Introduction to the Academic Review Process

Terminology
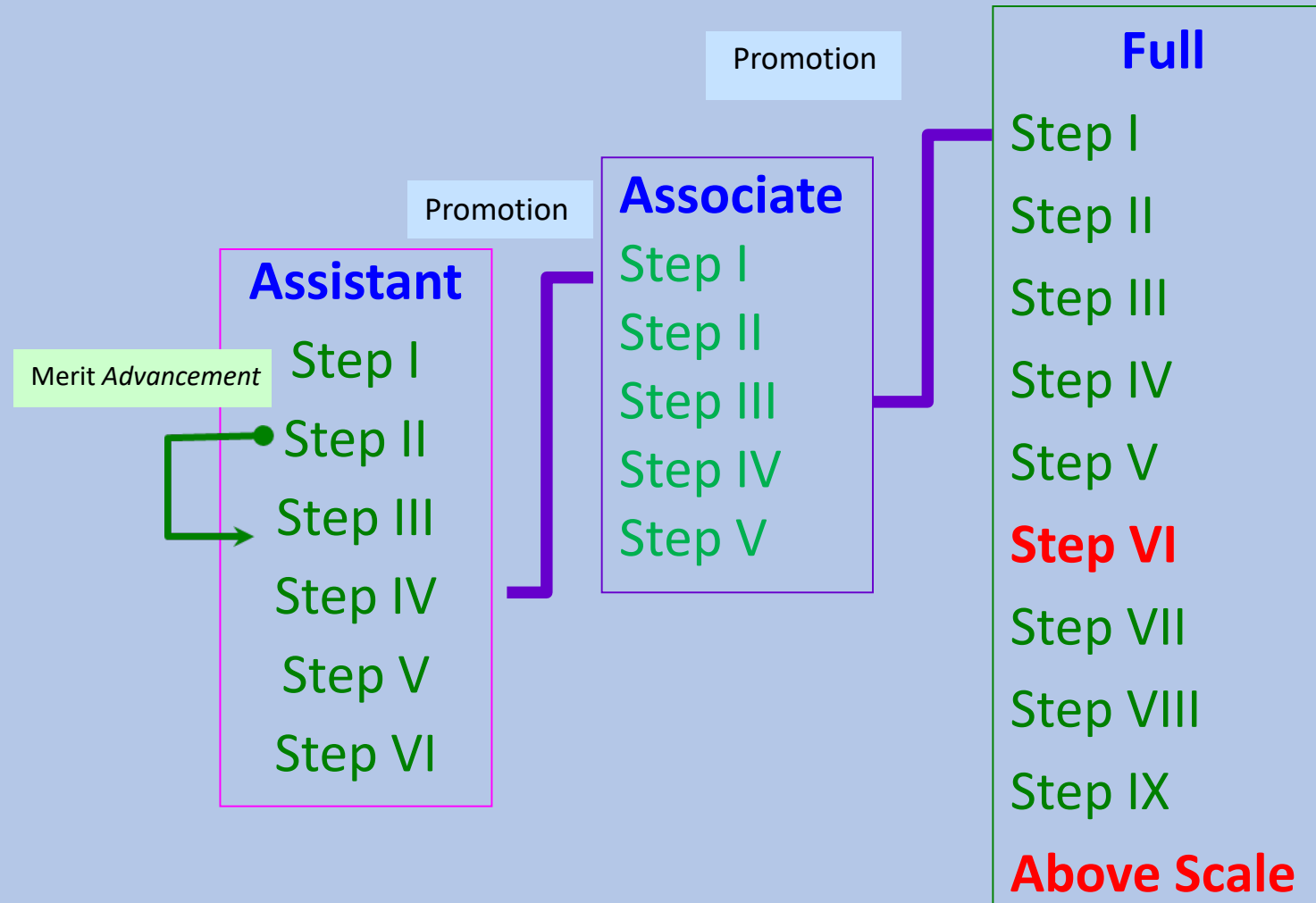
CAP = Committee on Academic Personnel

CAPE = Course and Professor Evaluations

Ad Hoc Committees = department or campus committee convened specifically to review a file

Career Review = A career review assesses an appointee's achievements since his or her appointment or since the previous career review

Assistant Professors

- Appointed for two-year terms

- Probationary period

- Reviewed for reappointment/merit every two years
  - ▶ 1st review Dean's Authority
  - ▶ 2nd review for Reappointment/Merit/Appraisal
    Dean, CAP, EVCAA
  - ▶ 3rd review – Promotion/Postpone/Terminate

UC San Diego

Associate & Full Professors

- Associate Professors:

  Steps I-III = 2 year review cycles

- Associate Professors:

  Steps IV & V = 3 year review cycles

- Professors:

  Steps I-VIII = 3 year review cycles

- Professors:

  Step IX and Above Scale = 4 year review cycles

Review Periods

Assistant: reviewed every two years

Associate: generally reviewed every two years

Full: reviewed every three years

Above Scale: reviewed every four years

Automatic Extension of the Probationary Period

- Probationary period automatically extended by one year for assistant-level appointees whose appointment began on or before June 30, 2020 and who is subject to an eight-year clock*

- Appointees may "opt out."

- A probationary period extension does not automatically change the timing of your next academic review.

- FAQ/Toolkit forthcoming

Considerations for Future Reviews

- Timing – Deadlines for submission of materials
- Teaching evaluations – Instructors may individually decide whether to include their Spring 2020 student teaching evaluations in future review files.
  - Student teaching evaluations will continue to be administered and distributed to instructors to allow instructors to benefit individually from student feedback.
  - Reviewers will be instructed not to consider the absence of Spring 2020 teaching evaluations
- Self-statements – strongly encouraged
- Collaborative work – Required description of individual contributions to multi-authored research publications
- Senior faculty "career review" cases may choose to defer

Candidate's Responsibilities

- Know department's standards for advancement

- Update CV and UCSD Bio/Bib Form

- Discuss scholarly accomplishments

- Evidence of teaching effectiveness

- Service contributions (if required)

- Reprints of publications, copies of work products (books, CDs, etc.)