Provost--Academic Affairs at the same time the corresponding regular action would be due. This is 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:

- **2 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.*

Review Type	Deadline materials are finalized and due to the following location: ¹			
	Notice of Eligibility to Candidate ²	Department	Dean's Office ³	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, Professor of Teaching, _in the AES, Specialist in Cooperative Extension		10/11/2024	11/1/2024	11/15/2024
All other Promotions for the following title series: Professor, Professor in Residence, Professor of Clinical_, Professor of Teaching, _in the AES, Specialist in Cooperative Extension		11/1/2024	11/15/2024	12/13/2024
Promotion to Associate rank in the following Federation title series: Adjunct Professor, Health Sciences Clinical Professor, Professional Researcher, Project Scientist, and Specialist	9/26/2024	11/8/2024	12/2/2024	12/20/2024
All other Promotions in the following Federation title series: Academic Administrator, Adjunct Professor, Health Sciences Clinical Professor, Professional Researcher, Project Scientist, Senior Continuing Lecturer, and Specialist	9/30/2024	11/12/2024	12/10/2024	1/10/2025
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)	9/30/2024	11/12/2024	12/10/2024	1/17/2025
All Merits to Full rank, Step 6, Above Scale Merits, and other Non-Redelegated actions: <ul style="list-style-type: none"> • Third action and beyond for Department Chairs • Associate Deans 	10/4/2024	11/15/2024	1/10/2025	1/31/2025

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

² Per the Contract for the Academic Researchers Unit (RA) between the University of California and the United Automobile, Aerospace, and Agricultural Implement Workers of America (UAW), academic researchers shall receive written notification of eligibility at least six (6) weeks before materials are due.

³ 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			
	Notice of Eligibility to Candidate ²	Department	Dean's Office ³	VP Office (Non-Redelegated) Senate Office (Redelegated)
Merits and Promotions for: Librarian titles (<i>including</i> : Law Librarian, and Assistant, Associate University Librarian)			11/15/2024	2/21/2025
All other Academic Senate and Federation actions, including all 2.0-step merits that started as redelegated.	11/25/2024	1/7/2025	1/31/2025	2/21/2025
Appraisals: Professor, Professor in Residence, Professor of Clinical_, Acting Professor of Law, Professor of Teaching, __ in the AES, Specialist in Cooperative Extension, and the Adjunct Professor series.		1/7/2025	1/31/2025	3/14/2025
Appointments⁴ effective July 1, 2024 that require Vice Provost or Chancellor approval		3/7/2025	3/27/2025	5/2/2025
Appointment/Reappointment of Endowed Chair/Professorship including Administrative Endowed Chairs/Professorships			10 weeks prior to effective date	8 weeks prior to effective date

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

² Per the Contract for the Academic Researchers Unit (RA) between the University of California and the United Automobile, Aerospace, and Agricultural Implement Workers of America (UAW), academic researchers shall receive written notification of eligibility at least six (6) weeks before materials are due.

³ 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.

⁴ Fiscal year non-redelegated appointments as well as academic year non-redelegated appointments effective November 1 or March 1 must be submitted 8 weeks prior to the effective date to the Vice Provost's Office.