

**COMMITTEE ON ACADEMIC PERSONNEL
ANNUAL REPORT
2024-2025**

TO THE MERCED DIVISION OF THE ACADEMIC SENATE:

The Committee on Academic Personnel (CAP) is pleased to report on its activities for the Academic Year 2024-2025.

I. CAP Membership

This year, the CAP membership included eight members from UCM and one external member. The UCM members were Miriam Barlow, Chair (School of Natural Sciences); Wei-Chun Chin, Vice Chair (School of Engineering); Irene Yen (School of Social Sciences, Humanities, and Arts); Ajay Gopinathan (School of Natural Sciences); Miguel Carreira-Perpiñán (School of Engineering); Cristián Ricci (School of Social Sciences, Humanities, and Arts); Teamrat Ghezzehei (School of Natural Sciences); Eileen Camfield (School of Social Sciences, Humanities, and Arts); and Baki Tezcan (History, UCD).

The CAP analyst this year was Simrin Takhar.

II. CAP Review of Academic Personnel Cases

CAP is charged with making recommendations on all Senate faculty appointments and academic advancements, including merit actions, promotions to tenure, promotions to Professor, and advancements across the barrier steps Professor V to VI and Professor IX to Above Scale. CAP, however, does not review appointment or advancement cases at Assistant Professor III and below, appointment or advancement cases at Assistant Teaching Professor III and below, short-form advancement cases at any rank, or appointment cases for Assistant Adjunct Professors steps I – VI. These actions are handled at the department/dean level unless there is a disagreement between the department faculty and the dean, or if there is a proposed acceleration; in these situations, the file in question is reviewed by CAP as an independent body.

Policies and Procedures

CAP adheres to systemwide policies and procedures as described in the UC Academic Personnel Manual ([APM](#)). Policies and procedures not outlined in the APM, but practiced at other UC campuses, were observed at Merced.

The Merced Academic Personnel Policies & Procedures ([MAPP](#)) document is also a useful resource for faculty members, administrators and department chairs. The MAPP is an evolving resource. The Academic Personnel Office (APO) issues to the campus any proposed revisions to the MAPP usually on an annual basis. These proposed revisions also undergo Senate review, by all Senate committees, including CAP.

Review Process

CAP's review process begins when the committee receives files from APO, where they have been analyzed, vetted, and classified to facilitate further, efficient processing. The cases, as well as reviewer assignments, are distributed to the committee one week prior to CAP's meeting and ensuing discussion of the files. CAP typically reviews fewer cases in the Fall and many more in the Spring. One lead reviewer and one secondary reviewer are assigned to report on each case; however, all members are expected to

read and discuss the files. Reviewer assignments are made according to members' areas of expertise. Reviewers serve not as advocates of their areas, but as representatives who act in the best long-term interests of the campus. Committee members who participate in a prior level of review for a file are recused from CAP's respective review of the file. CAP members also recused according to reasons listed in the committee's [conflict of interest statement/recusal policy](#) and if they collaborated with the faculty member under review within the past five years.

CAP convened for two-hour teleconference meetings on Friday afternoons. Reports from the primary and secondary readers on each case are followed by a thorough committee discussion, as well as a vote on the proposed action. CAP's quorum for all personnel actions is half plus one of its membership. On rare occasions, a vote on a case is deferred and the file is returned for further information or clarification. After the meeting, the CAP analyst and Chair prepare draft reports on the dossiers. These are then distributed to the committee for review, consultation, and approval. The final version of the report is sent as a letter to the Executive Vice Chancellor/Provost (EVC/Provost) and to the Vice Provost for Academic Personnel (VPAP). If the EVC/Provost determines that no further deliberation is necessary, CAP's report and those of other levels of review are transmitted to the dean of the candidate's school.

For the majority of cases, the above process ends CAP's review of the file. The EVC/Provost and VPAP communicate with CAP to discuss any disagreements with CAP's recommendation on specific cases.

Recommendations

Appendix A provides a simple numerical summary and analysis of the CAP caseload for the 2024-2025 academic year. CAP reviewed a total of 85 cases during the year compared to 100 the year prior. The committee agreed with the Schools' recommendations without modification on 66 (78%) of the reviewed cases (see Table 2). For 4 other cases, CAP voted against the recommendation. For 13 cases, CAP recommended a modification of the proposed action from the department or dean (e.g., a higher or lower step or a higher or lower mid-career appraisal rating) and for 2 cases, CAP did not make a recommendation.

Tables 1A – 1F detail caseloads and their respective outcomes according to the proposed personnel actions. Table 2 provides aggregate recommendations by the academic units.

CAP recommendations are transmitted to the EVC/Provost and VPAP for a final level of review and approval. If the EVC/Provost or VPAP disagree with CAP's recommendation, they meet with CAP to discuss their decision to disagree with the committee's recommendation. This year, the EVC/Provost or VPAP disagreed with 4 of CAP's recommendations. For 2 other cases, the EVC/Provost or VPAP agreed with CAP's recommendation but with a modified step.

III. Counsel to EVC/Provost and VPAP

The CAP Chair briefly discusses each week's cases, after CAP has voted on its recommendations, with the EVC/Provost and VPAP. These discussions mostly focus on individual cases.

IV. Academic Personnel Meetings

Workshops

At the VPAP's invitation, this year the CAP chair participated in two department chair meetings.

V. Academic Senate Review Items

The Divisional Council transmitted to CAP various campus and systemwide proposals and documents for review including:

- Systemwide Academic Calendar Workgroup Draft Report
- Proposed revisions to MAPP sections 2013, 2014, 2053, and 2054
- Proposed revisions to APM 675
- Proposed revisions to APM 500
- Proposed revisions to APM 360
- Proposed revisions to APM 036
- Proposed revisions to APM 230

VI. Acknowledgments

CAP would like to acknowledge its working relationship with EVC/Provost Betsy Dumont and VPAP Tom Hansford. The committee would also like to acknowledge APO, the deans, the department chairs, and the AP staff in each school for their dedication to excellence in the personnel review process at UC Merced, as well as the Senate analyst whose invaluable work and expertise makes CAP's work possible.

Respectfully,

Miriam Barlow, Chair (UCM)
Wei-Chun Chin, Vice Chair (UCM)
Irene Yen (UCM)
Ajay Gopinathan (UCM)
Miguel Carreira-Perpiñán (UCM)
Cristián Ricci (UCM)
Teamrat Ghezzehei (UCM)
Eileen Camfield (UCM)
Baki Tezcan (UCD)

APPENDIX A

**2024-2025 COMMITTEE ON ACADEMIC PERSONNEL
TABLES 1A-1E FINAL RECOMMENDATIONS BY ACTION TYPE**

	CAP Recommendation				Pending	TOTAL
	Agreed	Modification	Disagreed	No Recommendation		
TOTAL PERSONNEL CASES	66	13	4	2	0	85

TABLE 1A APPOINTMENTS	CAP Recommendation				TOTAL
	Agreed	Modification	Disagreed	Pending	
Assistant Professor	1	0	0	0	1
Associate Teaching Professor	2	0	0	0	2
Professor (includes 1 joint appointment w/out salary)	2	1	0	0	3
Teaching Professor (Full)	1	1	0	0	2
Total	6	2	0	0	8
% CAP Agreed with Proposal					75
% CAP Agreed or Modified Proposal					100

TABLE 1B RE-APPOINTMENTS	CAP Recommendation				TOTAL
	Agreed	Modification	Disagreed	Pending	
Professor (Endowed Chair)	4	0	0	0	4
Total	4	0	0	0	4
% CAP Agreed with Proposal					100
% CAP Agreed or Modified Proposal					100

TABLE 1C PROMOTIONS	CAP Recommendation				TOTAL
	Agreed	Modification	Disagreed	Pending	
Associate Professor	10	2	1	0	13
Associate Teaching Professor	2	0	0	0	2
Professor	3	2	0	0	5
Total	15	4	1	0	20
% CAP Agreed with Proposal					75
% CAP Agreed or Modified Proposal					95

TABLE 1D Advancements/Merits	CAP Recommendation					TOTAL
	Agreed	Modification	Disagreed	No Recommendation	Pending	
Assistant Professor	1	1	0	0	0	2
Assistant Adjunct Professor	1	0	0	0	0	1
Assistant Teaching Professor	1	0	0	0	0	1
Associate Professor	9	2	2	0	0	13
Associate Adjunct Professor	1	0	0	0	0	1
Associate Teaching Professor	2	0	0	0	0	2
Professor	8	1	0	1	0	10
Adjunct Professor	1	0	0	0	0	1
Professor VI	5	0	1	0	0	6
Teaching Professor VI	1	0	0	0	0	1
Total	30	4	3	1	0	38
% CAP Agreed with Proposal						79
% CAP Agreed or Modified Proposal						89

TABLE 1E MID-CAREER APPRAISALS	CAP Recommendation					TOTAL
	Agreed	Modification	Disagreed	No Recommendation	Pending	
Assistant Professor	5	3	0	1	0	9
Assistant Teaching Professor	3	0	0	0	0	3
Total	8	3	0	1	0	12
% CAP Agreed with Proposal						67
% CAP Agreed or Modified Proposal						92

TABLE 1F OTHER	CAP Recommendation					TOTAL
	Agreed	Modification	Disagreed	Pending	TOTAL	
Performance Improvement Plan	1	0	0	0	1	
Career Equity Review	1	0	0	0	1	
Emeritus Status – Academic Coordinator	1	0	0	0	1	
Total	3	0	0	0	3	
% CAP Agreed with Proposal					100	
% CAP Agreed or Modified Proposal					100	

**TABLE 2
FINAL RECOMMENDATIONS ON SCHOOL/UNIT PROPOSALS
2024-2025**

School	Number Proposed	CAP Recommendation						% CAP agreed w/dept. without modification	% CAP agreed w/dept. or modified up or down
		Agree	Modify-Up	Modify-Down	Disagree	No Recommendation	Pending		
Engineering (MCA)	13 0	9	0	1	3	0	0	69	77
Natural Sciences (MCA)	27 4	22	1	4	0	0	0	81	100
Social Sciences, Humanities, and Arts (MCA)	45 8	35	2	5	1	2	0	80	96
TOTALS (MCA)	85 12	66	3	10	4	2	0	78	93

**TABLE 3
CASES REVIEWED BY CAP 2005-2025**

	2005-2006	2006-2007	2007-2008	2008-2009
Total Cases	61	56	82	61
Total Appointments	43	32	45	22
Total Promotions	3	2	2	3
Total Merit Increases	14	22	35	33
Total Other	1	0	0	3

	2009-2010	2010-2011	2011-2012	2012-2013
Total Cases	63	96	90	98
Total Appointments	13	34	33	30
Total Promotions	10	17	18	13
Total Merit Increases	40	39	38	47
Total Other	0	6	1	0

	2013-2104	2014-2015	2015-2016
Total Cases	128*	92	148
Total Appointments	50	16	38
Total Promotions	16	16	22
Total Merit Increases	58	57	87
Total Other	4 1 MCA only 3 reappointments *1 case pending	3 reappointments	1 reappointment

	2016-2017	2017-2018
Total Cases	105	95
Total Appointments	20	10
Total Promotions	20	26
Total Merit Increases	59	30
Total Other	6 4 MCA only 2 Endowed Chair reappointments	29 26 MCA only 2 reappointments 1 Performance Improvement Plan review

	2018-2019	2019-2020	2020-2021
Total Cases	74	77	102
Total Appointments	18	15	10
Total Reappointments	0	2	1
Total Promotions	25	26	32
Total Advancements/Merits	22	21	35
Total Mid-Career Appraisals	8	12	22
Total Other	1 (Career Equity Review)	1 (Career Equity Review)	2 (Performance Improvement Plan, Career Equity Review)

	2021-2022	2022-2023	2023-2024	2024-2025
Total Cases	80	100	100	85
Total Appointments	8	13	6	8
Total Reappointments	0	3	1	4
Total Promotions	21	28	24	20
Total Advancements/Merits	34	31	43	38
Total Mid-Career Appraisals	16	15	26	12
Total Other	1 (Career Equity Review)	10 (Career Equity Reviews, Quinquennial Reviews, Emeritus Status – Associate Librarian)	0	3 (Performance Improvement Plan, Career Equity Review, Emeritus Status – Academic Coordinator)