Meeting for Department Chairs
with CAP, VPF, & APO
September 3, 2020

Agenda

Introductions

VPF: UC Academic Review Process 101

CAP: What it does and how it makes recommendations

Q&A
Overview
UC faculty review process with CAP recommendation

Faculty member submits the self-statement and other materials

**Recommendations**
- Review committee
- Department
- Department Chair
- Dean
- CAP

**Recommendations**
- writes case analysis
- discusses case + votes
- writes transmittal letter
- writes dean’s letter
- discusses case file + votes

**Decision**
- PROVOST or VPF

All levels of review
What chairs and all faculty must know

UC policies and guidelines for
Research, teaching, service, diversity/equity/inclusion

APM 210-1-d UC system
MAPP 2014 UC Merced

Academic Personnel Office (APO) where to go to with questions about policy

APO processes all new appointments, advancements, including tenure promotions and merits
APO processes leaves, such as sabbatical leaves
Educate faculty on AP processes and policies
and more

academicpersonnel@ucmerced.edu
<table>
<thead>
<tr>
<th>Event Description</th>
<th>Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>On the Path to Tenure: Getting started</td>
<td>Aug 11, 18</td>
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<td>New Faculty Orientation</td>
<td>Aug 24</td>
<td>8:45-2:30</td>
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<td>On the Path to Success: Q&amp;A w. CAP, VPF, APO</td>
<td>Sept 10</td>
<td>Noon, 1:00</td>
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<td>On the Path to Success: Managing work during COVID-19</td>
<td>Aug 17, 18, 20</td>
<td>Noon</td>
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<td>Coffee Hour w. VPF &amp; AVPF</td>
<td>Sept 8 (10:00)</td>
<td>Oct 6(1:00)</td>
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<td>On the Path to Tenure: Self-Statement Writing Workshops</td>
<td>Spring 2021</td>
<td>TBD</td>
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*EVENTS INTENDED TO INFORM EARLY CAREER FACULTY OF AP PROCESSES*
Transmittal letter template

First paragraph: very short summary of case, a sentence or maybe two for each area:
- research
- teaching/mentoring
- service
- DEI

Subsequent paragraph(s): brief summary of faculty discussion, including details such as:
- when meeting was held
- how many faculty were there
- overall tone or impressions of candidate’s performance in review period, punctuated by examples, if needed

Last paragraph: summary of vote, including voting process:

Example: “Faculty submitted votes online after the meeting. All who voted supported a ‘Favorable’ appraisal. The recommendation is FAVORABLE.”

NOVEMBER 18 Noon Chairs workshop: “How to write a good transmittal letter.”
Case analysis? Slides available from 2019 workshop – we’ll distribute after this meeting.