

UCSF Career Review Process

Current academic personnel policies authorize merits and promotions at well-defined intervals of service throughout a faculty member's career. Merits and promotions are not automatic but are based on review of specific aspects of academic accomplishments in 4 distinct categories: teaching, research/creative activities, professional competence, and service. The emphasis on each of these categories varies among the academic series.

In addition to the routine merit/promotion protocols, any faculty member has the right to request and to be evaluated through the process of a Career Review. The purpose of a Career Review is to assess the candidate's overall career in order to determine the appropriateness of his/her current academic series (e.g., Professor, In Residence, Clinical X, Health Sciences Clinical, Adjunct) rank, and/or step.

In all cases of Career Review:

- There is no option for appeal of the outcome of a Career Review.
- No action is applied retroactively.
- Only one Career Review may be conducted during a faculty member's career at UCSF.

Initiating a Career Review

To initiate a career review, the candidate must submit a written request to his/her Department Chair or to the Vice/Associate Dean of Academic Affairs as indicated below. The candidate must specify the series, rank and step for which he/she wishes to be considered and must justify the basis for the request. Possible justifications may include, but are not limited to, the following: a) the total record warrants acceleration even though individual review periods did not; (b) previous work/contributions have not been properly evaluated or have been undervalued; and/or (c) series/rank/step at hire was not commensurate with accomplishments. The request must identify the specific areas of the record that the faculty member believes were not properly evaluated or given proper credit.

Advancement protocol as outlined in APM 220-80, <http://www.ucop.edu/acadadv/acadpers/apm/apm-220.pdf>, must be followed, including the development of a packet that fully evaluates teaching, research/creative activities, professional competence, and service as appropriate for the requested series, rank, and step. In developing the packet, it is important to follow the Checklist for Preparing Academic Personnel dossiers for Career Reviews <http://academicaffairs.ucsf.edu/acapers/downloads/cklistcareerreview.pdf>.

Career Review Process

A Career Review may follow two general pathways.

1. Ordinarily the Career Review is initiated by the candidate's written request to the Department Chair. Upon completion of the packet, there is a departmental review. A departmental vote is conducted per Senate Bylaw 55 as appropriate for the requested action (e.g., change in series, change in rank, change in step).

2. Alternatively, upon written request to the Vice/Associate Dean of Academic Affairs in the candidate's School, the candidate may elect to have his/her Career Review packet initiated and prepared at the appropriate Dean's office. The Vice/Associate Dean may consult with the Department and the candidate to obtain the names of potential reviewers and may also solicit additional reviewers. Upon completion of the packet, the Vice/Associate Dean of Academic Affairs will meet with the candidate to review the contents of the packet. The packet will then be forwarded to the Department for departmental review. A departmental vote will be conducted per Senate Bylaw 55 as appropriate for the requested action (e.g., change in series, change in rank, change in step).

For either pathway, after review and vote by departmental faculty, the Department Chair will write the department letter reporting the vote, comments from the voting faculty, and the departmental recommendation. The Department letter will accompany the packet that is sent forward. The Vice/Associate Dean of Academic Affairs will add his/her recommendation and send the file to the office of the Vice Provost-Academic Affairs. The Academic Senate Committee on Academic Personnel (CAP) will review the entire file of the faculty member, seeking additional information from the Department, Dean, and/or an ad hoc committee if warranted, and then make a recommendation to the Vice Provost-Academic Affairs. The candidate will be notified of the final outcome of the review by the Vice Provost-Academic Affairs.