Section E – Campus Review

This section contains:

Dean's review and recommendation when Dean is not the final authority

If the Dean does not have final authority for the action proposed, he or she will review the file and make a recommendation that will be added to the file for the EVC's consideration. In the scenario below, the Dean does not support a proposed normal merit, so the case becomes a contested merit, and the EVC has final authority.

1. Changing a normal merit to a contested merit

    When the Dean disagrees with a proposed normal merit, the Dean's office will notify the department outside AP On-Line, and will change the file type to "Contested Merit" in *Review.*

    a. To do so, the Dean Staff will click "Disagree" on the review file detail screen to switch to Campus Review.

b. The Final Action Data screen will appear. The Dean Staff will enter data reflecting the Dean's recommendation and will change the action to "Contested Merit." (See next page for example of completed screen.)

Final Action Data

YELLOW, Candidate - MeritOSD - 07_01_17

Proposed Status

Department:	YELLOW
Title, Rank & Step:	1200 - ASSOC PROF-AY, Step 2 OS
Total Salary:	$89,700.00
Scale Rate:	$77,300.00 (07/01/2016 SCALE) From Scale: ☑
Market OS:	$12,400.00 NO DISPO
Bonus OS:	$0.00
Basis:	Not Available % OF TIME: 100%
Effective Dates:	07/01/2017 - 01/01/2079

Final Action Data

*Result: --SELECT--

*Title Code: --SELECT--

Step & OS: Offscale: ☐

*Scale Rate: $0.00   From Scale: ☐

Total Salary: $0.00

*Scale Date:

*Action: --SELECT--

Years Accel:

[Save]   [Cancel]

c. Below is an example of a completed Final Action Data screen. *The asterisked fields must be completed in order to save the screen.*

Note that in this example, the Dean recommends an *upward* modification to a merit with a bonus offscale, but *any* disagreement with the normal merit originally proposed by the department makes the case a *contested merit.*

The Offscale box is checked, which expands the salary fields to include market and bonus offscale salary options. "Merit - Contested" is selected on the drop-down Action menu. Clicking "Save" saves the new data.

Final Action Data

*Result: UPMOD

*Title Code: 1200 - ASSOC PROF-AY

Step & OS: 2   **Offscale:** ☑

*Scale Rate: $77,300.00   **From Scale:** ☐

Total Salary: $92,000.00

*Scale Date: 7/1/2016

Market OS Dispo: NO DISPO

Market OS Amount: $12,400.00

Bonus OS Dispo: NEW

Bonus OS Amount: $2,300.00

*Action: MERIT - CONTESTED

Years Accel:

Save   Cancel

2. Uploading the Dean's recommendation letter

Note that there is an asterisk next to the "Disagree" link. This is intended to serve as a reminder to the Dean and Dean Staff that the Dean disagreed with the action proposed by the Department.

YELLOW, Candidate - MeritOSD - 07_01_17

Select File Type ▽   View   **Certs & Notifs | View File Tracking**

Status: Accepted for Dean review   File Actions... ▽ Confirm

🛈 **File ready for review.**

+ FILE PREPARATION

+ DEPARTMENTAL REVIEW

− DEAN REVIEW

  − COMMITTEE REVIEW   **ASSIGN COMMITTEE**

  − DEAN RECOMMENDATION

  ▪ Dean Recommendation Letter   Upload Edit Data Annotation As Proposed Disagree*

a. The Dean's recommendation letter must be created and converted to a PDF outside *Review*.

b. When the letter has been uploaded, a message will direct the user to submit the file to the EVC or notify the Dean to sign the letter.

YELLOW, Candidate - MeritOSD - 07_01_17

Select File Type ⌄ | View | **Certs & Notifs** | **View File Tracking**

File Actions... ⌄ | Confirm

Status: Accepted for Dean review

🛑 **Submit file to EVC or notify Dean to sign letter.**

+ FILE PREPARATION

+ DEPARTMENTAL REVIEW

– DEAN REVIEW

    – COMMITTEE REVIEW

    – DEAN RECOMMENDATION

    ▪ Dean Recommendation Letter | *Dean's recommendation letter.pdf* ⧉ *Uploaded by DEANSTAFF1*   Notify Dean to Sign Edit Data Annotation As Proposed Disagree* Replace Delete
      BLUE on 06/19/17.

c. Select "Submit file to EVC" on the File Actions drop-down menu and click "Confirm."

YELLOW, Candidate - MeritOSD - 07_01_17

Select File Type ⌄ | View | **Certs & Notifs** | **View File Tracking**

Submit file to EVC ⌄ | Confirm

Status: Accepted for Dean review

🛑 **Submit file to EVC or notify Dean to sign letter.**

+ FILE PREPARATION

+ DEPARTMENTAL REVIEW

– DEAN REVIEW

    – COMMITTEE REVIEW

    – DEAN RECOMMENDATION

    ▪ Dean Recommendation Letter | *Dean's recommendation letter.pdf* ⧉ *Uploaded by DEANSTAFF1*   Notify Dean to Sign Edit Data Annotation As Proposed Disagree* Replace Delete
      BLUE on 06/19/17.

b. On the subsequent screen (not shown), the Dean Staff will click "Confirm" to verify that the file is being submitted to the EVC for review by CAP and a decision by the EVC.

# Department's response to request for additional information or prelim

Following CAP's review, the EVC may request additional information, issue a preliminary decision, or do both in succession. The request for additional information and/or the preliminary decision will be communicated to the department via the Dean.

This manual contains only the screens and instructions for the Department's and Dean's responses to a preliminary assessment ("prelim"), because the steps for responding to a request for additional information are very similar, with similar screens and notifications.

The scenario for the following prelim process is that the department has proposed a normal merit advancement from Associate Professor, Step II, to Associate Professor, Step III. The dean has recommended a normal merit with the addition of a half-step bonus offscale salary component instead, and CAP agrees, so the EVC's preliminary assessment is that an upward modification to a normal merit with a new bonus off-scale salary component is warranted. The department does not feel the bonus offscale is justified, so it rebuts the prelim and reiterates its original proposed action (normal merit, no bonus offscale).

1. Dean is informed of prelim

    a. When the EVC's prelim letter has been uploaded, the Dean will receive a notification that a prelim has been issued and will be directed to provide access to the department. Below is the e-mail notification the Dean will receive.
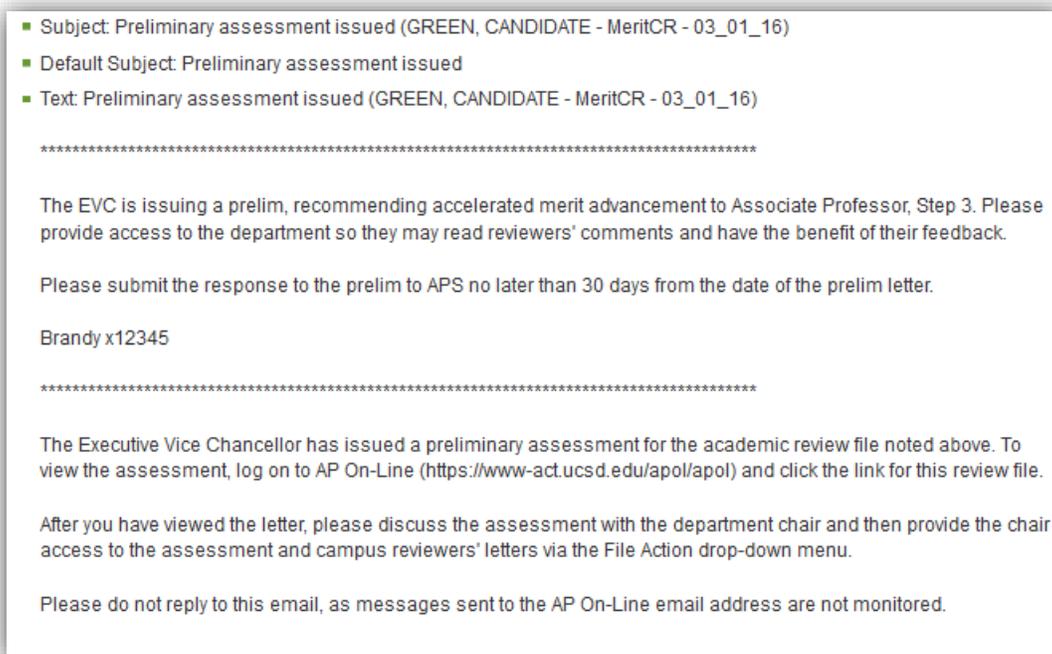
b. The review file detail screen will display a message directing the Dean to forward the prelim to the department. The Dean Staff will click "Forward prelim assessment to Dept" on the File Actions drop-down menu and then click "Confirm."

c. The notification to the department will appear. The Dean Staff can add instructions in the message box at the bottom of the screen and then click "Send."
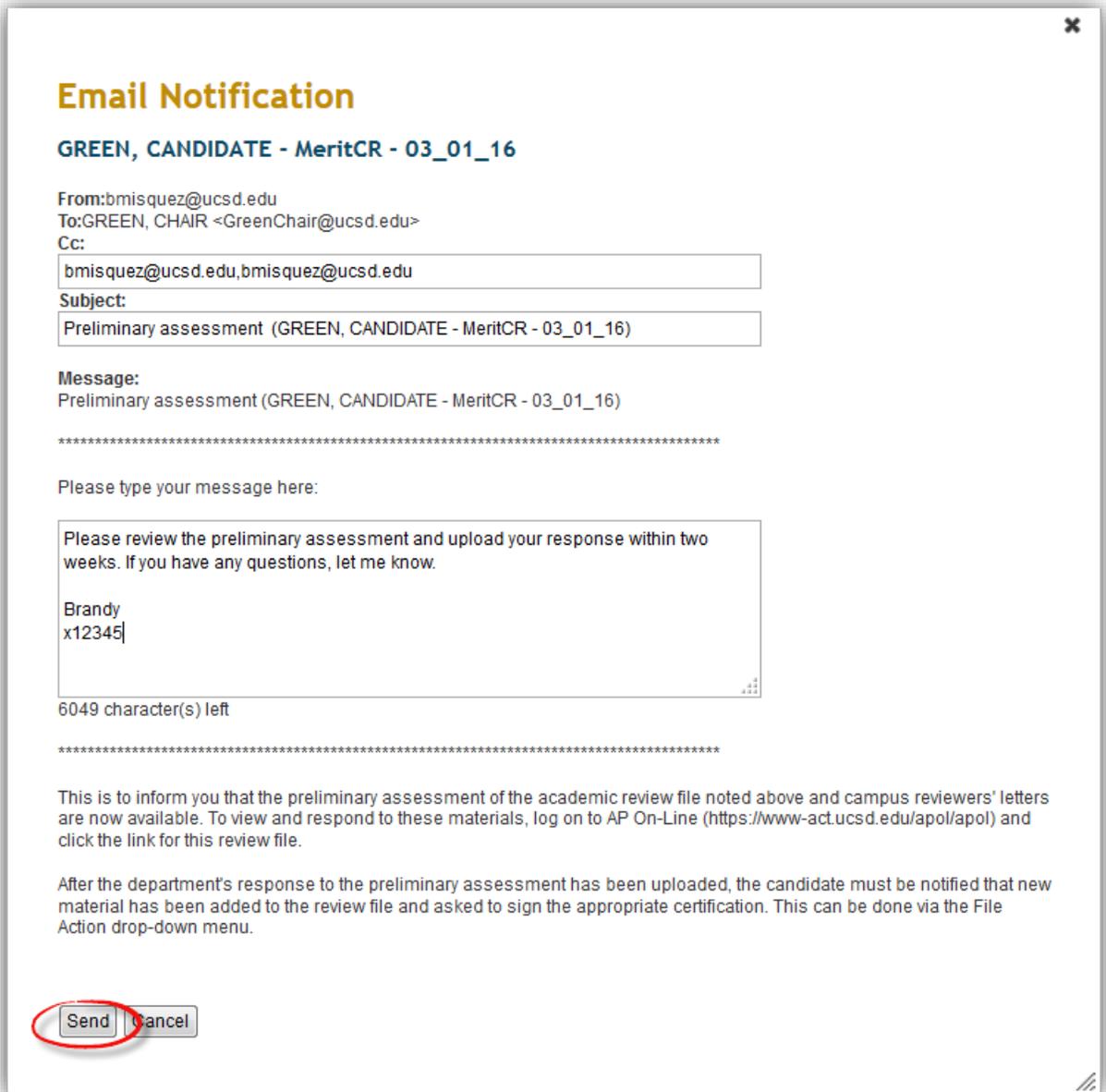
Email Notification

GREEN, CANDIDATE - MeritCR - 03_01_16

From:bmisquez@ucsd.edu
To:GREEN, CHAIR <GreenChair@ucsd.edu>
Cc:

bmisquez@ucsd.edu,bmisquez@ucsd.edu

Subject:

Preliminary assessment (GREEN, CANDIDATE - MeritCR - 03_01_16)

Message:
Preliminary assessment (GREEN, CANDIDATE - MeritCR - 03_01_16)

****

Please type your message here:

Please review the preliminary assessment and upload your response within two
weeks. If you have any questions, let me know.

Brandy
x12345

6049 character(s) left

****

This is to inform you that the preliminary assessment of the academic review file noted above and campus reviewers' letters
are now available. To view and respond to these materials, log on to AP On-Line (https://www-act.ucsd.edu/apol/apol) and
click the link for this review file.

After the department's response to the preliminary assessment has been uploaded, the candidate must be notified that new
material has been added to the review file and asked to sign the appropriate certification. This can be done via the File
Action drop-down menu.

Send   Cancel

2. Department uploads response to prelim

    a. Below is the prelim notification the Department will receive.

- Subject: Preliminary assessment (GREEN, CANDIDATE - MeritCR - 03_01_16)
- Default Subject: Preliminary assessment
- Text: Preliminary assessment (GREEN, CANDIDATE - MeritCR - 03_01_16)

****

Please review the preliminary assessment and upload your response within two weeks. If you have any questions, let me know.
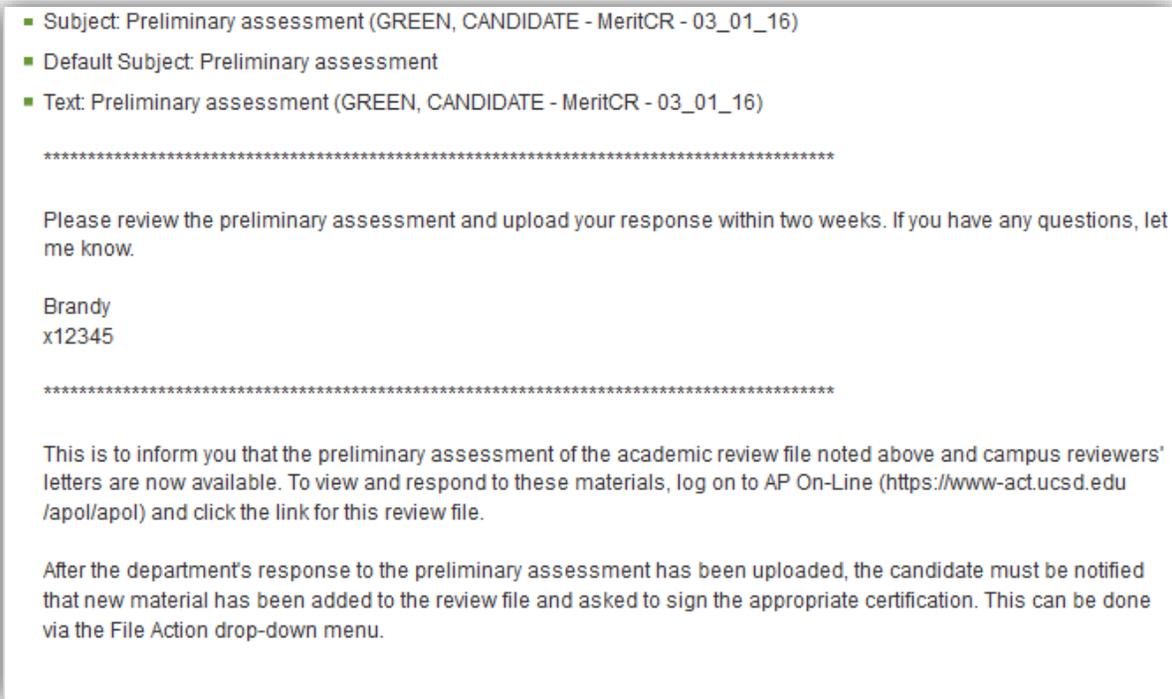
Brandy
x12345

****

This is to inform you that the preliminary assessment of the academic review file noted above and campus reviewers' letters are now available. To view and respond to these materials, log on to AP On-Line (https://www-act.ucsd.edu/apol/apol) and click the link for this review file.
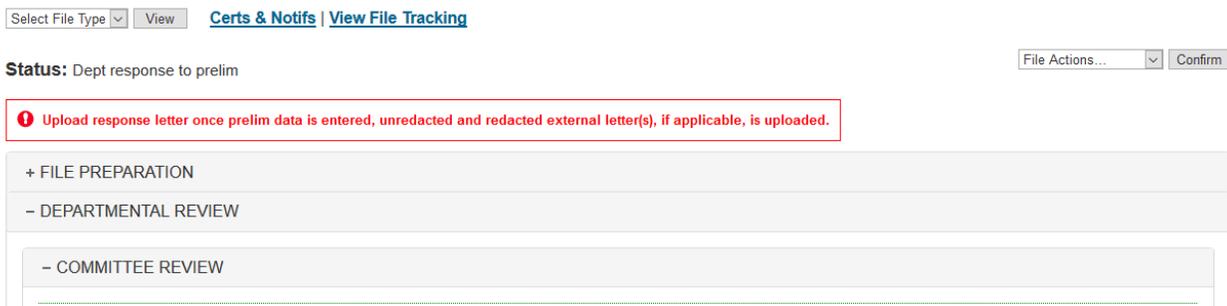
After the department's response to the preliminary assessment has been uploaded, the candidate must be notified that new material has been added to the review file and asked to sign the appropriate certification. This can be done via the File Action drop-down menu.

b. There will be a message on the review file detail screen directing the department to upload a response to the prelim.

YELLOW, Candidate - MeritOSD - 07_01_17

| Select File Type ⌄ | View | **Certs & Notifs** | **View File Tracking** |

Status: Dept response to prelim

       File Actions... ⌄   Confirm

🛇 Upload response letter once prelim data is entered, unredacted and redacted external letter(s), if applicable, is uploaded.

+ FILE PREPARATION

− DEPARTMENTAL REVIEW

  − COMMITTEE REVIEW

c. ==Outside *Review,* the department must prepare a letter responding to the prelim, along with any supporting materials it wishes to send as part of its response.==

You will need to create PDFs of these documents to upload into the review file.

d. Note that there is no "Upload" link yet on the line for the response to the prelim. The choices at this point are "As Proposed" (which means the department continues to recommend the <u>same</u> action it proposed originally), "Disagree" (which means that the department does not accept the prelim, but now disagrees with its own original proposed action and is proposing a different action), and "Accept Prelim" (which means the department accepts the EVC's preliminary decision).

The following three pages show you the screens you would see if you clicked on each of the three options.

e. Clicking **"As Proposed"** would bring up the Proposed Status screen. The data reflects the department's original proposal (normal merit). You would check the data for accuracy and click "As Proposed" to verify that it is correct and return to the review file detail screen.

f. Clicking **"Disagree"** would bring up the Recommendation Data screen. Information regarding the department's *new* proposed action would be filled in by the Department Staff on the "Recommendation" side of the screen. As an aid to filling in this data, the "Proposed Status" side of the screen shows the data for the department's initial proposed action.

After filling in the Recommendation data, you would click Save to return to the review file detail screen.

g. Clicking **"Accepting Prelim"** would bring up the Accepting Prelim Assessment screen. You would check the data to ensure that it reflects the action the department is accepting and then click "Save" to return to the review file detail screen.

h. In this scenario, the department stands by its initial proposed action, so you would click "As Proposed."

i. Since the department is reiterating its original proposed action, the Proposed Status screen will show the data for that action. Verify that the information is correct and click "As Proposed."
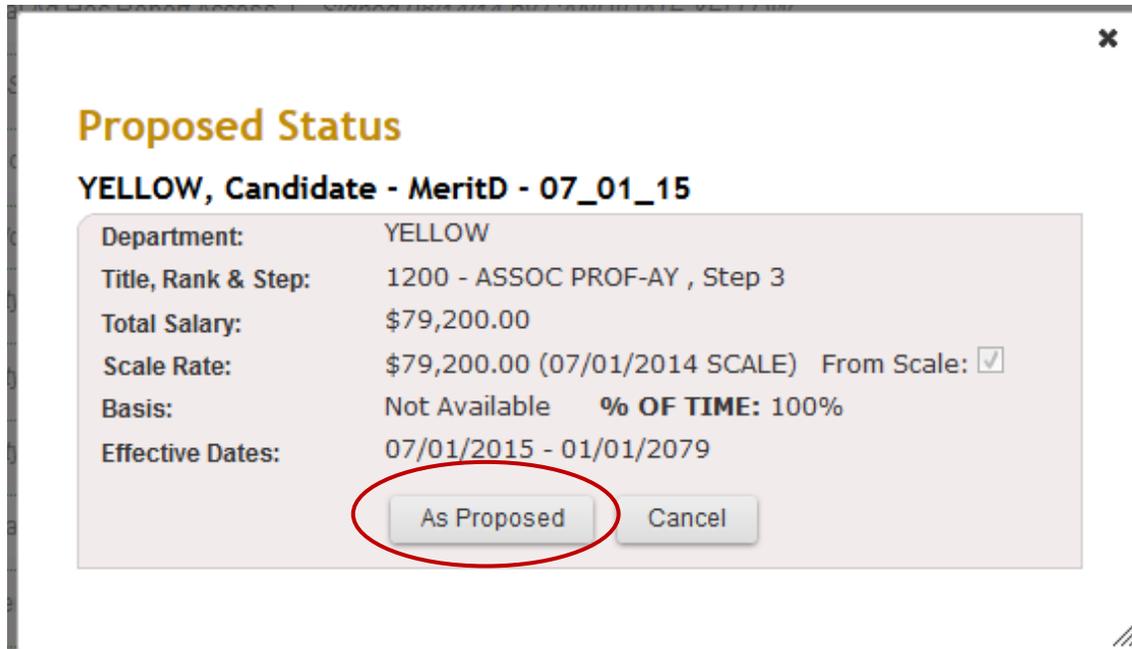
j. Upload links now appear on the lines for the department's response to the prelim and supporting documents. The Upload button for the Referee ID List remains available in case supporting documents include new external referee letters.
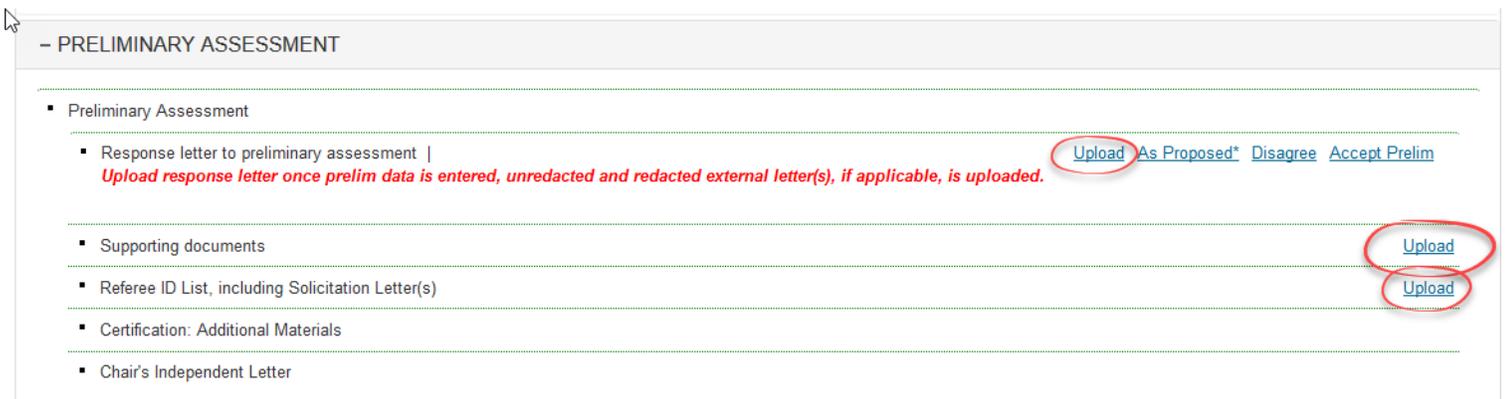
k. When you have uploaded the supporting documents, the review file detail screen will show that they have been uploaded, the date they were uploaded, and the name of the person who uploaded them. Note that the documents can be reordered if necessary.

Candidate's certification of additional materials

1. Department notifies Candidate to sign cert

    After the department's response letter is uploaded, the review file detail screen will display a message directing the Department Staff to notify candidate to sign the Additional Materials Cert or notify Chair to sign letter.

YELLOW, Candidate - MeritOSD - 07_01_17

Select File Type ⌄   View   **Certs & Notifs | View File Tracking**

                                                                                    File Actions… ⌄ Confirm

Status: Dept response to prelim

⚠ Notify candidate to sign Additional Materials Cert or notify Chair to sign letter.

+ FILE PREPARATION

− DEPARTMENTAL REVIEW

  − COMMITTEE REVIEW

    ▪ Physical Chemistry Section *(Ad Hoc Confidential) COMPLETE*

a. You will see the following notification to the candidate. You can add supplemental instructions in the message box and then click "Send." (Note that in this example, the Department Chair is the role sending the notification and has included his name in the message box.)

Email Notification

GREEN, CANDIDATE - MeritCR - 03_01_16

From:bmisquez@ucsd.edu
To:GREEN, CANDIDATE <GREENCAND@UCSD.EDU>
Cc:

Subject:
Response to preliminary assessment added to your file   (GREEN, CANDIDATE - Merit

Message:
Response to preliminary assessment added to your file (GREEN, CANDIDATE - MeritCR - 03_01_16)

****

Please type your message here:

Hi Professor Green,

Please review the department response to the prelim and add your own response, if desired, at the time you sign the certification. Please contact Mary Smith, ext. 12345, if you have any questions

5352 character(s) left

****

In response to a preliminary assessment of your academic review file from the Executive Vice Chancellor, new material has been added to your file.

You may inspect all non-confidential documents added to your review file by logging on to AP On-Line (https://www-act.ucsd.edu/apol/apol) and clicking on the link to your file.

If confidential documents have been added to your file and you wish to obtain access to redacted copies of them (optional), you may do so by clicking on the link in your file requesting access to these documents. You will be notified via email when access has been granted.

When you have completed your inspection of the materials in your file, please complete the additional materials certification. You may upload a written statement in response to or commenting on materials in your review file when completing this certification. This statement will be made available to reviewers prior to determination of their final recommendation.

If you have any questions about the academic review process or preparation of your academic review file, please contact your department.

Send   Cancel

2. Candidate inspects the file and signs certification

    a. Below is the e-mail notification the Candidate receives.

- Subject: Response to preliminary assessment added to your file (GREEN, CANDIDATE - MeritCR - 03_01_16)
- Default Subject: Response to preliminary assessment added to your file
- Text: Response to preliminary assessment added to your file (GREEN, CANDIDATE - MeritCR - 03_01_16)

****

Hi Professor Green,

Please review the department response to the prelim and add your own response, if desired, at the time you sign the certification. Please contact Mary Smith, ext. 12345, if you have any questions

****

In response to a preliminary assessment of your academic review file from the Executive Vice Chancellor, new material has been added to your file.

You may inspect all non-confidential documents added to your review file by logging on to AP On-Line (https://www-act.ucsd.edu/apol/apol) and clicking on the link to your file.

If confidential documents have been added to your file and you wish to obtain access to redacted copies of them (optional), you may do so by clicking on the link in your file requesting access to these documents. You will be notified via email when access has been granted.

When you have completed your inspection of the materials in your file, please complete the additional materials certification. You may upload a written statement in response to or commenting on materials in your review file when completing this certification. This statement will be made available to reviewers prior to determination of their final recommendation.

If you have any questions about the academic review process or preparation of your academic review file, please contact your department.

b. A message on the review file detail screen will direct the Candidate to sign the additional materials certification.

YELLOW, Candidate - MeritOSD - 07_01_17

[Select File Type ⌄] [View] **View File Tracking**

Status: Add'l Info Cert pending

⓵ Step 1: Review your file (select 'Candidate' from the dropdown above and click 'View.' Your bundled pdf file will open in a new tab/window, and will include the department's response to the preliminary assessment).
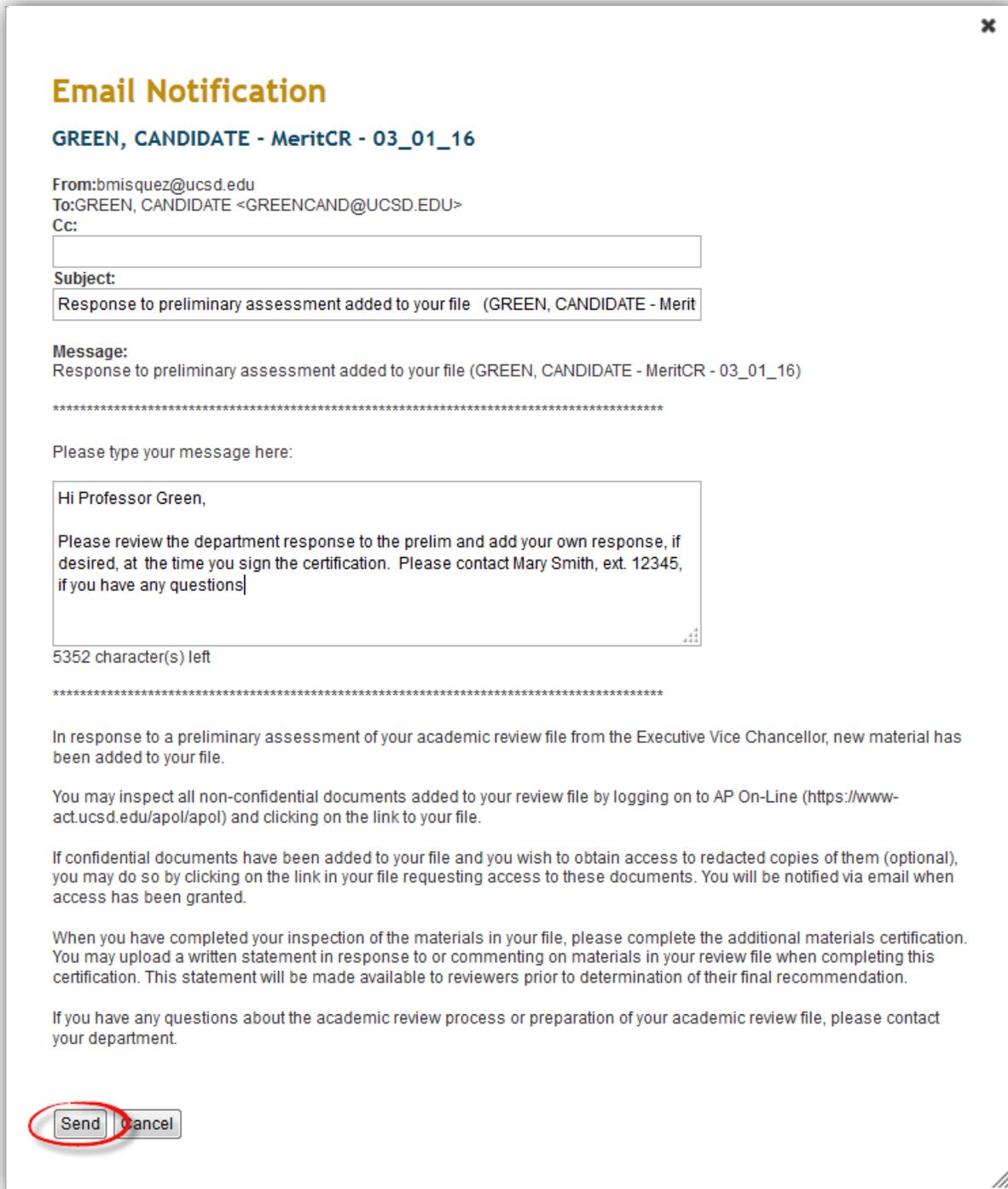Step 2: Sign the additional materials certification.

+ FILE PREPARATION

– DEPARTMENTAL REVIEW

  – COMMITTEE REVIEW

    ▪ Physical Chemistry Section *(Ad Hoc Confidential)* COMPLETE

      ▪ Physical Chemistry Section Bundle | *Physical Chemistry Section PDF BUNDLE*

    ▪ Report - Unredacted

    ▪ Report - Redacted

    ▪ Certification: Departmental Committee Report Access

c. The Candidate should view the departmental response to the prelim *before* signing the certification, then click "Sign" to access the certification. (Refer to pages C-22 – C-23 for steps for viewing the bundled file.)

d. In the certification form, the Candidate will check "I accept" and can click the Browse button to upload a response to the additional materials, if desired. (This response is created and converted to a PDF outside *Review*.) The name of the document uploaded will appear below the Browse button. The Candidate will then click "Confirm" to electronically sign the certification and return to the review file detail screen.

Certification: Additional Materials for Review File YELLOW, Candidate - MeritOSD - 07_01_17

I certify that:

1. I was informed of the new material that was added to my review file after the departmental recommendation was determined and the review file was submitted for campus review.

2. If the new material was confidential, I was provided the opportunity to inspect a redacted copy of the material.

3. I was provided the opportunity to submit a written statement in response to or commenting on the new material for inclusion in my review file.

Note: Your acceptance on this certification indicates only that you acknowledge that the procedures required by University policy were followed prior to submission of new material for campus review. It does not imply your agreement or disagreement with any of the assessments or opinions in your academic review file. If you have questions, contact your department's academic personnel representative before accepting.

☑ I accept

Upload New Response Document(s) (PDF's only) - This is optional.

Note: Do not upload PDF documents that require a password to open or modify.

Any apostrophe in your file name will be replaced with an underscore.

Browse...

Confirm   Cancel

e. The review file detail screen will show that the cert has been signed.

Submitting the department's prelim response to the Dean

After the Candidate has signed the Certification of Additional Materials, there will be a message on the review file detail screen directing you to submit the file with the prelim response to the Dean. Select "Submit file to Dean" on the File Actions drop-down menu and click "Confirm."

YELLOW, Candidate - MeritOSD - 07_01_17

Select File Type ▾ | View | **Certs & Notifs** | **View File Tracking**

Submit file to Dean ▾ | Confirm

Status: Add'l Info Cert signed

❗ **Candidate signed Add'l Materials Cert. Upload Chair's Independent Letter, if appropriate, and/or submit file to Dean**

+ FILE PREPARATION

− DEPARTMENTAL REVIEW

  − COMMITTEE REVIEW

  ▪ Physical Chemistry Section *(Ad Hoc Confidential) COMPLETE*

    ▪ Physical Chemistry Section Bundle | *Physical Chemistry Section PDF BUNDLE*

    ▪ Report - Unredacted

    ▪ Report - Redacted

  ▪ Certification: Departmental Committee Report Access

Dean's letter commenting on the department's response to the prelim

1. After the department uploads its response to the prelim and resubmits the file to the Dean, the file status becomes "Dean Review following prelim pending." The Dean's office must again inspect the file and either accept it or return it to the department for corrections. In this scenario, the Dean's office is accepting the file as is.

    a. The Dean Staff will select "Accept for Dean Review" on the File Actions drop-down menu and click Confirm.

YELLOW, Candidate - MeritOSD - 07_01_17

Select File Type ▾ | View | **Certs & Notifs** | **View File Tracking**

File Actions... ▾ | Confirm

Status: Dean Review following prelim pending

File Actions...
Accept for Dean Review
Return to Department

❗ **Accept or return to department**

+ FILE PREPARATION

+ DEPARTMENTAL REVIEW

− DEAN REVIEW

  − COMMITTEE REVIEW

    b. On the subsequent screen (not shown), the Dean Staff will click "Confirm" to verify that the file is being accepted.

3. The Dean Staff can annotate the file if necessary (as described on pages D-11 – D-17) and the Dean will then review the file to determine his or her recommendation.

- If the Dean now decides to support the action originally proposed by the department, the Dean Staff will choose "As Proposed."

- If the Dean still disagrees with the action originally proposed by the department and accepts the EVC's preliminary decision, the Dean Staff will choose "Disagree."

a. In this example, the department is reiterating its original proposed action, and the Dean now supports it, so the Dean Staff will click "As Proposed."

– DEAN RECOMMENDATION

- Dean Recommendation Letter | *Dean's recommendation letter.pdf Uploaded by DEANSTAFF1 BLUE on 06/20/17.*

– PRELIMINARY ASSESSMENT

– RESPONSE

- Preliminary Assessment
  - Response letter to preliminary assessment   Edit Data   Annotation   As Proposed   Disagree   Accept Prelim
  - Supporting documents

---

b. The Proposed Status Screen will appear. The Dean Staff should verify that the information is correct and then click "As Proposed" to confirm the Dean's response and return to the review file detail screen.

Proposed Status

YELLOW, Candidate - MeritD - 07_01_15

|	
Department:	YELLOW
Title, Rank & Step:	1200 - ASSOC PROF-AY , Step 3
Total Salary:	$79,200.00
Scale Rate:	$79,200.00 (07/01/2014 SCALE) From Scale: ☑
Basis:	Not Available % OF TIME: 100%
Effective Dates:	07/01/2015 - 01/01/2079

[As Proposed]   [Cancel]

► **Note:** If the Dean accepts the preliminary decision (and the Dean Staff therefore clicks "Disagree" to indicate disagreement with the action originally proposed by the department),

a Recommendation Data screen will appear that will contain empty fields. The Dean Staff will need to fill in the information for the action that is stated in the preliminary decision, as this is what the Dean now recommends (same steps as on page E-15).

c. On the review file detail screen, there will now be an "Upload" link for the Dean's response. The Dean Staff will upload the Dean's letter regarding the department's response to the prelim and may also upload any supporting documents.

► **Note that any supporting documents must be uploaded** *first***, because the Upload link for supporting documents will be lost if the Dean's response letter is uploaded first.**
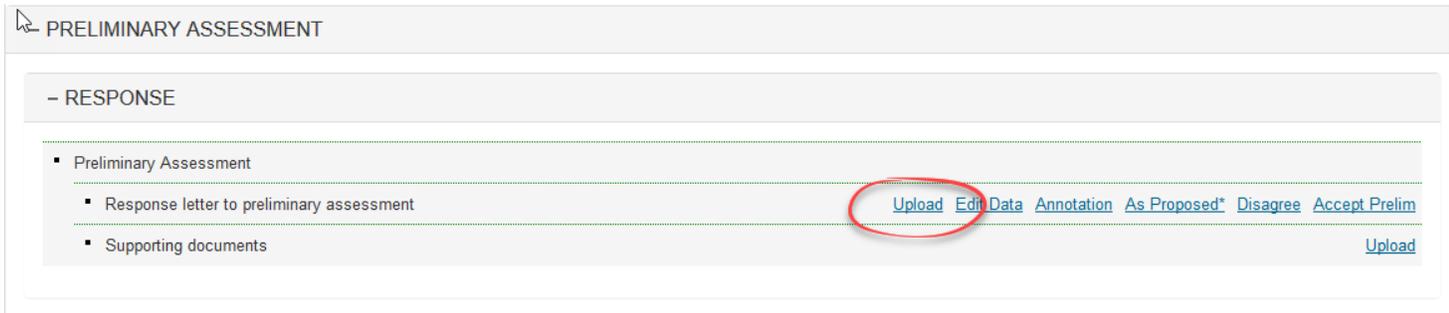
d. The review file detail screen will display a message directing the user to submit the file to the EVC. The Dean Staff will select "Submit file to EVC" on the File Actions drop-down menu and click "Confirm."
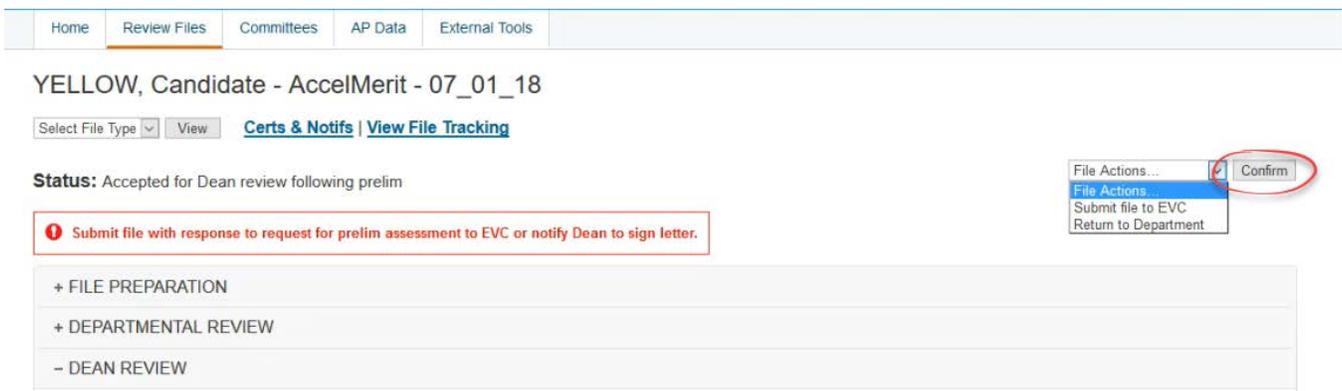
e. On the subsequent screen (not shown), the Dean Staff will again click "Confirm" to verify the action and return to the review file detail screen.

f. Note that after the file is submitted to the EVC, only the Dean, APO, and the EVC will be able to see the second page of the File Summary screen:

E-19

Name:		YELLOW, Candidate											
Primary Department:		YELLOW					College:						
Proposed File Action:		MERIT - DEAN'S AUTHORITY					Effective:			07/01/2015 - 01/01/2079			

Reviewer's Recommendations

Role	Recommend	TC	Title	Step	OS	Salary	Base	MOS	BOS	Scale	From Scale	MOS Dispo	BOS Dispo
DEAN	AS PROPOSED	1200	ASSOC PROF-AY	3		$79,200.00	$79,200.00	$0.00	$0.00	07/01/2014	Y		
DEPARTMENT	AS PROPOSED	1200	ASSOC PROF-AY	3		$79,200.00	$79,200.00	$0.00	$0.00	07/01/2014	Y		
EVC	UPMOD	1200	ASSOC PROF-AY	3	OS	$81,500.00	$79,200.00	$0.00	$2,300.00	07/01/2014	Y		NEW
CAP	UPMOD	1200	ASSOC PROF-AY	3	OS	$81,500.00	$79,200.00	$0.00	$2,300.00	07/01/2014	Y		NEW
DEAN	UPMOD	1200	ASSOC PROF-AY	3	OS	$81,500.00	$79,200.00	$0.00	$2,300.00	07/01/2014	Y		NEW

Final Authority Decision ("final action")

Role	Recommend	TC	Title	Step	OS	Salary	Base	MOS	BOS	Scale	From Scale	MOS Dispo	BOS Dispo