

MERIT TO PROFESSOR, ABOVE-SCALE

definition

"Advancement to an Above-Scale rank involves an overall career review and is reserved only for the most highly distinguished faculty (1) whose work of sustained and continuing excellence has attained national and international recognition and broad acclaim reflective of significant impact; (2) whose University teaching performance is excellent; and (3) whose service is highly meritorious."

general information

- Advancement to Professor, Above-Scale is based on the candidate's entire academic career.
- Faculty who have served four (4) years at Step IX are eligible for a merit to Initial Above-Scale.

references

- [The CALL, Summary of Procedures #14.](#)
- [The CALL, Summary of Procedures #5.](#)

dossier submission

- Original + 1 copy of entire dossier
- Review Committee (RC) Nominations – Names of three faculty members the department considers suitable to serve as departmental representative. List name, rank, and department.

- Merit Advancement to Professor Step VI or Above-Scale 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
 - Be sure to include all pages.

- Data Summary, Page 2 (Vote Page)

- Data Summary, Pages 3-6
 - 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.

- 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
- Extramural (outside) evaluators list**
 - Use HSSEAS template.
 - A brief one paragraph biography is required for each evaluator. Important to add if they are NAE, NAS, etc.
- Sample solicitation letter**
- Statement of Confidentiality**
- Extramural letters**
 - Please follow guidelines for order of letters
- Student evaluators list**
- Sample solicitation letter**
- Statement of Confidentiality**
- Student letters**
 - Please follow guidelines for order of letters
- Candidate CV/Bibliography**
- Research/Teaching Statement**

publications and teaching evaluations

Submit all publications and teaching evaluations since UCLA appointment. 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, analyze, and recap the case then forward to the Dean for review. The Dean will provide a recommendation and the case will be forwarded to APO. APO will forward to CAP.

When an RC is not appointed, CAP reviews the file and makes a recommendation to the Vice Chancellor, who will decide on the final outcome of the case.

When an RC is appointed by CAP, the case is reviewed and a report is submitted to APO who will forward it to the Dean's Office for Dean's final recommendation. Once the Dean provides a recommendation, both recommendations from the RC and Dean are included with the case and forwarded to CAP for review. CAP makes a recommendation to the Vice Chancellor, who will decide on the final outcome of the case.

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 HSSSEAS 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, [C5.0 EDB ACADEMIC ACTIONS - MERIT INCREASES](#).

HSSEAS APO contact

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