

UC DAVIS CAREER EQUITY REVIEW PROCESS

Revised 3/1/07

Titles Eligible for Career Equity Review

- Associate Professor
- Professor, Steps I through VIII
- Associate Professor of Clinical ____
- Professor of Clinical ____, Steps I through VIII
- Associate Professor In Residence
- Professor In Residence, Steps I through VIII
- Lecturer with Security of Employment
- Senior Lecturer with Security of Employment, Step I through IV

NOTE: Only faculty who have held an eligible title (see list above) for at least four years and have not been reviewed by CAP during the last four years, can be considered for a CER.

General Procedures

The Oversight Subcommittee of the Committee on Academic Personnel (CAP) will serve as the Academic Senate committee providing advice to the Vice Provost-Academic Personnel on all Career Equity Reviews. Their assessment and recommendation will play a critical role in the process because they are the only faculty personnel committee that has the advantage of a campus-wide perspective on faculty performance and the only review committee that has privileged access to comparable files drawn from across the campus. The Vice Provost will treat CAP's recommendations in the career review process in the same manner as CAP's recommendations are treated in other cases of advancement.

A Career Equity Review may be submitted to the Vice Provost-Academic Personnel by Senate faculty members in the eligible titles coincident with their merit or promotion review. If the merit action is redelegated to the dean, it will first be reviewed by the Faculty Personnel Committee/Dean via the normal process, and then the dossier will be forwarded in its entirety to the Office of the Vice Provost-Academic Personnel for review by CAP and the Vice Provost-Academic Personnel. If the action is not redelegated to the dean, both the merit action and the Career Equity Review will be evaluated by CAP/ Vice Provost-Academic Personnel.

Criteria/Format for Review

Recommendations and decisions will be based on the criteria used for normal promotion and merit reviews; but Career Equity Reviews will consider the entire (career) record of the individual, as well as recent activity, in order to determine if current placement on the academic ladder is consistent with faculty in equal and higher rank and step. Additional guidance may be requested from an ad hoc review committee using the same process as currently used for appointment of ad hoc committees (i.e.,

names of potential committee members are suggested by CAP to the Vice Provost-Academic Personnel who then appoints the committee).

If the candidate's performance is substantially the same as that of the majority of compared faculty members holding the same rank and step, the review will indicate that the candidate is being treated equitably. If, however, the candidate's performance is essentially equal, or superior, to the performance of the majority of compared faculty holding a higher rank or step, a recommendation for an appropriate advancement will be made.

Initiation of a Career Equity Review and documentation to be forwarded

There are several ways in which a Career Equity Review may be initiated.

1. Faculty members initiating Career Equity Reviews should write a letter of request to the department chair justifying the basis for the request. Possible justification may include, but is not limited to, the following: a) the total record warrants acceleration even though individual review periods did not; (b) previous work/contributions have not been properly evaluated or have been undervalued; and/or (c) rank/step at hire was not commensurate with accomplishments. The letter must identify the specific areas of the record that the faculty member believes were not properly evaluated or given proper credit. After review and vote by the faculty (via the same procedures as used for normal personnel actions), the chair will write the department letter reporting the vote, comments from the voting faculty, and the department recommendation. The department letter will accompany the dossier that is sent forward. The Dean will add his/her recommendation and send the file to the office of the Vice Provost-Academic Personnel. CAP will review the entire file of the faculty member, seeking additional information from the department, dean, and/or an ad hoc committee if warranted, and then make a recommendation to the Vice Provost-Academic Personnel.

Note: even if the department recommendation is negative, the faculty member has the option of asking the department Chair to send the request forward for completion of the review.

2. Department chairs, deans, and/or the Vice Provost-Academic Personnel may identify a faculty member that they think should seek a Career Equity Review. Departments, schools, and colleges are encouraged to review the files of every academic appointee for appropriate inclusion in this career review program coincident with the normal merit review cycle. If the faculty member agrees to be considered for such a review, the procedure outlined above should be followed. CAP will review the entire file of the faculty member, seeking additional information from the department, dean and/or an ad hoc committee if warranted, and then make a recommendation to the Vice Provost – Academic Personnel.

3. Consistent with current practice, in the course of its normal review process, CAP or Faculty Personnel Committees (FPCs) may identify a case in which a faculty member appears to be at a lower rank/step than warranted by his/her performance as documented in the file. If identified by an FPC, the case shall be forwarded to the Dean, who will initiate a department review and vote (with the agreement of the faculty member), and will provide a Dean's recommendation. The file will be forwarded to CAP

for review as described above. If the faculty member is identified by CAP, a recommendation will be made to the Vice Provost-Academic Personnel who will request that the Dean consult with the department about the proposed advancement. The department must obtain agreement from the faculty member to go forward with the review.

Any career equity adjustment that would involve a promotion, advancement to Step VI, or advancement to Above Scale will require extramural letters as per current policy.

Restrictions

1. Faculty may be considered for a Career Equity Review no more than once every 6 years. Faculty must be at Step VI for at least 4 years to be considered for a CER.
2. Because CAP considers the appropriateness of rank and step for all faculty when they are appointed at Assistant Professor IV and above, as well as when they are considered for promotion, only faculty who have held an eligible title (see list above) for at least 4 years can be considered for a Career Equity Review.
3. Faculty who requested a Career Equity Review during the 1994-1995 programs (or for any subsequent Career Equity Review) may not resubmit the same arguments in any new request.

Appeals

Career Equity Review decisions may be appealed through the standard appeal process for merits and promotions (http://manuals.ucdavis.edu/apm/220_Proc5.htm).