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## Agenda

Introductions

VPF: UC Academic Review Process 101

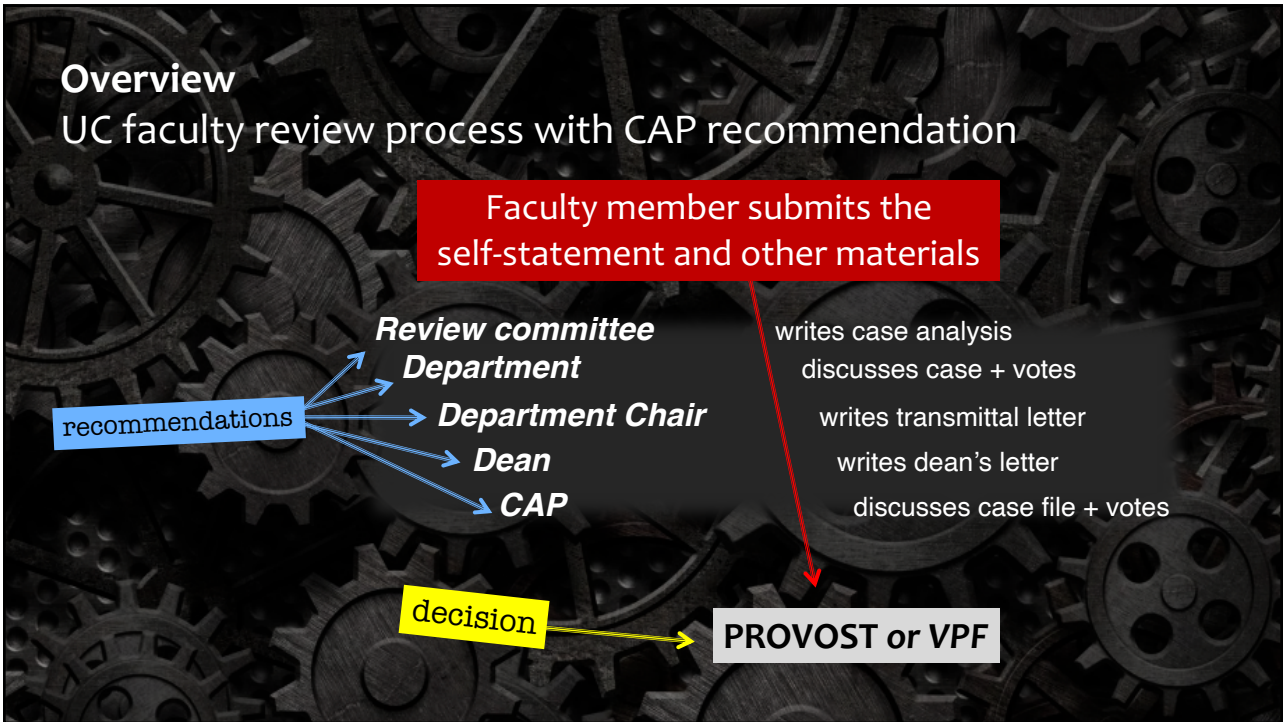
CAP: What it does and how it makes recommendations

Q&A

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## 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



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

**APO processes all new appointments, advancements, including tenure promotions and merits**

**APO houses, monitors, and updates UC and UCM AP policies**

**APO processes leaves, such as sabbatical leaves**

**Educate faculty on AP processes and policies**

**and more**

**[academicpersonnel@ucmerced.edu](mailto:academicpersonnel@ucmerced.edu)**

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**EVENTS INTENDED TO INFORM EARLY CAREER FACULTY OF AP PROCESSES**

<b>On the Path to Tenure:</b> <i>Getting started</i>	Aug 11, 18	
<b>New Faculty Orientation</b>	Aug 24	8:45-2:30
<b>On the Path to Success:</b> <i>Q&amp;A w. CAP, VPF, APO</i>	Sept 10	Noon, 1:00
<b>On the Path to Success:</b> Managing work during COVID-19	Aug 17, 18, 20	Noon
<b>Coffee Hour w. VPF &amp; AVPF</b>	Sept 8 (10:00)	Oct 6(1:00) Nov 3(10:00)
<b>On the Path to Tenure:</b> Self-Statement Writing Workshops	Spring 2021	TBD

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**CAP**

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## 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*

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