

I-6  
**CAREER EQUITY REVIEW**  
(Revised 12/19)

A Career Equity Review (CER) may be initiated by or on behalf of tenured ladder faculty, and Lecturers SOE and Senior Lecturers SOE who are members of the Academic Senate. The CER is designed to examine cases in which normal personnel actions from the initial hiring onward may have resulted in an inappropriate rank and/or step; i.e., a faculty member's rank and/or step is not commensurate with the candidate's merit as assessed in the areas of research, teaching, professional activity, and service and in terms of the standards appropriate to the candidate's field, specialization, and cohort. A CER provides the opportunity to pay special attention to equity in relation to the standards in the discipline and to determine if current placement on the academic ladder is consistent with the application of those standards as they relate to rank and step. Recommendations and decisions will be based on the criteria used for normal promotion and merit reviews; but CERs will consider the entire career record of the individual, as well as recent activity.

A CER is not an alternative to the reconsideration procedures that apply to particular reviews (Red Binder I-10) nor is it an alternative to cases that should be brought before the Committee on Privilege and Tenure. A CER is not intended to address salary compression or other salary issues related to market, therefore, requests for adjustment of off-scale supplement will not be considered. Final decisions of CERs will not be subject to reconsideration or appeal. Reports generated during the CER process will be subject to the same policies and procedures as reports generated during the regular review process. A CER is considered an Expanded Review case and will be subject to review by CAP. CERs may be requested or conducted no more frequently than once every six years. Only faculty who have held an eligible title (see above) for at least four years can be considered for a CER.

**Procedure:**

A CER may be initiated by the candidate through his or her department in parallel with an advancement case submitted for the faculty member through the regular advancement process, or through the appropriate Dean as a separate personnel action during the same review cycle as an advancement case. A CER may also be recommended to the Associate Vice Chancellor for Academic Personnel by any reviewing agency in the course of a personnel review. The reviewing agency will inform the Associate Vice Chancellor that it believes a CER should be considered and the Associate Vice Chancellor will report this recommendation to the faculty member. The candidate will then decide whether to initiate a CER and, if so, whether to initiate it in the department or with the Dean. Once initiated, it will follow one of the paths outlined below.

Possible justification for a CER may include, but is not limited to, the following: 1) the rank/step was inappropriately low at the time of initial hiring and in consequence the faculty member is currently placed too low on the ladder; 2) the outcome of one or more prior personnel actions has had a negative effect on subsequent personnel reviews, and in consequence the faculty member is currently placed too low on the ladder; 3) specific works and contributions have been overlooked or undervalued by the department or other reviewing agencies and in consequence the faculty member is currently placed too low on the ladder; 4) the faculty member's cumulative record warrants placement higher on the academic ladder.

**A CER may be initiated in the following ways:**

1. During consideration of a normal advancement, either the candidate or the department may initiate a CER by including a letter with the review file that identifies the area of the record that the candidate or department believes was not previously properly evaluated and/or the area of the record that indicates the candidate was not hired at the rank/step commensurate with the accomplishments at the time of hire. The department must first consider, analyze and vote on the proposed merit/promotion action. The department will then consider if based on the justifications for a CER, further advancement is supported. The candidate's letter will be included in the merit/promotion case that is sent forward by the department.
2. At the time a merit or promotion case is being prepared in the department, a CER may be requested by an individual faculty member through the Dean. The request in such cases will be treated as confidential. The Dean will inform the Associate Vice Chancellor for Academic Personnel of the request for review. The Dean

will then form a confidential ad hoc committee to oversee the assembly of materials for a career review. The Dean will also assure that all appropriate procedures concerning safeguards and access occur as outlined in the Red Binder. The committee will include members of the School or Division, and at the Dean's discretion may contain members of the Department and/or representatives from outside the School or from other UC campuses. The committee will not evaluate the concurrent merit/promotion action but will have access to the departmental letter of recommendation for the pending action. The committee may request additional information from the candidate. The committee will provide an analysis of the CER equivalent in depth to that of a Department letter. The ad hoc committee's dossier, and their letter analyzing the case, will be forwarded to the department for consideration, analysis, and vote. The CER case will then be forwarded along with the merit or promotion case to the Dean and continue through the normal review process for an Expanded Review case.

3. During the course of a normal personnel review, a Dean, CAP or the Associate Vice Chancellor for Academic personnel may recommend a CER. A letter will be sent from the Associate Vice Chancellor to the faculty member informing the faculty member that a reviewing agency has recommended a CER as part of the advancement review. If the faculty member wishes to be considered for a CER, the review may be initiated via either of the two procedures listed above. Reviewing agencies are encouraged to review the files of every academic appointee for appropriate inclusion in the CER program coincident with the normal review cycle. Input from the department chair may be requested via the Associate Vice Chancellor for Academic Personnel if warranted.

Any CER that is initiated by a reviewing agency and that requires review for promotion, merit to Professor VI or to Professor Above Scale must contain extramural letters. In the event that the original case does not contain extramural letters, the agency preparing the CER will be responsible for solicitation of such letters.

Because the CER is processed in conjunction with a merit/promotion case, two decisions will be made at the conclusion of the review; one based on the request for CER and one based on activity during the current review cycle. If the CER decision leads to an adjustment of rank and step, the candidate's salary at the new rank and step will include the same off-scale supplement as the salary prior to the review. A final decision for an adjustment in rank and/or step will occur effective the next July 1. No retroactive action will be approved.