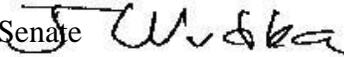




July 5, 2016

**To:** Ameae Walker, Vice Provost, Academic Personnel

**From:** Jose Wudka, Chair, Academic Senate 

**Subject:** Length of Documents in Review Files: Above Prof. VI Merit Self-statements & Candidates' Responses to the Department Letter

Dear Ameae,

Please excuse my very long delay in providing feedback on the proposal to limit the length of the candidates' response letters and to increase the allowed length of self-statements for Prof IV and above. The item was reviewed by several executive committees and by CAP and was discussed by Executive Council on April 25.

All reviewers and Council were against limiting the length of the candidates' response letters. While there was agreement that overly long and verbose documents can be counter-productive, we believe that better advice to the candidates and better guidelines in The Call are a much better solution to the problem than imposing a prescriptive numerical rule. In some cases, the response might require long arguments and the candidates should not be prevented from making them.

Most reviewers and Council were also opposed to increasing the length of the self-statement for merit actions for Professor step IV and above. While we realize that at that level some faculty might have an extensive curriculum vita, these documents are not intended to provide a full career review, but a description of activities appropriate for a merit increase, for which the current 2 pages should be sufficient. In addition, the proposed increase can have the perverse effect of generating an expectation for this document to have the maximum length allowed in order for the action to be successful.

In view of the above reasoning Council recommends against implementing either of the proposals.

Yours truly,

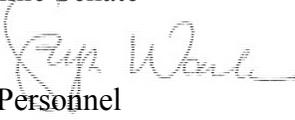
Jose Wudka  
Chair, Riverside Senate Division



**COMMITTEE ON ACADEMIC PERSONNEL**

April 4, 2016

To: Jose Wudka  
Riverside Division Academic Senate

From: Georgia Warnke, Chair   
Committee on Academic Personnel

Re: VPAP request for input on length of Statements/Responses

The Committee on Academic Personnel met on April 4, 2016 to discuss the VPAP's request for input on extending the length of department letters and self-statements from two to three pages as well as placing a page limit on the candidate's response to the department letter. The Committee feels that the guidelines currently stated in the Call regarding these three documents are sufficient and does not recommend instituting changes at this time.

# UNIVERSITY OF CALIFORNIA, RIVERSIDE



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EXECUTIVE COMMITTEE:  
COLLEGE OF HUMANITIES, ARTS, AND SOCIAL SCIENCES

RIVERSIDE, CALIFORNIA 92521-0132

April 6, 2016

TO: José Wudka, Chair  
Academic Senate

FROM: Jason Weems, Chair  
CHASS Executive Committee

RE: Response to the VPAP Memo CAP—Length of Statements/Responses

The CHASS Executive Committee discussed the CAP inquiry into the appropriate length of various letters pertaining to merit files. Briefly, the committee believes that a 2 page limitation on self-statements and departmental letters is appropriate for all merit files, including Professor Step VI and above. Our reasoning is twofold. First, we feel for the purposes of a merit review—which is not a career or cumulative review, and is also accompanied by e-file and other supporting materials—two pages offers sufficient space to address achievements that occur during the review period. Second, we worry that expanding the page allowance will risk the addition of increased expectations for a successful merit application. It is important to guard against letting merit reviews gain too much weight in the review process, or become subject to escalating standards of expectation. Adding a page to the letters, even in limited instances, might very well have this effect.

With regard to limitations on faculty responses to department letters, we do not agree that such action is appropriate. Faculty should retain the right to respond in the manner they feel appropriate in accordance with their concerns. While faculty might be unofficially counseled that overlong responses can be detrimental and onerous for reviewers, we feel no limitations should be applied by regulation.

Jason Weems, Chair

UCR CHASS Executive Committee

Division of Biomedical  
Sciences

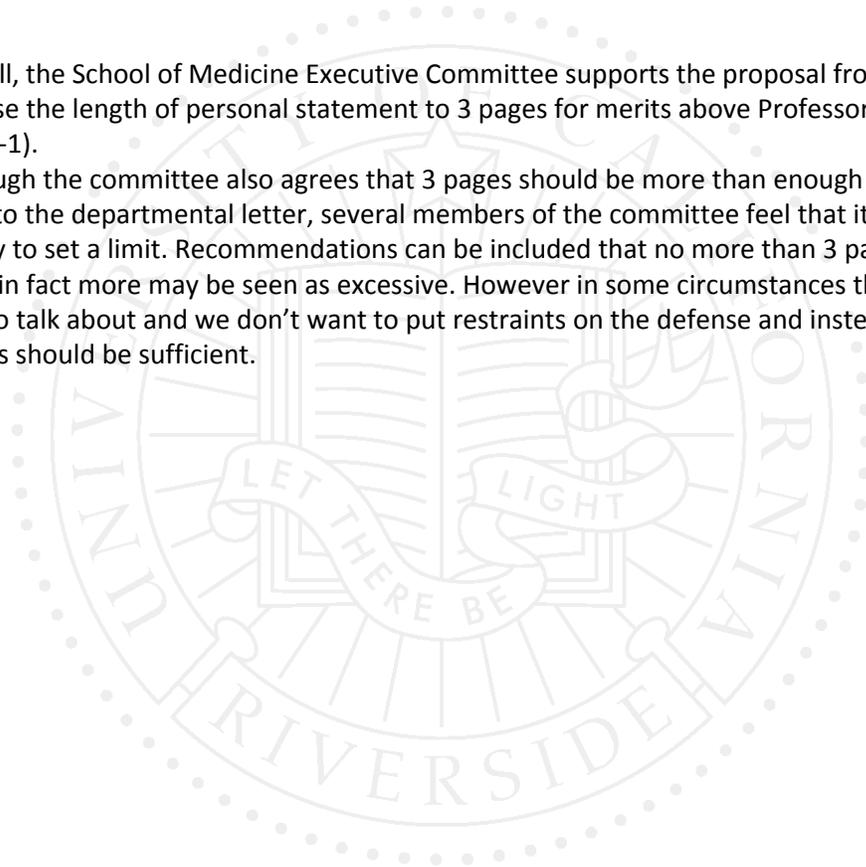
School of Medicine  
Riverside, CA 92521  
Tel (951) 827-2186

March 25, 2016

**TO:** Jose Wudka, Chair of Academic Senate  
**FROM:** Iryna Ethell, Chair of Faculty Executive Committee, School of Medicine  
**RE:** Length of Statements/Responses

(1) Overall, the School of Medicine Executive Committee supports the proposal from VPAP to increase the length of personal statement to 3 pages for merits above Professor, Step VI level (7-1-1).

(2) Although the committee also agrees that 3 pages should be more than enough to respond to the departmental letter, several members of the committee feel that it is not necessary to set a limit. Recommendations can be included that no more than 3 pages are required in fact more may be seen as excessive. However in some circumstances there may be a lot to talk about and we don't want to put restraints on the defense and instead clear guidelines should be sufficient.





March 16, 2016

To: Jose Wudka, Chair  
Riverside Division

From: Sarjeet Gill, Chair, Executive Committee  
College of Natural and Agricultural Science

Re: Length of Statements/Reponses

In response to a request from the Senate, the CNAS Executive Committee at their March 15<sup>th</sup> meeting discussed the possible need to make changes in limits on the length of self -statements and department letters for candidates above Professor Step VI, and the length of the candidate's response to the department letter. The committee agreed on the following:

- a) We do not see a compelling reason to increase the length of self-statements and department letters for candidates above Professor VI. These documents should focus on describing the impact of the work, rather than a detailed accounting, of activities, which are detailed in the file. We believe that 2-pages is a sufficient length to allow this.
- b) We see no need to limit the length of the candidate's response to department letters. The Candidate should perhaps be advised that an excessively long response may be counterproductive; however we think it unnecessary to legislate a page limit on this response.

Yours sincerely,  
Sarjeet Gill, Chair  
CNAS Executive Committee