

Faculty Success Data Entry Procedure

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How to update Faculty Success after a member has completed a review

This process will require you to use both ACRS and Faculty Success to complete the data entry.

To begin you will need to run a report or manually check in ACRS if the case(s) is at the following step: "Candidate Notification-Notification Letter."

Once at this step you will need to download all the ACRS documents pertaining to the case prior to moving the case forward. **Once the case moves to " APO (Close case)", you will no longer have access to these documents.**

I recommend saving the ACRS documents in a box folder to reference them as needed. Documents that you will be referencing often: the notification letter, case analysis, transmittal letter, Deans memo, Redacted CAP Report and the votes page.

Log into [Faculty Success](#).

Type in the faculty members name that you would like to update. Once you are in their file, under General Information, click on UCM Employment History.

▼ General Information

[Personal Information \(Public\)](#)

[Personal Information \(Confidential\)](#)

[Academic Personnel Office - Permanent Data History | Leaves/Sabbaticals/ASMD](#) [UCM Employment](#)

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[Awards and Honors](#)

[Diversity Activities](#)

Once you are on the UCM Employment History page, please select the AY in which the review is being conducted.

<input type="checkbox"/>	ACADEMIC YEAR	COUNT OF ROWS, DE...	COUNT OF ROWS, ST...	COUNT OF ROWS, TIT...
<input type="checkbox"/>	2023-2024	1	1	1
<input type="checkbox"/>	2022-2023	1	1	1
<input type="checkbox"/>	2021-2022	1	1	1
<input type="checkbox"/>	2020-2021	1	1	1
<input type="checkbox"/>	2019-2020	1	1	1
<input type="checkbox"/>	2018-2019	1	1	1
<input type="checkbox"/>	2017-2018	1	1	1
<input type="checkbox"/>	2016-2017	1	1	1
<input type="checkbox"/>	2015-2016	1	1	1

At this point, please review the index to determine the appropriate part of the procedure to provide specific guidance.

How to Process a Short Merit in Faculty Success

To enter the outcome of the review, scroll down to the Action/Decision section. You will need to reference the case documents from ACRS to complete the following fields. (Reference the screenshot below)

Edit UCM Employment History

Action/Decision

Outcome R

AVPAP R

Provost R

VPAP R

CAP R

CAP Mtg R

Month R **Day R** **Year R**

Dean R

Dept R

All cells that are outlined in red will need to be completed. We are documenting if each committee agreed or disagreed with the proposed action.

Outcome: What was the final decision according to the notification letter?
Dean: Refer to the Dean's memo, did they agree with the proposed action?
Dept: Refer to the Transmittal Letter. Did they agree with the proposed action?

Short Merits end with the Dean's Memo; therefore you will skip the sections that are not outlined in red.

Edit UCM Employment History

Dept ^R

Notes ^R

B *i* U x² x₂ ↶ ↷ ☐

Action ^R

Series ^R

Rank ^R

Step ^R

Acceleration in time ^R

Acceleration in step ^R

Effective Date ^R

Above shows a screenshot that needs to capture the action that was approved.

Action: Select the type of review that was conducted.

Series/Rank/Step: Select the appropriate items that reflect the approved action.

**If the review was an acceleration: please check if it was an acceleration in time, step, or both.

Effective Date **R**

Month R	Day R	Year R
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

Appointment End Date **R**

Month R	Day R	Year R
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

Please add the date when the approved action is effective.

** Assistant Professors and Assistant Teaching Professors/LPSOE will have an appointment end date. Associate and Full Professors will not have an appointment end date. Please refer to the notification letter for specific dates.

If this is an Associate or Full Professor, scroll down until you reach the Mandatory 5 Year Review Date section. (see below). The date entered should be 5 years from the current effective date.

Tenured

Mandatory 5 Year Review Date **R**

Month R	Day R	Year R
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

PRESS SAVE

You have now completed updating the current AY.

Next, you need to add the upcoming AY. To do so click on the Add New Button.

< UCM Employment History Search...

Filters: None

<input type="checkbox"/>	ACADEMIC YEAR	COUNT OF ROWS, DE...	COUNT OF ROWS, ST...	COUNT OF ROWS, TIT...
<input type="checkbox"/>	2023-2024	1	1	1
<input type="checkbox"/>	2022-2023	1	1	1
<input type="checkbox"/>	2021-2022	1	1	1
<input type="checkbox"/>	2020-2021	1	1	1
<input type="checkbox"/>	2019-2020	1	1	1
<input type="checkbox"/>	2018-2019	1	1	1
<input type="checkbox"/>	2017-2018	1	1	1
<input type="checkbox"/>	2016-2017	1	1	1
<input type="checkbox"/>	2015-2016	1	1	1

Once the new window opens type in the new AY year in the field. A list of possible years will populate, and you can click on the year you need.

Press save.

Edit UCM Employment History

Academic Year ^R

Departments
(1)

1st Department Actions

School ^R	Department/Unit ^R	Provision # ^R
Position # ^R	Faculty Series ^R	Faculty Rank ^R
Step ^R	Emphasis ^R	Basis/Paid Over 12 Months ^R
Percent ^R	Base Salary ^R	Off Scale Salary ^R
	Notes ^R	
Total Salary ^R		

Once you press save you will return to the list of AY year links. Open the new AY you just created in a separate window. In another window open the current AY. For example, we are currently in AY 23-24 and importing data in AY 24-25. You will want these two years side by side so that you can easily copy and paste some of the information into the new AY.

▼ Departments (1)

1st Department Actions ▼

School ^R	Department/Unit ^R	Provision # ^R	Position # ^R
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Faculty Series ^R	Faculty Rank ^R	Step ^R	Emphasis ^R
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Basis/Paid Over 12 Months ^R	Percent ^R	Base Salary ^R	Off Scale Salary ^R
<input type="text"/>	<input style="text-align: right; width: 50px;" type="text" value="%"/>	<input style="width: 50px;" type="text" value="\$"/>	<input style="width: 50px;" type="text" value="\$"/>
Notes ^R <div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;"> <p style="font-size: 0.8em; margin: 0;"> B <i>i</i> <u>u</u> x² x₂ ↶ ↷ ↺ ↻ </p> </div>			
Total Salary ^R			
<input style="width: 50px;" type="text" value="\$"/>			

Fields to copy from the previous AY year: School, Department, Provision #, Position #, Emphasis, Base/Paid over 12 months, Percent.

Fields to add the approved action details: Faculty Series, Faculty Rank, Step, Base Salary, Off Scale Salary, Total Salary. This information can be found on the notification letter and Dean's salary memo.

In the Notes field please type the action, outcome and effective date. For example, "7/1/25 Merit to Associate Professor, Step III." This information will populate in the history card once the employment history section is saved.

Just below the Department information, you will find the following fields. Please complete each field. Please note that this information will be based on what the next normal advancement action would be. Optional: Acceleration in time/in step. This should only be checked if it applies to the review.

Edit UCM Employment History ADD ROW CANCEL SAVE SAVE + ADD NEW

Personnel Review Case Management

Effective Date of Last Review ^R

Month ^R Day ^R Year ^R

Month ^R Day ^R Year ^R

Proposed Next Review

Action ^R

Series ^R

Rank ^R

Step ^R

Acceleration in time ^R

Acceleration in step ^R

Notes ^R

B i U x² x₂ ↶ ↷ ☰

Lastly, add the effective date of the Next Review. This can be found in the MAPP:

For Senate Faculty:

https://academicpersonnel.ucmerced.edu/sites/academicpersonnel.ucmerced.edu/files/page/documents/mapp_2014_3.pdf

LPSOE and LSOE:

https://academicpersonnel.ucmerced.edu/sites/academicpersonnel.ucmerced.edu/files/page/documents/mapp_2054_3.pdf

Effective Date of Next Review ^R

Month ^R Day ^R Year ^R

Month ^R Day ^R Year ^R

PRESS SAVE

How to Process a Full Merit in Faculty Success

To enter the outcome of the review, scroll down to the Action/Decision section. You will need to reference the case documents from ACRS to complete the following fields. (Reference the screenshot below)

The screenshot shows the 'Edit UCM Employment History' form. The 'Action/Decision' section contains the following fields, all of which are outlined in red in the original image:

- Outcome R**: A dropdown menu.
- AVPAP R**: A dropdown menu.
- Provost R**: A dropdown menu.
- VPAP R**: A dropdown menu.
- CAP R**: A dropdown menu.
- CAP Mtg R**: A date selection area with three dropdown menus for **Month R**, **Day R**, and **Year R**.
- Dean R**: A dropdown menu.
- Dept R**: A dropdown menu.

All cells that are outlined in red will need to be completed. We are documenting if each committee agreed or disagreed with the proposed action.

Outcome: What was the final decision according to the notification letter?

VPAP: Refer to the notification letter, did they agree with the proposed action?

CAP: Refer to the Redacted CAP Report, did they agree with the proposed action?

CAP Meeting: Add the date that is listed on the Redacted CAP Report.

Dean: Refer to the Dean's memo, did they agree with the proposed action?

Dept: Refer to the Transmittal Letter. Did they agree with the proposed action?

Edit UCM Employment History

Dept ^R

Notes ^R

B *i* U x² x₂ ↶ ↷ ☐

Action ^R

Series ^R

Rank ^R

Step ^R

Acceleration in time ^R

Acceleration in step ^R

Effective Date ^R

Above shows a screenshot that needs to capture the action that was approved.

Action: Select the type of review that was conducted.

Series/Rank/Step: Select the appropriate items that reflect the approved action.

**If the review was an acceleration: please check if it was an acceleration in time, step or both.

Effective Date **R**

Month R	Day R	Year R
<input type="text" value="▼"/>	<input type="text"/>	<input type="text"/>

Appointment End Date **R**

Month R	Day R	Year R
<input type="text" value="▼"/>	<input type="text"/>	<input type="text"/>

Please add the date that the approved action is effective.

** Assistant Professors and Assistant Teaching Professors/LPSOE will have an appointment end date. Associate and Full Professors will not have an appointment end date. Please refer to the notification letter for specific dates.

If this is an Associate or Full Professor, scroll down until you reach the Mandatory 5 Year Review Date section. (see below). The date entered should be 5 years from the current effective date.

Tenured

Mandatory 5 Year Review Date **R**

Month R	Day R	Year R
<input type="text" value="▼"/>	<input type="text"/>	<input type="text"/>

PRESS SAVE

You have now completed updating the current AY.

Next, you need to add the upcoming AY. To do so click on the Add New Button.

< UCM Employment History Search...

Filters: None

<input type="checkbox"/>	ACADEMIC YEAR	COUNT OF ROWS, DE...	COUNT OF ROWS, ST...	COUNT OF ROWS, TIT...
<input type="checkbox"/>	2023-2024	1	1	1
<input type="checkbox"/>	2022-2023	1	1	1
<input type="checkbox"/>	2021-2022	1	1	1
<input type="checkbox"/>	2020-2021	1	1	1
<input type="checkbox"/>	2019-2020	1	1	1
<input type="checkbox"/>	2018-2019	1	1	1
<input type="checkbox"/>	2017-2018	1	1	1
<input type="checkbox"/>	2016-2017	1	1	1
<input type="checkbox"/>	2015-2016	1	1	1

Once the new window opens type in the new AY year in the field. A list of possible years will populate, and you can click on the year you need. Then press save.

Edit UCM Employment History

Academic Year ^R

Departments (1)

1st Department Actions

School ^R	Department/Unit ^R	Provision # ^R
<input type="text"/>	<input type="text"/>	<input type="text"/>
Position # ^R	Faculty Series ^R	Faculty Rank ^R
<input type="text"/>	<input type="text"/>	<input type="text"/>
Step ^R	Emphasis ^R	Basis/Paid Over 12 Months ^R
<input type="text"/>	<input type="text"/>	<input type="text"/>
Percent ^R	Base Salary ^R	Off Scale Salary ^R
<input type="text"/> %	<input type="text"/> \$	<input type="text"/> \$

Notes ^R

Total Salary ^R

\$

Once you press save you will return to the list of AY year links. Open the new AY you just created in a separate window. In another window open the current AY. For example, we are currently in AY 23-24 and importing data in AY 24-25. You will want these two years side by side so that you can easily copy and paste some of the information into the new AY.

Edit UCM Employment History CANCEL SAVE SAVE + ADD NEW

Departments
(1)

1st Department Actions

School R	Department/Unit R	Provision # R	Position # R
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Faculty Series R	Faculty Rank R	Step R	Emphasis R
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Basis/Paid Over 12 Months R	Percent R	Base Salary R	Off Scale Salary R
<input type="text"/>	<input type="text"/> %	<input type="text"/> \$	<input type="text"/> \$

Notes R

B i U x² x₂ ↶ ↷ ↺

Total Salary R

\$

ADD ROW

Fields to copy from the previous AY year: School, Department, Provision #, Position #, Emphasis, Base/Paid over 12 months, Percent.

Fields to add the approved action details: Faculty Series, Faculty Rank, Step, Base Salary, Off Scale Salary, Total Salary. This information can be found on the notification letter and dean's salary memo.

In the Notes field please type the action, outcome, and effective date. For example, "7/1/25 Merit to Associate Professor, Step III." This information will populate in the history card once the employment history section is saved.

Just below the Department information, you will find the following fields. Please complete each field. Please note that this information will be based on what the next normal advancement action would be. Optional: Acceleration in time/in step. This should only be checked if it applies to the review.

Edit UCM Employment History ADD NEW CANCEL SAVE SAVE + ADD NEW

Personnel Review Case Management
Effective Date of Last Review **R**

Month **R** Day **R** Year **R**

Month **R** Day **R** Year **R**

Proposed Next Review

Action **R**

Series **R**

Rank **R**

Step **R**

Acceleration in time **R**

Acceleration in step **R**

Notes **R**

B i U x² x₂ ↶ ↷ ↺ ↻

Lastly, add the effective date of the Next Review. This can be found in the MAPP:

For Senate Faculty:

https://academicpersonnel.ucmerced.edu/sites/academicpersonnel.ucmerced.edu/files/page/documents/mapp_2014_3.pdf

LPSOE and LSOE:

https://academicpersonnel.ucmerced.edu/sites/academicpersonnel.ucmerced.edu/files/page/documents/mapp_2054_3.pdf

Effective Date of Next Review **R**

Month **R** Day **R** Year **R**

Month **R** Day **R** Year **R**

PRESS SAVE

How to Process an MCA in Faculty Success

In the current AY year, scroll down to nearly the bottom until you reach the following fields:

Tenure Track

Mid Career Appraisal (MCA) AY **R**

MCA Rating **R**

Use the MCA notification letter to complete the two fields listed above.

PRESS SAVE

How to Process a Promotion in Faculty Success

To enter the outcome of the review, scroll down to the Action/Decision section. You will need to reference the case documents from ACRS to complete the following fields. (Reference the screenshot below)

Action/Decision

Outcome ^R

AVPAP ^R

Provost ^R

VPAP ^R

CAP ^R

CAP Mtg ^R

Month ^R **Day ^R** **Year ^R**

Dean ^R

Dept ^R

All cells that are outlined in red will need to be completed. We are documenting if each committee agreed or disagreed with the proposed action.

Outcome: What was the final decision according to the notification letter?

Provost: Refer to the notification letter, did they agree with the proposed action?

CAP: Refer to the Redacted CAP Report, did they agree with the proposed action?

CAP Meeting: Add the date that is listed on the Redacted CAP Report.

Dean: Refer to the Dean's memo, did they agree with the proposed action?

Dept: Refer to the Transmittal Letter. Did they agree with the proposed action?

Edit UCM Employment History

Dept ^R

Notes ^R

B *i* U x² x₂ ↶ ↷ ☰

Action ^R

Series ^R

Rank ^R

Step ^R

Acceleration in time ^R

Acceleration in step ^R

Effective Date ^R

Above shows a screenshot that needs to capture the action that was approved.

Action: Select the type of review that was conducted.

Series/Rank/Step: Select the appropriate items that reflect the approved action.

**If the review was an acceleration: please check if it was an acceleration in time, step, or both.

Effective Date ^R

Month ^R

Day ^R

Year ^R

Appointment End Date ^R

Month ^R

Day ^R

Year ^R

Please add the date that the approved action is effective.

** Assistant Professors and Assistant Teaching Professors/LPSOE will have an appointment end date. Associate and Full Professors will not have an appointment end date. Please refer to the notification letter for specific dates.

If this is an Associate or Full Professor. Scroll down until you reach the Mandatory 5 Year Review Date section. (see below). The date entered should be 5 years from the current effective date.

Tenured

Mandatory 5 Year Review Date ^R

Month ^R

Day ^R

Year ^R

PRESS SAVE

You have now completed updating the current AY.

Next, you need to add the upcoming AY. To do so click on the Add New Button.

UCM Employment History

Filters: None

<input type="checkbox"/>	ACADEMIC YEAR	COUNT OF ROWS, DE...	COUNT OF ROWS, ST...	COUNT OF ROWS, TIT...
<input type="checkbox"/>	2023-2024	1	1	1
<input type="checkbox"/>	2022-2023	1	1	1
<input type="checkbox"/>	2021-2022	1	1	1
<input type="checkbox"/>	2020-2021	1	1	1
<input type="checkbox"/>	2019-2020	1	1	1
<input type="checkbox"/>	2018-2019	1	1	1
<input type="checkbox"/>	2017-2018	1	1	1
<input type="checkbox"/>	2016-2017	1	1	1
<input type="checkbox"/>	2015-2016	1	1	1

Once the new window opens type in the new AY year in the field. A list of possible years will populate, and you can click on the year you need. Then press save.

Edit UCM Employment History

Academic Year

▼ Departments (1)

1st Department

School <input type="text"/>	Department/Unit <input type="text"/>	Provision # <input type="text"/>
Position # <input type="text"/>	Faculty Series <input type="text"/>	Faculty Rank <input type="text"/>
Step <input type="text"/>	Emphasis <input type="text"/>	Basis/Paid Over 12 Months <input type="text"/>
Percent <input type="text"/> %	Base Salary <input type="text"/> \$	Off Scale Salary <input type="text"/> \$
Notes <input type="text"/>		
Total Salary <input type="text"/> \$		

Once you press save you will return to the list of AY year links. Open the new AY you just created in a separate window. In another window open the current AY. For example, we are currently in AY 23-24 and importing data in AY 24-25. You will want these two years side by side so that you can easily copy and paste some of the information into the new AY.

Edit UCM Employment History CANCEL SAVE SAVE + ADD NEW

Departments
(1)

1st Department Actions

School	Department/Unit	Provision #	Position #
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Faculty Series	Faculty Rank	Step	Emphasis
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Basis/Paid Over 12 Months	Percent	Base Salary	Off Scale Salary
<input type="text"/>	<input type="text"/> %	<input type="text"/> \$	<input type="text"/> \$

Notes

B i U x² x₂ ↶ ↷ ↲ ↳

Total Salary

\$

ADD ROW

Fields to copy from the previous AY year: School, Department, Provision #, Position #, Emphasis, Base/Paid over 12 months, Percent.

Fields to add the approved action details: Faculty Series, Faculty Rank, Step, Base Salary, Off Scale Salary, Total Salary. This information can be found on the notification letter and dean's salary memo.

In the Notes field please type the action, outcome, and effective date. For example, "7/1/25 Merit to Associate Professor, Step III." This information will populate in the history card once the employment history section is saved.

Just below the Department information, you will find the following fields. Please complete each field. Please note that this information will be based on what the next normal advancement action would be. Optional: Acceleration in time/in step. This should only be checked if it applies to the review.

Edit UCM Employment History ADD ROW CANCEL SAVE SAVE + ADD NEW

Personnel Review Case Management
Effective Date of Last Review **R**

Month **R** Day **R** Year **R**

Proposed Next Review

Action **R**

Series **R**

Rank **R**

Step **R**

Acceleration in time **R**

Acceleration in step **R**

Notes **R**

Lastly, add the effective date of the Next Review. This can be found in the MAPP:

For Senate Faculty:

https://academicpersonnel.ucmerced.edu/sites/academicpersonnel.ucmerced.edu/files/page/documents/mapp_2014_3.pdf

LPSOE and LSOE:

https://academicpersonnel.ucmerced.edu/sites/academicpersonnel.ucmerced.edu/files/page/documents/mapp_2054_3.pdf

Effective Date of Next Review **R**

Month **R** Day **R** Year **R**

PRESS SAVE

Next you will need to return to the General Information page and click on Permanent Data.

▼ **General Information**

[Personal Information \(Public\)](#)

[Personal Information \(Confidential\)](#)

[Academic Personnel Office](#) | [Permanent Data](#) | [UCM Employment History](#) | [Leaves/Sabbaticals/ASMD](#)

[UCM Administrative Positions](#)

[External Professional Employment](#)

[External Professional Activities/Consulting](#)

[Licensures and Certifications](#)

[Professional Development](#)

[Professional Memberships](#)

[Education](#)

[Awards and Honors](#)

[Diversity Activities](#)

You will need to add the date that the new rank was attained. Reference the notification letter for the effective date and new rank. This screen is only completed when a Promotion has taken place (or if it was not previously added and you need to update to make the information accurate).

Edit Permanent Data

Month Day Year

Date Attained Rank Lecturer with Potential Security of Employment **R**

Month **R** Day **R** Year **R**

Date Attained Rank of Associate Professor **R**

Month **R** Day **R** Year **R**

Date Attained Rank of Full Professor **R**

Month **R** Day **R** Year **R**

Date Advanced to Full Professor, Step VI **R**

Month **R** Day **R** Year **R**

Date Advanced to Full Professor, Above Scale **R**

Month **R** Day **R** Year **R**

PRESS SAVE

How to Process a CER in Faculty Success

In the current AY year, scroll down to nearly the bottom until you reach the following fields:

Career Equity Review (CER) Date **R**

Month **R**

Day **R**

Year **R**

CER Decision **R**

Refer to the notification letter to attain the required information to complete the fields above.

**If the CER results in an advancement, this will need to be updated as well.
(same process as merit/promotion)

PRESS SAVE

How to Process Eligibility Letters in Faculty Success

Type in the faculty member's name that you would like to update. Once you are in their file, under General Information, click on UCM Employment History.

▼ General Information

[Personal Information \(Public\)](#)

[Personal Information \(Confidential\)](#)

[Academic Personnel Office - Permanent Data History | Leaves/Sabbaticals/ASMD](#) **UCM Employment**

[UCM Administrative Positions](#)

[External Professional Employment](#)

[External Professional Activities/Consulting](#)

[Licensures and Certifications](#)

[Professional Development](#)

[Professional Memberships](#)

[Education](#)

[Awards and Honors](#)

[Diversity Activities](#)

Once you are on the UCM Employment History page. Please select the AY that the review is being conducted.

◀ UCM Employment History					🔍 Search...
	DUPLICATE	COMPARE	ADD NEW		
Filters: None					
<input type="checkbox"/>	ACADEMIC YEAR	COUNT OF ROWS, DE...	COUNT OF ROWS, ST...	COUNT OF ROWS, TIT...	
<input type="checkbox"/>	2023-2024	1	1	1	
<input type="checkbox"/>	2022-2023	1	1	1	
<input type="checkbox"/>	2021-2022	1	1	1	
<input type="checkbox"/>	2020-2021	1	1	1	
<input type="checkbox"/>	2019-2020	1	1	1	
<input type="checkbox"/>	2018-2019	1	1	1	
<input type="checkbox"/>	2017-2018	1	1	1	
<input type="checkbox"/>	2016-2017	1	1	1	
<input type="checkbox"/>	2015-2016	1	1	1	

Scroll down until you see the following fields:

Request to be considered for review

Date Faculty Requested Review **R**

Month **R** Day **R** Year **R**

<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
-------------------------------	-------------------------------	-------------------------------

Date Eligibility Letter Sent **R**

Month **R** Day **R** Year **R**

<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
-------------------------------	-------------------------------	-------------------------------

Response to Request **R**

Eligibility Letter **R**

Drop file here or select to upload

Complete each field based off the eligibility notice. Add the eligibility notice as a pdf in the last field.

PRESS SAVE

How to Process Appeals in Faculty Success

Adding appeal related data is like processing review data. You will need to download all the appeal documents from ACRS prior to moving the case forward to APO. **Once the case moves to APO (Close Case), you will no longer have access to these documents.**

Once you have the information, log into Faculty Success, and scroll down to the appeal section as seen below. Review the documents to determine the outcome, and who agreed/disagreed with the proposal.

Edit UCM Employment History CANCEL SAVE SAVE + ADD NEW

Appeal

Outcome ^R

Provost ^R

VPF ^R

CAP ^R

CAP Mtg ^R

Month ^R **Day ^R** **Year ^R**

Dean ^R

Dept ^R

Notes ^R

Next you will complete the fields below. If the appeal was approved, the new series, rank, and step will need to be added. However, if there was no action, you will document that under action and leave series, rank, step, and the acceleration section blank. Lastly, add an effective date.

Edit UCM Employment History

CANCEL

SAVE

SAVE + ADD NEW

Action ^R

▼

Series ^R

▼

Rank ^R

▼

Step ^R

▼

Acceleration in time ^R

Acceleration in step ^R

Effective Date ^R

Month ^R

Day ^R

Year ^R

▼

Appointment End Date ^R

Month ^R

Day ^R

Year ^R

▼

PRESS SAVE

How to Process U18 in Faculty Success

Every year you need to remove anyone who was not reappointed or separated/resigned and add anyone that is new.

If someone has separated or is new you will need to add data to the Permanent Data screen.

▼ **General Information**

[Personal Information \(Public\)](#)

[Personal Information \(Confidential\)](#)

Academic Personnel Office [Permanent Data](#) [UCM Employment History](#) | [Leaves/Sabbaticals/ASMD](#)

[UCM Administrative Positions](#)

[External Professional Employment](#)

[External Professional Activities/Consulting](#)

[Licensures and Certifications](#)

[Professional Development](#)

[Professional Memberships](#)

[Education](#)

[Awards and Honors](#)

[Diversity Activities](#)

To add a separation date, scroll toward the bottom and add the separation date in the field shown below.

Separation Date **R**

Month **R**

Day **R**

Year **R**

If a new Lecturer needs to be added to Faculty Success, you will need to add data in all the fields shown below. Please notify APO so that the scheduled teaching can be imported.

Edit Permanent Data

UID ^R

Employee ID ^R

Starting Series ^R

Starting Rank, Step (if applicable) ^R

Starting Rank ^R Step ^R

Start Date at University of California, Merced ^R

Month ^R Day ^R Year ^R

Starting Base Salary ^R

Starting Off Scale Salary ^R

Starting Total Salary ^R

PRESS SAVE

To update data after a review, you will need to be on the UCM Employment History screen.

▼ General Information

[Personal Information \(Public\)](#)

[Personal Information \(Confidential\)](#)

[Academic Personnel Office - Permanent Data](#) | [UCM Employment](#)
[History](#) | [Leaves/Sabbaticals/ASMD](#)

[UCM Administrative Positions](#)

[External Professional Employment](#)

[External Professional Activities/Consulting](#)

[Licensures and Certifications](#)

[Professional Development](#)

[Professional Memberships](#)

[Education](#)

[Awards and Honors](#)

[Diversity Activities](#)

To enter the outcome of the review, scroll down to the Action/Decision section. You will need to reference the case documents from ACRS to complete the following fields. (Reference the screenshot below)

Edit UCM Employment History

Action/Decision

Outcome ^R

AVPAP ^R

Provost ^R

VPAP ^R

CAP ^R

CAP Mtg ^R

Month ^R

Day ^R

Year ^R

Dean ^R

All cells that are outlined in red will need to be completed. We are documenting if each committee agreed or disagreed with the proposed action.

Outcome: What was the final decision according to the notification letter?

AVPAP: Refer to the notification letter, did they agree with the proposed action?

Dean: Refer to the Dean's memo, did they agree with the proposed action?

Dept: Refer to the Transmittal Letter. Did they agree with the proposed action?

Dept ^R

Notes ^R
 B *i* u x² x₂ ↶ ↷ []

Action ^R

Series ^R

Rank ^R

Step ^R

Acceleration in time ^R

Acceleration in step ^R

Above shows a screenshot that needs to capture the action that was approved.

Action: Select the type of review that was conducted.

Series/Rank/Step: Select the appropriate items that reflect the approved action as needed per job title.

Notes: As needed

Effective Date ^R

Month ^R **Day ^R** **Year ^R**

Appointment End Date ^R

Month ^R **Day ^R** **Year ^R**

Please add the date that the approved action is effective.

PRESS SAVE

You have now completed updating the current AY.

Next, you need to add the upcoming AY. To do so click on the Add New Button.

< UCM Employment History Search...

Filters: None

<input type="checkbox"/>	ACADEMIC YEAR	COUNT OF ROWS, DE...	COUNT OF ROWS, ST...	COUNT OF ROWS, TIT...
<input type="checkbox"/>	2023-2024	1	1	1
<input type="checkbox"/>	2022-2023	1	1	1
<input type="checkbox"/>	2021-2022	1	1	1
<input type="checkbox"/>	2020-2021	1	1	1
<input type="checkbox"/>	2019-2020	1	1	1
<input type="checkbox"/>	2018-2019	1	1	1
<input type="checkbox"/>	2017-2018	1	1	1
<input type="checkbox"/>	2016-2017	1	1	1
<input type="checkbox"/>	2015-2016	1	1	1

Once the new window opens type in the new AY year in the field. A list of possible years will populate, and you can click on the year you need. Then press save.

Edit UCM Employment History

Academic Year ^R

Departments (1)

1st Department Actions

School ^R	Department/Unit ^R	Provision # ^R
<input type="text"/>	<input type="text"/>	<input type="text"/>
Position # ^R	Faculty Series ^R	Faculty Rank ^R
<input type="text"/>	<input type="text"/>	<input type="text"/>
Step ^R	Emphasis ^R	Basis/Paid Over 12 Months ^R
<input type="text"/>	<input type="text"/>	<input type="text"/>
Percent ^R	Base Salary ^R	Off Scale Salary ^R
<input type="text"/> %	<input type="text"/> \$	<input type="text"/> \$
Notes ^R		
<input type="text"/>		
Total Salary ^R		
<input type="text"/> \$		

Once you press save you will return to the list of AY year links. Open the new AY you just created in a separate window. In another window open the current AY. For example, we are currently in AY 23-24 and importing data in AY 24-25. You will want these two years side by side so that you can easily copy and paste some of the information into the new AY.

Edit UCM Employment History CANCEL SAVE SAVE + ADD NEW

Departments
(1)

1st Department Actions

School R	Department/Unit R	Provision # R	Position # R
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Faculty Series R	Faculty Rank R	Step R	Emphasis R
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Basis/Paid Over 12 Months R	Percent R	Base Salary R	Off Scale Salary R
<input type="text"/>	<input type="text"/> %	<input type="text"/> \$	<input type="text"/> \$

Notes R

B i U x² x₂ ↶ ↷ ↲ ↳

Total Salary R

\$

+ ADD ROW

Fields to copy from the previous AY year: School, Department, Provision #, Position #, Emphasis, Base/Paid over 12 months, Percent.

Fields to add the approved action details: Faculty Series, Faculty Rank, Step, Base Salary, Off Scale Salary, Total Salary. Not all U18 reviews will result in a salary or step change. Update items that reflect the review.

In the Notes field please type the action, outcome, and effective date. For example, "7/1/25 Pre-Six Academic Review-Teaching Effectiveness." This information will populate in the history card once the employment history section is saved.

Just below the Department information, you will find the following fields. Please complete each field. Please note that this information will be based on what the next normal advancement action would be.

Edit UCM Employment History ADD ROW CANCEL SAVE SAVE + ADD NEW

Personnel Review Case Management
Effective Date of Last Review ^R

Month ^R Day ^R Year ^R

Proposed Next Review

Action ^R

Series ^R

Rank ^R

Step ^R

Acceleration in time ^R

Acceleration in step ^R

Notes ^R

Lastly, add the effective date of the Next Review if applicable.

Effective Date of Next Review ^R

Month ^R Day ^R Year ^R

PRESS SAVE

FAQs

In FS will the provision # always be the same? Are there any situations that it changes?

This is a manual entry text box, so this number should not be changed unless Esmeralda or Sharon indicate that a new provision number is needed for the employee.

Do the notes section from the Employment History tab appear in the history card?

Yes, but the notes that transfer onto the history card is the notes section at the very top in the Department section where the position information is. This is where we recommend that the schools/APO include notes on any appointment or salary changes (i.e., range adjustments/promotions/merits).

The screenshot shows a web form titled "Departments (1)" with a sub-section "1st Department". The form contains several input fields and a text area:

- School R**: A dropdown menu.
- Department/Unit R**: A dropdown menu.
- Provision # R**: A text input field.
- Position # R**: A text input field.
- Faculty Series R**: A dropdown menu.
- Faculty Rank R**: A dropdown menu.
- Step R**: A dropdown menu.
- Emphasis R**: A text input field.
- Basis/Paid Over 12 Months R**: A dropdown menu.
- Percent R**: A text input field with a "%" symbol.
- Base Salary R**: A text input field with a "\$" symbol.
- Off Scale Salary R**: A text input field with a "\$" symbol.
- Notes R**: A rich text editor with a toolbar containing icons for bold (B), italic (i), underline (U), subscript (x₂), x², undo, redo, and full screen.
- Total Salary R**: A text input field with a "\$" symbol.

What populations are included in Faculty Success?

Professors, Teaching Professors, U-18

Are Pre-Six Lecturers in Faculty Success?

Yes. Every year you will have to manage this by removing anyone who was not reappointed or separated/resigned and adding anyone that is new. Please notify APO so that the scheduled teaching can be imported.

Who will add the upcoming year to individuals that are not currently under review?

APO does a work request for roll overs. Roll overs do not impact with anyone who has been manually rolled over.