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ELIGIBILITY, DEFERRAL AND MANDATORY REVIEW
(Revised 4/26)

I. Service Credit

Six months or more of service in any one fiscal year normally count as one full year of service for merit eligibility. Less than six months of service in any one fiscal year does not count. The normal period of service prescribed for each salary level does not preclude more rapid advancement in cases of exceptional merit nor does it preclude less rapid advancement.

Service as an Assistant Professor, Assistant Teaching Professor (including time as an Acting or Visiting Assistant Professor), or Assistant Researcher (including time as a Visiting Assistant Researcher) is limited to 8 years. This means that the tenure/SOE/Associate Researcher review must be conducted no later than the 7th year.

Service at the Associate Professor/Associate Teaching Professor/Associate Researcher and Professor/Teaching Professor/Researcher levels is unlimited.

II. Extensions of the 8-year limit for Assistant Professors, Assistant Teaching Professor, or Assistant Researchers

Under specific circumstances, an Assistant Professor, Assistant Teaching Professor, or Assistant Researcher may request an extension of the 8-year limit. An individual may have no more than two extensions during the probationary period (with the exception of COVID related extension) and requests may not be made after the tenure/SOE/Associate Researcher review has begun. Requests for extension are to be addressed to the Vice Provost for Academic Affairs, via the appropriate Chair, Director and Dean or other control point. Extensions of the clock may be requested for the following reasons:

a. Childbearing or Childrearing: A request may be made to allow the employee to care for any child who is, or becomes part of the employee's family. The employee must be responsible for 50 percent or more of the care of the child. The birth or placement of more than one child at a time constitutes a single event of birth or placement. The request must be submitted within 2 years of the birth or placement, and before July 1 of the academic year in which a promotion review is to occur.

b. Serious Health Condition: A request may be made when the employee's ability to pursue their duties is significantly disrupted by a serious health condition or disability, by the need to care for a close family member who is seriously ill, or the death of a close family member. Supporting documentation must be provided with the request for extension.

c. Significant Circumstance or Event: A request may be made when significant circumstances or events beyond the individual's control disrupt the individual's ability to pursue their duties. Examples include, the effects of a natural disaster or extraordinary delays in the provision of research resources committed to the individual which are necessary for their research activities. Supporting documentation must be provided with the request for extension.

When an extension of the tenure/SOE clock has been approved the individual should not be expected to have produced more or performed at a higher level than an individual who has not extended the tenure/SOE clock. The file is to be evaluated without prejudice as if the work were done in the normal period of service. Extension of the tenure/SOE clock does not delay eligibility for appraisal, merit, or promotion. However, the extension may be used as the basis of a request for deferral of any of these actions for a period equivalent to the extension.

III. Regular Ranks, Steps, Normal Periods of Service

The Assistant Professor/Assistant Teaching Professor rank contains steps I-VI, although step I is not used at UCSB. The Associate Professor/Associate Teaching Professor rank contains steps I-V. The normal time of service at each step within the Assistant and Associate rank is 2 years, except for service at the overlapping steps of Associate Professor/Associate Teaching Professor IV and V (Red Binder I-37). The Professor/Teaching Professor rank contains steps I- IX as well as Above Scale. Normal service at steps I-IV is 3 years. Service at step V and above may be for an indefinite time: however, normal service is 3 years at steps V through VIII and 4 years at step IX or Above Scale. Steps V+ and IX + act as overlapping steps (Red Binder I-37.) Eligibility for normal advancement occurs after the normal time of service at each step. Early advancements abbreviating normative time of review are only permitted at the rank of Assistant Professor/Assistant Teaching Professor in cases of promotion (see RB I-36 for guidance on expectations for acceleration) or in cases of lateral promotion/advancement from the overlapping steps (see RB I-37 for important parameters governing advancement at the overlapping steps).

If the outcome of a merit review is no change in rank, step, or off-scale, the candidate will continue to be eligible for advancement in rank or step each year until the advancement in rank or step occurs. Normal periods of service in other academic series are described in the Red Binder section covering the series.

IV. Advancement Effective Dates

The Office of Academic Personnel annually publishes promotion and merit eligibility lists for each department.

All merits and promotions will be effective July 1. It is possible, based on availability of funding, that payment for merits and promotions may be delayed. If this occurs, payment will be made retroactively at the time funds become available.

V. Mandatory Five-Year Reviews

Senate faculty and appointees to the Research, Project Scientist, and Specialist series must undergo a performance review at least once every five years, including an evaluation of the individual's record in all review areas. This review may not be deferred. Most appointees in these series are reviewed for merit advance every two to four years, depending on rank and step. Appointees eligible for merit advancement or promotion may request deferral of review, so long as the time period since their last review is not more than four years. Non- submission of materials will not constitute automatic deferral. If an individual does not turn in materials by the departmental due date, the department will conduct the mandatory review based on the materials available in the department as of the due date.

Faculty holding 100% administrative positions in the SMG program or covered by APM 240 or APM 246 are exempt from mandatory five-year reviews since they face a separate review policy.

VI. Deferral of Review

Deferral of non-mandatory reviews will be automatic if a tenured/SOE Senate faculty member does not submit materials by the departmental due date, and no case is forwarded by the department by the established submission deadline.

Deferral requests made by appointees in the Research, Project Scientist, or Specialist series must state the reason for the deferral. The request along with the endorsement from the Chair or Director must be submitted via AP Folio.

Deferral requests made by Assistant Professors or Assistant Teaching Professors must be accompanied by a letter of recommendation from the Chairperson that explains the reasons for the deferral and describes the progress that will be expected prior to the next review. Review for promotion to tenure or Security of Employment will normally take place by the end of the 6th year of service but may be deferred until the 7th year. The faculty member's deferral request along with the Chairperson's letter of recommendation must be submitted via AP Folio. Deferral beyond the 7th year will not be considered. The Formal Appraisal review may not be deferred, except in cases of extension of the tenure/SOE clock.