RESERVE COMMITTEE ON ACADEMIC PERSONNEL
ANNUAL REPORT
2021-2022

TO THE MERCED DIVISION OF THE ACADEMIC SENATE:

The Reserve Committee on Academic Personnel (RCAP) is pleased to report on its activities for the academic year 2021-2022.

I. RCAP Membership
This year's RCAP members were Martha Conklin, Chair (School of Engineering), Arnold Kim (School of Natural Sciences), Catalina Amuedo-Dorantes (School of Social Sciences, Humanities, and Arts), Roland Winston (School of Natural Sciences and School of Engineering), Michael Dawson (School of Natural Sciences), and Gerardo Diaz (School of Engineering – joined in spring 2022).

The RCAP analyst was Simrin Takhar.

II. RCAP Review of Academic Personnel Cases
RCAP is charged with reviewing personnel files of current CAP members, or those who termed off the committee in the preceding academic year, and appeals by faculty members.

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

The Merced Academic Personnel Policies & Procedures (MAPP) document is also a useful resource for faculty members, administrators and department chairs.

Review Process
RCAP'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 RCAP's meeting and ensuing discussion of the files. 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 RCAP's respective review of the file.

If the RCAP lacks sufficient expertise in the faculty member's research area, the bylaws allow for the committee membership to temporarily expand to include external (UC) experts. This occurred in the review of several cases in AY 2021-2022.

RCAP experienced a significant increase in case load this year. This was due to the VPAP allowing a one-time exception to the MAPP section on appeals that enabled faculty to appeal positive outcomes from AY 20-21 if they disagreed with their step placement.

Reports from the primary and secondary readers on cases are followed by a thorough committee discussion, all members are asked to give an opinion, as well as a vote on the proposed action. RCAP's quorum for all personnel actions is half plus one of its membership. After the meeting, the RCAP analyst prepares draft reports on the dossiers. These reports 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), Vice Provost for Academic Personnel (VPAP), and the Academic Personnel Office (APO). The EVC/Provost makes decisions on promotions and he delegated approval authority to the VPAP on advancements and mid-career appraisals. After the meeting, the RCAP chair meets with either the EVC/Provost or VPAP (depending on the type of case) to discuss the case. If the EVC/Provost or VPAP determines that no further deliberation is necessary, the substance of RCAP's report and those of other levels of review are summarized by APO in a letter that is transmitted to the candidate's school.

For the vast majority of the cases, the above process ends RCAP's review of the file. The EVC/Provost or VPAP communicates with RCAP to discuss any disagreements with RCAP's recommendation on particular cases. This academic year, the EVC/Provost and VPAP agreed with all of RCAP's recommendations.

Recommendations
Appendix A provides a simple numerical summary and analysis of the RCAP caseload for the 2021-2022 academic year. RCAP reviewed 13 cases this year. As mentioned earlier, this significant increase in case load is attributed to the VPAP allowing a one-time exception to the MAPP section on appeals that enabled faculty to appeal positive outcomes from AY 20-21 if they disagreed with their step placement.

Tables 1A-1B detail 2021-2022 caseload and outcome according to the proposed personnel action. Table 2 provides aggregate recommendation by the academic unit. Table 3 provides a historical summary of RCAP cases.

Respectfully,

Martha, Chair (SOE)
Arnold Kim (SNS)
Roland Winston (SNS/SOE)
Catalina Amuedo-Dorantes (SSHA)
Michael Dawson (SNS)
Gerardo Diaz (SOE – joined in spring 2022)

APPENDIX A

2021-2022 RESERVE COMMITTEE ON ACADEMIC PERSONNEL
TABLES 1-3 FINAL RECOMMENDATIONS BY ACTION TYPE

	RCAP Recommendation				
	Agreed	Modification	Disagreed	Pending	TOTAL
TOTAL PERSONNEL CASES	**8**	**0**	**5**	**0**	**13**

	RCAP Recommendation				
TABLE 1A ADVANCEMENTS	**Agreed**	**Modification**	**Disagreed**	**Pending**	**TOTAL**
Associate Professor	3	0	0	0	**3**
Professor	0	0	1	0	**1**
Professor VI	0	0	0	0	0
Above Scale	0	0	0	0	0
LSOE	0	0	0	0	0
Total	**3**	**0**	**1**	**0**	**4**
% RCAP Agreed with Proposal	75				75
% RCAP Agreed or Modified Proposal	75				75

	RCAP Recommendation				
TABLE 1B PROMOTIONS	**Agreed**	**Modification**	**Disagreed**	**Pending**	**TOTAL**
Associate Professor	3	0	0	0	**3**
Professor	2	0	4	0	**6**
Professor VI	0	0	0	0	0
Above Scale	0	0	0	0	0
LSOE	0	0	0	0	0
Total	**5**	**0**	**4**	**0**	**9**
% RCAP Agreed with Proposal	55				55
% RCAP Agreed or Modified Proposal	55				55

TABLE 2
FINAL RECOMMENDATIONS ON SCHOOL PROPOSALS
2021-2022

School	Number Proposed	RCAP Recommendation					% RCAP agreed w/unit without modification	% RCAP agreed w/unit or modified up or down
		Agree	Modify-Up	Modify-Down	Disagree	Pending		
Engineering	3	0	0	0	3	0	0	0
Natural Sciences	3	2	0	0	1	0	67	67
Social Sciences, Humanities, and Arts	7	6	0	0	1	0	86	86
TOTALS	**13**	**8**	**0**	**0**	**5**	**0**	**62**	**62**

TABLE 3
CASES REVIEWED BY RCAP 2018 - present

	2018-2019	2019-2020	2020-2021	2021-2022
Total Cases	1	4	1	13
Total Appointments	0	1 (Endowed chair)	0	0
Total Promotions	1	0	0	9
Total Merit Increases	0	3 (1 Appeal review)	1	4 (including 1 Quinquennial Review)