

SAFEGUARDS IN THE REVIEW PROCESS

(Revised 06/04)

The following procedures represent established mechanisms at UCSB and within the University of California system for the protection of the rights of individuals who are under review for merit or promotion.

1. The right to timely notification from the department for non-tenure ladder faculty.

Reference: Red Binder I-22

2. The right of being informed in detail about the "departmental recommendations and of the substance of departmental evaluations" in all reviews for merit, appraisal or promotion, "orally or, upon request, in writing."

Reference: Academic Personnel Manual (APM) 220-80d and 220-80e

Procedural Safeguard Statement

Right to respond in writing to the departmental recommendation

3. In the process of review of an Assistant Professor for formal appraisal, reappointment or promotion, should the Academic Vice Chancellor's tentative decision be to not reappoint or promote, or contrary to the departmental recommendation, the individual (and department chair, by copy of the letter) will be notified of this recommendation. The individual will also be notified of the opportunity to request copies of reviewing agency reports, at which time the department chair will also receive copies. (APM 220-84b)

The candidate and the Department Chair, after appropriate consultation within the department, shall then have the opportunity to respond in writing and to provide additional information and documentation within 10 working days of notification.

4. After the final administrative decision has been communicated to the candidate, the candidate shall have the right, upon written request, to receive from the Chancellor, or other designated administrative officer, a written statement of the reasons for that decision, including a copy of non-confidential documents and a redacted copy of the confidential academic review records in the personnel review file. (APM 220-80i) The Associate Vice Chancellor for Academic Personnel will act as the Chancellor's designee for the purpose of supplying access to reviewing agency report. Supplying the comments from reviewing agencies will fulfill the campus' obligation to provide a written statement of the reasons for the final decision.
5. If a candidate believes that standard procedures have been violated in the handling of an academic personnel matter, the candidate has a right to submit a grievance to the Academic Senate Committee on Privilege and Tenure.