

TENURED PROFESSOR – ACCELERATED OR DEFERRED MERIT INCREASE

Definition

Acceleration - when an appointee advances to a rank or step in advance of the normal period of time. A proposed acceleration requires evidence of exceptional achievement and promise.

Deferral - when a candidate does not advance at the normal period of time

General Information (see [The CALL-Regular Professor Series](#))

- In all these cases, the department must consider the candidate's teaching, research and creative work, professional activity, and University and public service since the last personnel action ([The CALL - Summary of Procedures #5](#))
- One (1) year accelerated merit increases for Associate Professors and one (1) or two (2) year accelerated merit increases for Full Professors follow the review procedures for standard merits
- Two (2) or more years accelerated merit increases for Associate Professors, and three (3) or more years accelerated merit increases for Full Professors require submission of publications and teaching evaluations and undergo review by the Council on Academic Personnel (CAP)
- Deferred merit increases are under the Dean's final authority (no longer subject to CAP review)

Submit the following to Luskin:

- ☐ Original plus one (1) single-sided copy to Luskin; or **when skipping a step:** original plus one (1) single-sided copy and four (4) double-sided copies. For the double-sided copies, the cover page through the vote page must be single-sided, and thereafter double-sided
- ☐ Two (2) copies of the Off-Scale Analysis

Dossier Contents in the order below:

- ☐ **Associate and Full Professor Merit Increase Data Summary cover page**
 - Use the appropriate [Data Summary pages from the APO website](#)
 - For joint or split appointment(s), notate all departments and the percentages in the Department section
 - Complete all the fields in the Present Status and Proposed Status sections
 - Annual salaries - Refer to [Table 1: Faculty – Ladder Ranks – Professor Series, Academic Year](#)
 - Salary must be rounded to the nearest \$100
 - Proposed salary rate is marked as TBD if no specific salary is recommended
 - Salary above the proposed step on Table 1 is an off-scale salary
 - The Dean can approve a proposed annual salary up to and including the next step or a proposed annual salary that does not exceed the current percent off-scale. A request to increase off-scale percentage must be explained and justified, and is subject to final approval by the Vice Chancellor.
- ☐ If applicable, **a copy of the Joint Appointment waiver form**
- ☐ **History Record** (entire history; no handwritten entries)
- ☐ **Data Summary Vote page**
 - Be specific as to the motion voted on and the proposed effective date
 - The sum of the vote tally must equal the number eligible to vote (see [The CALL, Appendix 4](#))
 - Votes must add up and match the Departmental Assessment/Director's letter
- ☐ **Data Summary, pages 3 - 6** (read instructions on each page)
 - **Candidate must initial these pages before committee or department review**
 - To ensure that a section is not overlooked, "N/A" or "None" should be notated
 - If the content does not fit on one page, append additional pages and number them with letters, for example 3a, 3b, 3c. Do not assign new numbers to the data summary pages.
 - Note:** CAP requests a separate teaching tabulation page with the following information: Quarter, Course, Number of Students, Response, Instructor Rating, Course Rating, and Department Average. Place this page directly behind data summary page 3.
- ☐ **Bibliography** ([L & S format](#) must be used)
 - The candidate must initial these pages before committee or department review
 - Mark "Since Last Advancement" in **ALL** sections

- ☐ **“Prior” Certification page**
 - **Must** be read by the candidate and signed before committee or department review
 - Bulky items (exhibits, grant proposals, etc.) should include a footnote, “See envelope (or box)”
 - Indicate items supplied by the candidate on the bottom section. Immediately after this page, include:
 - CV, required
 - Self-statements (*optional, but strongly encouraged*)
 - Sabbatical Report, if applicable
 - Bias list, if applicable
- ☐ **“After” Certification Page**
 - **Must** be read by the candidate and signed after the Department Assessment Letter is finalized
 - **Must** be dated on or after the Department Assessment Letter
- ☐ If applicable, **candidate’s written response to Department Assessment Letter**
- ☐ **Department Assessment/Recommendation Letter**
 - This is the letter setting forth the department’s recommendation, written under the Chair’s signature
 - The first sentence **must** include the candidate’s name, action, proposed rank and step, salary and whether the rate is off-scale, vote and effective date
 - Voting faculty have the right to review the letter prior to the candidate’s review ([see memo from former VC](#))
- ☐ If applicable, **Chair’s individual recommendation** (submit in a separate statement)
- ☐ If applicable, **Departmental ad hoc or standing committee report**
- ☐ If applicable, **Department’s UC interdisciplinary sample solicitation letter with Statement of Confidentiality**
- ☐ If applicable, **letters of evaluation from UC interdisciplinary entities** (noted on the Prior Cert Page)
- ☐ **Peer evaluation of teaching must be submitted**
- ☐ If applicable, **Department’s Unsolicited sample solicitation letter with Statement of Confidentiality**
 - If an unsolicited letter of evaluation is received, a letter should first be sent to the writer setting forth the Statement of Confidentiality ([The CALL, Summary of Procedures #10](#)), asking that individual to respond whether in light of this policy the letter of evaluation should be included or returned. Conclude that if no response is received by an assigned date, it is assumed that the writer agrees to the inclusion of the evaluation letter.
 - Write “Unsolicited” at the top right corner of letter
- ☐ If applicable, **Unsolicited letters** (see [Helpful Hints](#) for more information)
 - All Unsolicited letters received must be included in the dossier

Opus

Process the action in Opus, and submit to the Dean’s Office queue before the hard copies of the dossier are delivered.

Publications and Teaching Evaluations (for accelerations that involve skipping a step)

Publications, teaching evaluations, and any supporting materials placed in boxes. Boxes must be clearly labeled on both sides to include candidate’s name, department(s), action, effective date, box number (e.g. 1 of 2), etc.

- **Publications:** All publications since last review must be submitted, including in-press and work-in-progress manuscripts, if available. Publications must be numbered and stapled.
Note: A copy of the bibliography must be placed in the box or envelope (check off the items submitted)
- **Teaching:** All teaching evaluations since last review must be submitted in reverse chronological order. Each packet should be stapled and have the OID evaluation summary sheet before the students’ written comments.

Routing and Approval

Accelerated/Deferred Merits

The Luskin analyst will review the case then forward it to the Dean for review. The Dean has final approval authority on Associate/Full Professor accelerated/deferred merit increases that do not involve skipping a step (*except for merits to Associate Professor, Steps IV & V, for which the Vice Chancellor has final approval authority*). The Vice Chancellor has final approval authority for off-scale salaries beyond the Dean’s authority (salary that exceeds the next step or off-scale salary exceeding the current percent off-scale).

Skiping a Step

The Luskin analyst will review the case then forward it to the appropriate Dean for review. The Dean will write a recommendation, which will be included in the case when directed to APO. APO will send it to CAP. CAP will write a recommendation, and the Vice Chancellor will decide the final outcome

The Luskin analyst will notify the department of the outcome.