# WHERE THE PUBLICATION LINE IS DRAWN FOR ADVANCEMENT AND APPOINTMENT CHANGE ACTIONS

Policy Guidelines:

* APM 220 <https://aadocs.ucdavis.edu/policies/apm/apm-220.pdf>
* UCD APM 220 <https://aadocs.ucdavis.edu/policies/apm/ucd-220/ucd-220-(9-5-06).pdf>

**Applies to the following Academic Senate and Academic Federation Series:**

* Professor
* Professor in Residence
* Professor of Clinical \_\_\_
* Acting Professor
* Adjunct Professor
* Health Sciences Clinical Professor
* Lecturer/Sr. Lecturer with Security of Employment (SOE)

(*See pg. #7 for non-faculty federation series*)

## A. PROMOTIONS

The period of service covered by a review for **promotion** (including lateral and accelerated promotion)is as follows:

***A1. Promotion Example***

To Associate Professor: since acquisition of the terminal degree\* (e.g., Ph.D., M.D., D.N.P.) to date.

Terminal Degree YYYY

*\*For candidates with multiple terminal degrees (e.g., Ph.D. and M.D.), the review period for promotion to the Associate rank is since the first terminal degree awarded.*

***A2. Promotion Example***

To Full Professor: since promotion or appointment to Associate Professor.

Promotion beyond the rank of Associate Professor is based on continued demonstration of superior intellectual attainment in all areas of academic performance. Promotion, following normal progress, usually occurs after six years of service at the Associate rank or after two years at Associate Professor, Step 3.

Appointment (or Promotion), Title, Rank, Step # YYYY

***A3. Promotion Example***

To Lecturer SOE: since acquisition of the terminal degree (e.g., Ph.D., M.D., D.N.P.) to date.

Terminal Degree YYYY

***A4. Promotion Example***

To Senior Lecturer SOE: since appointment or promotion to Lecturer SOE, or since appointment to Senior Lecturer with Potential SOE

Appointment (or Promotion), Title, Rank, Step # YYYY

## B. MERIT ADVANCEMENTS

The period covered by the review for **merit** is as follows:

***B1. Merit Increase Example (Assistant – Full Professor)***

For Assistant Professor, Step 1 through Assistant Professor, Step 5; Associate Professor, Step 1 through Step 5; Professor, Step 1 through Step 5.5: since last successful advancement to the current step.

Merit, Title, Rank, Step # YYYY

***B2. Merit Increase Example (Barrier Step)***

To Professor, Step 6: the entire period since advancement to the rank of Full Professor (This includes periods when the candidate was a full rank or equivalent Professor at another institution); does not usually occur before three years at current step.

Appointment (or Promotion), Title, Rank, Step # YYYY

***B3. Merit Increase Example (Full Professor)***

To Professor, Step 7, 8, or 9: since advancement to the current step; does not usually occur until at least three years at current step (6 through 8).

Merit, Title, Rank, Step # YYYY

***B4. Merit Increase Example (Above Scale)***

To above-scale: the period since advancement to Professor (This includes periods when the candidate was a full rank or equivalent Professor at another institution); does not usually occur before normative time at the current step (i.e., three years at step 8 or 8.5, or four years at Step 9 or 9.5).

Appointment (or Promotion), Title, Rank, Step # YYYY

***B5 . Merit Increase Example (Further Above Scale)***

Subsequent above-scale: since advancement to the current salary level; does not usually occur earlier than at four-year intervals.

Merit, Title, Rank, Step # YYYY

## MERIT with APPRAISAL (Assistant Professor)

*\*Appraisals are not required for Health Sciences Clinical Professor Series*

***C1. Merit with Appraisal Example***

**Appraisal:** The period covered for the **appraisal** is from initial appointment to date. Appraisals normally occur in the fourth year of service at the rank of Assistant Professor. Appraisals may occur earlier than the fourth year if requested by the candidate, department Chair, Dean, personnel committee, Vice Provost, Provost, or Chancellor.

**Merit:** For Assistant Professor, Step 1 through Assistant Professor, Step 4: since last successful advancement to the current step.

Appointment YYYY

Merit, Title, Rank, Step # YYYY

## APPRAISALS (only)

The period covered for the **appraisal** is from initial appointment to date. Appraisals normally occur in the fourth year of service at the rank of Assistant Professor. Appraisals may occur earlier than the fourth year if requested by the candidate, department chair, dean, personnel committee, Vice Provost, Provost, or Chancellor.

***Appraisal Example***

Appointment YYYY

## OTHER REVIEW PERIODS:

## Appointment Via Change in Title (AVCIT) / Appointment Via Change in Department (AVCID)

The line drawn for an AVCIT/AVCID is since last approved action, if applicable. The dossier is prepared following the appointment checklist for the requested title series.

(Last Advancement), Title, Rank, Step # YYYY

## F. OVERLAPPING STEPS

***F1.* *EXAMPLE: First Merit Advancement after Accelerated Promotion (Associate Professor)***

[https://academicaffairs.ucdavis.edu/step-plus-faq](https://academicaffairs.ucdavis.edu/step-plus-faq%20Question%20#7)

The line is drawn at the overlapping step the faculty member merited to in the previous rank. For example:

A faculty advances to Assistant Professor, Step 5 effective 7/1/2020. The review period for this action was most likely 7/1/17-6/30/19. Then, in 2020-2021, this Assistant Professor successfully pursues a **lateral** promotion to Associate Professor, Step 1 effective 7/1/2021. The review period for this action is since terminal degree. According to APM 220-18-b, time spent at these overlapping steps is “combined”. Since normative time at these steps is 2 years, this Associate Professor is eligible for Step Plus merit advancement effective 7/1/2022. In this scenario, the review period for the merit from Associate Professor, Step 1 is 7/1/2019-6/30/2021.

**Note:** Policy does allow an alternative review period method with an end date of 9/30. The review period may be 10/1/2019-9/30/2021 if the period of 7/1/2019-9/30/2019 was counted for the merit to Assistant Professor, Step 5.

Merit to Assistant Professor, Step 5, YYYY

Promotion, Associate Professor, Step 1, YYYY

***F2.* *EXAMPLE: First Merit Advancement after Accelerated Promotion (Full Professor)***Associate Professor, Steps 4 and 5 overlap with those of Professor, Steps 1 and 2. If a faculty member is recommended for lateral promotion to Professor, Step 2 after having served 3 years at Associate Professor, Step 4 and/or Professor, Step 1, the line is drawn at the time the faculty member became an Associate Professor, Step 4.

Merit to Associate Professor, Step 4, YYYY

Promotion, Professor, Step # YYYY

1. **FIVE-YEAR REVIEWS**

All faculty, regardless of rank and step, must be reviewed at least once every five years. The five-year review occurs during the fifth academic year since the last review, if there has been no advancement review within the last five years. (See APM UCD 220.IV.H for additional details)

(Last Advancement), Title, Rank, Step # YYYY

**Non-faculty Academic Federation**

Policy Guidelines:

* UCD APM 220 <https://aadocs.ucdavis.edu/policies/apm/ucd-220/ucd-220-(9-5-06).pdf>
* UCD APM 220AF <https://aadocs.ucdavis.edu/policies/apm/ucd-220/ucd-220af.pdf>

**Applies to Academic Federation Series, including:**

* Academic Administrator
* Academic Coordinator
* Professional Research
* Project (e.g., Scientist)
* Specialist

## A. PROMOTIONS

The period of service covered by a review for **promotion** is as follows:

***A1. Promotion Example***

To Associate level: since appointment to Assistant rank, except for the Professional Research series; since terminal degree.

Appointment YYYY

***A2. Promotion Example***

To Full title: since promotion or appointment to Associate rank.

Appointment (or Promotion), Title, Rank, Step # YYYY

## B. MERIT ADVANCEMENTS

The period covered by the review for **merit** is as follows:

***B1. Merit Increase Example (Assistant – Full rank)***

For Assistant rank, Step 2 through Full rank, Step 5.5: includes all achievements and activities subsequent to those counted for advancement to the current step. The normative time between merit reviews is 2 years for all candidates below Associate rank, Step 4. Subsequently, the normative time between merits reviews is 3 years.

Appointment (or Promotion), Title, Rank, Step # YYYY

Merit, Title, Rank, Step # YYYY

***B2. Merit Increase Example***

To Full rank, Step 6: the entire period since advancement to Full rank (This includes periods when the candidate was a full rank or equivalent at another institution); does not usually occur before three years at current step.

Appointment (or Promotion), Title, Rank, Step # YYYY

***B3. Merit Increase Example***

To Full rank, Step 7, 8, or 9: since advancement to the current step; does not usually occur before three years at current step.

Merit, Title, Rank, Step # YYYY

***B4. Merit Increase Example (Above Scale)***

To above-scale: the period since advancement to Full rank (This includes periods when the candidate was a full rank or equivalent at another institution); does not usually occur before normative time at the current step (i.e., three years at step 8 or 8.5, or four years at Step 9 or 9.5).

Appointment (or Promotion), Title, Rank, Step # YYYY

***B5 . Merit Increase Example (Further Above Scale)***

Subsequent above-scale: since advancement to the current salary level; does not usually occur earlier than at four-year intervals.

Merit, Title, Rank, Step # YYYY

1. **FIVE-YEAR REVIEWS**

*Applies to Professional Research, Project Scientist, Specialist, Specialist in Cooperative Extension series.*

All candidates, regardless of rank and step, must be reviewed at least once every five years. The five-year review occurs during the fifth academic year since the last review, if there has been no advancement review within the last five years. (See APM UCD 220.IV.H for additional details)

(Last Advancement), Title, Rank, Step # YYYY