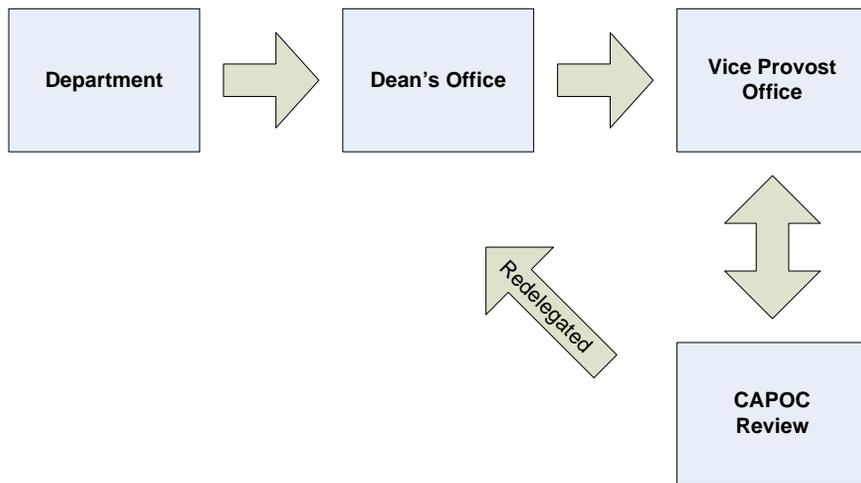


CAPOC Workflow



Merit Actions

- Accelerated merits that skip a step
- Accelerated merits for Continuing Lecturers
- Merits to Assoc. Prof. IV
- Merits to Prof. VI
- Merits to Prof., Above Scale

Promotions

- From Assistant Professor to Associate Professor
- Associate Professor to Full Professor
- Lecturer, SOE, to Senior Lecturer, SOE

Appointments

- All appointments from Assistant Professor, Step IV and above
- Continuing appointments for Lecturers
- Appointments Via Change in Title
- Endowed Chair
- FPC appointments

Special Reviews

- Merits for administrators
- Merits for FPC members
- Retroactive Merits
- Five-Year Reviews
- Third-Year Deferrals
- Appraisals
- Terminations

CAPOC Procedures

1. CAPOC Analyst logs action in Action Tracking
2. Analyst prepares draft agenda one week in advance (15 or so actions per meeting)
3. CAPOC Chair makes assignments to CAP members based on the agenda for the week
4. Analyst finalizes agenda and assignment sheet for distribution
5. Analyst sends the agenda and the Chair's assignments to all CAP members via email

CAPOC Schedule

- CAPOC meets each Wednesday at 1:00 pm
- Each member reviews materials before the meeting
- Each member takes detailed notes on every action, paying close attention to their assigned actions

CAPOC Meeting

- Chair calls the meeting to order
- Members take turns and make presentations according to their respective assignments
- Presentation of a case is followed by a discussion
- The committee votes by a show of hands
- Votes are duly recorded

CAPOC Reports

- At conclusion of meeting, CAPOC members provide analyst with their write-ups or drafts of committee's recommendations for each action
- These drafts are called "To-Be-Reads" or TBRs
- Analyst writes 3 – 4 TBRs per week for consideration by the committee
- Analyst types the TBRs, puts them together, and makes copies for all committee members
- Distributes bound copies in member's boxes for review and editing at committee's next meeting

Subsequent Meeting

- At second and subsequent meetings, the draft recommendations are read one by one and edited as needed
- CAPOC's chair provides analyst annotated TBRs for finalizing
- Committee proceeds with the new agenda items when each member takes turns and makes presentations
- CAPOC's chair gives annotated copy of agenda to analyst

Briefing

- CAPOC's chair meets each Thursday to brief the Vice Provost on the committee's deliberations and decisions
- The chair takes two copies of the annotated agenda to the briefing
- The chair returns after the briefing to the Academic Senate Office and signs finalized recommendations
- CAPOC's chair makes new assignments for the coming week
- Analyst clips signed letters to corresponding black binders (dossier) for returning to the Vice-Provost
- Analyst logs out completed actions and returns all review materials to the Vice Provost

Ad Hoc Committees

- CAP recommends and the Vice Provost appoints ad hoc committees
- In recent years CAPOC recommends ad hoc committees for only a few cases (15-25 ad hoc committees per year)
- Ad hoc's are generally formed if department was divided, dean did not support the action, or the file is a difficult case
- Ad hoc committees are composed of three faculty members knowledgeable in candidate's area of expertise, one of whom is always a departmental representative

CAPOC Workflow **(Supplemental Review Information)**

CAPOC looks for evidence in basically three areas: Teaching, Research, and Service.

Teaching:

CAPOC looks for Teaching evaluations (not only tallies, but actual student evaluations, peer evaluations, Teaching, Advising, and Curricular Development Report showing membership and/or chairmanship on PhD and Masters committees, advising and mentorship responsibilities undertaken (i.e., master advisor, chair of advising committee, etc.). Contributions of the candidate to instructional improvement & curricular development in the department, text-books published, and new courses developed, etc.

Research:

CAPOC looks for the quality of publications in peer-reviewed journals and their impact, whether the publications are sole-authored or joint, and if so, the contribution of the candidate to the overall effort. In this respect, CAPOC needs to see the published books, manuscripts, the publications in journals or in press. For those in the creative arts (music, dance, theatre, art), CAP needs to see CDs, DVDs, art works, etc. CAPOC looks for invited and featured talks by the candidate at different venues and prestigious conferences. For high level professorial evaluations, CAPOC looks for election of the candidate to prestigious academies (National Academy of Sciences, American Academy of Arts and Sciences, American Association for the Advancement of Science, etc.) and merit-based awards, prizes or medals awarded to the candidate.

Service:

CAPOC looks for service at the departmental, college, campus and University-wide levels. Professional and community service is also valued (editorship of journals, membership in editorial boards, refereeing for journals, academic presses, and funding agencies, service on review panels, advisory boards, etc.)

Materials from College and Departments:

The colleges and departments prepare materials that are needed for a full review by CAPOC. The dean's letter, departmental letter, peer evaluation, candidate's statement, Teaching, Advising and Curricular Development, Instructor Activity Report, List of Service Activities and Publication Lists all follow similar placements in the black binder, making the finding of information easy for CAPOC members overall.

Post-Factum Audit (July-August)

During the summer months, CAPOC conducts a post-factum audit of the actions that have been re delegated to the Deans. The actual actions are forwarded to CAPOC in boxes along with spreadsheets detailing FPC recommendations and Deans' decisions for the various actions (normal and accelerated) during the year. After the audit, CAPOC writes a report to the Vice Provost summarizing its findings. The committee looks for fairness and consistency of the review processes pertaining to FPC recommendations and Deans' decisions across schools and colleges. It points out irregularities and makes recommendations to correct them for future actions.