

May 1, 2012

DEANS
DEPARTMENT and PROGRAM CHAIRS
UCO/LICK DIRECTOR BOLTE

Dear Colleagues:

Re: 2012-13 CALL and Calendar for Academic Personnel Actions

I write to inform you that the 2012-13 CALL for academic personnel actions is now finalized, and lists of academics scheduled for review next year may be printed from Div Data by department and divisional staff. The campus deadlines for 2012-13 reviews have also been established by the Campus Provost/Executive Vice Chancellor and appear on the [Calendar for Academic Personnel Actions](#).

To assist you with your responsibilities in the review process, relevant information for CALL actions has been excerpted from systemwide and campus academic personnel policies, and is available by selecting the headings below, which will take you to the associated section.

- [Assistant Professors](#)
- [Associate and Full Professors](#)
- [Lecturer with Security of Employment Series](#)
- [Continuing Appointees \(Unit 18\)](#)

Additionally, and in accordance with [APM 210-1.d](#), “Teaching, research, professional and public service contributions that promote diversity and equal opportunity are to be encouraged and given recognition in the evaluation of the candidate’s qualifications. These contributions to diversity and equal opportunity can take a variety of forms including efforts to advance equitable access to education, public service that addresses the needs of California’s diverse population, or research in a scholar’s area of expertise that highlights inequalities. Mentoring and advising of students or new faculty members are to be encouraged and given recognition in the teaching or service categories of academic personnel actions.”

Finally, Department and Program Chairs are responsible for making certain that there is an annual review of the status and performance of each faculty member in the department. This includes examining cases of faculty members who are not included on the CALL but may be eligible for review, including faculty at the indefinite steps. For example, professors at Steps 5 through 8 are eligible for a merit review if they have served three years at step; faculty may also be reviewed for advancement to, or within, Above Scale with four years of service at Step 9 or Above Scale. Additionally, cases of unsatisfactory performance and of less than desirable excellence should be addressed. In all cases, guidance, feedback, and mentoring should be provided as needed. This is also an opportune time for Chairs to meet with assistant professors to review research plans, monitor service commitments, and review the variety and level of teaching assignments.

If you have any questions about the CALL or the Calendar for Academic Personnel Actions, please contact your [Divisional Academic Personnel Coordinator](#) or [Academic Personnel analyst](#) to discuss.

Sincerely,

A handwritten signature in black ink that reads "Pamela G. Peterson". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Pamela G. Peterson
Assistant Vice Chancellor
Academic Personnel

cc: Chancellor Blumenthal
Campus Provost and Executive Vice Chancellor Galloway
VPAA Lee
Academic Personnel Analysts
Committee on Academic Personnel
Department and Program Managers
Divisional Academic Personnel Coordinators