

TENURED PROFESSOR – MERIT EQUITY REVIEW

General Info

The purpose of the Merit Equity Review (MER) is to ensure that all University ladder faculty are at the appropriate rank and step consistent with the prevailing UC and UCLA standards. When the MER results in advancement in rank or step, an appropriate salary adjustment will also be made. A request for a MER must be substantive; that is, it must contain a request for a specific rank and step, with documentation appropriate to support that request. A significant discrepancy between the candidate's existing rank and step and that of his/her peers within the same discipline must be identified. The candidate should identify the areas of the record that he/she believes were not previously evaluated sufficiently, and/or areas of the record that indicate he/she was not hired at the appropriate level commensurate with his/her accomplishments at the time of hire. The review will proceed by assessing the candidate's overall record, using the University's established criteria.

Faculty in the following titles are eligible to pursue a MER:

- Associate Professor & Professor*
- Associate Professor-in-Residence & Professor-in-Residence
- Lecturer SOE & Senior Lecturer SOE

*A MER shall not occur at the Assistant Professor level. A MER may occur once at the Associate Professor level; once at the Full Professor level prior to advancement to Step VI; and once after advancement to Step VI.

Important Notes

- Use the appropriate data summary pages for a MER dossier ([click here](#) to access the APO template).
- Prior to submission of a MER dossier to the Dean or APO, the action must be entered in DAT.
- You must submit 1 original, 1 single-sided copy, and 4 double-sided copies of the dossier.
- The VC will make the final decision on the MER. If favorable, the effective date will be set at the beginning of the next academic year. There is no appeal or reconsideration process for a MER.

For more information on MERs, see Appendix 35 of The Call. You may also contact your Divisional Analyst for assistance on processing MER dossiers.

Procedures for MERs

A MER may be processed in one of two ways. A standard MER includes review by the department, Dean, and CAP/VC, while a MER via exception can bypass either a) the department, b) Dean, or c) both the department *and* Dean. Any request for a MER via exception must be approved by the Vice Chancellor of Academic Personnel before pursuing the action. The request must show clear and convincing evidence that the department/Chair or Dean may not review the case with appropriate objectivity.

The following is an overview of the process for MERs:

1. Initiate the Action

The candidate consults with the department Chair, Dean or VC¹, justifying the rationale for the MER based on equitable rank and step. The candidate may present a list of names of comparable faculty (across UCLA or other UC campuses).

¹ A standard MER would be initiated with the department Chair. A MER via exception would be initiated with the Dean, or with the VC if the candidate is bypassing the Dean.

2. Formation of Review Committee

The department Chair, Dean or VC will appoint a review committee for the MER*. The candidate may submit a list of faculty that he/she prefers *not* to review the case, but the composition of the committee is at the discretion of the Chair, Dean or VC. **A departmental standing committee may be used per department bylaws.*

3. Request Comparable Data

The candidate will present a list of comparable faculty (at or near the requested rank/step of the MER) to the department Chair or to Marsha Fractor at APO. Once the CVs are compiled, redacted copies will be provided by APO. Additional time may be required if the candidate requests CVs of faculty outside of UCLA.

4. Prepare Initial Comparative Report and Materials

The candidate will prepare the following: a) initial comparison report with a proposed rank/step, and a table that compares his/her research record with the comparable faculty, b) select publications and teaching evaluations (up to 5 years prior), and c) if proposed rank/step require solicitation of letters, a list of preferred external and student referees. Submit the completed materials, as well as the CVs used for the comparison report*, for review.

**The identity of faculty whose CVs were used for comparison should not be shared with the department.*

5. Dossier Review

The reviewing body follows standard review procedures for the proposed rank/step. For cases requiring external and student letters, the candidate will be provided redacted copies for review and response (optional). The committee will prepare a comprehensive report, which will also be provided to the candidate for review and response (optional).

A standard MER will then proceed to department review, discussion, and vote. The department Chair will complete a department letter. The candidate has the right to review the letter and submit a response (optional). The completed case is directed to the Dean's Office for review.

A MER via exception will be administered appropriately by the Dean or the VC in conjunction with the review committee. The candidate has the right to review the committee report and submit a response (optional) prior to a vote.²

6. Final Processing

For MERs that include review by the Dean, the Dean will review the complete dossier and prepare a recommendation letter. The case is directed to Campus APO for CAP review and the VC's final decision. MERs that bypass the Dean will be submitted to Campus APO when the case is ready for final processing.

For MERs that bypass review by the Dean, the department should forward the final dossier and materials directly to Campus APO, with a copy of the dossier to the Dean's office for record-keeping purposes.

² CAP is the voting body on any MER via exception that bypasses departmental review.