IMPORTANT INFORMATION REGARDING THE ANNUAL CALL

NEW VICE PROVOST ADVISORIES

AA2014-02 – Review Period for Merits to Professor, Step VI (03/27/14)
AA2014-03 – Merits to Associate Professor Step IV & V (04/24/14)

GENERAL INFORMATION

NEW

New – Revised Merit and Promotion Checklists

The updated checklists include new letter requirements and are published on the Academic Affairs website at: http://academicaffairs.ucdavis.edu/resources/forms_checklists/index.html
The new extramural letter requirements can be viewed at: http://academicaffairs.ucdavis.edu/local_resources/docs/Arms_length_letters_chart_20June2014_Final.pdf

New – Step Plus System

The Step Plus System for merit and promotion actions became effective July 1, 2014. However, there will be a three-year transition period, during which time a Senate member will have the option, for the first action only, to submit their dossier for an acceleration in time under the previous merit and promotion rules and guidelines. Details of the program, including implementation procedures, are posted on the Academic Affairs website at: http://academicaffairs.ucdavis.edu/policies/step-plus/index.html

New – Extramural Letters for Professor Step 6 Advancement

Beginning with the 2014-2015 review cycle, extramural letters are no longer required or encouraged for advancement to Professor Step 6 for all Senate titles, which includes: Professor, Professor in Residence, and Professor of Clinical__. There is no Step 6 in the Lecturer with Security of Employment and Senior Lecturer with Security of Employment series.

If the department has already requested extramural letters for Step 6 advancement, we recommend that the department contact the external reviewers to inform them that we no longer need their letter. If letters are received, we are requesting that those letters not be included in the dossier, so that all Step 6 advancement packets will include consistent documentation. Elimination of letters for Step 6 or similar barrier steps within the Federation titles will be discussed and considered over the coming year.

A revised chart for Extramural Letters and “Arm’s Length” Requirements for Appointment, Merit, and Promotion Reviews is available on the Academic Affairs website at: http://academicaffairs.ucdavis.edu/local_resources/docs/Arms_length_letters_chart_20June2014_Final.pdf
Reminder – Labeling of Extramural Letters

To make the review of dossiers more efficient, each extramural review letter must be labeled with the following, additional information on the top right corner of the first page.

- First, each referee should be identified as being from either the “candidate list” or the “department list”.
- Second, each letter should be identified as being “arm’s length” or “not arm’s length”, according to the opinion of the department chair.

New/Revised – Candidate’s Diversity Statement for Teaching, University & Public Service, and Scholarly & Creative Activities

MIV provides candidates with the ability to include an optional, separate statement in their dossier that describes contributions to diversity in teaching, university and public service, and scholarly and creative activities in accordance with APM 210. Diversity activities are a very important part of faculty performance, so faculty should be encouraged to complete the Candidate’s Diversity Statement. Moreover, these activities should be referred to in the department letter.

New/FYI

You can use the UC Davis Online Storage System to create links to evaluations and publications (via pdfs created or scanned, and uploaded to the box.com system) (50GB per faculty, staff, or student)

Go to https://ucdavis.box.com and sign in with your Kerberos – and upload items there to create the link to share in MIV. You can use your own account to do all uploading as 50 GBs should be plenty to store items for your faculty on your own account, and you can share the box with other admins in your unit so they can get the links for MIV as well. (Data can be transferred to another box if you leave the university).

Help & Information:
https://ucdavisit.service-now.com/ess/knowledge_detail.do?sysparm_article=KB0000184

Can a UCDHS employee use box.com?
UCDHS users who are collaborating via their UC Davis Box.com accounts should use their @ucdavis.edu addresses to share files and folders, rather than their @ucdmc.ucdavis.edu addresses.