

DOSSIER EVALUATION

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Chair, Committee on Academic Personnel –
Oversight Committee
2014 - 2015

PowerPoint by James MacLachlan
Vice-Chair, Committee on Academic Personnel – Oversight 2011

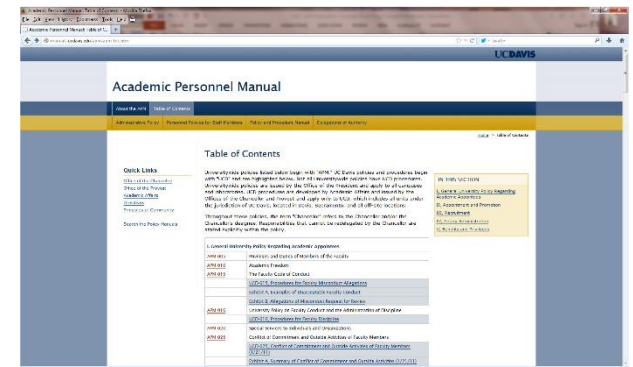
Revised by John Hall, 2012; Trish Berger, 2013; David Simpson, 2014



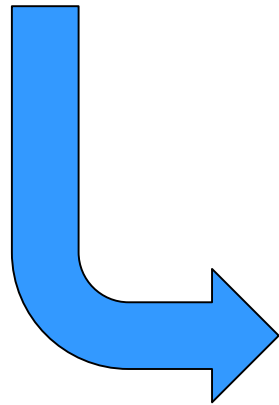
Peer Review Process

- UC has a system of peer review that seeks to be fair and transparent.

- UC Mission: Research, Creative Work, Teaching and Service – evaluation is based on your record of contributions to each - the APM describes the expectations <http://manuals.ucdavis.edu/apm/apm-toc.htm>

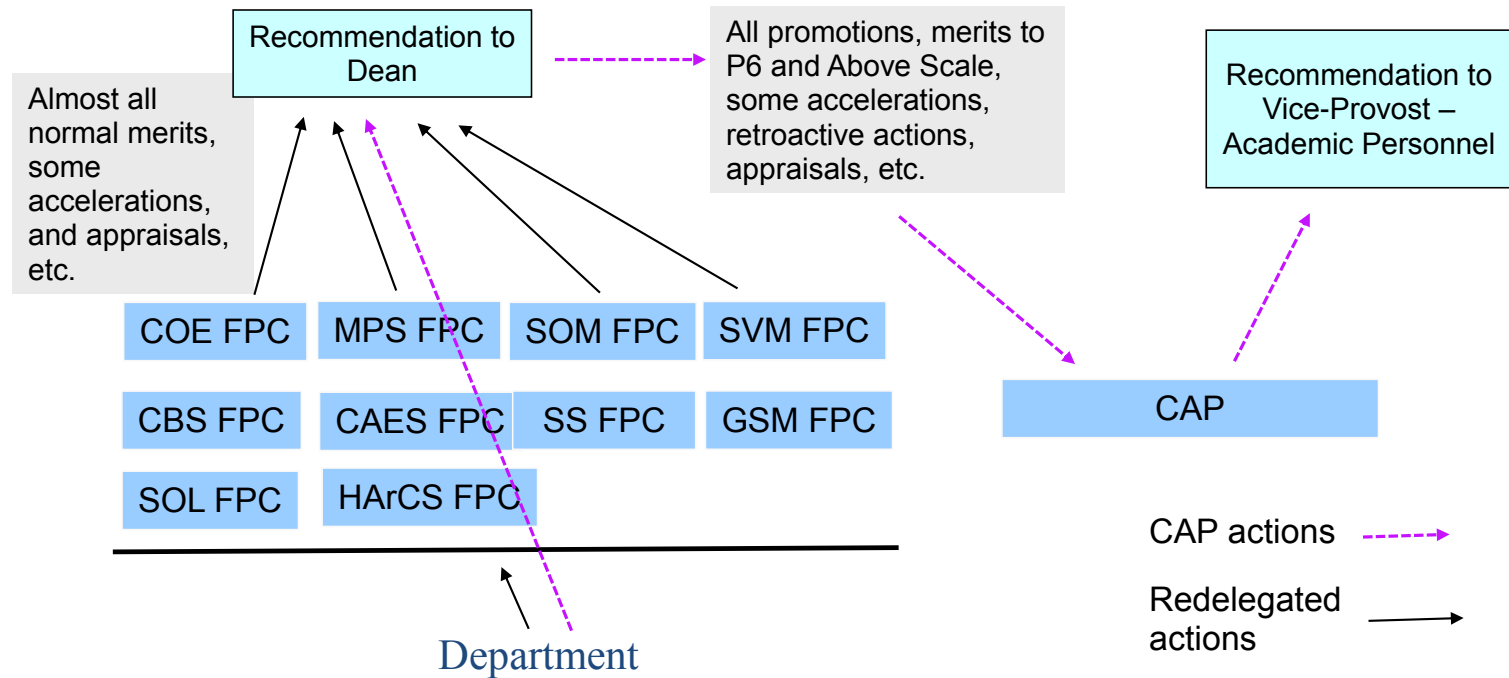


Career



Dossier

Dossier Evaluation Pathways



Research and Creative Work

- Pre-tenure, progress towards establishing an **independent, cohesive** and **influential** research or creative program is expected .
- Expectations and definition of scholarship may be different in different departments/fields. Both quality and quantity are evaluated.
- Delineate quality and impact of research, creative work or scholarship (placement, awards, citations, reviews, etc.).
- Collaboration in publications/productions and grants – identify contribution, document leadership role.
- National and international stature is judged by outside letters, invited speaking engagements, awards, etc.
- Appraisals provide key information on progress and guidance on attaining tenure.



Teaching

- Teaching effectiveness (quality and quantity) is judged by peer review and by comments on course evaluations.
 - If there are weaknesses, is the candidate addressing them? UC Center for Excellence in Teaching (CETL)
<http://cetl.ucdavis.edu/>
- Engagement in the teaching program takes various forms.
 - ✓ Development of new courses, revising and/or creating curricula.
 - ✓ Mentorship of G and UG students, advising student organizations.
- Balance between high/low enrollment courses, required/elective courses and UG/G courses is desirable. Departmental expectations will hopefully be stated in department letter.
- Some departments assign a reduced teaching load to assistant professors. This is quite useful but...
- Course Buy Outs have implications for your teaching record



Professional Activities and Service

- Pre-tenure campus service load should be light.
- Pre-tenure campus service load should be *really* light.
- Professional activity refers to engagement in professional societies, organizing symposia, participation in peer review process, state and local government committees/panels, etc.
- As one progresses towards higher ranks, service and professional activity expectations increase. Plan to increase non-departmental campus service load significantly after tenure. Volunteer, volunteer, volunteer. **Participation in ‘shared governance.’ Demonstration of Departmental, College and Campus leadership.**
- Quality and quantity of service should be well documented.



Guidelines for Advancement Under the Step Plus System – Academic Senate Titles

This applies to:

*Professor, Professor in Residence,
and Acting Professor of Law.*



General Principles

- In formulating our criteria for recommending larger-than-normal advancements, we should aim to strike a balance between concreteness and flexibility.
- Our goal should be to clarify the criteria for accelerations without tying our hands to quantitative assessments that understate or overstate the total contributions of candidates.



Normal, One-Step Advancement

- All members of the Academic Senate are eligible for regular advancement at scheduled intervals. A balanced record, appropriate for rank and step, with evidence of good accomplishments in all areas of review is rewarded with normal advancement.
- All Academic Senate faculty can expect to advance at normal rates, unless a major flaw in their performance is evident. Service duties are expected to increase as faculty advance in rank and step.



One-and-One-Half-Step Advancement

- A larger-than-normal, 1.5-step advancement requires a strong record with outstanding achievement in at least one area of review across research or creative work, teaching, and service. However, outstanding achievement in one area may not qualify the candidate for 1.5-step advancement if performance in another area does not meet UC Davis standards.
- Chairs and Deans should be encouraged to articulate in the departmental and Dean's letters the grounds for acceleration beyond simple numerical tabulations of papers, citations, courses, and committees: for example, by describing the special impact or quality of the work, the awarding of prizes for achievement, or the scale and scope of the undertaking.



Two-Step Advancement

- A two-step advancement will require a strong record in all three areas of review, with outstanding performance in at least two areas. In most cases, one of those areas will be scholarly and creative activity; however, exceptional performance in two other areas (teaching, university and public service, professional competence and activities) might warrant such unusual advancement.
- Two-step advancement requests will go to CAP for review and the Vice Provost- Academic Affairs for decision. The two-step advancement should be considered for individuals who would have accelerated every year under the previous system to avoid disadvantage over progress under the step-plus system.



Advancements Beyond Two Steps

- An advancement beyond 2.0 steps is expected to be extremely rare, and will go to CAP for review and the Vice Provost- Academic Affairs for decision, if proposed.
- These advancements will require an exceptionally strong and balanced record, highlighted by extraordinary levels of achievement in two areas (including research and creative activity), and excellent contributions in the third area.



Larger-Than-Normal Above Scale Increments

- The criteria for merit increases are steep at this high rank. Advancements of 1.5 steps require an exceptionally strong record of excellence in all three areas of review, with exceptional achievement in research and creative work, and outstanding performance in at least one additional area of review.
- All actions at Above Scale will go to CAP for review and the Vice Provost – Academic Affairs for decision



More Advice

- If you want, discuss with your Chair the possibility of more than normal advancement.

“.. Accelerated actions are considered exceptional and should be requested only when the evidence shows outstanding accomplishments in one job performance area with good, i.e., expected, achievements in the other required areas. ... In all cases, it is incumbent upon the candidate, the department, and the dean to make a clear case for the exceptional circumstances that motivate the request for an acceleration... “ (CAP’ s Criteria - **as described in the APM**)

- Criteria for advancements and expectations for each rank are spelled out in the Academic Personnel Manual (APM).

<http://academicpersonnel.ucdavis.edu/>

- Some departments have (at least an informal) mentorship program.
- Candidate’s Statement helps place your accomplishments in perspective.



Questions?... Discussion

