



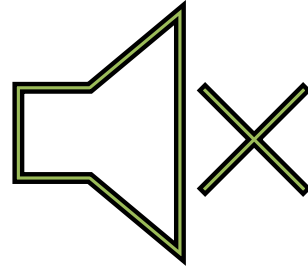
# Academic Personnel Monthly Information Session

Presented by the Office of Academic Personnel

Stephanie Celestin, Nicole Steele, Lisa Reevesman, Amy Edwards

September 30, 2025

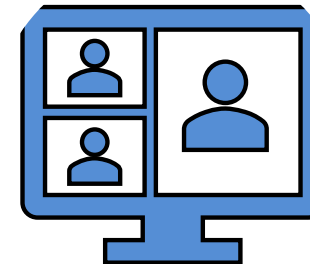
# Housekeeping



Please keep yourself muted during the presentation



Ask questions in chat



Please keep your camera on during the presentation



## Annual Call 2025-2026

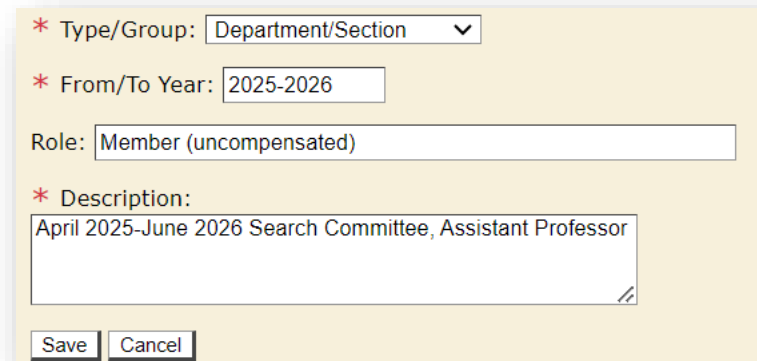
- **Academic Advancements:** New Items, Updates and Reminders
- **Department Letters:** 2025-2026
- **Recruitment:** Reminders
- **Non-Faculty:** Reminders

# 2025-2026 Annual Call – Academic Advancements-New

- **Service in MIV:** When possible, please provide months in the description in addition to years when entering service into MIV. Please clarify as well whether/how service was compensated (e.g. course release, stipend, or neither).
- *Rationale: CAP and reviewers want to understand if the academic service spanned over 1 year or just a few months.*

## Recommendations:

- List months of service in the **Description** field of MIV vs **From/To Year**. MIV sorts alphabetically not chronologically when alpha characters are used.
- Notify faculty now, so they can provide the months of service within their CVs for 26/27 reviews.
- If service is uncompensated, include “uncompensated” in **Role** field.



The screenshot shows a web form with the following fields and values:

- \* Type/Group: Department/Section (dropdown menu)
- \* From/To Year: 2025-2026
- Role: Member (uncompensated)
- \* Description: April 2025-June 2026 Search Committee, Assistant Professor

At the bottom of the form are "Save" and "Cancel" buttons.

# 2025-2026 Annual Call – Academic Advancements-New

- **Accelerated Promotions:** When evaluating accelerated promotions actions for a positive recommendation, reviewers should specifically evaluate if the research/creative activity work performed in the abbreviated period of time is commensurate with what would be expected in the normative time period.

## Examples:

- An academic who aspires to accelerate their advancement by **one year** to the associate rank should have a **scholarly record** in the one year since last review that is consistent with the record that would be expected in a *two-year period*.
- Additionally, an academic who aspires to accelerate advancement by **two years** to the full rank should have a **scholarly record** in the one year since last review that is consistent with the record that would be expected in a *three-year period*.
- There are **no** similar expectations for exceeding normative time expectations, however, for teaching and university/public service performed in the abbreviated time period.

# 2025-2026 Annual Call – Academic Advancements

## Updates to Optional Statements

### ➤ **Statement of Achievements Relative to Opportunities (New)**

- Subsumes COVID-19 Statement and Strike Impact Statement
- Currently no page limit
- Emphasis placed on the quality and impact of achievements rather than their quantity, taking personal and professional circumstances into account.

### ➤ **Statement of Contributions to Public and Global Impact**

- Currently no page limit
- This statement highlights the connectedness and overall impact of a candidate's public or global contributions across research, teaching, and service, providing an opportunity to tell the story of their scholarly impact that may not be evident in the Candidate's Statement.

### ➤ **Candidate Statement**

- 6-page limit
- Subsumes Diversity Statement

# 2025-2026 Annual Call – Academic Advancements

## Updates

### ➤ Linking Actions in MIV

#### Appraisals

- Linking merits and appraisals is no longer available in MIV
- Create 2 separate actions in MIV

#### Appeals

- Create appeal action in MIV
- Link to the original merit or promotion
- Do not request a new packet

# 2025-2026 Academic Advancements - Reminders

## Helpful Reminders for Academic Reviews

- Refer to the APM advancement policies, Academic Affairs Forms & Checklists, Delegations of Authority, and SOM MIV User Guide.
- RA Unit Members: Candidates must be provided six weeks to submit their materials once they are notified of eligibility to advance. Include the "Notification of Advancement Eligibility or Academic Federation member" form with email notification.
- Appraisals and Five-Year Reviews may not be deferred.
- Deferrals and Five-Year reviews are due at the same time of the respective action deadline.
- For "declined" merits that do not route via MIV (merit at Professor, Step 5 or above), submit a written notice/email from the candidate that includes the Chair acknowledgement to your AP Analyst.
- Notify your AP Analyst when an action has been routed to the School/College level in MIV.

# 2025-2026 Academic Advancements - Reminders

- Department Letter: First paragraph, add the % effort of job responsibilities- does not need to be exact for all categories.
- Peer Review of Teaching: The letter should contain analysis of direct teaching activities- clinical patient care, operating room procedures, hospital rounds, research mentorship, and residency program teaching sessions (**UCD 220**). The letter should include how the instructor prepared for the lecture, the effectiveness of the instruction, and how the course/lecture was received by the participants, ex: grand rounds and didactic lectures.
- Teaching Evals: if less than 4 respondents, include the session and score with a comment that **“there are less than 4 respondents, therefore the link is unavailable”**.

# 2025-2026 Academic Advancements - Reminders

- Honors and Awards: Reminder that candidates are expected to provide the 1) name of the organization conferring the award, 2) the reason for the receipt of the award, 3) the award's professional significance, 4) the year the award was received, 5) link to the award, **if available (recommend adding “link not available”, if none)**.
- Grants and Contacts: Only active and completed items **during the review period** should be included. Reminder, Off-Campus amount needed for active grants.
- List of Service and Evaluations: Add terminal degree line for promotions **to Associate** only.
- Solicitation letter: Reminder to use templates from APM UCD-220 (Exhibit B) and HSCP templates to ensure all required language is included.

# 2025-2026 Academic Advancements - Deadlines

## Schools of Health Academic Personnel Deadlines

Due Date	Action Type
8/22/2025	Promotions to Associate and Full (Senate Titles)
9/15/2025	Administrative Actions: Deans, Department Chairs, Directors, Regular & Administrative Endowments
9/19/2025	Promotions, all Health Science Clinical Professors
10/10/2025	Promotions to Associate and Full (Adjunct and RA Titles)
10/10/2025	Merit increases for Deans and Department Chairs
10/31/2025	Vice Chair Reappointments
10/31/2025	Merits to Associate, Step 4 or 5 (by permission of AVC)
10/31/2025	Merits to Full, Step 6
10/31/2025	Above Scale Merits
10/31/2025	Five-Year Reviews
1/9/2026	Regular Merits
1/16/2026	Appraisals
2/20/2026	“First After” Merits (1 <sup>st</sup> normal merit after appointment or promotion)

## VP-AA Deadline (Non-Redelegated Actions)

Due Date

11/14/25 & 12/12/2025

1/9/2026

1/9/2026

1/30/2026

1/16/2026

1/30/2026

2/20/2026

3/13/2026

# 2025-2026 Academic Advancements - Extensions

## Extension Request Process

### **Schools of Health AP Deadlines:**

- Requests must be submitted prior to the Schools of Health AP Deadlines
- Extension request may not exceed **30** days beyond the Health AP Deadline
- For subsequent extension requests, include the Chair concurrence

### **VP-AA Deadlines:**

- Accelerated promotions are ineligible for extensions
- Requests must be submitted to AP Analyst prior to VP-AA Deadlines, Appendix A
- No more than (2) 2-week extensions will be allowed
- Include strong justification with the Department Chair concurrence
- Interim AVC will review/provide concurrence
- VP will review/approve

# 2025-2026 Academic Advancements

## Department Letters 2025-2026

- Academic Personnel is collaborating with the FPC Committee to streamline how data is shared with reviewers for appointments and advancements.
  - Opportunity to include within the Department Letter required information for reviews that is helpful to FPC committee—such as % effort, review period, and advancement history
  - Can help inform voters and reviewers
  - [Example](#)
  
- Department Letter Addressee:
  - Christine S. Cocanour, MD, FACS, FCCM
  - Associate Vice Chancellor
  - Schools of Health
  - Office of Academic Personnel

# 2025-26 Annual Call - Recruitment

STEAD Campus Workshops – 4 years  
Mandatory for Senate Faculty Search Chairs

New courses added for Sept/Oct/Nov

<https://academicaffairs.ucdavis.edu/stead-faculty-search-committee-workshop>

Faculty Search Committee Chairs of Non-Senate and Members Senate/Non-Senate Faculty recruitments will satisfy the STEAD requirement by attending the Enhanced Training for Faculty Search Committee Members offered online

<https://health.ucdavis.edu/facultydev/events/upcoming-events.html>

# 2025-26 Annual Call - Recruitment

## Conflict of Interest Reminder

- Conflict of Interest Form is due at the time the shortlist is filed.
- Faculty form: <https://aadocs.ucdavis.edu/your-resources/forms-and-checklists/forms/faculty-recruitment-committee-coi-statement-and-form.pdf>
- Non-faculty form: <https://aadocs.ucdavis.edu/your-resources/forms-and-checklists/forms/non-faculty-recruitment-committee-coi-stmt-and-form.pdf>
- Upload in UC Recruit under the “Documentation” section.

# Faculty Recruitment Employee Disclosure

## (Effective January 1, 2025)

### 1. Requirements

-- All recruitments and direct hires (waivers, exemptions, postdocs, students, volunteers) must include required language either in the job description or at the start of direct hire discussions.

### 2. Candidate Awareness & Authorization

-- Candidates will be informed of the process through recruitment language or via email for direct hires.  
-- Each candidate must sign an **Authorization to Release Information** as part of their application materials.

### 3. Hiring Dean's Office Survey

-- **Academic Personnel** initiates the hiring department survey for the **proposed candidate**.  
-- The **Recruitment Team Analyst** or **Non-Faculty Analyst** hand will submit the Hiring Survey.

### 4. Candidate Disclosure

-- **Academic Affairs** will contact the candidate and request completion of the **Employment Disclosure Questionnaire**.

### 5. Clearance Notification

-- **Academic Affairs** will notify the **Recruitment Team** once clearance is determined.  
-- A team member will inform the **Department** of the clearance status within **72 hours**.

### 6. Job Offer & Appointment

-- If the candidate is **cleared**, proceed with a TOL.  
-- Upon acceptance of the TOL:

- The **Department** proceeds with the appointment.
- Attach the clearance email to the Department letter for routing in MIV.
- For non-MIV appointments, attach the approval email to the Aggie Service Case onboarding case.

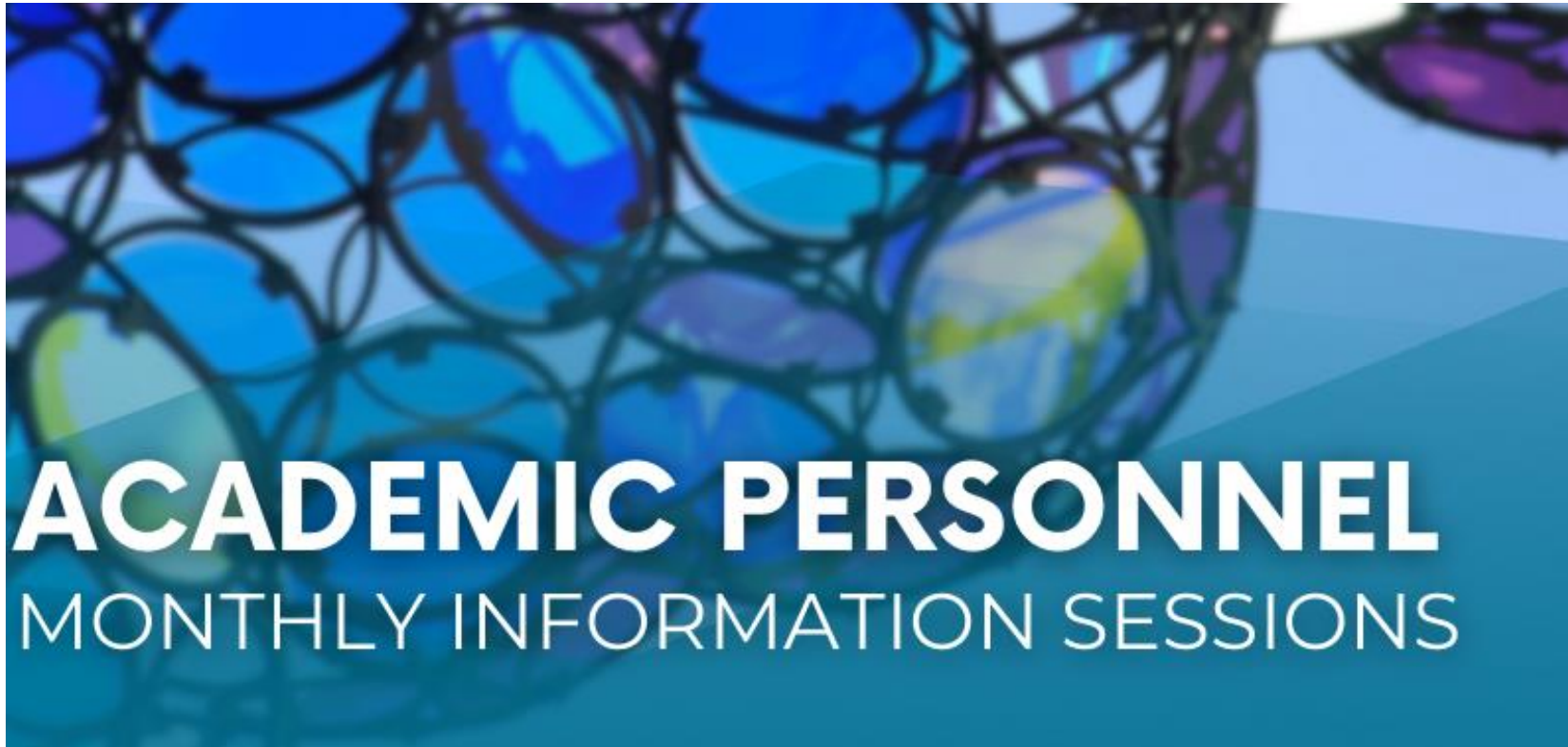
# Junior Specialist - Reminders

- Jr. Specialists Recruitments: Candidates may only be hired into titles/steps that are included in the recruitment. If there is a possibility of part-time and full-time options, include the NEX job code 003329 and the exempt job code 003330.
  - Recruitments may include Step 1 and Step 2 salaries.
- Applicant Qualifications: Candidates with a Master's degree may not be hired as a Jr. Specialist. If the candidate will obtain a Master's degree during the appointment term of their Jr. Specialist appointment, they may only be hired for a 1-year appointment and are not eligible for reappointment. These candidates should be hired at Step 2.
- Jr. Specialist Reappointment Guidance: Absent serious performance issues, a Jr. Specialist reappointed for a second year in that title must be moved from salary step 1 to salary step 2.
  - Please refer to the [junior-specialist-reappointment-checklist.pdf](#).
- Jr. Specialist Promotion to Assistant Specialist: Jr. Specialist are eligible for promotion if they are currently appointed at Step 2 and if they were hired through an open recruitment.
  - Please refer to the [Checklist—Project \(e\)](#).

# Questions



Upcoming Session-Tuesday October 28th



Thank you for your attendance today!!!