APPENDIX IX: THE ANNUAL CALL

The Annual Call describes or contains:

- The preparation and submission of merit and promotion recommendations with the due
dates for each type of action,
- Supplementary campus guidelines for the development and preparation of departmental
recommendations in the Academic Senate personnel process,
- Supplementary campus guidelines for the development and preparation of departmental
recommendations in Academic Federation personnel process,
- A sample departmental letter,
- Guidelines for evaluation of department chairs (instructions to the deans),
- Guidelines for evaluation of department chairs (instructions for evaluators).

Background

The documents designated the Annual Call build on previous Calls and procedural descriptions
related to the merit and promotion process. Over the years the CAP committees have attempted
to address selected problems by providing suggestions and instructions to aid in the preparation
of merit and promotion packages. For example, Section III - The Documentation and Evaluation
of Academic Performance provides an excellent articulation of what is expected of UC faculty.
The result has been a body of suggestions, directions and guidelines that should be helpful to
candidates as much as to evaluators, since the Annual Call is often viewed by CAP as its working
document.

The most important document for academic personnel is the "Supplementary campus
guidelines for the development and preparation of departmental recommendations in Academic
Senate Personnel Actions". This document provides step-by-step instructions for preparation of
given dossiers, references to supporting documentation in the Academic Personnel Manual, and
in some cases the rationale for requiring certain types of documentation. However, because the
supplementary guidelines are an “evolved document”, readers may have difficulty in determining
what is actually required and essential by the campus, or alternatively what is suggested or
expected, because a given CAP may deem certain materials to be particularly important.

Consequently, we make recommendations to improve the overall utility of the Annual Call.
It is appreciated that some sections of the document may be lengthy owing to the need for
thorough procedural descriptions. However, when considering new iterations of the Annual Call,
every effort needs to be made to keep the document succinct as well as sufficiently detailed and
clearly written.
Recommended Changes to the Annual Call

• The Annual Call should be limited to serving as a request for submission of recommendations and the schedule of dates indicating when materials are due. In addition, the Call may be used effectively to call attention to new or revised policies. Procedural details and detailed descriptions of policies should be addressed in well-labeled supplements and associated documents.

• The supplementary guidelines and related documents associated with the Annual Call should be on file in all departmental offices. The date of writing should be visible, e.g. in the header of each page. When changes are made in the supplementary guidelines, new pages, with the new dates, should be sent to each department for substitution in the departmental file. Changes should be clearly identified by underlining. The objectives of this procedure are: (a) to make the guidelines a more widely used and accessible document and (b) to clearly define changes in the guidelines.

• The supplementary guidelines should be edited so that each iteration states what components are required because they are University or campus guidelines, in contrast to suggestions or recommendation specific to a given CAP committee.

• Upon arrival, new faculty members should be given a copy of the supplementary guidelines and current attachments. The department chair may wish to use the occasion to explain the purpose of the guidelines, point out important features and indicate that individual faculty members also share in the responsibility for understanding the review process.

• The sub-sections of various supplementary sections of the Annual Call would be improved by the use of bullets or numbering to emphasize the material to be included. Often descriptive material is mixed with items that would have more impact if presented as lists. In particular, there is the need to accent those items that have broad application and importance. For example, in the section currently labeled, Section III B - Teaching, the statement is made “quantity and breadth of instructional responsibilities are important considerations in judging a candidates performance. The chair should state explicitly what the department's expectations are regarding the number and types of courses taught by its faculty, and then make a direct comparison between this standard and the candidate's own teaching load during the review period”. A common complaint by CAP and College/Divisional CPCs is that this is not consistently done. Quite possibly, important descriptions, as characterized by this example, are overlooked due to their placement in the guidelines.

• The Annual Call should be written to accommodate those who wish to use more concise or abbreviated formats. For example, is there the need for specific self-statements for actions other than promotions, when the record of accomplishments are clearly stated?