

## **How to Conduct a Career Equity Review (CER)**

(See PPM 230-28 Section 7.C)

### **What is a CER?**

An evaluation to determine whether a faculty member's rank and step are correctly calibrated. It is not a means of appeal for or expression of disagreement with a single personnel decision.

In other words – is the faculty member at the correct rank and step? If not, what is the correct rank and step? And why?

NOTE: Salary is not a valid reason to request a CER.

### **Eligibility** – Who can request a CER?

- Senate Faculty (excluding LPSOE's, Assistant and Above Scale Levels)

### **When** Can it be requested?

- At the time of the faculty member's regular review with the following limitations:
  - Once at the Associate Level
  - Once at the Full level before Step VI advancement
  - Once after the Full Level after Step VI advancement

Also, career reviews automatically occur when the faculty member advances from Assistant to Associate, Associate to Full, to or through Step VI, and to Above Scale. Thus, there are four naturally occurring career reviews all faculty receive and an additional three possible opportunities, for a total of 7 career review opportunities.

### **Justification**

The following justifications *may* be used to demonstrate why the CER is necessary (other justifications are possible):

- A discussion of the cumulative record and why it warrants an acceleration, even though no one review period did. This may occur:
  - When an individual may have been highly productive over a period of several reviews, but not so productive as to support an acceleration.
  - When some aspect of the file was weak and thus prevented an acceleration or accelerations at previous reviews.
  - When a department neglected to recommend an acceleration when it was warranted and the error was not recognized by a subsequent reviewer.
  - When departmental expectations are revised.
- The rank/step was low at the time of initial appointment;

- Particular work and contributions should be reevaluated by the department and/or other reviewing bodies.

### **Process**

*Step I – The eligible faculty member must submit a request in writing to the Chair at the time of his or her regular review.*

- The request must include at a minimum the following information:
  - State the specific rank and step to which the faculty member believes her or she should be advanced.
  - Identify the specific area(s) of the record that he or she believes should be reevaluated.
  - Cite one of the justifications above or provide a solid justification not already mentioned.
  - Provide evidence to support the justifying reason.
    - NOTE: This is difficult to achieve given that the much of the comparison data is not readily available to faculty. Departments should help provide needed information, making sure to redact any confidential information.
- The faculty member may submit selected publications from earlier review periods that he or she considers relevant to the CER request.
- The faculty member may not use peer salaries as a justification for a CER. The CER is based only on academic contributions that justify a particular rank and step.

*Step II – in conjunction with the regular review, a file should be compiled which addresses both the current review period and the CER request. The file must*

- Contain all of the normally required documentation associated with a normal academic review.
- Contain evidence from both the candidate and evidence used by the ad hoc committee (if applicable) and the Department Chair to reach the file recommendation conclusion.
- Provide a separate assessment of 1) accomplishments in the review period and 2) career accomplishments related to the CER request.
  - Accomplishments in the review period will follow all of the normal departmental procedures and expectations.
  - Career Equity Review accomplishments must include some analysis of the appropriate rank and step of the individual. This may include comparisons of appropriate faculty either within the Department or at other UC institutions, and may consider such factors as: rank and step, h-index, citation numbers, funding, student graduation rates, peer acknowledgement, impact on and contributions to the field, etc. Whatever evidence is used in the Department's analysis, it must be clearly defined and discussed in, at a minimum, the Department letter.

- Make recommended actions for both the accomplishments in the review period and the CER. This usually occurs in the Chair's letter, but must also occur in the ad hoc letter (if one is assigned).
- A vote on the CER.
- A vote on the regular action if required to do so either by bylaw 55, the PPM, or department by-laws.

### *Step III – Submitting the File*

Once the department has compiled the necessary file materials, the responsible AP person shall:

- Ensure that all of the file materials affiliated with a normal review file are included in the file.
- Ensure that the proper procedures have been followed. If it is determined that any procedural error has occurred, the file shall be returned to the point in the process where the error occurred so that it may be corrected and resubmitted.
- Ensure that the file has discussed both the review file recommendation and the CER recommendation.
- Ensure that the summary form clearly indicates: 1) that the file is both a review for a regular action and a CER review, 2) records the results of the CER vote, 3) records the results of the regular review vote if applicable.
- Submit the file for Dean's Review.

### *Step IV – Dean Review*

Once the file has been submitted to the Dean it will be reviewed for both actions. If any procedural errors are noted at the Dean's level, the file will be returned for correction before being forwarded for CAP review. The Dean will provide an analysis using the evidence in the file, but may also add evidence as necessary.

### *Step V – CAP Review*

As per normal procedure.

### *Step VI – Final authority Review*

As per normal procedure.

### *Step VII - Outcome*

Once the outcome of the CER has been issued, it is final and cannot be appealed or contested. It is also not retroactive.