

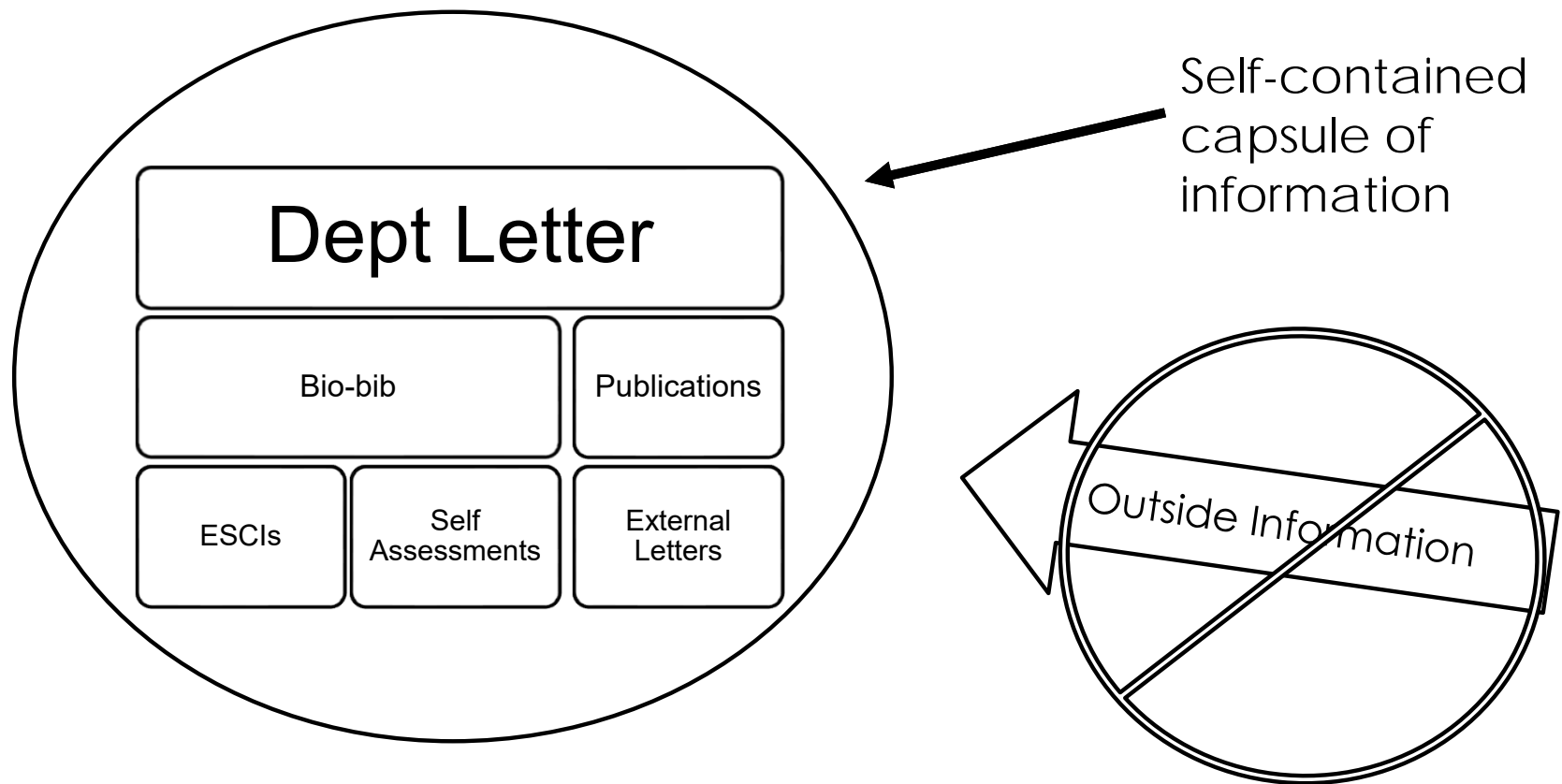
Senate Faculty Advancements

WORKSHOP
AUGUST 24, 2021

Case Materials

- Consider it a self-contained capsule of information
- Reviewing agencies DO read ALL materials submitted
- Dept Letter may only reference materials included with the case
- Bio-bib serves as official record
 - Must be consistent with other case materials, including dept letter and self assessments

Case Materials



Bio-bib

- Retain Section Headers, even if no content (do not delete!)
 - See bio-bib template on our Forms page
- Compare to previous biobib (or appt CV); account for changes
- Complete citation info for publications, in correct order
- How to classify items? Do not double-list items!
- Consistent with other case materials
 - Department Letter
 - Self Assessments

Bio-bib, cont'd

- Publication section always cumulative
- Other sections: Only items from the current review period
 - Reviewing agencies access previous materials
- Unsuccessful reviews: multiple line(s) going back to last successful (change in rank/step) review

ESCIs and Student Evaluations

- Draw a line in 5-year summary denoting current review period
- Submit student evaluations for all classes included in case
 - If missing, explain their absence
- Clearly explain how candidate met department's standard teaching load

Above Scale

- Normative advancement:
 - Continued performance at Above-Scale-expected levels in all areas
 - One increment = 10% of on-scale Step IX rate
 - \$18,100 on general; \$19,800 on B/E/E (based on 10/1/21 scales)
- Accelerations:
 - No longer permitted in time (min 4 years between advancements)
 - 1.5 increments: extraordinary achievement in 2+ areas of review
 - 2 increments: extraordinary achievements in ALL areas of review
- Within Step IX: limited to \$ amount of one increment
- Be sure you are using the CORRECT scale!

Professor/Sr. LSOE Step VI

- External Letters no longer required
- Still considered a career review
 - Entire career can be touched on for context
 - Representative sampling of career-wide pubs


COVID-19 Impacts

- Cancelled/Postponed Professional Activities (Part III)
 - See 10/1/20 AVC memo
- Cancelled/Postponed performances, exhibition, or other artistic events (Part I)
 - See 8/16/21 AVC memo
 - Cancelled event: numbered item, with documentation
 - Postponed event: "in press" item
- Self Assessments can also discuss these

External Letters

- Candidate and department-suggested names: independently derived
- No deviations from RB wording without AP consultation
- No directing/steering letter writers on what to include
- Items to send to reviewers
 - Maintain consistency with other case materials!
- What if an external reviewer declines to write but includes a bit of narrative about the candidate?

External Letters, cont'd

- Try to avoid:
 - Close collaborators
 - Referees who have written for previous case
- Coded list should include ALL solicitations
- Deviations from standards, and pertinent referee info → coded list, not dept letter!
- ***No identifying info in department letter!!*** 

External Letters– Proper Redaction

- Header & footer only
 - Identifying info within the body of the letter remains
 - “Paper Cutter” approach
- Evaluative text must be within the body of the letter
 - What happens if they misunderstand our confidentiality statement and put their text below the signature line?
- Include letter codes on redacted letters, too

What not to put in a dept letter

- Six outside letters were received from outstanding scientists and leaders in Professor Doe's areas of research. Three of these were from Professor Doe's list of possible letter writers and three were from the Department's list of possible letter writers.
- The department solicited letters from 15 leaders in the field of underwater basket weaving. Of these, 7 writers responded; including professors within the University of California system who are well familiar with the requirements for the Professor Above Scale rank. Of the remaining 8 invited evaluators, 2 agreed to write a letter but never sent one, 1 declined (citing over-commitment), 1 was on medical leave, 3 were on sabbatical and 1 never responded to the invitation.

What not to put in a dept letter!

- Nine letters were solicited and seven were obtained. Three of the letter writers were taken from a list provided by Professor Smith (Reviewers A, C, and E) and four were selected by the department (Reviewers B, D, F, and G). Three of the seven letter writers are University of California faculty (A, B, and C), and two additional reviewers are UC familiar (F and G)... Five of the seven letter writers offered an assessment of whether Professor Smith would be granted tenure at their home institutions (Berkeley, Stanford, MIT, Columbia, and Yale)

Department Letter

- Keep it succinct! Avoid lengthy quotations from referees
- Discuss only relevant review period
 - If career review, can use entire career for additional context
- Department letter contents must match provided materials (e.g. bio-bib)
- Must be original, analytical assessment, not copy/paste from self-statements or previous department letters, excessive referee quotes, or simple re-hash of bio-bib.
- NO confidential information!!

Career Equity Review (CER)

- Must be done in conjunction with normal advancement case
- Meant to address inequity in rank/step, NOT salary
- Correct order of actions:
 - Merit first
 - Then CER

Voting Format

- Merits/Promotions:
 - 15 yes, 1 no, 0 abstain, 2 not voting (17 total eligible)
- Appraisals:
 - ~~19 yes, 2 no, 0 abstain, 3 not voting for Continued Candidacy~~
 - 19-Continued Candidacy, 2-Continued Candidacy with Reservations, 0-Terminal, 3 not voting

Jointly-appointed faculty

- One department designated as “lead”
- Individual department materials
 - Department Letter
 - Safeguard Statement
 - ESCI summary
- Shared documents (only one copy per case)
 - Bio-bib
 - Self-statements and sabbatical reports
 - External Letters and coded reviewer list

Joint cases: materials sharing

Completed Bio-Bibliographical Update

[Edit](#)

[Add 3/30/20 5](#)

Document Type: 

Also Viewable By: Biomolecular Science and Engineering (BMSE)

Molecular, Cellular and Developmental Biology (MCDB)

NOTE: You must click "Update Document" for these changes to take effect.

10/1/21 Salary Scales (RA)

- 3% to the scales only
- Flat rate increase for Above Scale
- No more "UCSB Minimum" column

TABLE 1
FACULTY--LADDER RANKS--PROFESSOR SERIES
ACADEMIC YEAR
SALARY SCALE

<u>Rank</u>	<u>Step</u>	<u>Years at Step</u>	<u>10/1/2019 Annual</u>	<u>10/1/2019 Monthly</u>	<u>10/1/2021 Annual</u>	<u>10/1/2021 Monthly</u>
Assistant Professor	II	2	\$70,100	\$5,841.67	\$72,200	\$6,016.67
(1300,	III	2	\$73,900	\$6,158.33	\$76,100	\$6,341.67
1308-Visiting	IV	2	\$78,100	\$6,508.33	\$80,500	\$6,708.33
3278- Adjunct	V	2	\$82,300	\$6,858.33	\$84,800	\$7,066.67
1307-Acting)						
Associate Professor	I	2	\$82,400	\$6,866.67	\$84,900	\$7,075.00
(1200,	II	2	\$86,700	\$7,225.00	\$89,300	\$7,441.67
1208-Visiting	III	2	\$91,100	\$7,591.67	\$93,800	\$7,816.67
3268-Adjunct	IV	3	\$96,500	\$8,041.67	\$99,400	\$8,283.33
1207-Acting)						
Professor	I	3	\$96,600	\$8,050.00	\$99,500	\$8,291.67
(1100,	II	3	\$104,100	\$8,675.00	\$107,200	\$8,933.33
1108-Visiting	III	3	\$112,100	\$9,341.67	\$115,500	\$9,625.00
3258-Adjunct	IV	3	\$120,400	\$10,033.33	\$124,000	\$10,333.33
1107-Acting)	V	N/A	\$129,300	\$10,775.00	\$133,200	\$11,100.00
	VI	N/A	\$139,200	\$11,600.00	\$143,400	\$11,950.00
	VII	N/A	\$150,100	\$12,508.33	\$154,600	\$12,883.33
	VIII	N/A	\$162,200	\$13,516.67	\$167,100	\$13,925.00
	IX	N/A	\$175,800	\$14,650.00	\$181,100	\$15,091.67

Who is Responsible for What?

- Candidate:
 - Supply up-to-date materials on time, conforming to guidelines
 - Make requested corrections/updates in a timely manner
- Department Chair:
 - Provide original, analytical assessment of candidate's qualifications
 - Justify proposed action
- Department Analyst:
 - Ensuring the above are in place and conform to policy
 - Accuracy of and consistency across materials, *before* submitting case
 - Actively work with faculty and Dept Chair on corrections/clarifications
 - Ensuring electronic documentation is not modified during case review

Eligibility Factors

- Normative
- Within-step increase
- Special (overlapping) steps
- Start dates other than 7/1
- Service on other UC campus or in other faculty series
- Clock Extension (for tenure)
- Leaves (paid or unpaid)

Tenure/SOE Review Timeline

2020 – 21	1	Initial Appointment (7/1/2020)
2021 – 22	2	
2022 – 23	3	
2023 – 24	4	Appraisal (done Fall '23, effective 7/1/24)
2024 – 25	5	
2025 – 26	6	Tenure Review (done in Fall '25, effective 7/1/26)
2026 – 27	7	<i>(new tenure case if F'25 tenure review fails)</i>
2027 – 28	8	Terminal year if tenure not achieved

Eligibility Scenario #1: tenure-track

- Professor Grant is appointed as Assistant Professor II on 7/1/17 and has an accelerated advancement to Assistant Professor IV, effective 7/1/19 (year 2).
- What is her next eligible action? Effective Date?
- What are her options for that review?
- What can/can't she defer?

Scenario #1 answers

- What is her next eligible action? Effective Date?
 - "Appraisal/Promotion" eff 7/1/21
 - Promotion b/c @ step IV, but Appraisal b/c @ year 4.
- What are her options for that review?
 - Appraisal only
 - Appraisal + merit to special step V
 - Appraisal + within-step merit
 - Promotion
- What can/can't she defer?
 - CAN defer: merit/promotion actions
 - CANNOT defer: appraisal

Eligibility Scenario #2: tenure-track

- Professor Nash is appointed as Assistant Professor II on 7/1/15. He defers his 7/1/17 merit review, goes up the following year, and advances from Assistant II to Assistant III effective 7/1/18 (year 3).
- What are his next eligible actions in subsequent years?
- What are his options at each stage?
- What if he hadn't deferred the 7/1/17 (year 2) merit?

Scenario #2 answers

- What are his next eligible actions in subsequent years?
 - Year 4: Appraisal effective 7/1/19 (because @ year 4)
 - Year 5: Merit effective 7/1/20 (because 2 years after 7/1/18 merit)
 - Year 6: Promotion effective 7/1/21 (because @ year 6)
- What are his options at each stage?
 - Cannot defer year 4 appraisal
 - Technically can defer year 6 promotion (not advisable)
- What if he hadn't deferred the 7/1/17 (year 2) merit?
 - Next elig: "Appraisal/Merit" eff 7/1/19
 - Can defer merit, but not appraisal

Eligibility Scenario #2b

- A slight twist on the previous scenario. Professor Wilson is appointed as Assistant Professor III on 7/1/15, and defers her 7/1/17 merit, advancing from Assistant III to Assistant IV effective 7/1/18 (year 3).
- What are her next eligible actions in subsequent years?
- How/why does it differ from Professor Nash's scenario?

Scenario #2b answers

- What are her next eligible actions in subsequent years?
 - Year 4: Appraisal effective 7/1/19
 - Year 5: Promotion effective 7/1/20
- How/why does it differ from Professor Nash's scenario?
 - Wilson has been @ Asst IV for 2 yrs. Nash was only at Asst III, therefore eligible for *merit* during Year 5, not promotion
- Can she defer this 7/1/20 action?
 - Yes, b/c she's only at year 5 of tenure clock, similar to Prof. Grant in Scenario #1 (who was only at 4 years)

Eligibility Scenario #3: special step

- Professor Han is advanced from Associate Professor III to Associate Professor IV, effective 7/1/19.
- What is his next eligible action? Effective date?
- What are his options for that review?
- Is a within-step increase possible?

Scenario #3 answers

- What is his next eligible action? Effective date?
 - Promotion to Full Professor, eff 7/1/20
- What are his options for that review?
 - Defer the case
 - Undergo promotion
- Is a within-step increase possible?
 - No. Normative time of 3 years at Associate IV have not yet passed

Eligibility Scenario #4: within-step

- Professor Diaz is currently at Professor V, and receives a within-step increase effective 7/1/19.
- What is his next eligible action? Effective date?
- What are his options for that review?

Scenario #4 answers

- What is his next eligible action? Effective date?
 - Merit to Prof VI 7/1/20 (career review)
- What are his options for that review?
 - Defer the case
 - Merit to (beyond) Step VI
- Can he ask for another within-step increase?
 - No, for the same reason as in Scenario #3
- Can he ask for a within-step increase if he defers until 7/1/22 effective action?
 - Possibly, if he hasn't already received 2 within-step increases at this step

Eligibility Scenario #5: retention

- Professor Buckley was advanced to Professor IV effective 7/1/18. She was recruited by Stanford, but UCSB was able to counter this with a successful retention, effective 7/1/19.
- What was her original “next eligible” action? Date?
- How does the retention action affect her eligibility? Within-step increase limit?

Scenario #5 answers

- What was her original “next eligible” action? Date?
 - Merit effective 7/1/21
- How does the retention action affect her eligibility? Within-step increase limit?
 - Does not affect it, b/c it addresses increase in salary only. Retention case doesn't review the dossier to determine a salary increase, but only provides a salary match. Eligibility based on previous merit/promotion action only.
 - Does NOT count toward “2 within-step increase” maximum

Questions?