

## TENURED PROFESSOR – APPOINTMENT

### Definition

Per APM 220, the professorial series is used for appointees who are members of the faculty of an academic or professional college or school of the University who have instructional, as well as research, University, and public service responsibilities.

### Search Procedures

Visit the Office of Equity, Diversity and Inclusion website for instructions. All searches must be processed via [UC Recruit](#).

### General Information

- Associate Professor rank at UCLA uses Step I-V
- Professor rank at UCLA uses Step I-IX, Above-Scale, and Further Above Scale
- Appointments begin July 1<sup>st</sup>, November 1<sup>st</sup>, or March 1<sup>st</sup> (with approval)
- A change from another series to this series is an appointment
- Appointees to all ranks are members of the Academic Senate
- Additional procedural information can be found in [The CALL, Summary of Procedures #4](#)

### **Submit the following to Luskin:**

- ☐ Original plus one (1) single-sided copy and four (4) double-sided copies of the dossier. For the double-sided copies, the cover page through the vote page must be single-sided, and thereafter double-sided.
- ☐ List the names, ranks and departments of three (3) faculty suitable to serve as a departmental representative if a Review Committee (RC) is appointed. Submit six (6) copies.
- ☐ Two (2) copies of the Off-Scale Analysis
- ☐ Publications, teaching evaluations, and any supporting materials placed in box. See below for details.\*

### **Dossier Contents in the order below:**

- ☐ **Associate and Full Professor Appointment 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
- ☐ **Data Summary Vote page** (for guidelines, see [The CALL, Appendix 4](#))
  - 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
  - Votes must add up and match the Departmental Assessment/Director's 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
  - **Note:** 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**
- ☐ **List of Extramural (outside) evaluators solicited** ([Table format](#))
  - List all evaluators solicited, even if they did not respond
  - The list must indicate if the evaluator was suggested by the candidate, department, or both
  - A brief biography is required for each evaluator
  - **Note:** CAP recommends the receipt of 6-8 letters, and a reasonable balance between evaluators from the candidate's list and the department's list. Otherwise, the department must solicit additional letters accordingly.
- ☐ **Department's sample solicitation letter with Statement of Confidentiality**

- A [sample solicitation letter](#) and the [Statement of Confidentiality](#) can be found in The CALL
  - You may NOT change any part of the Statement of Confidentiality. It must be copied into a solicitation letter, or supplied as an attachment in this exact text.
- Notate “Sample solicitation letter” at the top
- ☐ **Extramural (outside) evaluation letters** (see [Helpful Hints](#) for more information)
  - All solicited letters received must be included in the dossier, including declinations
  - For evaluators who respond via email, include the first page of the email
- ☐ 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
- ☐ **Candidate’s current CV and publication list**
- ☐ If submitted, **candidate’s Research and Teaching statement(s)**
- ☐ **UC Recruit Search Report** (one copy only)

### **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**

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 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:** Teaching evaluation forms from the candidate’s home institution. A summary of the candidate’s teaching competence should be included in the departmental assessment letter.

### **Routing and Approval**

The Luskin analyst will review the case then forward it to the appropriate Dean for consideration. The Dean will write a recommendation, which will be included in the case when directed to APO. APO will send it to CAP. CAP may request a Review Committee (RC) be appointed.

- When an RC is not appointed, CAP reviews the file and makes a recommendation to the Vice Chancellor, who then decides the final outcome of the case.
- When an RC is appointed, the RC reviews the file and submits a report to APO, who forwards it to the College AP Office for the Dean’s review. If the Dean writes an addendum, it will be directed to APO. APO will forward both the Dean’s and the RC’s recommendations 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.