

Mission and Charge

The mission of the Committee on Academic Personnel (CAP) is to maintain standards of excellence and equity among faculty across the campus. It bears the joint responsibility with the administration for maintaining academic standards of the campus and for seeking to improve the quality and efficiency of the personnel review process. The charge of CAP is an expression of the principle of shared governance as it applies to appointments, promotions, and terminations of the faculty at this institution.

Bylaws of the Merced Division of the Academic Senate (Part II...)

(Part II, Committees, 1. Appointment and Term, Part A and B)

Appointment

- Unless these Bylaws specify otherwise, the Committee on Committees appoints all committees of the Division and designates their **chairs and vice chairs**.
- It may also appoint a panel of alternates (prescribing their order of priority) to serve whenever a regular member is temporarily unable to serve.
- All appointments by the Committee on Committees are subject to confirmation by the Divisional Council.

Term

- **Committees are appointed each year to serve for a term of one year**, beginning with the first day of instruction of the Fall term, unless otherwise specified. To assist committees with continuity of expertise, reappointment of individuals for a second year will be given strong consideration by the Committee on Committees.
- The Vice Chair of each committee that has such a position will normally succeed to the position of Chair in the following year. Thus, the Committee on Committees will normally appoint a new Vice Chair for each committee each year.

(Part II, 3. List of Standing Committees on Faculty and Senate Affairs: Their Powers and Duties, Part B)

B. Committee on Academic Personnel

Membership. This Committee has at least seven members. Until the Merced Division has 100 members, members of this committee may be members of other Divisions of the Senate.

Term: **Its term of office begins on July 1.**

Duties: It represents the Division in all matters relating to appointments and promotions, and makes recommendations to the Chancellor on **appointments, salaries, and other matters related to the quality of the faculty.**

Titles Reviewed by the Committee on Academic Personnel

Title	Types of cases
Lecturers (non senate members)	All cases
Senior Lecturers (non senate members)	All cases
Lecturers PSOE, SOE	All cases
Senior Lecturers PSOE, SOE	All cases
Ladder-rank Professoriate	All cases
Five year reviews	All cases
Acting titles	All cases
Emeritus	During 3 rd academic year of appointment
Professional Research (Associate, Full)	Appointment, Promotions, Step VI

Note: The following memo about confidentiality was written in 1982 by the Vice Chancellor for Personnel at UC Irvine. It is still distributed to faculty and CAP members today. At Berkeley it is distributed to new members of their Budget Committee (i.e., CAP).

AP 2-84
IRVINE: THE VICE CHANCELLOR

November 2, 1982


COMMITTEE ON ACADEMIC PERSONNEL

RE: Confidentiality

Last summer I was advised it would be appropriate to remind members of certain committees of the members' obligations concerning confidentiality. CAP is one of those committees.

1. Under University regulations, the deliberations and recommendations of the CAP are confidential (cf. APM 160-20-b), as are the majority of the contents of the personnel files which the Committee reviews. This means it is not appropriate for members of CAP to discuss any aspect of individual personnel cases with persons outside the Committee, even with persons familiar in the course of reviews with the case (such as a member of the review committee or the dean).
2. All communications between CAP and departments, schools, or individuals on campus, should occur via the Chair of the CAP. The only exception to this would be very general advice regarding the regulations concerning personnel reviews, etc. (i.e., information such as that found in campus manuals). APP
3. Finally, it is inappropriate for committee members to discuss individual cases with persons outside the committee for the purpose of gaining advice or evidence to be used in evaluating the person. In effect, this is introducing extra evidence inappropriately. It subverts the protections built into the process for the individual. If additional information is judged to be necessary by any committee member, it is appropriate to solicit that information via the Office of Academic Affairs (APM-220-80-h). This includes telephone advice.

For the Committee's information, regulations regarding personnel reviews and confidentiality are found in the APM, section 160, 210, and 220.


William J. Lillyman
The Vice Chancellor

Confidentiality Statement

Breaches of confidentiality will be considered a dereliction of CAP service. It should be noted that on other campuses, CAP members have been removed from the committee because of a breach of confidentiality.

Please sign and return the confidentiality statement (following page) to the Director of the Academic Senate. Until we have hired a senate director, please deliver to Nancy Tanaka by FAX (209-724-4376) or mail (Nancy Tanaka, 4225 N. Hospital Rd., Atwater, CA, 95301).

Philosophy of the CAP review

CAP evaluates the *file* presented to it, not the individual or the individual's field, and it does so without the depth of knowledge that departmental colleagues have of their field and of each others' work. CAP's evaluations are made in regard the specific personnel action being requested. Therefore, the file needs to illuminate adequately the record of the candidate and be prepared in accord with the proposed action. (UC Irvine, FAQ).

The CAP review should focus only upon information contained in the dossier. If a CAP member were to introduce important information that is not in the dossier, this would subvert the candidate's right to see and to comment upon the information before it is considered by CAP. If additional information is judged to be necessary, then it should be requested by the chair of CAP through the appropriate channel. "The candidate shall be informed by the chair of the new material which has been added to the personnel review file... The candidate shall be provided the opportunity to make a written statement for inclusion in the personnel review file. The review shall then be based upon the personnel review file as augmented." (APM 220-80-h)

The CAP Report

The CAP Report communicates the committee's reasoning and recommendation to the administration and to the candidate. The CAP Report will summarize the pertinent facts and the evaluation of those facts in deciding if the threshold has been reached for the requested personnel action. The report may express reservations where some aspect of the record should be improved, or it may express complimentary information where the record is exemplary. After redaction to remove any notes to the committee (which are enclosed in square brackets by the first reviewer), this report will be transmitted to the EVC, to the Dean, and to the Chair, who will share the report with the candidate.

The CAP Report Style Sheet

- 1) Double space the report
- 2) Do not write directly on any material in the paper version of the official dossier.
- 3) Spell out acronyms where possible.
- 4) The first time a persons name is used, include the first name.
- 5) In referring to faculty, use Dr. Smith (not John Smith, Smith, or Professor Smith).
- 6) Always include the title and number of the course you are discussing.
- 7) Use the following convention for rank, title, step:

Professor, Step V, off scale (\$100 below step VI)

- 8) Italicize the names of journals.

- 9) Put in square brackets any note that will be read by the members of CAP only; staff will remove these when preparing the final version that will go to the EVC.

Three Examples of the CAP Report

Three confidential redacted CAP Reports follow. These are actual reports from another campus. Please do not share or discuss these reports with anyone other than CAP members. They were provided to us for our internal purposes only.