

## Stewardship Review Timeline

| Years since initial appointment <u>or</u> since <u>effective date</u> of previous stewardship review | Activity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
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| 4 years,<br>0 months                                                                                 | <p style="text-align: center;"><i>Notification</i></p> <p>a. The Vice Provost for Academic Affairs (VPAA) shall notify the candidate of his/her upcoming stewardship review and of the deadline for submission of materials. This deadline shall be 4 yrs., 4 mos. since the effective date of the initial appointment <u>or</u> since the <u>effective date</u> of the previous stewardship review (if applicable).</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 4 years,<br>2-5 months                                                                               | <p style="text-align: center;"><i>Stewardship Review Committee – Formation and Scheduling</i></p> <p>a. By 4 yrs., 2 mos., the Academic Senate Committee on Academic Personnel (CAP) shall recommend the membership for the Stewardship Review Committee (SRC), including alternate members (if necessary), and shall identify the CAP Representative to serve on the committee.</p> <p>b. The VPAA shall appoint faculty for service on the SRC. Faculty who decline to serve on the SRC must do so in writing, explaining their inability to serve.</p> <p>c. SRC membership shall be finalized by 4 yrs., 4 mos.</p> <p>d. The Office of Academic Affairs (OAA), in consultation with the Chair of the SRC, shall set the initial SRC meeting to take place by 4 yrs., 7 mos. In addition, subsequent half-day meetings (average of 6) to conduct confidential interviews shall be scheduled to take place by 4 yrs., 9-10 mos. The OAA will send an interview schedule to the SRC and will monitor all dates and deadlines.</p> |
| 4 years,<br>4 months                                                                                 | <p style="text-align: center;"><i>Materials Received and Disseminated</i></p> <p>a. The candidate shall submit his/her review materials via Advance. All materials shall be submitted by the deadline indicated in the VPAA's notification to the candidate. The OAA shall add to the Advance packet a redacted copy of the candidate's previous stewardship review (if applicable).</p> <p>b. Regardless of whether or not the candidate has submitted materials, the review shall commence at 4 yrs., 6 mos.</p> <p>c. The OAA shall invite all faculty, other academic appointees, students, residents, fellows and staff within the candidate's unit, as well any referees outside of the unit and/or University whom have been selected by the candidate (or SRC, if applicable), to participate in an online survey regarding the candidate's performance as an administrator and academic leader. The survey results shall be included in the Advance Packet.</p>                                                            |

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| 4 years,<br>6-11 months  | <p style="text-align: center;"><i>Stewardship Review Committee – Review Process</i></p> <ul style="list-style-type: none"> <li>a. The initial SRC meeting shall occur by 4 yrs., 7 mos. The SRC will discuss the guidelines for the review with the VPAA and will select individuals to be solicited for interview by the SRC.</li> <li>b. Multiple half-day meetings (average of 6) shall occur by 4 yrs., 9-10 mos., in which the SRC shall interview in confidence a representative sample (e.g., by series, rank, gender, etc.) of faculty, other academic appointees, students, residents, fellows, and staff within and without the candidate's unit. The SRC shall interview the candidate at the beginning and end of the interview process. The SRC shall also interview the School Dean and Vice/Associate Dean for Administration and Finance. The SRC may interview the Vice Chancellor for Diversity and Outreach and/or the Director of the UCSF Faculty Mentoring Program. The SRC Chair and/or the CAP Representative must be in attendance at all interviews.</li> <li>c. The SRC shall submit a draft of their final report to OAA by 4 yrs., 11 mos.</li> </ul> |
| 4 years,<br>9-10 months  | <p style="text-align: center;"><i>Scheduling for Consultation and Conclusion of Process</i></p> <ul style="list-style-type: none"> <li>a. The OAA shall schedule three meetings to discuss the outcomes of the review: (i) meeting between the candidate and the VPAA; (ii) meeting between the Dean &amp; the VPAA; and (iii) meeting between the candidate, Dean, VPAA, Executive Vice Chancellor &amp; Provost (EVCP), and Chancellor. The meetings shall be held by 5 yrs., 2 mos.</li> <li>b. The OAA shall notify the Dean's assistant to schedule a meeting of the Dean and the candidate with the unit. Both the CAP Representative and the Vice/Associate Dean for Academic Affairs shall be notified of the date of the meeting. The meeting shall be held by 5 yrs., 3 mos.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                  |
| 4 years,<br>11-12 months | <p style="text-align: center;"><i>Campus Review Process</i></p> <ul style="list-style-type: none"> <li>a. The final report shall be provided to CAP for review. The SRC shall not be released from its responsibilities until CAP completes its review.</li> <li>b. CAP shall either endorse the report or recommend an alternative action to the VPAA.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 5 years,<br>0-3 months   | <p style="text-align: center;"><i>Consultation and Conclusion of Process</i></p> <ul style="list-style-type: none"> <li>a. The VPAA shall meet with the candidate; the candidate shall receive a redacted copy of the SRC's report at this meeting.</li> <li>b. The VPAA shall meet with the Dean (or Chancellor) to discuss the report.</li> <li>c. The candidate shall meet with the Chancellor, EVCP, VPAA, and the Dean to discuss the report.</li> <li>d. The Dean shall read out the conclusions and recommendations of the SRC's final report at a departmental meeting with the candidate. A CAP representative should attend this meeting. If appropriate, the Vice/Associate Dean for Academic Affairs may attend this meeting. If the action to be taken differs from the action that the SRC and/or CAP endorsed, then the VPAA shall meet with CAP prior to the departmental meeting.</li> </ul>                                                                                                                                                                                                                                                                      |