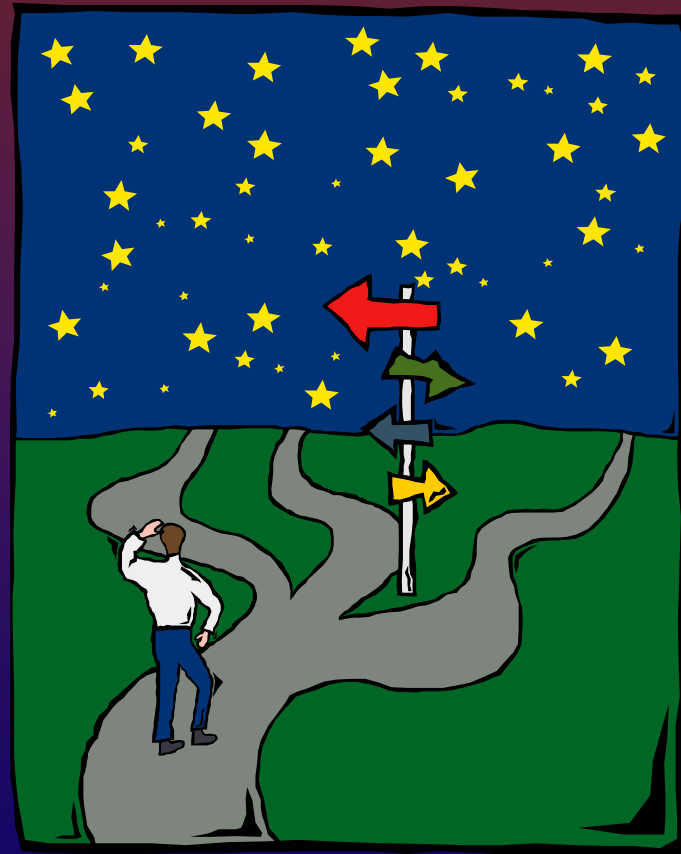


# The Academic Advancement Process





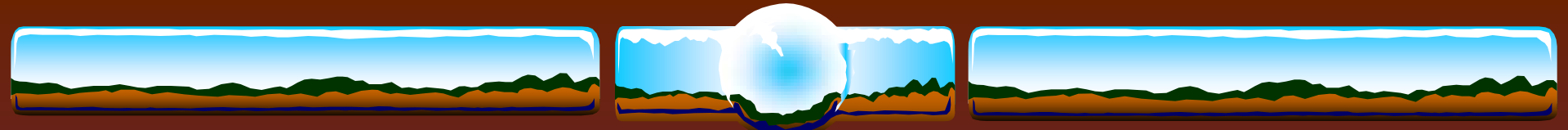
# 1. Rationale

- ❖ Your appointment includes a commitment to participate in periodic reviews of your academic progress
- ❖ Many reviews are mandated (i.e., not controlled by dept), and promotion to Associate Prof is *required* to stay at UCLA > 8 years after appointment to Assistant Prof

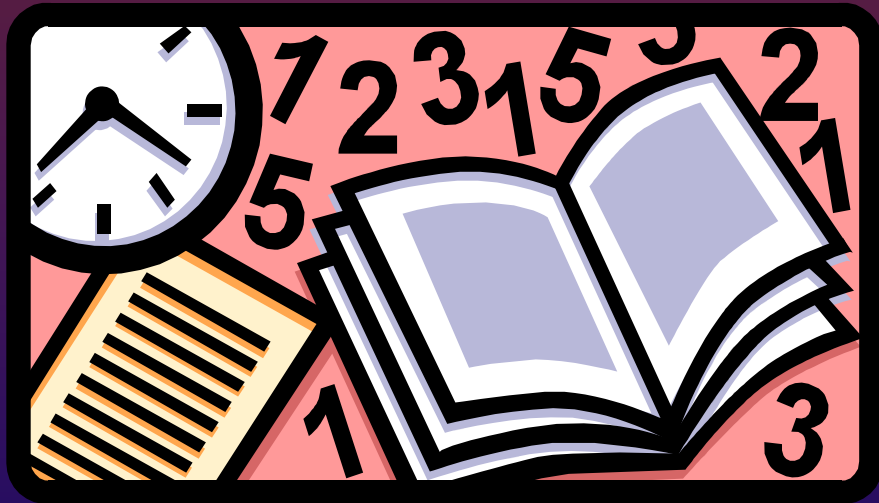


# 1. Rationale

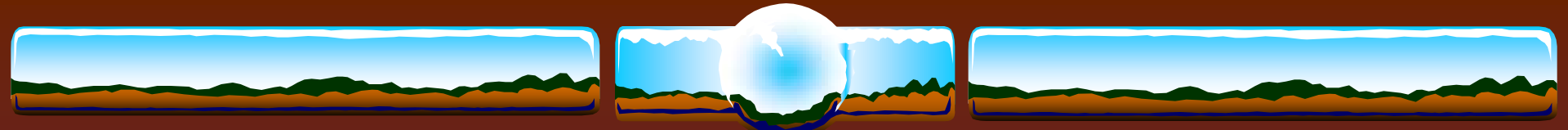
- ❖ These periodic reviews require coordination of multiple folks, and careful observance of timelines to prevent large fines to the department from the Dean's office, and to ensure that you get all advancements that you have worked so hard to earn
- ❖ Parties involved include you, your mentor, the chair, dept Appt & Promotions Cmte, dept academic personnel staff, School of Medicine Academic Affairs Dean, Chancellor, and CAP (Council on Academic Personnel)



## 2. Knowing Your Academic Calendar & Clock: Eight Year Limit



- ❖ The Academic Clock is the counting of years toward the “Eight Year Limit” for Assistant Professors
- ❖ This “clock” determines when a review - merit, appraisal, promotion - is due.



## 2. Knowing Your Academic Calendar & Clock

- ❖ If a UCLA faculty member is appointed on July 1 of a given year, he or she must advance to associate level effective *at or before 7 years* from that date
- ❖ For example, sans accelerations or extensions, someone appointed as Assistant Professor on July 1, 2005 and approved for promotion would have that promotion effective July 1, 2012.
- ❖ The eight year limit refers to an eighth year allowed at UCLA as Assistant Professor in the situation in which a promotion is not approved.



## 2. Knowing Your Academic Calendar & Clock: What Starts It



- ❖ An immediately preceding appointment as Visiting Assistant Professor WILL start the Academic Clock
- ❖ Preceding appointment in the Researcher or Visiting Researcher series or as Clinical Instructor does NOT start the Academic Clock.

## 2. Knowing Your Academic Calendar & Clock



- ❖ For appointments made between 7/1 and 1/1, the entire academic year counts toward the eight year limit.
- ❖ For appointments made between 1/2 and 6/30, the clock starts 7/1 of the following academic year.

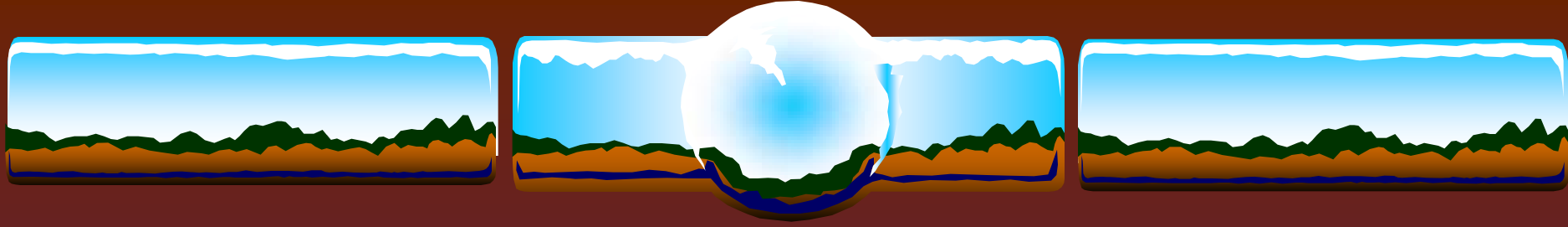


## 2. Knowing Your Academic Calendar & Clock: Extensions



- ❖ Time off the clock may be requested for primary childcare responsibility (2 years max @ 1 yr per child) or for extended illness.
- ❖ Request should be made within two years of event.
- ❖ Must be a formal written request, reviewed and approved by UCLA Academic Affairs Vice Chancellor





**YOU SHOULD KNOW  
YOUR ACADEMIC  
CALENDAR AND  
CLOCK!!!!!!**

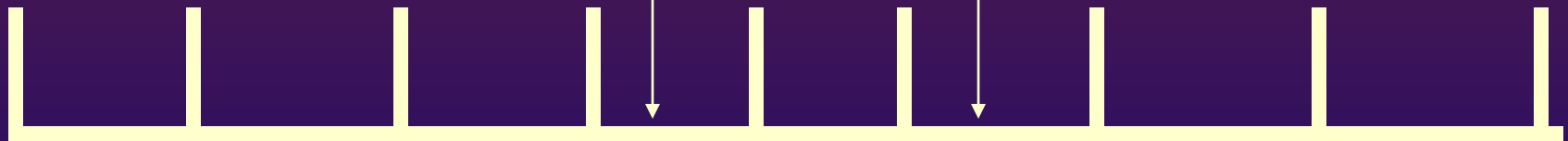


# Promotion Timeline

Fall '10  
Dossier  
for 4<sup>th</sup>  
Year  
Appraisal

Spring '13  
Dossier for  
Promotion

Promotion



7/07      7/08      7/09      7/10      7/11      7/12      7/13      7/14      7/15



## 2. Knowing Your Academic Calendar: 4<sup>th</sup> Year Appraisal

From The CALL:

“4th-Year Appraisal of Assistant Professors

❖ Appraisal is a formal evaluation...which is made in order to arrive at the prospects of the candidate for eventual promotion and to provide information to the candidate regarding those prospects.”

“The Departmental Review...should not be solely an advocacy document. Rather, it should be a balanced assessment of all salient features (positive and negative)...”



## 2. Knowing Your Academic Calendar: 4<sup>th</sup> Year Appraisal (from The CALL)

Appraisals are characterized as:

1. "Favorable" - indicating an assessment that it appears likely that the individual will eventually qualify for promotion to Associate Professor...
2. "With Reservations" - indicating an assessment that there is identified weakness or imbalance in the record which appears to require correction in order for the individual eventually to qualify for promotion.
3. "Unfavorable" - indicating an assessment that on the present evidence it appears unlikely that the individual will eventually qualify for promotion...



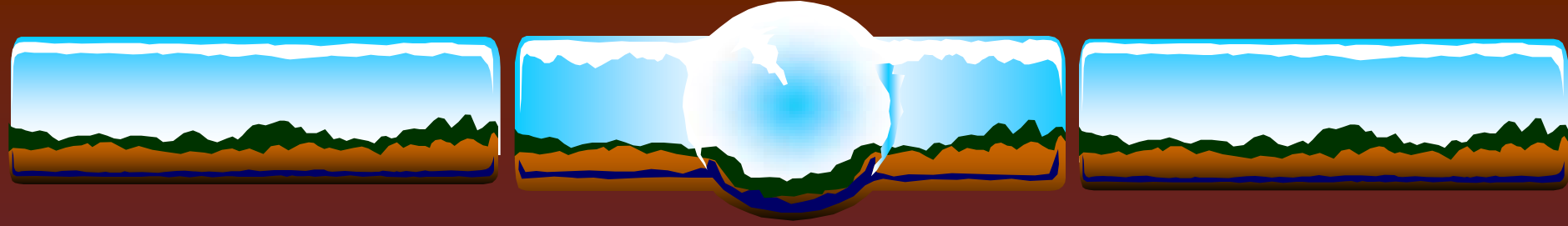
## 2. Knowing Your Academic Calendar: Promotion

- ❖ Goal of 4<sup>th</sup> year appraisal *is to provide feedback to help you*, to increase the likelihood that there will be “smooth sailing” of the promotion request
- ❖ Specific feedback can be provided to any junior faculty on request, and will almost always be provided for a “with reservations” appraisal
- ❖ Feedback from the final outcome of the 4<sup>th</sup> year appraisal comes from the Dean. The CAP letter and Dean’s letter are sent to the dept chair or division chief, who can meet with you to discuss and give you copies of these.



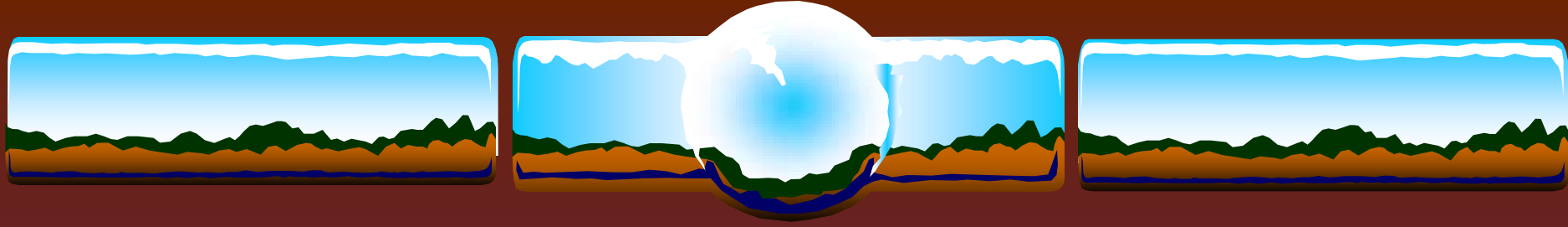
## 2. Knowing Your Academic Calendar: Promotion

- ❖ Goal of 4<sup>th</sup> year appraisal is to provide feedback to help ensure “smooth sailing” of the promotion request
- ❖ The review process for the “8 year limit” is typically initiated \*\*\*no later than at the end of year 6\*\*\* from your appointment date. For example, if you were appointed on July 1, 2005, letter from department requesting your dossier would be sent to you about mid-April 2011, for promotion effective July 1, 2012
- ❖ Tip: Work “backwards” from clock dates in planning grant applications/manuscript submission timelines



# 3. Criteria and Instructions for Judging Faculty Advancement

**“THE CALL”**

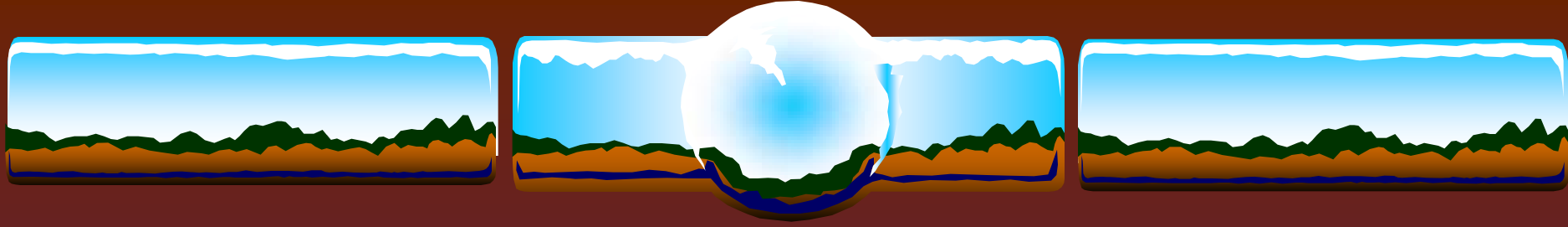


## Criteria and Instructions for Judging In Residence/Regular Faculty Advancement (The CALL)

*“Superior intellectual attainment as evidenced both in teaching and in research or other creative achievement is an indispensable qualification for appointment or promotion to tenure positions.”*

*“Publications in research and other creative accomplishment should be evaluated, not merely enumerated. There should be evidence that the candidate continuously and effectively engaged in creative activity of high quality and significance.”*





# Criteria and Instructions for Judging Faculty Advancement

Criteria are different in:

adjunct series

clinical compensated series

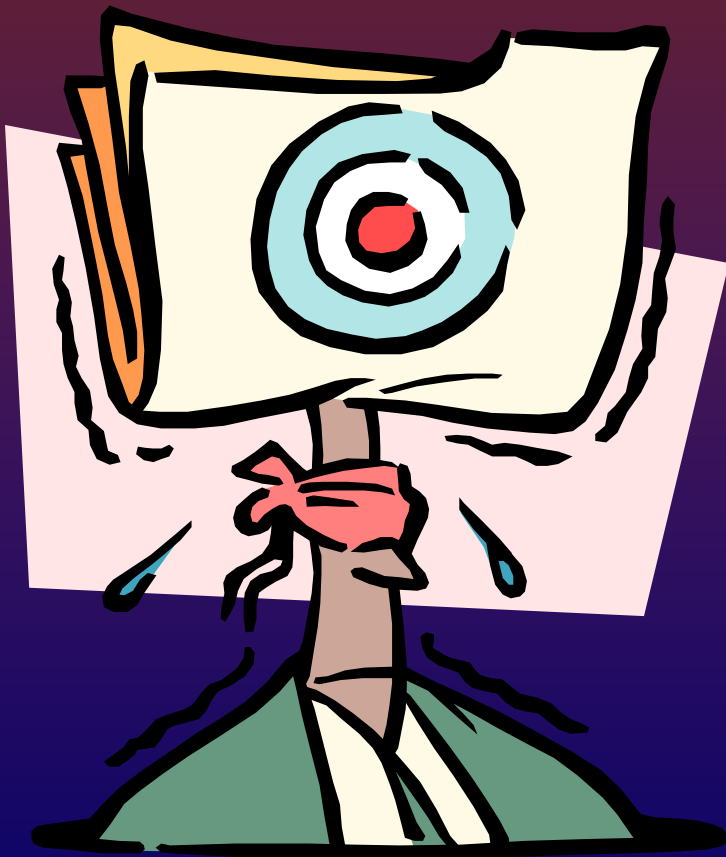
Read the Call:

<http://www.ucop.edu/acadadv/acadpers/apm/apm-210.pdf>



# 4. What you can do in-between requests for dossier assembly...

...to prepare for that request (and reduce your pain)



# 5. Responding to a request about assembling your dossier



- ❖ Request letter to you
- ❖ “The Basics” of a request: merit, fourth year appraisal, promotion to associate professor
- ❖ Special materials required at promotion
- ❖ Role of your faculty mentor



## 5. “The Basics” of a Request

- ❖ For ALL actions, the following will be requested:
  - ❖ Names of 5-8 UCLA faculty (any department or school) to provide peer teaching evaluations; these are needed *earlier* than other materials
  - ❖ Data summary form
  - ❖ CV and Bibliography in specific format
  - ❖ Mentoring form
  - ❖ Other documentation or materials from your hanging file (i.e., curriculum for creation of new course, teaching evals, award notification letter)
  - ❖ Self-evaluation letter



# Self-evaluation letter

- ❖ Your opportunity to describe not only what you have done and how much, but its significance and impact, your contributions to any collaborative efforts, and future directions
- ❖ Provides critical information to reviewers at all stages





# Self-evaluation letter

- ❖ Should explicitly cover four areas: teaching, research and creative work, professional competence, and service
- ❖ For merits, covers accomplishments since last action
- ❖ For 4<sup>th</sup> year appraisal and promotion, covers accomplishments since appointment
- ❖ You are \*\*\*strongly\*\*\* encouraged to review a draft of your letter with your faculty mentor prior to submission



## 5. Special materials required at promotion to Associate Professor

- ❖ **Nominations for evaluators: external and internal; their contact information (including email address) & bio blurbs**
  - ❖ Typically need 5-8 external reviewers
  - ❖ Need bio blurbs for those reviewers including title, specialty, key honors/recognition



## 5. Special materials required at promotion


- ❖ **List of 5 ‘best’ publications & statements of significance**
- ❖ **May want to discuss with faculty mentor**
- ❖ **Goal is to provide information to help department and campus committees (who will include faculty outside your field) judge the significance of your research or other creative work**





## 5. Special materials required at promotion

- ❖ Time frame for data summary and self-evaluation letter for Promotion to Associate Professor should be *CUMULATIVE SINCE APPOINTMENT*
- ❖ Copies of all publications (original research, book chapters, reviews, monographs, etc.) since appointment should be included



# 5. Role of your faculty mentor in dossier preparation:



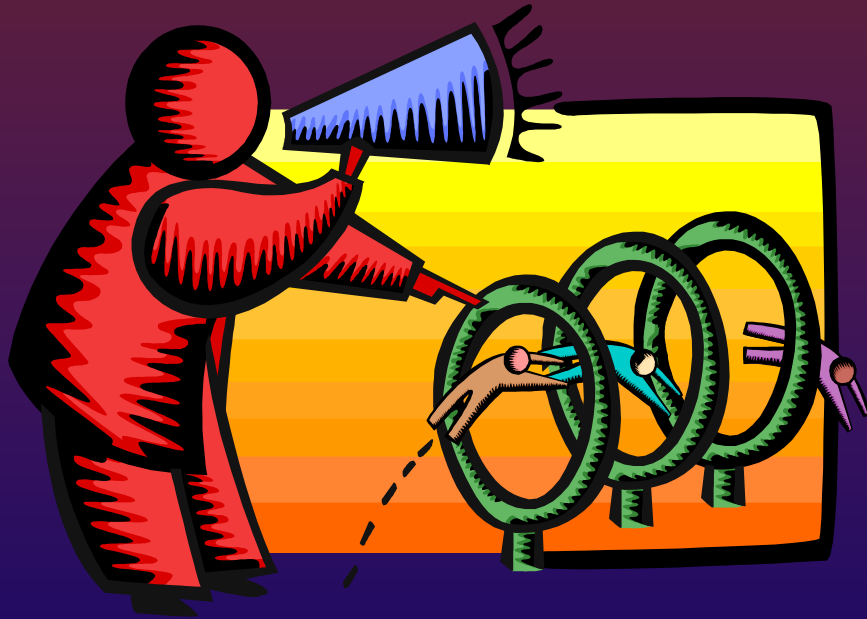
- ❖ REVIEW AND CRITIQUE DRAFTS of your self-evaluation letter, statements re significant pubs, data summary form, etc
- ❖ Suggest internal and external evaluators for letters
- ❖ Give you examples from their own advancements
- ❖ CALL ON THEM



# 6. What Happens to Your Dossier Next

## IN THE DEPARTMENT:

- ❖ Department Committee review
- ❖ Department vote
- ❖ Candidate signs “after certification” sheet





# 6. What Happens to Your Dossier Next



- ❖ If a merit action, dossier then goes to School of Medicine (SOM) Dean's Office for final approval
- ❖ If 4<sup>th</sup> year appraisal, dossier also goes to CAP, then back to SOM Dean for final approval
- ❖ Promotion: University-wide CAP and Vice Chancellor