The JPC Academic Review Process

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Project Scientist
VM: Department of Medicine and Epidemiology

UCDAVIS

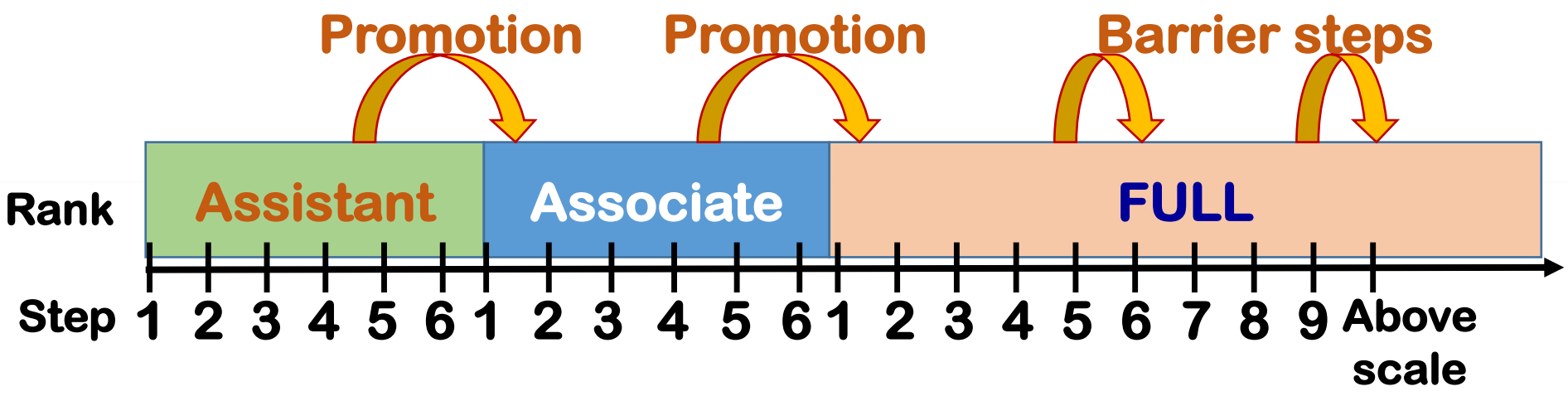
Academic Federation Title Series

- Academic Administrator (APM 370, APM UCD 370)
- Academic Coordinator (APM 375)
- Agronomist (___ in the Agricultural Experiment Station) (APM 320, APM UCD 320)
- Assistant, Associate University Librarian (APM 365)
- Continuing Educator (APM 340)
- Librarians (non-represented) (APM 360)
- Professional Research (APM 310, RA Contract Article 21)
- Project (e.g., Scientist) (APM 311, RA Contract Article 22)
- Specialists (APM 330, APM UCD 330, RA Contract Article 26)
- Specialist in Cooperative Extension (APM 334, APM UCD 334)
- University Extension Teacher (APM UCD 340B)

Definition Of Academic Actions

- **Appointments**
- **Appointments via change in title**
- **Appraisal:** Review and evaluation of a candidate's overall work performance
- **Merit:** Advancement of one step or more within a Rank. Review time within a Step = 2-3 years (varies by Rank & Step)
- **Promotion:** Change of Rank (Assistant, Associate, and Full). Review time at current rank (typically 4-8 years)
- **Barrier steps:** Steps in Full Title Rank that are termed "high level" (6 and 9); treated like a promotion, not a merit
- **Deferral:** Postponement of action by one year
- **Five-year review:** 5-year review period since last approved advancement action
- **Conferral of Emeritus Status:** A honorary title

Timeline



Remark: number of steps dependent on title.

Research Series Progression Template

Project Scientist:

Assistant Project Scientist

Step I	-	2 years	
Step II	-	2 years	
Step III	-	2 years	
Step IV	-	2 years	usually promote here
Step V	-	2 years (Overlaps with Assoc. Step 1)	
Step VI	-	2 years (Overlaps with Assoc. Step 2)	

Associate Project Scientist

Step I	-	2 years	
Step II	-	2 years	
Step III	-	2 years	usually promote here
Step IV	-	3 years (Overlaps with Full Step 1)	
Step V	-	3 years (Overlaps with Full Step 2)	

Project Scientist

Step I	-	3 years
Step II	-	3 years
Step III	-	3 years
Step IV	-	3 years
Step V	-	may be indefinite
Step VI	-	---
Step VII	-	---
Step VIII	-	---
Step IX	-	---

UCDAVIS

Academic Affairs

Table of Contents

Universitywide policies listed below begin with "APM." UC Davis policies and procedures begin with "UCD" and are highlighted below. Not all Universitywide policies have UCD procedures. Universitywide policies are issued by the Office of the President and apply to all campuses and laboratories. UCD procedures are developed by Academic Affairs and issued by the Offices of the Chancellor and Provost and apply only to UCD, which includes all units under the jurisdiction of UC Davis, located in Davis, Sacramento, and all off-site locations.

Throughout these policies, the term "Chancellor" refers to the Chancellor and/or the Chancellor's designee. Responsibilities that cannot be redelegated by the Chancellor are stated explicitly within the policy.

Select a link to view the specific section:

I. General University Policy Regarding Academic Appointees
II. Appointment and Promotion
III. Recruitment
IV. Salary Administration
V. Benefits and Privileges

I. General University Policy Regarding Academic Appointees

APM 005	Privileges and Duties of Members of the Faculty
APM 010	Academic Freedom
APM 011	Academic Freedom, Protection of Professional Standards, and Responsibilities of Non-Faculty Academic Appointees
	Grievance Alleging Professional Standards Violation Form
	APM 011 Frequently Asked Questions
	Academic Titles and Academic Freedom Related Protections

https://ucnet.universityofcalifornia.edu/labor/bargaining-units/ra/contract.html

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UCnet

Academic Researchers Unit

The University of California employs about 4,496 academic researchers throughout the university system. Academic researchers at the University of California are comprised of Academic Specialists, Project Scientists, Professional Researchers and Coordinators of Public Programs.

This systemwide academic researchers bargaining unit is represented by UAW 5810.

- **Learn more about the unit**
- **See current contract**

The current contract for this bargaining unit is in effect through September 30, 2027 and no active negotiations are taking place. Negotiations for the next contract will begin before the current contract expires.

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Data Entry

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- Additional Information

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About This Site | MIV Version: 5.6.5.1/fed08107c

Contact the MIV Project Team

Nota Bene

- ✓ Pursuing an Academic Action is **optional**! It is the candidate's choice to advance or defer. *Exceptions: 1) One must be reviewed at least once every five years (which may be without action). 2) Specialist in CE and Professional Researchers must promote to Associate rank within 8 years of appointment.*
- ✓ The Academic Action is peer-reviewed: Within and outside the department.
- ✓ Enter all relevant information/documents into MIV. Keep an accurate, up-to-date record that reflects what you have done. MIV is the official record used for evaluations! Accomplishment listed in candidate's statement that are **not in MIV cannot be considered for evaluation**.
- ✓ Advancement is based on academic accomplishments and contributions to the profession and the university (as outlined in candidate's position description).

Academic Position Description

- ✓ Use the template (https://academicaffairs.ucdavis.edu/forms-and-checklists) to identify a position's major duties and responsibilities as you prepare/revise an Academic position description
- ✓ The template contains draft language for elements that are common to most/many Academic position descriptions
- ✓ Modify the PD template and make it specific to your position expectation, don't just copy and paste unmodified language from the PVA into the template
- ✓ New academics have about 6 months to develop their first PD and to define their positions based on needs assessment(s), and the PD should reflect this process
- ✓ PDs also are not intended to cover an entire career of the academic, it is a document which should be adjusted as the position evolves (recommended at least every five years)

Position Description Guidance

Criteria:

- ✓ Education background (a candidate should possess a such and such degree/or equivalent; research experience, etc.)
- ✓ Research (specific area of research, data collection and analysis, creative activities, contribution to scholarly manuscripts, contribution to grants, etc.)
- ✓ Professional Competence (attending scientific or scholarly conferences, participation in appropriate professional/technical societies)
- ✓ University and Public Services

SAMPLE POSITION DESCRIPTION – PROFESSIONAL RESEARCH SERIES
APM 310 – All ranks
(Assistant, Associate) Research (_____)
Department of (_____)

(Note: The position description should focus on a description of the position, including duties, responsibilities, expectations and criteria for productivity. It should NOT include the qualifications of the candidate).

NATURE AND PURPOSE

(The following general statement describes the role of a Professional Researcher and should be included in all position descriptions.)

The Professional Researcher develops and oversees their own independent, creative, and high quality research program equivalent to that required for the Professor series. The Professional Researcher takes major responsibility and leadership for their programs. Generally, the appointee is expected to secure funding as a Principal Investigator, but may be funded as a co-PI within a large center or collaborative program grant on which many independent investigators are working, as long as it is clear that the activities led by the professional researcher within the larger project constitute his/her own independent research program. Appointees do not have teaching responsibilities.

MAJOR RESPONSIBILITIES

(Specific responsibilities associated with the particular appointment and subject matter area should be developed using the following list of general responsibilities associated with the Professional Researcher position. A sample statement is included under each general responsibility.)

I. RESEARCH (__%)

This candidate is required to develop an independent research program on (*include a general description of the specific area of emphasis*). The candidate will be expected to (*generate a list of the most important aspects of the research, such as*):

1. Devise and conduct studies designed to determine
   A. .....
   B. .....
   C. .....

2. Collect, summarize and analyze data

3. Publish research results in peer-reviewed journals as senior author

4. Prepare reports on research findings

5. Acquire funding to support an independent research program

Other research duties may include:

1. Manage the budget and the project according to sound management principles

2. Supervise employees paid on the budget

3. Write and submit progress reports to funding agencies

4. Train, consult with, and advise graduate students and post-doctoral researchers with regard to experimental design and data analysis of studies conducted in his or her area of expertise

II. PROFESSIONAL COMPETENCE AND ACTIVITY (__%)

The candidate will participate in professional societies and conferences appropriate to his/her specific field and will serve as a reviewer of research proposals and scientific publications as appropriate. The candidate will attend seminars to present research results and give research presentations at national and international scientific meetings. When appropriate, the candidate may be requested to coordinate seminars and laboratory meetings.

III.UNIVERSITY AND PUBLIC SERVICE (__%)

University and Public Service is required for the Associate and Full Title ranks. The candidate will engage in University service activities such as guest lecturing and committee service. Teaching full classroom courses is not an expectation of this position. The candidate will also engage in public outreach activities that include presenting scientific research results to the general public and providing relevant advice to individuals or public agencies.

_____	_____	_____
Supervisor's Signature	Employee's Signature	Date

POSITION DESCRIPTION – PROJECT SCIENTIST SERIES (APM 311, UCD 311), all ranks
SAMPLE POSITION DESCRIPTION AND TEMPLATE FOR APPOINTMENT

REFERENCES:

APM 311 http://www.ucop.edu/acadadv/acadpers/apm/apm-311.pdf
UCD 220AF http://manuals.ucdavis.edu/apm/220AF.htm

Appointment Checklist for Project Scientist series
http://academicpersonnel.ucdavis.edu/forms/forms.cfm#checklists

Academic Federation FAQs
http://academicpersonnel.ucdavis.edu/AF%20FAQs/AF%20FAQs%20MAIN.htm

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SAMPLE POSITION DESCRIPTION

(Note: The position description should focus on a description of the position, including duties, responsibilities, expectations and criteria for productivity. It should **NOT** include the qualifications of the candidate).

NATURE AND PURPOSE

(The following general statement describes the role of a Project Scientist and should be included in all position descriptions.)

The Project Scientist makes significant and creative contributions to a research or creative project in his/her academic discipline. The appointee possesses the subject matter expertise and the creative energy necessary to function at a high level of competence. The appointee will participate in activities to increase, improve, or upgrade competency. Appointees with Project (e.g., Scientist) titles may engage in University and public service. They do not have teaching responsibilities. Although the Project Scientist is expected to work independently under the general guidance of an academic member with an independent research program (i.e., Professor, Professional Researcher, Specialist in Cooperative Extension, etc), he/she is not required to develop an independent research program or reputation. He/she will carry out research or creative programs with supervision by an individual in an academic title that carries with it automatic Principal Investigator status. The Project Scientist does not usually serve as a Principal Investigator but may do so by exception.

MAJOR RESPONSIBILITIES

(Specific responsibilities associated with the particular appointment and subject matter area should be developed using the following list of general responsibilities associated with the Project Scientist position. A sample statement is included under each general responsibility.)

I. RESEARCH (%)

Research activity (%)
(EXAMPLE) This position requires creative contributions to and collaborative development of an active research program investigating topics relevant to the research area of _____. The candidate will help to determine research goals in consultation with the Principal Investigator. He/she will design specific projects, including the selection of appropriate methods and techniques. In some cases the candidate may supervise students or technicians regarding the technical aspects of the research, including methods development, trouble-shooting problems, interpreting results and planning follow-up experiments.

Publication (%)
The candidate will publish research results in peer-reviewed journals, books and other outlets either independently or in collaboration with the PI or other members of the research team.

Grant Acquisition (%)
(EXAMPLE) The candidate will assist in acquiring proposals for funding from federal and state agencies and other funding organizations. The candidate will prepare and assist in the preparation of reports as required by granting agencies. The candidate will interact with funding agencies and prepare modifications of budgets and other grant components as needed.

II. PROFESSIONAL COMPETENCE AND ACTIVITY (%)
The candidate will participate in professional societies and conferences appropriate to his/her specific field and will serve as a reviewer of research proposals and scientific publications as appropriate. The candidate will attend seminars to present research results and may give oral presentations to public and professional interest groups.

When appropriate, the candidate may coordinate and/or give presentations at seminars, laboratory meetings or educational functions. (%)

III. UNIVERSITY AND PUBLIC SERVICE (%)
(This category is encouraged but not required. It may be included or omitted at the option of the individual department or other unit. If included, it will be considered a clear expectation for the position, and the candidate will be given due credit for these activities during the review process.)

The candidate will engage in public outreach activities that include presenting scientific research results to the general public and providing relevant advice to individuals and public agencies.

The candidate will engage in University service activities such as guest lecturing and committee service. Teaching classroom courses is not an expectation of this position.

Supervisor's Signature Employee's Signature Date

POSITION DESCRIPTION - SPECIALIST SERIES (APM 330, UCD 330), all ranks
SAMPLE POSITION DESCRIPTION AND TEMPLATE FOR APPOINTMENT

REFERENCES:

APM 330 http://www.ucop.edu/acadadv/acadpers/apm/apm-330.pdf
UCD 330 http://manuals.ucdavis.edu/apm/330.htm
UCD 220AF http://manuals.ucdavis.edu/apm/220AF.htm

Appointment Checklist for Specialist series
http://academicpersonnel.ucdavis.edu/forms/forms.cfm#checklists

Academic Federation FAQs http://academicpersonnel.ucdavis.edu/AF%20FAQs/AF%20FAQs%20MAIN.htm

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SAMPLE POSITION DESCRIPTION

(Note: The position description should focus on a description of the position, including duties, responsibilities, expectations and criteria for productivity. It should **NOT** include the qualifications of the candidate).

NATURE AND PURPOSE

(The following general statement describes the role of a Specialist and should be included in all position descriptions.)

The position of Specialist has a narrow focus in a specialized area and provides technical or specialized expertise (e.g., with instrumentation and research equipment *or with social science research methods*) in the planning and execution of a research project. The Specialist stays apprised of emerging issues and problems and maintains technical competence in the designated area(s) of specialization. Within this defined area and when appropriate, the Specialist is expected to provide leadership, facilitate teamwork and develop collaborative relationships with colleagues and to supply input into the planning of research and educational programs. Normally, Specialists do not have Principal Investigator (PI) status but may obtain permission by exception and/or collaborate with a PI in preparing research proposals for extramural funding. The Specialist is evaluated for merit and promotion using three basic criteria outlined below.

MAJOR RESPONSIBILITIES AND DESIGNATED AREAS OF EXPERTISE

I. **RESEARCH IN SPECIALIZED AREAS** (% EFFORT)

A. Collaborate with other research and extension personnel affiliated with research activities involving (the problem and certain types of research on the topic). Evaluation of performance in research activities or in outreach activities as deemed applicable to the individual project in specialized areas, as documented by <u>any</u> of the following:

1) Publications that acknowledge the Specialist's significant and meaningful contribution to the work.
2) Publications on which the Specialist is an author.
3) Other evidence (e.g., letters from collaborators or principal investigators) that work done by the Specialist contributed to publishable research.
4) Active dissemination of information (beyond the boundaries of the campus) through informal instruction, presentations, or other means stemming from the Specialist's research accomplishments.
5) Other evidence of recognized expertise may include formal documentation of intellectual effort and participation in publishable research activities, first authorship on publications/patents, presentation of research at regional/national meetings, invitations to review grant proposals and/or journal articles, invitations to participate in research projects, and/or service on advisory panels.

B. Serve as a research coordinator for (name types of) projects conducted by PIs in the department, as resources permit. Responsible for ensuring uninterrupted communication between individual laboratories, data management and preparation of reports tailored to meet the needs of the requesting individual(s).

II. **PROFESSIONAL COMPETENCE AND ACTIVITY** (% EFFORT)

A. Participate in appropriate professional/technical societies or groups and other educational and research organizations.
B. Review research proposals, journal manuscripts, and publications related to area of expertise.

III. **UNIVERSITY AND PUBLIC SERVICE** (% EFFORT)

A. May maintain liaison and respond to the needs of various industry organizations, state and federal agencies, and other external groups on issues related to area of expertise.
B. Participate in activities of committees within the department, college, campus and other University entities, as appropriate.

Supervisor's Signature Employee's Signature Date

SAMPLE POSITION DESCRIPTION - SPECIALIST IN COOPERATIVE EXTENSION
APM 334 - All Ranks

(Note: The position description should focus on a description of the position, including duties, responsibilities, expectations and criteria for productivity. It should NOT include the qualifications of the candidate).

NATURE AND PURPOSE

(The following general statement describes the role of a Specialist in CE. It should be included in any position description.)

The position of Specialist in CE is one of statewide leadership toward University colleagues, agricultural industries, consumers, youth, policymakers, environmental agencies, and other public agencies. The Specialist in CE is expected to keep campus and county colleagues and clientele apprised of emerging issues and research findings and directions; to work with them to develop ways of applying research knowledge to specific problems; and to provide educational leadership and technical support for county staff and clientele. The Specialist in CE is a primary liaison with University research units. He or she is expected to provide leadership, facilitate teamwork, develop collaborative relationships with colleagues, and ensure appropriate external input into the planning of research and educational programs by the Agricultural Experiment Station and Cooperative Extension. The Specialist in CE cooperates with and encourages county-based Extension staff in affirmative action programs to identify minorities and to ensure that Extension programs are made available to them. The Specialist also identifies and considers the needs of all relevant major clientele groups in the planning, development, and execution of applied research and education programs. The Specialist in CE is evaluated for merit and promotion using four basic criteria. Because the Specialist's role is unique, activity within the four criteria may vary. Evaluation should therefore be based on the specific responsibilities for the position listed below.

MAJOR RESPONSIBILITIES

(Specific responsibilities associated with the particular appointment and subject matter area should be developed using the following list of general responsibilities associated with the Specialist in CE position.)

1. EXTENSION TEACHING (---%)

   A. Provide leadership for planning and coordination of statewide Extension education and information transfer programs related to areas of responsibility. Facilitate coordination of work group activities with appropriate Division planning groups.

   B. Educate and serve as a teaching resource person in areas of expertise for County/Area CE Advisors via individual consultations, conferences, workshops, or other means.

   C. Present information on areas of responsibility at industry and public workshops, meetings, short courses, field demonstrations, and other educational programs, independently or in conjunction with county staff where the resources are available.

   D. Prepare and evaluate educational materials--such as publications, newsletters, slide sets, videotapes, and computer software--to extend subject matter information to county staff and the public sector.

   E. Develop and maintain information databases. Systematize knowledge, technologies, and practices for areas of expertise.

   F. May participate in the teaching programs (via lectures and seminars) in relevant campus-based courses. (Term length resident classroom instruction is not normally an appropriate activity for a full-time Specialist in CE).

   G. May participate in graduate education activities of the Graduate Groups of which he or she is a member.

2. APPLIED RESEARCH AND OTHER CREATIVE WORK (---%)

   A. Provide leadership for planning and coordination of applied research activities related to areas of expertise with departmental and other researchers. Encourage interdisciplinary collaboration and Division workgroup participation.

   B. Plan, conduct, and publish results of applied research or creative activity designed to resolve significant issues independently, or more commonly, in collaboration with other research and Extension personnel (including CE Advisors).

   C. Plan, coordinate, and/or conduct adaptive research and test systems of selected technologies and practices, in collaboration with Division personnel, clientele group members, other public sector agencies, and private sector organizations.

3. PROFESSIONAL COMPETENCE AND ACTIVITY (---%)

   A. Participate in appropriate professional societies and educational organizations; this includes serving on committees.

   B. Review research proposals, journal manuscripts, and publications related to areas of expertise.

4. UNIVERSITY AND PUBLIC SERVICE (---%)

   A. Provide leadership for nonformal education of end users, intermediate users, and the general public regarding issues relevant to areas of expertise.

   B. Maintain liaison and respond to regulatory, state, and federal agencies, external groups, industry organizations, and the mass media on issues related to areas of expertise.

   C. Participate in activities of committees within the department, college, campus, DANR, and other University entities.

   D. Interact with Specialist in CEs and scientists in other states and countries.

AFFIRMATIVE ACTION

Affirmative action and nondiscrimination are integral to each of the above position responsibilities. Specific responsibilities include, but are not limited to, the following:

   A. Comply with all applicable federal and state laws and regulations and all University, campus, and Division policies and procedures related to civil rights, affirmative action, and equal employment opportunity.

   B. Promote, in all ways consistent with the other responsibilities of this position, campus and Division outreach/diversity efforts.

   C. Collaborate with, and provide guidance and counsel to, County CE staff to ensure nondiscrimination and equal opportunity at the county level.

Specialist in Cooperative Extension	Date
Department Chair	Date
Dean	Date

UCDAVIS

The Review Process

Step 1: Prepare your dossier in MIV

Step 2: Review by the Department and the Dean

Step 3: Review by the Joint Personnel Committee (JPC)

Step 4: The decision

Preparing A Dossier

It is a Candidate's responsibility for adding the following Documents into MIV:

- Statements (optional; highly recommended)
  - **Candidate Statement** (5 page maximum; 2 pages is encouraged) will help place work into context and highlight relevance. ***Do not write a narrative version of the dossier.***
  - **COVID-19 Opportunities and Challenges Statement** (provide a detailed narration of missed or lost opportunities in the professional field)
  - **Diversity Statement** (past, present, and future contributions to promoting equity, inclusion, and diversity in their professional careers)
- Publications (peer-reviewed; limited distribution)

Preparing A Dossier

Continuing:

- Professional competence (e.g., conference presentations; manuscript reviews; editorial boards; grant reviews)
- Extending knowledge (applies mainly to Specialists in CE)
- List of service activities (University and Public Service – e.g., committees; mentoring; guest lectures; lab safety officer)
- Honors and awards
- Grants and contracts (funded and unfunded)

Preparing A Dossier

Documents added to Candidate's dossier:

- Position description
- Departmental letter
- Dean's letter
- Peer group report
- Extramural letters (only for promotions, high-level merits, and high-level appointments)

EXTRAMURAL LETTERS AND "ARM'S LENGTH" REQUIREMENTS FOR APPOINTMENT, MERIT AND PROMOTION REVIEWS

Be sure to review the appropriate checklist for additional requirements (https://academicaffairs.ucdavis.edu/forms-and-checklists).

Series	Appointment Asst/LPSOE rank, Steps I-III	Appointment Asst/LPSOE rank, Steps IV-VI	Appointment Associate/LSOE rank	Appointment Full/ Sr. LSOE rank	Merit to barrier steps (Full level VI)*	Merit to Above Scale*	Promotion Associate rank	Promotion Full rank
Professor	E	E (4-6)	A (6-8)	A (6-8)	O (M, if used)	A (6-8)	A (6-8)	A (6-8)
Professor in Residence	E	E (4-6)	A (6-8)	A (6-8)	O (M, if used)	A (6-8)	A (6-8)	A (6-8)
Professor of Clinical __	E	E (4-6)	A (6-8)	A (6-8)	O (M, if used)	A (6-8)	A (6-8)	A (6-8)
Lecturer (P)SOE/Sr. Lecturer SOE	E	E (3-5)**	L (4-6)	A (6-8)	O (M, if used)	A (6-8)	A (6-8)	A (6-8)
Health Sciences Clinical Professor	E	E (4-6)	L	L	O (L, if used)	L	L	L
Adjunct Professor	E	E (4-6)	A (6-8)	A (6-8)	O (M, if used)	A (6-8)	A (6-8)	A (6-8)
Acting Assistant Professor	E	E (4-6)	N/A	N/A	N/A	N/A	A (6-8)	N/A
Acting Associate/Full Professor	N/A	N/A	A (6-8)	A (6-8)	N/A	A (6-8)	A (6-8)	A (6-8)
Acting Professor of Law	E	E (4-6)	N/A	N/A	N/A	N/A	N/A	A (6-8)
Professor of Law	N/A	N/A	N/A	A (6-8)	O (M, if used)	A (6-8)	N/A	N/A
____ in the AES	E	E (4-6)	A (6-8)	A (6-8)	A (6-8)	A (6-8)	A (6-8)	A (6-8)
Specialist in Cooperative Extension	E	E (4-6)	A (6-8)	A (6-8)	A (6-8)	A (6-8)	A (6-8)	A (6-8)
Specialist series	N/A	N/A	L (3)	L (3)	N/A	A (5-8)	L (3)	L (3)
Professional Research series	E	E (4-6)	A (6-8)	A (6-8)	A (6-8)	A (6-8)	A (6-8)	A (6-8)
Project Scientist	N/A	N/A	L (3)	L (4)	L (4)	A (5-8)	L (3)	L (4)
Visiting Professor	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Series	Appointment	Merit	Promotion
Continuing Educator	E	NA	***NA
Academic Coordinator I, II & III	E	O (L, 5-8 if used)	***N/A
Academic Administrator I - VII	E	O (L, 5-8 if used)	L/C (5-8)
Librarians	E	O (L/C, 5-8 if used)	O (L/C, 5-8 if used)
Assistant/Associate University Librarian	E	O (L/C, 5-8 if used)	O (L/C, 5-8 if used)

Endowed Chair Reviews	
Appointment (external)	A (6-8)
Appointment (internal)	O (M, if used)
Reappointment (internal)	O (M, if used)

Series	Appointment	Initial Continuing Appointment	Merit for Continuing Appointees
Unit 18 Lecturer	See College/School Guidelines	Extramural letters are optional	Extramural letters are optional
Unit 18 Supervisor of Teacher Ed.	See College/School Guidelines	Extramural letters are optional	Extramural letters are optional
Child Develop. Demo. Lecturer	See College/School Guidelines	Extramural letters are optional	Extramural letters are optional

A = Actions that include arm's length letters (see UCD-220 for additional information). At least half of the letters must be arm's-length.

E = The extramural letters deemed sufficient for recruitment may suffice for these proposed appointments. Letters do not need to be arm's length.

L = Actions that require extramural letters but do not need arm's length letters.

C = Some Federation title series include clientele letters for certain advancement actions (see UCD 220AF).

O = Optional

M = Minimum of three arm's length letters, all letters received must be included in the review

***Title series dictates which step is the barrier step which requires letters; see UCD 220AF.**

****Combination of external and internal, depending on teaching and professional experience.**

*****Series not eligible for promotion. A change in level may require a recruitment or approved search waiver or search exemption, if allowable. Consult with Academic Affairs.**

See UCD 220 V. B. 4 and UCD 220 Exhibit B for additional information on solicitation of extramural letters and when intramural letters are acceptable for those title series reviewed by Senate committees.

See UCD 220AF V. B. 4 and UCD 220AF Exhibit A and B. for additional information on solicitation of extramural letters and when intramural letters are acceptable for those title series reviewed by Federation committees.

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https://aadocs.ucdavis.edu/policies/appointments-and-advancements/extramural-letters-chart.pdf

The Review Process

Criteria for evaluation:

Typically, 3 or 4 categories listed in the **Academic Personnel Manual (APM)** and **Academic Research (RA) Contract** for each title series. Also detailed in **Position Description**

Categories:

- ✓ Research and Creative Activity (higher percentage)
- ✓ Professional Competence and Activity (lower percentage)
- ✓ University and Public Service (lower percentage)
- ✓ Extending Knowledge (Specialists in CE only; higher percentage)

The Review Process

The Department and the Dean

- The completed dossier will be submitted to the Department
- A peer group will be formed in accordance with approved departmental peer group and voting procedures (typically 5 members; one from same title series) to review the dossier and provide a report and recommendation to the department
- **Departmental** review, vote, and recommendation
- The dossier, a chair's letter that includes the departmental recommendation, and the peer group report will be **forwarded** to the Dean's Office
- The Dean's Office will review the dossier for completion; a Dean's letter will be included for a promotion action (with a recommendation)

The Review Process

The Joint Academic Federation/Senate Committee (JPC)

- The Dean's Office forwards the dossier, all associated letters and documents, and a recommendation to the JPC.
- The JPC consist of 8 members: 5 Federation members who hold titles reviewed by the committee, and 3 Senate members. A quorum of at least 5 members is necessary to conduct committee business.
- The purpose of the JPC is to reviews dossier and provides **recommendations** on personnel actions within each title series. JPC is advisory only.
- After review, a recommendation will be sent with the dossier back to the Dean's Office (***redelegated action***) or the Vice Provost for Academic Affairs (***non-redelegated action***).

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The Review Process

The Decision (Delegation of Authority)

- **Redelegated actions**: The Academic Deans have been delegated the authority to make the final decision for the action.
- **Non-redelegated actions**: The Vice Provost for Academic Affairs has the final decision authority for the action.

Voting on Actions

- The JPC members can only vote once, so should abstain from voting at department level
- All actions are voted on
  - Favor, opposed, abstain
  - Appraisal – Positive, guarded, negative
  - Five-year review – No advancement, performance satisfactory; advancement, performance satisfactory; unsatisfactory

The Review Process

Professional Researcher[1] (APM 310 / RA Unit MOU) Project Scientist (APM 311 / RA Unit MOU)	Dean's Review				Ad Hoc/Stand				Final Review	
	Department	Dean's Staff	Federation/Senate Joint Cte	Dean	VP - Academic Affairs Staff	Ad Hoc	Academic Senate/CAP	Federation/Senate Joint Cte	VP - Academic Affairs Staff	VP - Academic Affairs
Appointment										
Assistant Researcher, Steps 1-3	I/R	RP	R/R	A						
Assistant Researcher, Steps 4-5	I/R	RP		R/R	RP			R/R	RP	A
Associate Researcher, Step 1 through Full Rank Researcher, Steps 1-9 and Above Scale	I/R	RP		R/R	RP	O		R/R	RP	A
Assistant Project Scientist, Step 1 through Associate Project Scientist, Step 5 [2]	I/R	RP	R/R	A						
Full Rank Project Scientist, Step 1 to Above Scale	I/R	RP		R/R	RP	O		R/R	RP	A
Reappointment										
All ranks and steps	I/R	RP		A						
Merit										
First normal merit after appointment and first normal merit after promotion [4]	I/R	RP	O	A						
Every merit after a 3rd- or 4th-year deferral or Five-Year Review until positive advancement	I/R	RP		R/R	RP	O		R/R	RP	A
Every merit after a denied merit/promotion until positive advancement	I/R	RP		R/R	RP	O		R/R	RP	A
Asst. Rank, Steps 2-6; Assoc. Rank, Steps 1-3; Full Rank, Steps 2-5 [4]	I/R	RP	R/R	A						
Assoc Rank, Steps 4-5 [3, 4]	I/R	RP	R/R	A						
Full Rank, Step 6 [5]	I/R	RP		R/R	RP	O		R/R	RP	A
Full Rank, Steps 7, 8, and 9 [4, 5]	I/R	RP	R/R	A						
Full Rank, Above Scale [5]	I/R	RP		R/R	RP	O		R/R	RP	A
Full Rank, further Above Scale [5]	I/R	RP		R/R	RP	O		R/R	RP	A
All 2.0 Merits	I/R	RP		R/R	RP	O		R/R	RP	A
Promotion										
Assistant Professional Researcher to Associate Professional Researcher or Associate Professional Researcher to Professional Researcher	I/R	RP		R/R	RP	O		R/R	RP	A
Assistant Project Scientist to Associate Project Scientist or Associate Project Scientist to Project Scientist	I/R	RP		R/R	RP	O		R/R	RP	A
Deferral										
First and second year deferrals[6]	I/R	RP	O	A						
Third and fourth year deferrals[6]	I/R	RP	O	A						
First and second year deferrals after an unsatisfactory Five-Year Review or denied merit/promotion[6]	I/R	RP	R/R	A						
Third and fourth year deferrals after an unsatisfactory Five-Year Review or denied merit/promotion[6]	I/R	RP		R/R	RP	O		R/R	RP	A
Five-Year Review										
Professional Researcher and Project Scientist	I/R	RP		R/R	RP			R/R	RP	A
Joint Appointment										
Joint Appointments are reviewed by all departments and deans' offices according to APM UCD 220 and in observation of the delegation of authority appropriate to respective action.										
Appeal										
Redelegated actions	I/R	RP	R/R	A						
Non-Redelegated actions	I/R	RP		R/R	RP			R/R	RP	A

A:	Approval Authority
RP:	Review for adherence to policy
I/R:	Initiate Action/Recommend
R:	Review
R/R:	Reviews/Recommends
O:	Optional Ad Hoc or Standing Committee review

https://aadocs.ucdavis.edu/your-resources/delegations-of-authority/professionalresearcher-projscient.pdf

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Step Plus Systems

- With Step Plus, every merit and promotion action will be evaluated for a 1.0 step, 1.5 step, 2.0 step increase.
  - 1.0-step: **Normative**; the candidate has a strong record in all areas of review as per the position description
  - 1.5-step: Candidate has a strong record in all areas of review as per the position description; also has outstanding achievement in at least one area.
  - 2.0-step: Candidate has a strong record in all areas of review as per the position description; also has outstanding achievements in two or all areas, depending on title.
- Link to more information on Step Plus Guidelines for Academic Federation Titles (https://academicaffairs.ucdavis.edu/guidelines-advancement-academic-federation-titles)
- Note: Appointments can only be made at whole steps e.g. 1, 2, 3, etc.

Confidentiality

- The personnel process is confidential
- Members cannot speak to anyone regarding candidates being reviewed
- Dossiers, electronic notes and other information should be deleted from computers or shredded at least quarterly

Conflict of Interest

- Members shall make every effort to ensure that any significant personal, academic or professional relationships they have with a candidate does not interfere with the objective or create perception that the evaluation was not objective
- Examples of situations that might create either a real or perceived conflict of interest include, but are not limited to co-authors, close collaborators or partners in a business or professional practice
- Other situations may involve review of a candidate who has or has had in the past, a significant personal relationship with a committee member, either positive or negative, that might impact the ability of the member to participate objectively in the evaluation

Important Considerations

Candidates have the right to:

- Review their information in MIV prior to dossier submission; also, may review redacted extramural letters (if action is a promotion or high-level merit) prior to the departmental vote. If necessary, the candidate may write a rebuttal letter about the extramural letters.
- Review the dossier and departmental letter after the departmental vote (prior to submission to the Dean's office). Any factual errors may be corrected; after corrections, a rejoinder letter may be written if there is still a disagreement with the departmental recommendation.

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