COMMITTEE ON ACADEMIC PERSONNEL
ANNUAL REPORT
2022-2023

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 2022-2023.

I. CAP Membership
This year, the CAP membership included five members from UCM and four external members. The UCM members were Peggy O'Day, Chair (School of Natural Sciences); Sean Malloy, Vice Chair (School of Social Sciences, Humanities, and Arts); Nancy Burke (School of Social Sciences, Humanities, Arts); Miriam Barlow (School of Natural Sciences), and Mukesh Singhal (School of Engineering). The external members were Michael Saler (UCD, History), Reza Abbaschian (UCR, Mechanical Engineering), Yinsheng Wang (UCR, Chemistry), 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 2022-2023 academic year. CAP reviewed a total of 100 cases during the year compared to 80 the year prior. The committee agreed with the School recommendations without modification on 92 (92%) of the reviewed cases (see Table 2). For 3 other cases, CAP voted against the recommendation. For 5 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).

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, he or she meets with CAP to discuss his or her decision to disagree with the committee's recommendation. This year, the EVC/Provost or VPAP disagreed with one of CAP's recommendations.

III. CAP Communications
CAP issued memos to the EVC/Provost and VPAP on the following issues: recommendations to revise the MAPP to promote and expand diversity, equity, inclusion, and equal opportunity activities; recommendations to revise the MAPP regarding the use of accelerations and career equity reviews in personnel actions; recommendations to update and expand the MAPP to clarify the areas of review, effort, and expectations for the appointment, merit, and promotion of teaching professors; and a request for clarification of the duties and expectations for adjunct faculty.

IV. 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.

V. Academic Personnel Meetings

Workshops
At the VPAP's invitation, this year the CAP chair participated in one department chair meeting and one workshop with faculty on preparing files for tenure and promotion.

VI. Academic Senate Review Items
The Divisional Council transmitted to CAP various campus and systemwide proposals and documents for review including a proposal to create an Electrical Engineering Department, a proposal to create a Philosophy Department, proposed revisions to APM 210, and proposed revisions to APM 710.

VII. Acknowledgments
CAP would like to acknowledge its working relationship with EVC/Provost Gregg Camfield 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 who supports CAP.

Respectfully,

Peggy O'Day, Chair (UCM)
Sean Malloy, Vice Chair (UCM)
Nancy Burke (UCM)
Miriam Barlow (UCM)
Mukesh Singhal (UCM)
Michael Saler (UCD)
Reza Abbaschian (UCR)
Yinsheng Yang (UCR)
Baki Tezcan (UCD)

APPENDIX A

2022-2023 COMMITTEE ON ACADEMIC PERSONNEL
TABLES 1A-1F FINAL RECOMMENDATIONS BY ACTION TYPE

	CAP Recommendation				
	Agreed	Modification	Disagreed	Pending	TOTAL
TOTAL PERSONNEL CASES	**92**	**5**	**3**	**0**	**100**

	CAP Recommendation				
TABLE 1A APPOINTMENTS	**Agreed**	**Modification**	**Disagreed**	**Pending**	**TOTAL**
Assistant Professor	2	0	0	0	**2**
Associate Professor	1	0	0	0	**1**
Professor	4	0	0	0	**4**
Adjunct Professor	1	0	0	0	**1**
Associate Teaching Professor	3	0	0	0	**3**
Endowed Chair	2	0	0	0	**2**
Total	**13**	**0**	**0**	**0**	**13**
% CAP Agreed with Proposal					**100**
% CAP Agreed or Modified Proposal					**100**

	CAP Recommendation				
TABLE 1B RE-APPOINTMENTS	**Agreed**	**Modification**	**Disagreed**	**Pending**	**TOTAL**
Professor (Endowed Chairs)	2	0	0	0	**2**
Adjunct Professor	1	0	0	0	**1**
Total	**3**	**0**	**0**	**0**	**3**
% CAP Agreed with Proposal					**100**
% CAP Agreed or Modified Proposal					**100**

	CAP Recommendation				
TABLE 1C PROMOTIONS	**Agreed**	**Modification**	**Disagreed**	**Pending**	**TOTAL**
Associate Professor	10	1	1	0	**12**
Associate Adjunct Professor	2	0	0	0	**2**
Professor	9	1	0	0	**10**
Teaching Professor	3	0	0	0	**3**
Adjunct Professor	1	0	0	0	**1**
Total	**25**	**2**	**1**	**0**	**28**
% CAP Agreed with Proposal					**89**
% CAP Agreed or Modified Proposal					**96**

TABLE 1D Advancements/Merits	CAP Recommendation				TOTAL
	Agreed	Modification	Disagreed	Pending	
Assistant Professor	3	0	0	0	**3**
Assistant Teaching Professor	1	0	0	0	**1**
Associate Professor	8	0	0	0	**8**
Associate Teaching Professor	3	0	0	0	**3**
Professor	8	1	0	0	**9**
Adjunct Professor	1	0	0	0	**1**
Teaching Professor	1	0	0	0	**1**
Professor VI	1	0	0	0	**1**
Professor Above Scale	4	0	0	0	**4**
Total	**30**	**1**	**0**	**0**	**31**
% CAP Agreed with Proposal					**97**
% CAP Agreed or Modified Proposal					**100**

TABLE 1E MID-CAREER APPRAISALS	CAP Recommendation				TOTAL
	Agreed	Modification	Disagreed	Pending	
Assistant Professor **(3 with advancements)**	14	1	0	0	**15**
Total	**14**	**1**	**0**	**0**	**15**
% CAP Agreed with Proposal					**93**
% CAP Agreed or Modified Proposal					**100**

TABLE 1F OTHER	CAP Recommendation				TOTAL
	Agreed	Modification	Disagreed	Pending	
Professor **(Career Equity Reviews with step adjustments)**	0	1	2	0	**3**
Professor **(Quinquennial Reviews with 1 advancement)**	4	0	0	0	**4**
Associate Professor **(Quinquennial Review)**	1	0	0	0	**1**
Associate Teaching Professor **(Quinquennial Review with advancement)**	1	0	0	0	**1**
Associate University Librarian **(Emeritus Status)**	1	0	0	0	**1**
Total	**7**	**1**	**2**	**0**	**10**
% CAP Agreed with Proposal					**70**
% CAP Agreed or Modified Proposal					**80**

TABLE 2
FINAL RECOMMENDATIONS ON SCHOOL/UNIT PROPOSALS
2022-2023

School/Unit	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	Pending		
Engineering (MCA)	**26** **4**	26	0	0	0	0	100	100
Natural Sciences (MCA)	**37** **2**	35	0	2	0	0	95	100
Social Sciences, Humanities, and Arts (MCA)	**36** **9**	30	0	3	3	0	83	92
Library	**1**	1	0	0	0	0	100	100
TOTALS (MCA)	**100** **15**	**92**	**0**	**5**	**3**	**0**	**92**	**97**

TABLE 3
CASES REVIEWED BY CAP 2005-2023

	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
Total Cases	80	100
Total Appointments	8	13
Total Reappointments	0	3
Total Promotions	21	28
Total Advancements/Merits	34	31
Total Mid-Career Appraisals	16	15
Total Other	1 (Career Equity Review)	10 (Career Equity Reviews, Quinquennial Reviews, Emeritus Status – Associate Librarian)