

RESEARCHER – ADVANCEMENT TO FURTHER ABOVE SCALE

General Information (see [The CALL, Professional Research Series](#))

- There is no specific normal period of service at the steps above IV and eligibility based on years of service does not apply to advancements beyond Step V. Service at Steps V and above may be of indefinite duration.
- The department must review the candidate's performance since the last advance
- Service is required. Some examples of service activities are: service to community, state, nation, professional organizations, when the work done is at a sufficiently high level and quality, and service activities related to the improvement of elementary and secondary education.
- The effective date for advancements is July 1
- Additional procedural information can be found in the [Summary of Procedures, #9](#)
- Accelerated cases are subject to CAP review

Submit the following to Luskin:

- ☐ Original plus one (1) single-sided copy [two (2) single-sided copies for accelerated cases].
- ☐ Publications. See below for details*.

Dossier Contents in the order below:

- ☐ [Professional Research Further Above-Scale Advancement Data Summary](#) cover page (emailed to Luskin Analyst)
 - Indicate in the proposed action box if the action is “accelerated” or “deferred” and number of years
- ☐ Updated **History Record**
- ☐ **Data Summary**, page 2
 - Candidate must initial this page, bottom right corner
- ☐ **Bibliography** ([L&S bibliography format](#) must be used)
 - Candidate must initial pages, bottom right corner
 - Mark “Since Last Review” in **all** sections
 - Refer back to the last action to make sure nothing is missing or duplicated
- ☐ **"Prior" Certification page** (Data Summary, page 3)
 - This page must be read by the candidate and signed **before** any departmental review (APM 220-80, c)
 - Information and evidence supplied by the candidate must be listed on bottom portion of this page (CV, self-statement, publications, etc.)
 - Option not to submit a Bias List must be indicated
- ☐ **Bias List, optional**
- ☐ **Self-Statement, optional**
- ☐ **"After" Certification page** (Data Summary, page 4)
 - This page must be read by the candidate before signing (APM 220-80, e)
 - Must be signed **after** the date on the “Prior” page and after the date on the department assessment
- ☐ If applicable, **candidate's written response** to the department assessment
 - See APM 220-80, e. and “After” certification page I and III
 - The candidate's written response should be included in the file, if appropriate
- ☐ **Department Assessment**
 - Vice Chancellor's Final**
 - Addressed to the Vice Chancellor from the Chair, or from the principal investigator and endorsed by the Chair, recommending the advancement
 - The first sentence **must** include the candidate's name, proposed rank and step, percent time, off-scale salary, and effective date
 - Include justification for the proposed off-scale or increase in off-scale
 - 2 page maximum

- ☐ **Chair's individual recommendation, optional**
- ☐ **Departmental ad hoc or standing committee report, if applicable**
- ☐ **Department's Unsolicited sample solicitation letter with [Statement of Confidentiality](#), optional**
 - If an unsolicited letter of evaluation is included in the dossier, a letter should first be sent to the writer setting forth the Statement of Confidentiality ([CALL, Summary of Procedures #10](#)) and asking that individual to respond whether in light of this University 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.
 - Please write "Sample Unsolicited Letter" at the top of the letter
- ☐ **Unsolicited letters**
 - All unsolicited letters received must be included in the dossier
 - If received electronically, include the first page of the email and place after the corresponding letter
 - Please reference [Helpful Hints](#) for order of the letters
- ☐ **CV**

***Publications**

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.

- All publications **since last advancement**, 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).

Opus

Initiate the action and track the case by entering the appropriate dates in Opus as the case progresses. Current actions must be entered in Opus and submitted to the Dean's Office queue before the hard copies of the dossier are delivered to the Dean's Office.

Routing and Approval

The Luskin analyst will review the case then forward it to the Dean for review; accelerated cases will be then be sent to APO for CAP review. When the necessary approval has been obtained, the Luskin analyst will follow internal protocol and notify the department.

Reappointment Letter Associated with Advancement

Please note: In lieu of a reappointment letter, an updated renewal form may be submitted reflecting the approved salary.

After receiving the approved cover page, send a PDF copy of the Chair's advancement letter addressed to the candidate to the Luskin Analyst. (Label the file by candidate's last name, first initial, - Adv letter - fiscal year. For example, "Bruin, J. – Adv Letter - 15-16")

- Letter must include the following:
 - title of the position
 - salary rate or indicate WOS
 - name of the department in which the appointment is located
 - beginning and ending dates of the appointment
 - percentage of time
 - general responsibilities
 - name of the individual to whom the academic appointee reports

- "This appointment is for a specific term, with an ending date as herein set forth, and is not for a longer period unless express written notification is so given to the appointee. In the absence of such notification, the appointment *ipso facto* terminates on the designated ending date."
- This letter may include the candidate's signature