

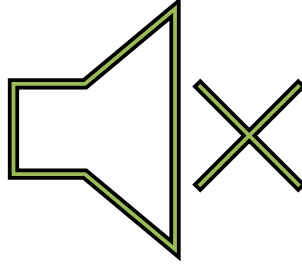


Academic Personnel Monthly Information Session

Presented by the Office of Academic Personnel

August 25, 2026

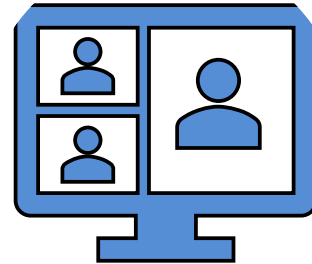
Housekeeping



Please keep yourself
muted during the
presentation



Ask questions in
chat



Please keep your
camera on during the
presentation



Annual Call 2026-2027

- **Academic Advancements:** New Items, Updates and Reminders
- **Recruitment:** Reminders
- **Non-Faculty:** Reminders

2026-2027 Annual Call – Academic Advancements NEW

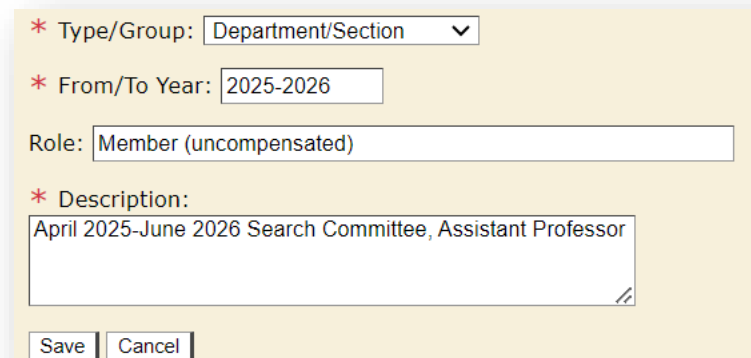
- **NEW Temporary Administrative Appointments in Dossier:** Temporary administrative appointments, such as "interim chair," should include a description of the duration of the appointment and the nature of the work performed as well as details about any compensation taken.
- **Clarification – Eligibility in APHID will be reset for Appointment via Change in Title (ACIT) actions:** AVCITs are to be treated as new appointments and will reset the academic's eligibility in APHID on the effective date.
- **National Recognition of scholarship and/or teaching:** Must be documented in the dossier and fully described in the department letter.
- **Reminder – Step Plus Advancements:** Department and Dean's letters should identify the categories being recommended for Step Plus advancements and highlight the achievements that justify such recognition in each category.

2026-2027 Annual Call – Academic Advancements-Reminders

- **Service in MIV:** Please provide months in the description in addition to years when entering service into MIV. Please address time commitments including number of meetings/preparation of work and 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.
- If service is uncompensated, include “uncompensated” in **Role** field.



* Type/Group: Department/Section ▼

* From/To Year: 2025-2026

Role: Member (uncompensated)

* Description:
April 2025-June 2026 Search Committee, Assistant Professor

Save Cancel

2026-2027 Annual Call – Academic Advancements Reminders

- **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.

2026-2027 Annual Call – Academic Advancements-Reminders

Updates to Optional Statements

- **Statement of Achievements Relative to Opportunities (New)**
 - 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**
 - 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** - New template can be found [here](#).
 - 6-page limit
 - Accessibility Impact; Academics seeking advancement in 26-27 and later are encouraged to document in their dossiers the efforts they undertook to bring content into compliance.
 - Faculty are not required or encouraged to ask for additional half-steps in their candidate statements.
All files are considered for additional half steps, if eligible.

2026-2027 Annual Call – Academic Advancements-Reminders

- **Reminder – Non-Peer-Reviewed Publications in MIV:** Publications that are not peer-reviewed, editorials, introductions to books, etc. should not be included with peer-reviewed articles in MIV.
- **Reminder – Work in Progress or Submitted:** To provide reviewing bodies with a full perspective on candidates' research record, candidates are encouraged to include in MIV links to drafts of articles and book chapters that are under review, submitted, or in progress.
- **Reminder – Extramural Letter Solicitation:** Extramural letters should be solicited from academics at comparable institutions of a rank equal to or above the rank sought by the academic member. Also, there has been confusion about what an arm's length letter writer means. Arm's length letter writers should have:
 - No close personal or professional connection to the candidate
 - Not be a former or current mentor, dissertation or thesis advisor
 - Not be a recent (within the last seven years) collaborator or coauthor
 - Not be a family member, business partner, or close personal friend of the candidate

2026-2027 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 for 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

2026-2027 Academic Advancements - Reminders

- 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 is prepared, 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”**.

2026-2027 Academic Advancements - Reminders

- Grants and Contacts: Only active and completed items **during the review period** should be included. Reminder, Off-Campus amount needed for active grants.
- Terminal degree: Draw line for List of Service and Evaluations for promotions **to Associate** only.
- Solicitation letter: Reminder to use templates from APM UCD-220 (Exhibit B) to ensure all required language is included.

2026-2027 Academic Advancements - Deadlines

Schools of Health Academic Personnel Deadlines

Due Date	Action Type
8/21/2026	Promotions to Associate and Full (Senate Titles)
9/15/2026	Administrative Actions: Deans, Department Chairs, Directors, Regular & Administrative Endowments
9/18/2026	Promotions, all Health Sciences Clinical Professors
10/9/2026	Promotions to Associate and Full (Adjunct and RA Titles)
10/9/2026	Merit increases for Deans and Department Chairs
10/30/2026	Vice Chair Reappointments
10/30/2026	Merits to Associate, Step 4 or 5 (by permission of AVC)
10/30/2026	Merits to Full, Step 6
10/30/2026	Above Scale Merits
10/30/2026	Five-Year Reviews
1/8/2027	Regular Merits
1/15/2027	Appraisals
2/19/2027	"First After" Merits (1 st normal merit after appointment or promotion)

VP-AA Deadline (Non-Redelegated Actions)

Due Date

11/16/2026 (Assoc) and 12/11/2026 (Full)

1/8/2027

12/18/2026

1/29/2027

1/15/2027

1/29/2027

1/29/2027

2/19/2027

3/12/2027

2026-2027 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
- AVC will review/provide concurrence
- VP will review/approve

2026-27 Annual Call - Recruitment

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

STEAD workshops will not be offered in 2026-2027
Certification will be extended for faculty whose STEAD certification will expire between July 2, 2026 and August 31, 2027

<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>

2026-27 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.

2026-27 Annual Call - Recruitment

Employee Disclosure Language

- Employee Disclosure Language to be added on Tentative Offer Letters
- AP is currently seeking additional guidance from VPAA

2026-27 Recruitment Reminders

Employee Misconduct Disclosure Process

- **Recruitments:** At the time of submitting a search report, the Department is responsible for initiating the employee misconduct disclosure process via the Smartsheet system
- **Exemptions/Search Waivers:**
 - Please upload the signed Authorization to Release Information form and the proof that the candidate received the required language via email.
 - The Department is responsible for initiating the employee misconduct disclosure process via the Smartsheet system once the exemptions/search waivers are approved.

2026-27 Recruitment Reminders

Special Permits Timeline:

- 2113: 3 month average processing time
- 2168: 6 month average processing time

Faculty Recruitment Allowance (FRA):

- Maximum: \$92,500

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.

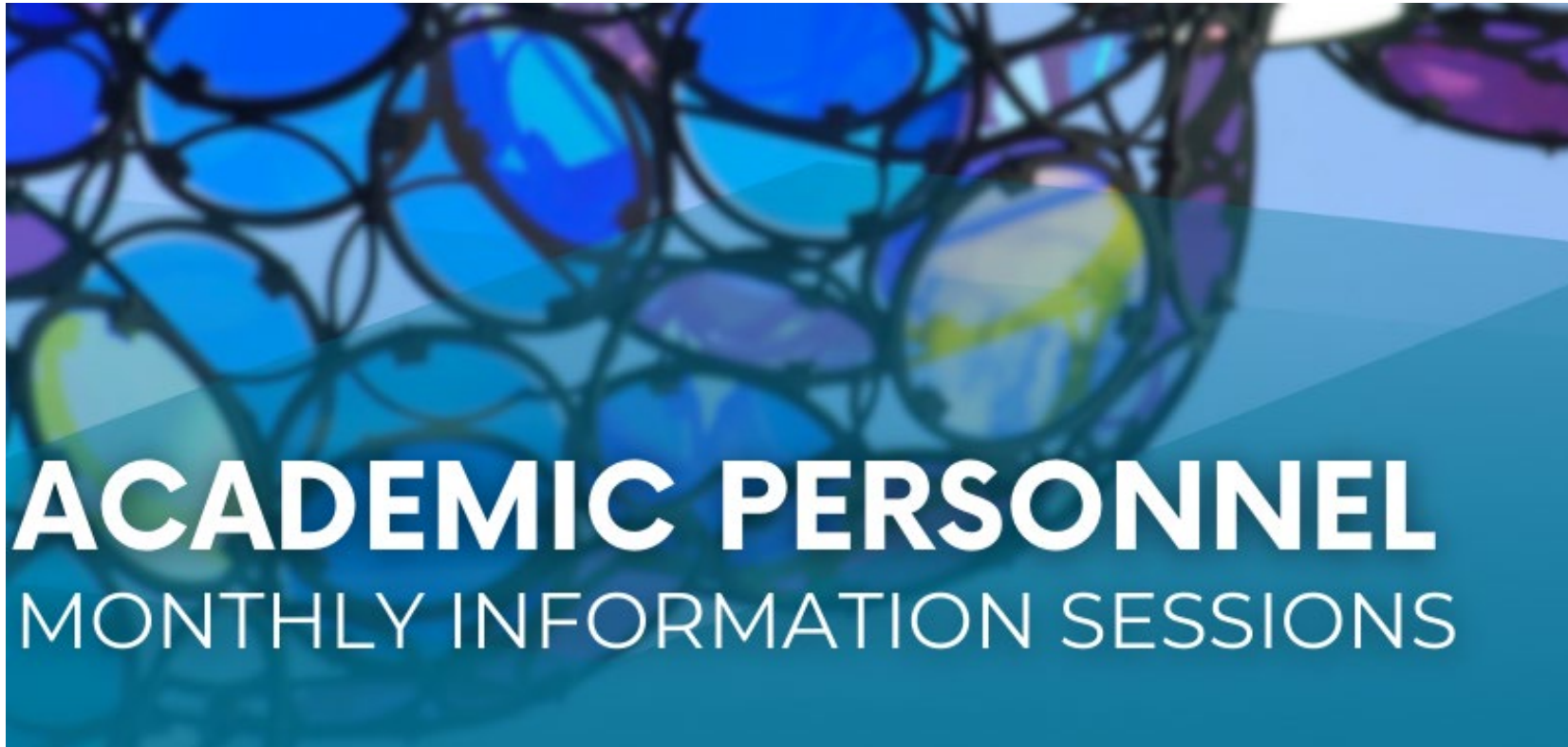
Junior Specialist Reminders

- 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 Sessions



Thank you for your attendance today!!!