

UCSF Guidelines for Accelerated Advancement

Accelerated advancement is an important form of recognition that rewards faculty who perform at an exceptional level over a sustained period. Within this context, “accelerated advancement” means merit increases or promotions that are awarded one or more years earlier than the normal, *on-time* schedule for such advancements.

Merits that are accelerated by more than one year, as well as promotion to the next rank must be submitted to the Committee on Academic Personnel (CAP) for review. Merits that are accelerated by one year are reviewed at the Department level and do not require review by CAP. All advancements, both normal and accelerated, are subject to approval by the Dean and the Associate Vice Chancellor, Academic Affairs.

Normal, On-Time Schedules for Advancement

At UCSF, advancement from Assistant Professor to Associate Professor, Step I normally occurs after 6 or 7 years at the rank of Assistant Professor, or 2 years of service at Step IV. Advancement from Associate Professor to Professor, Step I normally occurs after 6 years at rank or 2 years of service at Associate Professor Step III. The normal period between each step is 2 years for Assistant and Associate Professors and 3 years for Professors. This time schedule is the same for salaried faculty in all series.

Guidelines for Accelerated Advancement

A recommendation for acceleration is usually made following review of a faculty member’s performance by departmental faculty at a peer review meeting. Any member of the faculty, including the department chair, may propose that a particular faculty member be evaluated for accelerated advancement. Additionally, any member of the faculty can request that his or her name be placed in consideration for accelerated advancement. Such requests should be made in writing to the department chair and submitted before the date of the peer review meeting.

For Department Chairs

Accelerated advancement may be proposed as a retention strategy when a highly-valued faculty member is being recruited elsewhere. In this circumstance, the faculty member must still meet standards for *exceptional* performance. A dossier proposing accelerated advancement should always include a discussion of the reasons for the action.

Criteria:

- *Exceptional* performance is defined as work that exceeds departmental expectations in one or more of the following categories: teaching, research or other creative activities, professional competence and activities, and University and public service.
- In addition, the faculty member being considered for acceleration must meet departmental criteria for advancement in all other categories of evaluation.

Examples of Exceptional Performance:

- Award of a prestigious, competitive grant representing achievement beyond that expected for advancement within the individual’s academic series.
- Receipt of a competitive professional service award to recognize outstanding national or international contribution to the profession, to a discipline, or to professional education.
- A sustained level of outstanding achievement over a period of years in one or more of the four categories listed above, i.e., exceptional teaching evaluations, teaching awards, or service to the University and/or the public that is far and above that of expectations.
- Unusual productivity in publishing original work in scholarly, peer-reviewed publications exceeding those expectations normally held for the individual’s academic series.
- Extraordinary service or development of innovative programs that further the fundamental missions of the Department, School, or the University.