Career Case Management

April 5, 2019
Office of Academic Personnel

Agenda

- Overview – career review cases
- Eligibility – departmental consultation, candidate preparation
- Deadlines – departmental, campus
- Case materials – biobibs, CVs, self-statements
- Extramural letters – name selection, solicitations, letter redaction, coded list
- Case preparation – departmental processing, voting, preparation of recommendation (department letter)
- Reviewing agencies – role in the review process
What is a “career review case?”

A career review is a personnel case during which a formal and comprehensive assessment of a candidate is performed. A career review case focuses on both the entire career and the achievements within the current review period.

Which personnel cases are career review cases?

Ladder faculty & research titles
(Researcher*, Proj Sci, Specialist)
- Promotion from Asst to Assoc
- Promotion from Assoc to Full
- Merit to step VI*, Above Scale

Lecturer SOE
Sr Lecturer SOE
- Promotion from LPSOE to LSOE
- Promotion from LSOE to Sr LSOE
- Merit to step VI, Above Scale
Eligibility Lists

- Look for campus announcements from AP
- Senate Faculty elig list available in early April
- Researchers, Proj Scientists, Specialists elig list available in early September
- Access lists by logging into AP Folio ➔ Eligibility Listing link under AP Folio heading

Eligibility and General Information

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<tr>
<th>REGULAR RANKS, STEPS, NORMAL PERIODS OF SERVICE</th>
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<td>ASSISTANT PROFESSOR (5 year, non-tenured)</td>
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Eligibility is based on normative time at step ➔ RB I-75 (General info on faculty Appointments and Advancements)

- Procedural items – materials, the review process, criteria, department voting, etc
- Also see Department Chair’s Handbook under Resources for Academic Employees on AP website
- Those at special step remain eligible for career review advancement every year until they advance

AP Folio

- Academic Personnel Recruiting
  - Eligibility Listing
- Case Processing
  - Appointments
  - Merits & Promotions
  - Reappointments/Modifications
  - Personnel Files
- Reporting
- Outside Professional Activities (APM-025)
Dept Notifies Faculty of Elig

- Overview of process
- RB I-22 checklist
- RB I-26 Safeguard statement
- Response deadline

Faculty Responds

- Set case type in AP Folio
- Dept consultation if needed
- Memos for Asst Prof & LPSOE deferral

Instructions to Candidates

- Dept & campus deadlines
- Evaluator names
- Case materials
- Previous case biobib

Department consultation

- Accelerations/Deferrals, as appropriate
- Mandatory reviews
- Above Scale accelerations
  - RB I-43: Interval between salary increases for Above Scale must be a minimum of 4 years. Accelerations will not be approved except for the most superior cases
- Within-Step increases (if normative time served, RB I-4)
Department & campus deadlines – Faculty

- Internal department deadlines:
  Candidate decisions, materials for outside letters (CV/biobib, publications, etc), reviewer names, evaluator letter deadlines

- Campus-wide cutoff date Sept 15 (senate faculty)
  Case must based upon materials available before Sept 15 (except letters); *departments may set earlier cutoff date*

- Dean’s Authority cases due 2nd Mon Nov
- Expanded Review cases due 2nd Mon Dec

Department & campus deadlines – Faculty (cont’d)

Red Binder I-2
Case must based upon materials available before Sept 15, except letters delayed outside of department’s control

*What if departments have an earlier cutoff date?*

- *example: department biobib cutoff date is June 30*
- *Outside letters are solicited in Aug. Evaluators sent candidate CVs updated through August – is this a problem?*
  YES – may result in evaluators reviewing items not on the biobib
Department & campus deadlines – General

Red Binder I-2
In promotion to tenure cases, exceptions to campus-wide Sept 15 cutoff date may be appropriate

What if the candidate wants to include future dates of events that are scheduled to occur after the department or campus cutoff date?
  • do not include
  • Research series cut-off: December 31
  • Project Scientist/Specialist cut-off: January 31

Case Materials - Biobib

What is a Bio-bibliography or “biobib?” Why does the review process require a biobib instead of a Curriculum Vitae (CV)?
  • The biobib contains information also found in a traditional curriculum vitae, but arranged in a specific format to ensure consistency and clarity
  • Generally divided into:
    - Mini CV
    - Research
    - Teaching
    - Professional Activities
    - Service
  • LSOE series can use a single section, Professional and/or Scholarly achievement and Activity rather than two separate sections titled Research and Professional Activity.
Case Materials – Biobib (cont’d)

- RB I-27: Instructions for Completion of the Bio-bibliography (biobib)
- Word document template available on Forms page on AP website
- Only Research section should be cumulative, even in a career review
  - Reviewing agencies have access to candidate’s complete record
- Faculty member maintains/updates it; dept analyst checks for accuracy
  and compares against biobib from prior case
- Teaching section omitted for research title reviews (more on this later)

Case Materials – Biobib (cont’d)

- Research/creative activity should be complete and accurate
  - Correct titles, complete citations, order of author names should be accurately reflected
  - Correctly categorized (peer-reviewed article, book, book chapter, conference proceedings, etc…)
- Electronic links to publications (if used) should function correctly; should link to the final version; should not require sign-in to access *(Box is okay)*
- If applicable, include links to publications above the line that are submitted as part of the “representative sampling” of the career.
Case Materials – Biobib (cont’d)

- Works in press (B items) are “counted” in the current review; these are assigned a number on the next review, but appear below the line on the next biobib and include an *
- Submitted (C items) should be hard copy, not links
- If included, in-process (D items) should be hard copy as well
  - Not tracked, so often these are not included with the case materials

Case Materials – Self-assessments

- Self-statements may cover research, teaching, professional service, contributions to diversity and should be included in the case upload
- Especially in research title career reviews, self-assessments can be an appropriate place to list individualized teaching and mentoring (vs Service*)
- Advancement criteria in Researcher reviews: research/creative activities, professional activities, university and public service
  - No teaching on biobib
  - Project Scientist: Research/creative activity; professional activities
    - Service encouraged but not required
  - Specialist: same as Project Scientist, but areas of review may be used flexibly
Extramural Letters – Evaluator Names

- Requirements (RB I-46)
  - Even mix of department and candidate-suggested names
  - At least 6 letters, at least 2 UC-familiar
  - No close associates (collaborators, colleagues, advisors, personal friends)
  - No repeat letter writers from previous cases
  - Refer to RB III-12 & RB III-14 for research title requirements

- Deviations from the above should be explained in the coded list (NOT in the department letter!)

- Evaluators should be tenured faculty from distinguished institutions
  - Above Scale: include international faculty/researchers

- Question: are more letters always better? i.e. if six letters are good in a tenure case, are twelve even better?

Extramural Letters – Evaluator Names, cont’d

- Candidate provides names, and department provides names. These are done independently of each other.

- Once analyst has both lists, finalize the names to be solicited

- If both suggest the same name, it is counted as a department-suggested name
Extramural Letters – Solicitations

- Do not change prescribed wording from RB I-49 and RB I-50 without AP approval
  - Use correct wording for the proposed action
  - RB I-49: sample letter & confidentiality statement
    - For research titles, refer to external evaluation sections RB III-12, III-14 & III-16
- Do not direct/steer letter writers on what to include in their evaluation
- Include a deadline for return of letters
  - Consider department timelines, e.g. fall faculty meeting schedules
  - Department chair contact to encourage response must be careful – free of bias/influence

Extramural Letters – Materials to External Reviewers

- Candidates should be treated equitably
  - Items sent to reviewers depend upon department culture and practice
  - All reviewers should receive the same materials
- Curriculum Vitae (CV) versus Bio-bibliography (biobib)
  - Consider department cutoff dates versus “up-to-date” CV
    - Take care that external evaluators are not reviewing items that are not going to be on the candidate’s (campus) biobib OR that are not actually in the state of publication as represented
- Solicitation letter and any materials sent to reviewers that are not already in the case are uploaded to AP Folio
- No ESCIs or written student evaluations
In the meantime... (further case preparation)

Dept analyst collects, reviews, prepares case materials as needed—see RB I-34 checklist (for research titles: RB III-9)

- Compare current bio-bib against previous case

- Collect:
  - ESCI summary & written student evals (BAP report if needed)
  - Sabbatical reports and APM-025 for review period
  - Publications from current review period + representative sampling from entire career

- Verify info between self-assessments and bio-bib, make corrections as necessary

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Extramural Letters – Coded List

- Also known as the referee or external evaluators coded list

- Who prepares the coded list? Why?
  - Faculty with knowledge of the evaluators’ qualifications and context should prepare the list

- Discussion appropriate for the coded list often ends up on the department letter – do not make this mistake!
  - Risk of confidentiality breach
  - Candidate sees the department letter before the case is turned in to College – then it is too late to correct
Extramural Letters – Redacted Letters

- Should candidates receive redacted letters automatically?
  - No – offer of redacted copies should be made to candidates, but do not prepare redacted copies unless requested
  - Must be given in advance of case deadline to allow time for response
- Redact letterhead information from each page, plus signature block and any material below it
  - No redactions should be made within the body of letter
- If provided, redacted versions must be uploaded to case
- Verify that candidate has filled out Safeguard Statement appropriately

Case preparation

Once letters are received and case materials assembled, department processes case according to internal protocol, makes a recommendation, conducts faculty consultation (vote)

Departmental recommendation is prepared in accordance with APM 220-80-e; letter is then made available to eligible faculty per departmental protocol
Departmental Letter Guidelines

- Red Binder I-35
- Concise, accurate and analytical – not simply a listing of items on bio-bib
  - Reviewing agencies already have all of the documentation in full
  - Accuracy of letter should be checked against all case materials
  - Case materials provide detailed evidence to support the evaluation
- Department letters should not be overly long, even for career cases
  - should address all four areas of review – research, teaching, professional activity, service
  - should not contain excessive quotes from self-statements, student evaluations, or external reviewers

Departmental Letter Guidelines (cont’d)

- Career reviews encompass the candidate’s career in addition to current review period; assessment should address career overview and recent achievements
- Include departmental vote; explain any “no” votes (state if unknown) and indicate total number eligible to vote, for example:
  - 13 yes, 0 no, 0 abstaining, 2 not voting; 15 eligible total
- Acceleration recommendations ideally addressed via separate paragraph or in summary paragraph
  - acceleration justification that is “integrated throughout” letter = difficult to identify
Departmental Letters: **Context**

- Research or creative activities
  - reviewing agencies are not well-versed in every discipline – department letters should be written to be accessible/understandable to layman
    - avoid using only specialized, technical, or esoteric language
- Awards or other accolades
  - Nobel Prize or election to NAS may be commonly understood, but discipline-specific or international awards should be put into context
- Teaching evaluations and ESCI scores
  - Don’t ignore negative teaching evaluations or substandard ESCI scores
  - Consider and integrate candidate’s comments teaching self-statements as appropriate
- Contributions to diversity as appropriate to four areas of review (research/creative activities, professional activities, teaching, service)

Departmental Letter: External Reviewers

- Outside reviewer quotes should not be used in lieu of analysis, careful consideration and discussion of external evaluation letter content
- Avoid evaluator discussions which identify the letter writer gender “her/him/she/he,” or that give identity clues, for example:
  - “Referee A, a prominent faculty member at a top university in Germany who won the Kyoto Prize in 2016…”
- Avoid detail about solicitation process:
  - “The department solicited three referees suggested by the candidate and three suggested by the department. All six agreed to write…”
- Avoid justification for deviations from RB evaluator standards
Departmental Recommendations (other pieces)

- Minority opinion letter
  - Members of the dept feel opinions are not accurately represented
  - Available to all eligible faculty for review
  - Candidate will have access in redacted format
  - Cannot be anonymous

- Chair’s confidential letter
  - Confidential from faculty of dept.
  - Candidate will have access at end of review – “reviewer report”
  - Explains anything the chair thinks might have affected the departmental vote that for some reason or another he/she does not want to share with the faculty

- Both should be used rarely

Who is Responsible for What?

- Candidate:
  - Supply up-to-date materials on time (observing dept-specified deadlines)
  - Make necessary corrections/updates as requested by dept analyst

- Department Chair (can be in conjunction w/personnel committee):
  - Provide original, analytical assessment of candidate’s qualifications
  - Justify proposed action
  - Provide qualitative biographical info on external reviewers (Coded List)

- Department Analyst:
  - Ensure the above are in place and conform to policy (may involve editing dept letter to ensure accuracy and compliance)
  - Accuracy of/consistency across materials, before submitting case to College
Campus reviewing agencies

- Dean’s office, AP, CAP, Ad hoc committees, AVC, EVC, Chancellor
- College analysts review the case first
  - Respond to their requests for revisions/corrections promptly
- Additional information requests
  - Any reviewing agency can request add’l info
  - Not a negative reflection on the candidate
  - Candidate may need to be informed of new info (APM, Section 220-80-h)

Academic Personnel Contacts

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Questions?