

## **UCSF Normal Criteria for On-time Advancements in Rank – Faculty Series**

Policy Applies to ALL Advancement Actions with Effective Dates of July 2, 2013 or Later

### Guiding Principles:

- No promotions will be recorded as decelerated regardless of time spent at rank.
- Accelerated promotions happen in the following circumstances:
  - Less than minimum # of years served at rank (per table in document)
  - Promotion beyond step 1 at the higher rank from a regular (non-special) step
- All promotions from a special step (Asst V-VI, Assoc IV& V) are considered on-time regardless of whether promotion is to step 1 or higher at the new rank.

## UCSF CRITERIA FOR ON-TIME ADVANCEMENTS IN RANK – FACULTY SERIES\*

**\*Policy Applies to ALL Advancement Actions with Effective Dates of July 2, 2013 or Later**

### ADVANCEMENT FROM ASSISTANT RANK

The Academic Personnel manual (APM 220-18 b.2) indicates that “...the normal period of service at a given step in this rank is two years. The first four steps in rank...are for normal use.” At UCSF, this policy has been interpreted as follows: On-time advancement from assistant to associate professor is calculated based on the step of the initial appointment.

Initial Appointment As	Normal Advancement to Associate Rank (promotion)
Assistant step I	Minimum 6 years - 8 years at rank*
Assistant step II	Minimum 6 years at rank*
Assistant step III	Minimum 4 years at rank*
Assistant step IV	Minimum 2 years at rank*

\*utilizing Assistant Steps I-IV as appropriate

Promotion to the associate rank with fewer years at the assistant rank based on the step associated with the initial appointment (see table above), or to a step higher than Associate Professor, Step 1, would constitute an acceleration. All accelerations require justification in the Departmental Evaluation (Chair) letter. Promotion to the associate rank after additional years at the assistant rank does not constitute a deceleration.

Use of Steps V and VI at the assistant rank requires both an explanation of the exceptional situation and a proper justification for the department’s decision in the Departmental Evaluation letter. A merit to Assistant Professor Step V or VI, rather than a promotion, is considered on-time if it occurs after 2 years at the previous step.

**Promotion from Assistant Step V or VI:** Per APM 220, “Service at Assistant Professor, Step V, *may* be in lieu of service at Associate Professor, Step I...Likewise, service at Assistant Step VI, *may* be in lieu of service at Associate Professor, Step II...” [*emphasis added*]. Whether or not the time at these steps counts in lieu of service at the associate level is not automatic and must be addressed in the departmental evaluation of academic performance and achievement at the time of the promotion review. All promotions from step V or VI will be considered on-time. They will not be considered decelerated; however, they will require justification for the proposed step in the Departmental Evaluation letter.

*Eight Year rule: At UCSF, the total period of University service for faculty appointed at the Assistant Professor in Academic Senate series shall not exceed eight years regardless of step at initial appointment. For additional information regarding the eight year rule, please see [APM 133](#).*

## UCSF CRITERIA FOR ON-TIME ADVANCEMENTS IN RANK – FACULTY SERIES\*

### \*Policy Applies to ALL Advancement Actions with Effective Dates of July 2, 2013 or Later

Promotions from step V or VI proposed by the department for higher than Associate Professor, Step I must be justified by evidence of performance commensurate with the step proposed. If it is determined that the candidate's performance and achievement are **not** commensurate with a higher step at the associate rank, then promotion to a lower step of the associate rank should be considered.

Example: Dr. Jones is appointed at Assistant Professor, Step IV and after two years receives a merit to Assistant Professor, Step V. The merit is considered on-time since it occurred after two years at step. He is considered for promotion two years later. The Department must determine whether to propose a promotion to associate step I or II (i.e. whether the time at step V counted in lieu of Associate Professor, Step I) based on his performance and achievement.

### ADVANCEMENT FROM ASSOCIATE RANK

At UCSF, on-time advancement from associate to full Professor is calculated based on the step of the initial appointment or the promotion.

Initial Appointment As or Promotion to	Normal Advancement to Full Rank (promotion)
Associate step I	Minimum 6 years at rank*
Associate step II	Minimum 4 years at rank*
Associate step III	Minimum 2 years at rank*

\*utilizing Associate Step I-III

Promotion to the full rank with fewer years at the associate rank based on the step associated with the initial appointment (see table above), or to a step higher than Full Professor, Step 1, would constitute an acceleration. All accelerations require justification in the Departmental Evaluation (Chair) letter. Promotion to full rank after additional years at the associate rank does not constitute a deceleration.

Use of steps IV and V at the associate rank requires both an explanation of the exceptional situation and a proper justification for the department's decision in the Departmental evaluation letter. Should the department wish to propose the individual for a merit to Associate Professor, Step IV or V rather than a promotion, the merit would be considered on-time if it occurs after 2 years at step III or 3 years at steps IV or V.

## UCSF CRITERIA FOR ON-TIME ADVANCEMENTS IN RANK – FACULTY SERIES\*

**\*Policy Applies to ALL Advancement Actions with Effective Dates of July 2, 2013 or Later**

Promotion from Associate Step IV or V: Per APM 220, ‘Service at Associate Professor, Step IV, **may** be in lieu of service at Full Professor, Step I...Likewise, service at Associate Step V, **may** be in lieu of service at Full Professor, Step II...”[*emphasis added*] Whether or not the time at these steps counts in lieu of service at the full professor level is not automatic and must be addressed in the departmental evaluation of academic performance and achievement at the time of the promotion review. All promotions to the full professor rank from Associate Professor, Step IV and V will be considered on-time. They will not be considered decelerated; however, they will require justification for the proposed step in the Departmental Evaluation letter.

Promotions proposed by the department for higher than Full Professor, Step I must be justified by evidence of performance commensurate with the step proposed. If it is determined that the candidate’s performance and achievement is **not** commensurate with a higher step at the full rank, then promotion to a lower step of the full rank should be considered.

Example: Dr. Jones is appointed at Associate Professor, Step III and after two years receives a merit to Associate Professor, Step IV. He is then considered for promotion three years later. The Department must determine whether to propose a promotion to full rank step I or II (i.e. whether the time at step IV counted in lieu of Full rank Step 1) based on his performance and achievement.

### **Interaction with Other Policies:**

Family Accommodations: Per APM 220-18 & 760-31 “Personnel reviews that are deferred due to a family accommodation as defined in APM - 760 should be treated procedurally in the same manner as personnel reviews conducted at the usual intervals. The file shall be evaluated without prejudice as if the work were done in the normal period of service and so stated in the department chair’s letter”.

### **Other Helpful Resources:**

[UCSF Guidelines for Accelerated Advancement: APM 220](#) – Appointment and Promotion, Professor Series

[APM 760](#) – Benefits & Privileges, Family Accommodation for Childbearing and Child Rearing

[APM 133](#) – General University Policy Regarding academic Appointees, Limitation on Total Period of Service with Certain Academic Titles