

## Appendix 5 – Handling of Fourth-Year Appraisals

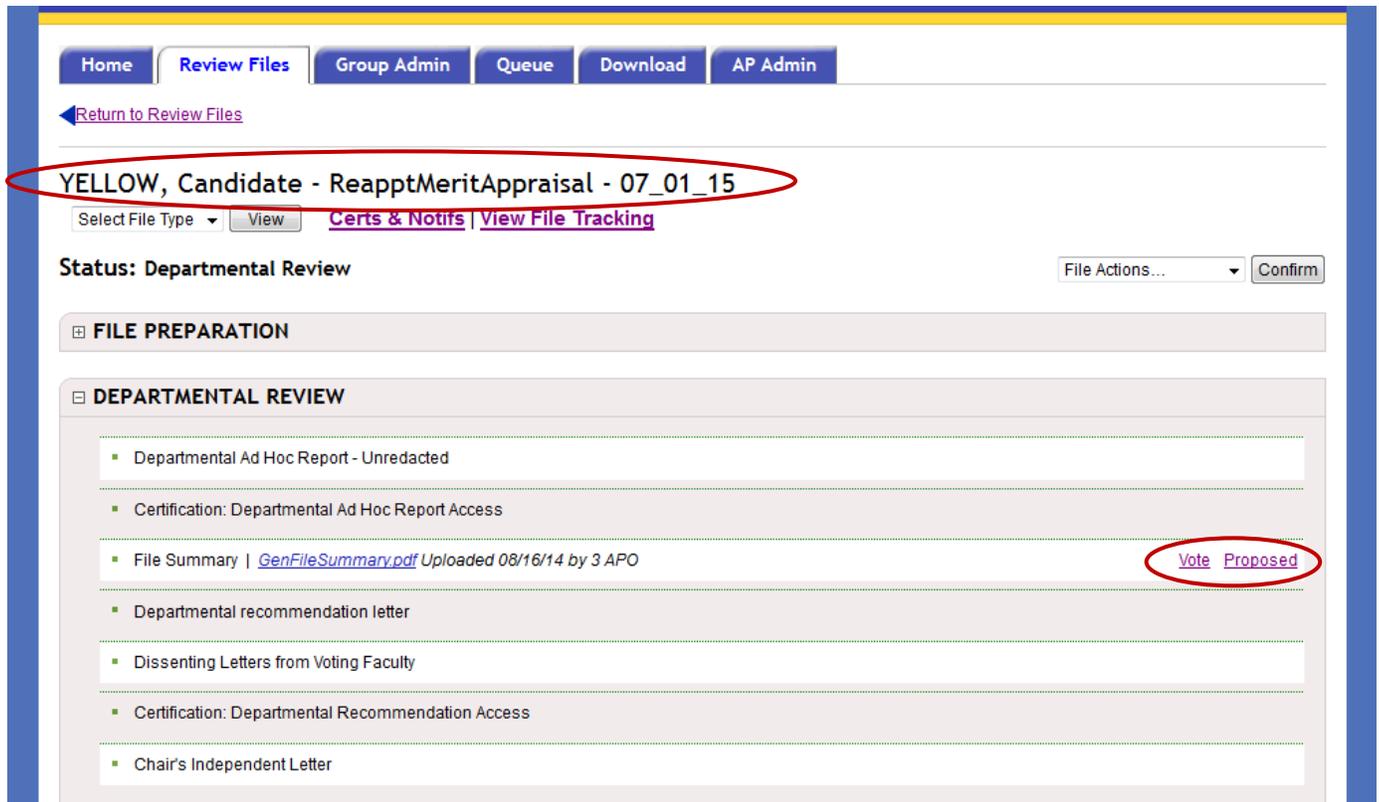
An appraisal is normally conducted in the fourth year of an Assistant-level candidate’s appointment in order to evaluate his or her achievements and potential for promotion to the Associate level. An appraisal may be coupled with a review for a regular action, or it may be conducted as a stand-alone action. (In the example below, the appraisal occurs at the same time as a review for a reappointment and merit.)

If conducted at the same time as an academic review, the appraisal is formally documented in the review file. If the appraisal is conducted a stand-alone action, the process is the same except where noted, but you would choose just “Appraisal” as the action code, and the file name (circled below) would be “YELLOW, Candidate – Appraisal – 07\_01\_15.” In either case, “Appraisal” *must* be part of the action code or you will not see the necessary screens.

### Entering the faculty vote, appraisal vote, and proposed status data

You must notify Voting Faculty to review the file (see pages C-28 through C-34). Eligible faculty will vote separately on the proposed review action and the appraisal rating for the candidate **and will report the votes to you outside AP On-Line.**

1. After you have notified Voting Faculty to review the file, a “Vote” link and a “Proposed” link will appear on the File Summary line on the review file detail screen. **You should enter the votes first to end Voting Faculty access to the file.**
2. When you have been informed of the faculty votes, click “Vote” to open the Department Vote form.



This is the screen you will see.

Departmental Ad Hoc Report - Unredacted

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### Department Vote

#### YELLOW, Candidate - ReapptMeritAppraisal - 07\_01\_15

|  |  |
|--|--|
| <b>Review/Promotion</b>                            | <b>Appraisal</b>                                   |
| For <input type="text"/>                           | Favorable <input type="text"/>                     |
| Against <input type="text"/>                       | Favorable w/Reservations <input type="text"/>      |
| Abstain <input type="text"/>                       | Problematic <input type="text"/>                   |
| Absent <input type="text"/>                        | Unfavorable <input type="text"/>                   |
| Eligible (Bylaw 55) <input type="text" value="0"/> | Abstain <input type="text"/>                       |
|  | Absent <input type="text"/>                        |
|  | Eligible (Bylaw 55) <input type="text" value="0"/> |

Explanation of Abstain & Absent

255 character(s) left

Note: Saving a department vote will remove access to the file from the voting faculty.

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- 3. Enter the Review/Promotion vote and Appraisal vote (or just the Appraisal vote, if the appraisal is conducted as a stand-alone action), along with an explanation of any abstentions or absences in the boxes provided, and then click "Insert Department Vote" at the bottom of the screen. This will return you to the review file detail screen.

| Review/Promotion    |    | Appraisal                |    |
|---------------------|----|--------------------------|----|
| For                 | 10 | Favorable                | 0  |
| Against             | 0  | Favorable w/Reservations | 7  |
| Abstain             | 1  | Problematic              | 3  |
| Absent              | 2  | Unfavorable              |    |
| Eligible (Bylaw 55) | 13 | Abstain                  | 1  |
|                     |    | Absent                   | 2  |
|                     |    | Eligible (Bylaw 55)      | 13 |

Explanation of Abstain & Absent: Chair abstains; 2 approved absences  
220 character(s) left

**Note: Saving a department vote will remove access to the file from the voting faculty.**

4. On the review file detail screen, click “Proposed” to open the Proposed Status form.

APPLICATION TOOLS

Home Review Files Group Admin Queue Download AP Admin

[Return to Review Files](#)

**YELLOW, Candidate - ReapptMeritAppraisal - 07\_01\_15**

Select File Type View [Certs & Notifs](#) | [View File Tracking](#)

Status: Departmental Review File Actions... Confirm

FILE PREPARATION

DEPARTMENTAL REVIEW

- Departmental Ad Hoc Report - Unredacted
- Certification: Departmental Ad Hoc Report Access
- File Summary | [GenFileSummary.pdf](#) Uploaded 08/16/14 by 3 APO [Vote Proposed](#)
- Departmental recommendation letter
- Dissenting Letters from Voting Faculty
- Certification: Departmental Recommendation Access
- Chair's Independent Letter

CAMPUS REVIEW

FINAL AUTHORITY

POST AUDIT

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5. On the Proposed Status form, some of the “Present Status” fields will have been populated automatically. Check carefully to make sure this data is correct.
  - ▶ If it is not correct, stop work on the file and contact Academic Personnel Services to get the data corrected before proceeding.

The screenshot displays a software window titled "Proposed Status" for a candidate named "YELLOW, Candidate - ReapptMeritAppraisal - 07\_01\_15". The window is divided into two main sections: "Present Status" and "Proposed Status".

**Present Status Section:**

- Department: YELLOW
- Title, Rank & Step: 1300 - ASST PROF-AY, STEP 2
- Total Salary: \$61,100.00
  - Scale Rate: \$61,100.00 (FROM 07/01/2014 SCALE)
  - Market OS: \$0.00
  - Bonus OS: \$0.00
- Basis: Academic
- % of Time: 100%
- \*Years at Rank: [Empty text box]
- \*Years at Step: [Empty text box]
- \*As of: [Empty text box] (06/30/yyyy)

**Proposed Status Section:**

- Department: YELLOW
- \*Title & Rank: --SELECT--
- Step & OS: [Empty text box] OS:
- Total Salary: [Empty text box]
- \*Scale Rate: [Empty text box] From Scale:
- \*Scale Date: [Empty text box]
- Basis: [Empty text box]
- \*% of Time: [Empty text box]
- Effective Dates: (mm/dd/yyyy)
  - \*Begin: [Empty text box]
  - \*End: 01/01/2079 (Indefinite end date: 01/01/2079)
- \*Action: REAPPT/MERIT/APPRaisal
- \*Appraisal: --SELECT--
- Years Accel: [Empty text box]

At the bottom of the window, there are three buttons: "Save Status", "Delete Status", and "Cancel".

6. Under “Present Status,” fill in the number of years the candidate will have served at his or her present rank and step as of the next June 30, and fill in the “as of” year (note the required format).
7. Under “Proposed Status,” fill in the information as instructed on pages C38 – C39. (If the appraisal is conducted as a stand-alone action, the “Present Status” and “Proposed Status” data—including title, rank, step, salary, and percentage of time--should be the same.)
  - ▶ Note that this is the final opportunity for the department to correct the proposed action and other data if it was entered incorrectly or if the proposed action has changed since the file was created.

- 8. In the "Appraisal" field, use the drop-down menu to select the appropriate appraisal rating based on the faculty vote. In this example, the vote is "Favorable w/ Reservations." Click "Save Status" at the bottom of the screen when data entry is complete. You will be returned to the review file detail screen, where you can continue processing the file.

