

ASSISTANT PROFESSOR – FOURTH-YEAR APPRAISAL

definition

"A formal evaluation of an Assistant Professor is made in order to arrive at the prospects of the candidate for eventual promotion and to provide information to the candidate regarding those prospects."

general information

- Appraisal is to be conducted during the fourth year of combined service in the Assistant Professor rank of this series, service in the Assistant Professor-in-Residence series and other specified titles (see Appendix #14).
- The department must consider the candidate's teaching, research and creative work, professional activity, and University and public service since appointment at UCLA.
- Fourth-Year Appraisals requires the Council of Academic Personnel (CAP) review.
- Classifications:
 - "Favorable" – indicating an assessment that it appears likely that the individual will eventually qualify for promotion to tenure rank.
 - "With Reservations" – indicating an assessment that there is identified weakness or imbalance in the record which appears to require correction in order for the individual eventually to qualify for promotion to tenure rank.
 - "Unfavorable" – indicating an assessment that on the present evidence it appears unlikely that the individual will eventually qualify for promotion to tenure rank.

references

- [The CALL, Regular Professor Series.](#)
- [The CALL, Appendix #14.](#)
- [The CALL, Summary of Procedures #7.](#)

dossier submission

➤ **Original + 1 copy of entire dossier**

Assistant Professor Data Summary cover page

- If applicable, list the joint or split appointment(s).

If applicable, a copy of the joint appointment waiver form.

Salary History record

Assistant Professor Data Summary vote page

- All prior assistant vote actions must be shown on this page.

Data Summary, Pages 3-7

- Be sure to have candidate initial bottom right corner of each page prior to committee review.

Prior Certification page

- This page must be read by the candidate and signed before any committee review or committee/department votes.
- List any information and evidence supplied by the candidate at the bottom of page.

Research/Teaching Statement

- No more than five pages long.

After Certification page

- This page must be read by the candidate and signed after the department votes on action.
- This page must have a date LATER than the prior certification page.

Departmental Recommendation

- Written by Chair, a report on the faculty vote and their recommendation.

Chair's confidential letter (if applicable)

- Giving Chair's own opinion

Ad hoc Committee Report

- Best practice – signatures on separate page

Candidate CV/Bibliography

publications and teaching evaluations

Submit all publications and teaching evaluations since appointment at UCLA. In publication box, on top of the publications, place one copy of the "Inventory" (listing all the publications), with checkmarks to the left for each publication submitted.

routing and approval

The HSSEAS APO office will inspect and analyze the case then forward to CAP for review. CAP reviews the case and makes a recommendation. The CAP report is forwarded to the HSSEAS APO office. The Dean reviews the dossier with the CAP report. If the fourth-year appraisal is deemed "Unfavorable" by either the department, CAP, or Dean, it will be forwarded to the Vice Chancellor for final decision. The Dean has final approval authority if the CAP report is "Favorable" or "With Reservations". The Vice Chancellor has final approval authority for off-scale salaries beyond the Dean's authority.

dat

The action must be entered in DAT before submitting the case to the Dean's office.

edb

Professional series employees are paid from Sub 0, these transactions are subject to the HSSEAS fiscal close "freeze" periods. Please follow the year-end instructions to add these actions at the appropriate time. When approved, please follow the steps in the EDB manual, [C3.0 EDB ACADEMIC ACTIONS - Renewal of Appointment/Reappointment](#).

HSSEAS APO contact

If you have any questions at all about merits, please contact the HSSEAS APO Director at x57506.