To be received and placed on file:

The Committee on Academic Personnel (CAP) met on 46 occasions during the 1999-00 academic year. Meetings were approximately 6 hours in length. Most of the committee's activity focused on personnel actions. CAP also was asked to provide opinions on a variety of Senate matters and administrative directives. These are listed below.

I. PERSONNEL ACTIONS

CAP reviewed 272 personnel actions this year. Included are 174 merit/promotion files, 9 appraisals, 71 appointments, and 6 deferrals. In addition, the Committee reviewed files of faculty at Professor V and above who have been at step for five or more years (5 files). This is in response to an August 12, 1991 directive from the Office of the President that all faculty members must be reviewed every five years. CAP also continued the procedure for the review of an individual's career; 6 career reviews were considered this year.

A summary of the Committee's actions is appended. A decision of the Chancellor's office is defined as different if it differs from the majority vote of the Committee on Academic Personnel. Of the 185 merit, promotion, career review and appraisal actions considered, the decisions of the Chancellor's Office differed from the recommendations of CAP in 12 instances (6%). Of the 72 actions considered involving appointments, the Chancellors decision differed from CAP's recommendation in 2 instances. Additionally, the decisions of the Chancellor's Office differed from the recommendations of CAP in 3 instances concerning off-scale awards related to merits, promotions, and appointments (1%).

CAP continues to depend on ad hoc committees for detailed analyses of many cases by the procedures proscribed in the Academic Personnel Manual. For 1999-00, the Committee recommended ad hoc committees for appraisals, promotions to Associate Professor and Professor, Career Reviews and advancement to Professor Above-Scale. CAP served as its own ad hoc for merits within Professor Above-Scale, and appointments. 41 ad hoc committees were appointed in 1999-00, involving 123 faculty and 1 emeriti/ae. Of the 235 eligible campus full professors, 103 served on ad hoc committees, and of 120 eligible associate professors, 19 served. Of the 41 ad hoc committees appointed, there was disagreement between the ad hoc committee and the Committee on Academic Personnel on 6 occasions. The Committee on Academic Personnel expresses its appreciation of the work of colleagues on these committees. Declinations by other colleagues continue to be a problem and continue to be kept on file.
II. DISCUSSIONS AND ADVICE

RECOMMENDATIONS PROPOSED AND IMPLEMENTED

• Proactive review procedures

Again this year, CAP continued proactive measures to facilitate rewarding academic excellence for the faculty. These include carefully considered use of off-scale salaries and on occasion retroactive off-scale salaries.

• Shadow CAP

In order to avoid any conflict of interest, Shadow CAP continued to review the personnel actions on current CAP members and their spouses or partners. The Executive Vice Chancellor appoints this annual committee of 6 members from former CAP members of the past five years. This committee list is published and for 1999-00 it had the following members:

- Benjamin Shen (Physics), Chair
- Eugene Anderson (Anthropology)
- Emory Elliott (Center for Ideas and Society)
- John Trumble (Entomology)
- Anthony Huang (Botany & Plant Science)
- Georgia Warnke (Philosophy)

After six years of experience with the Shadow CAP process, the committee is quite satisfied that this system is a fair one for evaluating CAP members.

• Announcements

It appears from the viewpoint of the Committee that the system of releasing personnel actions on a monthly basis continues to work well.

RECOMMENDATIONS PROPOSED AND PENDING IMPLEMENTATION

UCAP PARTICIPATION

• Proposed business school pay scale

UCAP questioned the large across-the-board increase in pay scale proposed for business schools. UCAP proposed that such increases be funded by the business schools themselves, as is done in health sciences.

UCR CAP unanimously abstained from endorsing or denying the proposal feeling the proposal as presented did not offer enough information (analysis of issues, comparable salaries at comparison institutions, etc.)

• CAP's involvement in the appointment of administrators who are also faculty members

UCR CAP endorsed the proposal that the Divisional Committees on Academic Personnel be provided an opportunity to screen the short-list of candidates for administrative positions which also entail faculty appointments.
OTHER

• CAP Advice to the Executive Vice Chancellor

CAP continues to be concerned that its methods and standards for evaluating faculty files remain obscure to a large portion of the campus faculty and especially to recent hires. It recommends that members of CAP who have recently rotated off the committee be available to meet with Deans, Chairs, and Academic Personnel Office Staff to explain its procedures and answer questions.

CAP, at the request of the EVC participated in discussion and analysis of proposed revisions to The CALL. Specific topics discussed included adopting strong language in key locations of the CALL to encourage faculty to submit self-statements. CAP also wished to express its encouragement to faculty to include submitted material on their Difference List. A revised CALL was distributed in early June and discussed at a Chairs and Deans Meeting on June 12, 2000.

CAP provided advice to the EVC on the following issues:

Off-Scale salary
Extramural Letters
Spring Updates
Departmental Representation on Ad Hocs
Communication to Candidates of Advice on CAP Minutes or Ad Hoc Reports
Criteria for Presidential Chairs and use of for recruitment and retention
Automatic forwarding of redacted evaluation materials to faculty
Collaborator Information

• CAP Advice to the Academic Senate

CAP provided advice to the Academic Senate Chair or Chairs of Senate Committee on the following issues:

• Proposals for Faculty Transfers in CHASS and COE
• Disestablishment of B.A. and B.S. degrees in Geography and of M.A., M.S. and PH.D. program in Biography

• Chairs

CAP initiated its removal from the approval process for department chairs.

• Miscellaneous

• CAP is pleased to have added a ninth member to its roster, effective January 2000.
• CAP’s work was delayed this academic year due to the lack of adherence to deadlines published in the CALL. We remain hopeful that in the 2000-2001 year, personnel files will be received in a timely manner.

Steven Axelrod
Tom Bellows
Steven Brint
June O’Connor
Michel Lapidus
Mary Price
H. Lee Swanson
Teodor Przymusinski
Robin DiMatteo, Chair