

ASSISTANT PROFESSOR – MERIT INCREASE

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

- A merit increase is advancement in step and salary without a change in title or rank
- An Assistant Professor is eligible for normal merit increases every two (2) years
- The department must consider the candidate’s teaching, research and creative work, professional activity, and University and public service since the last review ([Summary of Procedures #5](#))
- When a merit increase coincides with review for renewal of appointment, submit a single dossier

Submit the following to Luskin:

- Original plus one (1) single-sided copy of the dossier
- Two (2) copies of the Off-Scale Analysis

Dossier Contents in the order below:

- Assistant Professor Data Summary cover page**
 - When the candidate has a Joint or Split appointment(s), notate all departments and the percentages in the Department section
 - Check all applicable categories in the Type of Review(s) section
 - Complete all fields in the Present Status section
 - Indicate the number of years in the field for the “Years Toward Eight-Year Limit”
 - If the candidate had a previously approved TOC, notate the academic year(s) next to the “Years Toward Eight-Year Limit” (Example TOC: 2010-2011)
 - Complete all the fields in the Proposed Status section
 - 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)
- Assistant Professor Data Summary Vote page** (for guidelines, see [The CALL, Appendix 4](#))
 - Be specific as to the motion voted on and the proposed effective date
 - There must be separate votes for cases involving additional review(s), such as renewal of appointment
 - 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
 - **ALL** prior assistant vote actions must be shown on the **vote page** (landscape version)
- Data Summary, pages 3 - 7** (read instructions on each page)
 - **Candidate must initial these pages before any committee or departmental review**
 - To ensure that a section is not overlooked, the phrase “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 Rate, Instructor Rating, Course Rating, and Department Average. Place this page directly behind data summary page 4.
- Bibliography ([L & S format](#) must be used)**
 - The candidate **must** initial these pages, bottom right corner, before any committee or departmental review
 - Mark “Since Last Advancement” in ALL sections

- “Prior” Certification page**
 - **Must** be read by the candidate and signed before any committee or departmental review
 - Bulky items (exhibits, grant proposals, etc.) should include a footnote, “See envelope (or box)”
 - Indicate items supplied by the candidate on bottom section. Immediately after this page, include:
 - CV, required
 - Self-statement (*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 votes on the action
 - **Must** be dated on or after the date on the department assessment letter
- If applicable, **candidate’s written response to Department Assessment**
- 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 University policy the letter of evaluation should be included, revised, or returned. If no response is received by an assigned date, proceed with the inclusion of the evaluation letter.
 - Write “Unsolicited” at the top right corner of the sample 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

Do not submit these to Luskin, but they should be available upon request by the Dean.

Routing and Approval

The Luskin analyst will review the case then forward it to the Dean for review. The Dean has the final approval authority on the merit action. The Vice Chancellor has final approval authority for off-scale salaries beyond the Dean’s authority.

When the necessary approval(s) have been obtained, the Luskin analyst will follow internal protocol and notify the department.