

UNIT 18 FACULTY PROMOTION REVIEW PROCEDURE FOR CONTINUING APPOINTEES

This procedure outlines the requirements for the Promotion Review for a Continuing Unit 18 faculty member to Senior Continuing. All references to MOU Article 7d and 43 can be found at:

- Article 7d: https://ucnet.universityofcalifornia.edu/labor/bargaining-units/ix/docs/ix_07d_sr_continuing-lecturer-promotion-merit-review_2021-2026.pdf
 - Article 43: https://ucnet.universityofcalifornia.edu/labor/bargaining-units/ix/docs/ix_43_academic-review-criteria_2021-2026.pdf
1. The University shall notify the Unit 18 faculty member in writing no less than forty-five (45) calendar days prior to the date by which the Unit 18 faculty member's merit review materials must be submitted.
 - a. Should the University provide less than forty-five (45) calendar days' notice, the University shall not unreasonably deny an extension to the Unit 18 faculty member to submit materials to the review file.
 - b. The notification requirements are outlined in Article 43, B. 2.
 2. Once a Unit 18 faculty member has been informed of their eligibility for a Merit Review, the Unit 18 faculty member **must request in writing** to the department chair or equivalent a Senior Continuing Lecturer Promotion Review and is expected to provide their materials in accordance with Article 43. The request for promotion does not change the deadline for review materials. The following materials are required. See Article 43, C. for other possible review materials.
 - a. Updated curriculum vitae, including teaching information;
 - b. A self-statement regarding the Unit 18 faculty member's performance, teaching objectives, and teaching activities;
 - c. Written observations resulting from classroom visitations conducted by faculty colleagues or evaluators, if any;
 - d. Student evaluations, including written comments;
 - e. Statement of contributions in assigned areas of the Unit 18 faculty member's achievements that promote equal opportunity and diversity. These contributions to diversity and equal opportunity will be focused on teaching and learning and can take a variety of forms including teaching that is particularly inclusive of diverse populations;
 - f. The program or School may have specific requirements regarding these or other materials.

The School will gather other evidence for evaluation that will be added to the academic review file along with the Unit 18 faculty's materials. These materials may include:

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- g. Written observations resulting from classroom visitations by colleagues and evaluators; and
 - h. Solicited extramural letters of evaluation. These are considered confidential letters and should be redacted and labeled with alpha code prior to sharing with the Unit 18 faculty member. The alpha code shall be used any time letter writers are referenced.
3. The Unit 18 faculty member shall have the opportunity to review the academic review file and to respond in writing within five (5) business days. Any such statement will become part of the academic review file.
 - a. All candidates for Promotion Review will complete the Procedural Safeguard Statement to ensure that their rights under the collective bargaining agreement have been explained and upheld.
4. A review committee prepares a Case Analysis. The school shall make reasonable efforts to ensure that a qualified Unit 18 faculty member will participate on the review committee although no individual shall be required to serve on the committee. The Case Analysis must be accompanied by evidence from the materials included in the academic review file. Any references to confidential letter writers must be by alpha code. The Case Analysis should include the following:
 - a. Evaluation of performance in all assigned duties and evaluation of qualifications in accordance with the Academic Review Criteria outlined in Article 43, D.;
Reminder: Promotion will be based on **exceptional** performance in teaching. Instructional contributions that are broad ranging and/or greatly enhance the academic mission of the University, may be considered exceptional. Length of service and continued excellent performance as a Continuing Lecturer alone are not justification for promotion.
 - b. Recommendation for or against promotion; and
 - c. Either within the Case Analysis or in a separate document, the standards of exceptional performance appropriate to the particular discipline or subject area being used in evaluating the Unit 18 faculty member.
 - d. If the review committee does not support a promotion increase, the review file shall still be evaluated for excellence and merit increase in accordance with Article 7c.
5. The Unit 18 faculty member shall have the opportunity to review the Case Analysis and to respond in writing within five (5) business days. Any such statement will become part of the academic review file.
6. The department discussion and vote are determined by the department's voting procedures. Any discussion and vote by the department should be recorded in a Transmittal Memo written by the Chair and included in the academic review file. In the absence of department voting

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procedures and a Transmittal Memo, the unit head is required to provide a letter of review conveying their recommendation.

- a. If the department does not support a promotion increase, the review file shall still be evaluated for excellence and merit increase in accordance with Article 7c.
7. The Unit 18 faculty member shall have the opportunity to review the Transmittal Memo and to respond in writing within five (5) business days. Any such statement will become part of the academic review file which is then forwarded to the dean.
8. The dean or the dean's designee provides their recommendation regarding the proposed action.
9. The Vice Provost for Academic Personnel or the Vice Provost's designee provides their decision regarding the proposed action.
10. The University shall notify the Unit 18 faculty member of the outcome of the Promotion Review. If the Vice Provost does not support a promotion, the review file shall still be evaluated for excellence and merit increase in accordance with Article 7c. In the event a Unit 18 faculty member is not awarded an increase following a merit review, the University shall include a written explanation for its decision that shall accompany the merit review determination.