

## ASSISTANT PROFESSOR – PROMOTION TO TENURE OR EIGHT-YEAR LIMIT REVIEW

### Definition

Promotion is advancement in rank within the series and can occur at any time after an appraisal has been completed. An Eight-Year Limit Review is required for consideration to promotion to tenure during the seventh year of service as an Assistant Professor.

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

- The year(s) of service as a Visiting Assistant Professor at any UC and at any percent of time count towards the Eight-Year Limit. For more information, see [The CALL, Appendix 14](#).
- During the seventh year of service as an Assistant Professor, the candidate must undergo the Eight-Year Limit Review for consideration to promotion to tenure. See [The CALL, Appendix 14](#) and [The CALL, Regular Professor Series, VII](#).
- The department must consider the candidate's teaching, research and creative work, professional activity, and University and public service since appointment as Assistant Professor ([Summary of Procedures #8](#))

### Submit the following to Luskin:

- ☐ Original plus five (5) **single-sided** copies of the dossier.
- ☐ List the names, ranks and departments of three (3) faculty members the department considers suitable to serve as a departmental representative if a Review Committee (RC) is appointed. Submit an original and 5 copies.
- ☐ Two (2) copies of the Off-Scale Analysis.
- ☐ Publications and teaching evaluations since appointment at UCLA. See below for details.\*

### Dossier Contents in the order below:

- ☐ **Assistant Professor Data Summary cover page**
  - When the candidate has a joint or split appointment(s), please notate all departments and the percentages in the Department section
  - Please check all applicable categories in the Type of Review(s) section, including "Eight Year Limit Review" and/or "Promotion"
  - Complete all the 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 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
- ☐ 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
  - 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 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 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 before any committee or department review
  - Mark “Since Last Advancement” in ALL sections
  
- ☐ **“Prior” Certification page**
  - **Must** be read by the candidate and signed before any 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 bottom portion of this page. 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 Assessment Letter is finalized
  - **Must** be dated on or after 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 letter should be addressed to the Vice Chancellor
  - 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, **the 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**
- ☐ **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/chair, or both
  - A brief biography is required for each evaluator
  - **Note:** CAP recommends the receipt of 5-8 letters, and a reasonable balance between evaluators from the candidate’s list and the department’s list. Otherwise, the department must make every effort to 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
    - Letters soliciting extramural evaluations for promotion to Associate Professor must indicate this is a “tenured” position within the University of California system
    - 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 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 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 letter
- ☐ If applicable, **Unsolicited letters** (see [Helpful Hints](#) for more information)
  - All Unsolicited letters received must be included in the dossier

- ☐ **List of former and current students solicited**
  - The list must indicate if the student was suggested by the candidate, department, or both
  - List all students solicited, even if they did not respond
- ☐ **Department's sample Student Solicitation letter with Statement of Confidentiality**
  - A [sample solicitation letter](#) and the [Statement of Confidentiality](#) can be found in The CALL
    - Letters soliciting evaluations for promotion to Associate Professor must indicate this is a "tenured" position within the University of California system
    - 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.
  - Write "Sample solicitation letter" at the top
- ☐ **Former and current Student 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, **Unsolicited sample student letter of evaluation 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 Student 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**

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 appointment 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 Evaluations:** All teaching evaluations since appointment must be submitted in reverse chronological order (stapled or binder clipped by class section). Each packet should have the OID evaluation summary sheet before the students' written comments.

### **Routing and Approval**

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 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 Luskin 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.

*If the case does not support tenure*, a preliminary assessment will be issued. Procedures that must be followed upon the issuance of a preliminary assessment are detailed in [The CALL, Regular Professor Series, IX](#) and APM 220-84b.

