TIPS FOR PREPARING ACTIONS

BE SURE OF THE **ACTION** (Promotion, Merit, Appraisal)

BE SURE OF THE **SERIES** (Ladder Rank, In Residence, Clinical-X, Salaried Clinical, Adjunct, Professional Research Series)

BE SURE OF THE **DATES** (Accelerated Action, Normal Action). Begin with the initial date of appointment. Remember that start dates before January 2 revert to the prior July 1, whereas start dates January 2 and after begin the following July 1. This rule applies in calculating years at rank and step on all merit and promotion actions. Seventh (7th) Year review actions are due in the academic year of a faculty members 7th year of service (i.e., if a faculty member was appointed 3/1/96, their 7th year review is due in the academic year 2001-02). The 7th year review is applicable only for Assistant Professors in all series who are being considered for promotion to Associate Professor. Please refer to <http://manuals.ucdavis.edu/apm/220.htm#IVF3> on 7th year reviews.

BE SURE OF THE **RANK AND STEP** (Assistant Professors, Associate Professors, Professors). Combine the rank and step with the series to get the appropriate title. Merit reviews (normal action) occur every two years for Assistant Professors and Associate Professors, and every three years for Professors in all series. Promotions can occur at any time when the candidate is ready. Deferrals for merits and promotions can occur any time except for the 7th Year Review. This action MAY NOT be deferred. Also after 3 deferrals, CAP must review the reason for continued deferral. If a faculty member has not been considered for advancement for five years, a five-year review must take place. Please refer to <http://manuals.ucdavis.edu/apm/220.htm#IVF3> on deferrals and <http://manuals.ucdavis.edu/apm/220_Proc4.htm> on five-year reviews.

**APPRAISAL PACKET.** The appraisal packet is different than any other. It is required for all Assistant Professors midway to their promotion to Associate Professor (usually 3 years after initial appointment). Sometimes a faculty member has both an appraisal AND a merit advance in the same year. When a merit increase and appraisal review coincide, the appraisal review file will be used for the merit review. An additional departmental letter of evaluation for the merit review and a signed Candidate's Disclosure Certification are required. The publication list submitted with the appraisal review file should indicate the merit review as well (i.e., new items since the last approved action). The appraisal reviews all work since initial appointment. The merit advance reviews all work since the last successful merit.

**DEPARTMENT LETTER.** A good department letter is written differently for each of the series and ranks. One size fits all DOES NOT work. A good department letter is also cognizant of the "period under review." A good department letter only describes the activities in the review period. The letter should begin with a description of which action is being requested. The department vote (with specific comments from all negative voters) should follow. The letter should then have separate sections for Research/Creative Scholarship, Teaching, Clinical/Professional Work, and University/Community Service. Thus, the department letter should have 6 sections: The introductory-voting section, the 4 areas of criteria and a concluding section. Each section should summarize the significant strengths AND weakness of the candidate. Teaching evaluations from students/residents/fellows (quantitative and qualitative) are required for all promotion and merit actions. Peer review of teaching is necessary only for promotions, NOT for merits or appraisals.

**CANDIDATES STATEMENT.** Useful when candidate wishes to express specific concerns or when candidate expresses a different or more complete perspective. A candidate's statement is not required, however, it is advisable to encourage a candidate to submit a statement as such is often requested by reviewers.

**EXTRAMURAL REFERENCES.** Required only for Initial Appointments, Promotions. and first Above Scale (AS) advance. Extramural letters are not required for any other merit actions. BE SURE that the letter to the referee uses the University's template for the appropriate rank and series (see <http://manuals.ucdavis.edu/apm/220_ExhB.htm>). Remember that one size does not fit all. DO NOT mention step in the letter. Make sure that the Chair selects the references and the candidate selects the other. Make sure that the Chair's selections are not to best friends or former colleagues of the candidate. Extramural letters need to be unbiased as much as possible, especially the Chair's recommendations. It is best when the referees do not know the candidate personally. In the packet, establish a referee list with short descriptions of each referee's particular qualifications. Number the reference letters using the same numbers as on the referee list.

**PUBLICATIONS LIST.** Several publication lists should be constructed. The first is for PEER-REVIEWED articles that have been published. The second is for PEER-REVIEWED articles that are IN PRESS. The third is for PEER-REVIEWED articles that have been submitted (or are in preparation). A similar set of lists should be constructed for BOOKS AND BOOK CHAPTERS, and then for LIMITED DISTRIBUTION ARTICLES, and ABSTRACTS, and PRESENTATIONS. Each of the many lists needs to start with the #1 and be numbered consecutively. If an article IN PRESS is finally published, the article is moved to the fully published list, losing the number from the IN PRESS list and gaining the next consecutive number on the fully published list.

**DRAWING THE LINE:** Each of the publication lists following the initial appointment needs a "line." Any article "below the line" is counted for the period under review. For promotion to Associate Professor, the line is drawn at the point the individual obtained their terminal degree (i.e. Ph.D., M.D., etc.) and all publications below the line are considered applicable to the promotion. For promotions to Professor, the line is drawn when the individual was appointed Associate Professor. For merit actions, the line is drawn after the last successful merit. Only articles under your line will be reviewed as new work during the "current period of review." When an IN PRESS article has been reviewed in the prior review period, the line goes below that article when it is moved to the fully published list. Articles and book chapters are only counted ONE TIME, either as a fully published or as in press. See <http://manuals.ucdavis.edu/apm/220_ExhC.htm> for guidelines on publications.