

A Faculty Handbook For Success

Advancement and Promotion at UCSF



Information regarding the reporting requirements for outside professional activities can be found in your school's approved Health Sciences Compensation Plan (HSCP). You should request a copy of your School's plan from the Dean. You should also consult [APM 025](#), "Conflict of Commitment and Outside Activities of Faculty Members."

2.4 Advancement

2.4.1 Merit Increases

Merit increases reflect advancement through the **steps** (see [section 1.4](#) for more on steps). These are not automatic and require review and approval for faculty in all schools by both peers and administrators at different levels of the organization (e.g., department, school, and campus levels). Normal periods of service are assigned to various steps. Although these reflect the usual intervals for advancement, they do not preclude more rapid advancement in the case of exceptional merit or slower advancement, when warranted. On-time merits or one-year accelerated increases are not usually reviewed by the Academic Senate's [Committee on Academic Personnel](#) (CAP).

2.4.2 Promotion

Promotion marks advancement through the **ranks** (e.g. Assistant Professor to Associate Professor. For more on Ranks, see [section 1.3](#)). *Promotions are not automatic.* Reviewers will evaluate your accomplishments and productivity based on the criteria outlined for your series and rank in the APM and as provided by your department. *Remember that departmental or divisional criteria may exceed those listed in the APM.* Therefore, it is critical that you understand what is expected of you. This information can be obtained from your Department Chair.

The University takes great pride in its academic review process and believes that continuous peer review contribute to maintaining faculty excellence, from appointment through retirement. You should know that **the review process for promotion could, at times, take six to nine months!** You can minimize the time of your review by maintaining and submitting a current, up-to-date [Curriculum Vitae](#) (CV) (See Appendix III) that includes a clearly and concisely written one-page summary of your teaching and/or research contributions, and by having copies of all publications that have occurred since your last promotion readily available. More detailed guidance on preparing your promotion package follows in section 2.5.

Advancement to Professor, Step 6 and Professor, Above Scale

At the rank of full Professor (any series), there are more onerous criteria for advancement to Step 6 and Above Scale. While these are technically merit advancements, they are barrier steps requiring exceptional distinction and are reviewed in similar depth as promotions.

Faculty may remain at Step 5 for an indeterminate duration, and typically may not apply for advancement to Step 6 until after three years at Step 5. Criteria for advancement to Step 6 are set forth in [APM Section 220-18-b](#).

The normal period of service at step is three years in each of the first four steps. Service at Step 5 may be of indefinite duration. Advancement to Step VI usually will not occur after less than three years of service at Step 5. This involves an overall career review and will be granted on evidence of sustained and continuing excellence in each of the following three categories: (1) scholarship

or creative achievement, (2) University teaching, and (3) service. Above and beyond that, great academic distinction, recognized nationally and internationally*, will be required in scholarly or creative achievement or teaching. Service at Professor, Step 6 or higher may be of indefinite duration. Advancement from Professor, Step 6 to Step 7, from Step 7 to Step 8, and from Step 8 to Step 9 usually will not occur after less than three years of service at the lower step, and will only be granted on evidence of continuing achievement at the level required for advancement to Step 6.

Advancement to an above-scale rank involves an overall career review and is reserved only for the most highly distinguished faculty (1) whose work of sustained and continuing excellence has attained national and international recognition and broad acclaim reflective of its significant impact; (2) whose University teaching performance is excellent; and (3) whose service is highly meritorious. Except in rare and compelling cases, advancement will not occur after less than four years at Step 9. Moreover, mere length of service and continued good performance at Step 9 is not justification for further salary advancement. There must be demonstration of additional merit and distinction beyond the performance on which advancement to Step 9 was based. A further merit increase in salary for a person already serving at an above-scale salary level must be justified by new evidence of merit and distinction. Continued good service is not an adequate justification. Intervals between such salary increases may be indefinite, and only in the most superior cases where there is strong and compelling evidence will increases at intervals shorter than four years be approved.

[*International recognition is required for advancement to Step 6. This distinction was erroneously left out of the most recent APM revision but remains a criteria for UCSF and the other campuses.]

2.4.3 Criteria for Advancement

Creative Activity

May include development and dissemination of innovative programs, innovative teaching materials, enhancement of a service, or systems improvements to the organization.

Scholarly Activity

Includes contributions to the literature in the form of manuscripts, chapters, books, participation in invited lectureships, development of workshops for national meetings, and development of new methods, tools or systems processes.

Research Productivity

Includes publication of original articles, a track record of independent or collaborative extramural research funding, and principal investigator status.

Teaching Activity

Includes formal classroom lectures as well as teaching in the laboratory or clinical setting. Teaching in continuing education programs is also an important component.

Mentoring Activity

Includes longer-term relationships with students or colleagues that support their professional development and promote excellence in teaching and learning, research, and academic leadership. See [section 2.6](#) for more information.

Public Service

Includes departmental, school, and University committee service as well as service to national academic societies, governmental agencies and to the local community.

2.5 Preparing Your File

2.5.1 Internal and External Evaluators

For advancement from one rank to another (such as from the assistant to the associate ranks), your Department Chair will request letters of evaluation from both internal and external evaluators. These references will assess your productivity compared to others in similar appointments in your field. Three internal letters from UCSF faculty are required for promotion, often including assessment by faculty in other departments.

Three external letters will also be requested by your Department Chair. You should submit to your Department Chair via My Advance a list of individuals who are leaders in your field and who are knowledgeable about your work. Your evaluators should be professors at the rank you will be promoted into, at comparable institutions and senior leaders in your field. From the time you begin your assistant professorship at UCSF, you should maintain a list of individuals who are appropriate for this eventual review of your progress. It is important to contact everyone you have suggested write letters on your behalf and let them know the request is forthcoming.

2.5.2 Curriculum Vitae and Recordkeeping

You should pay careful attention to the preparation of your CV since it presents your activities and accomplishments in the most favorable light (see [Appendix III](#)). Your CV is your academic autobiography and should be updated frequently. Be sure to include information on grants, e.g., dates, sources, amounts awarded, your role, effort and responsibility, and project status.

Your CV records your activities as a faculty member and serves as the primary document by which you will be reviewed for advancement and promotion. Many reviewers, some of whom are not specialists in your field, will evaluate your CV. For this reason, focus on clarity and try to avoid undefined acronyms. Be as concise as possible. List items in chronological order beginning with oldest to most recent. Your CV should be up-to-date and formatted consistently with the example in [Appendix III](#). Most current sample is posted online at academicaffairs.ucsf.edu.

These guidelines are intended to assure that evaluations are accomplished for all of your personnel actions (appointments, promotions, merit advancements, appraisals for promotion, etc.) by Departmental, School, Campus, and Academic Senate reviewers in a fair and impartial manner, with adequate data that represents the entire scope of your academic activities. To avoid delays in the review of your dossier, it is strongly recommended that you maintain an up-to-date CV using this format.

2.5.3 Teaching: Student and Peer Review

Student and peer review of your excellence as a teacher are essential components of your promotion package. Student evaluations are solicited electronically both for formal classroom teaching and for your work as a Clinician with post-doctoral Residents. All evaluations received by your Department

Chair are summarized in the chair's letter. To complete the review of your teaching excellence, you should solicit individual letters from selected students with whom you have had a recurrent teaching relationship. We recommend that you obtain letters at the end of such a relationship, deposit these with your department, and retain a copy for your own records.

For information about the online [E*Value system for student review](#) used in the School of Medicine, refer to the School of Medicine's Web site at medschool.ucsf.edu. For information about the online E*Value system for student reviews used in the School of Pharmacy, refer to the Office of Education and Instructional Support within the School of Pharmacy at pharmacy.ucsf.edu/deans-office/oais.

2.5.4 Publications

Your bio-bibliography is the record of your research productivity. All publications should be listed and numbered in the appropriate section. Although published abstracts provide a record of your ongoing research, it is important to culminate your work into documents published in peer-reviewed sources. **Peer-reviewed publications are the main criteria by which your research productivity will be evaluated.** Your publications should reflect the focused development of your research career as well as your role in the research conducted. **First authorship** usually signifies the lead role in the conduct of the research reported as well as the primary responsibility for writing the manuscript. **Senior (or Last) authorship** usually reflects the overall guidance of the research reported as well as careful and frequent review of the manuscript. Hence, first or senior authorship helps to document your research independence.

Those in the Health Sciences Clinical series may have independent research pursuits, but are not required or expected to disseminate on the same level as those in the Professor, In Residence, or Clinical X series. (In fact, Health Sciences Clinical Professors with strong research activities and an impressive record of dissemination may be encouraged to change to the Professor of Clinical X series. Particularly in the Clinical X series (and to a lesser extent the Health Sciences Clinical Professor series), faculty are encouraged to expand the external dissemination of their creative activity via such venues as syllabi, reviews, clinical Web sites, case studies, presentations, books, book chapters, or published scientific papers.

The Committee on Academic Personnel (CAP) has noted that publication in electronic or open access journals may constitute an increasing proportion of faculty members' bibliographies. CAP has emphasized that publication in such electronic or online journals will be considered in the same light as publication in traditional print journals. As with the latter, open access journals will be viewed in the light of their peer review processes and standing in their particular field of scholarship.

The Committee on Academic Personnel also notes that faculty in the Clinical X series, and perhaps in other clinical endeavors, often create or contribute to expansive, substantially developed course syllabi and/or systems improvement innovations. These sorts of syllabi and systems innovations are considered magna opera and can run to the many hundreds of pages.

For the purposes of review for academic advancement, CAP values contributions to such works as evidence of creative activity. If a candidate has created or contributed to these projects, the Committee would encourage the candidate to include reference to such in the packets submitted for review.

In these cases, the Committee on Academic Personnel recommends that candidates be mentored or notified by their Department Chair that they should describe in their submission materials the magnum syllabus (content, context, adoption etc.) and their role in its creation. CAP will consider this information in their evaluation of creative activity for those in the Health Sciences Clinical and Clinical X series, and possibly elsewhere if appropriate.

2.5.5 University and Public Service

Throughout your career, University and public service are important components of your academic life (although it should be minimal at the Assistant level). University service may include administrative responsibilities and service on search committees, departmental committees, Academic Senate Committees (UCSF or system-wide) or University of California systemwide committees. During your Assistant Professor years, you should limit your University service in order to assure that you have adequate time available for your research activities. As you advance through the Associate and Professor years, your University service should increase.

2.6 Recognizing Diversity Contributions in the Advancement Process

The University of California is committed to excellence and equity in every facet of its mission. UCSF seeks to build a broadly diverse faculty, student, trainee and staff community, to nurture a culture that is welcoming and inclusive, and to engage diverse ideas for the provision of culturally competent education, discovery, and patient care.

Contributions in all areas of faculty achievement that promote equal opportunity and diversity should be given due recognition in the academic personnel process, and they should be evaluated and credited in the same way as other faculty achievements. These contributions to diversity and equal opportunity can take a variety of forms, examples include:

- a. Efforts to advance equitable access to education and outreach at all levels;
- b. Public service that addresses the needs of California's diverse population such as educational presentations, partnerships with community-based organizations/groups with a goal of improving health and wellness in communities;
- c. Research in a scholar's area of expertise that discovers, documents and seeks to understand health disparities and improve the health of vulnerable populations;
- d. Mentoring/Advising of students or faculty at all levels: assisting those who are underrepresented in health sciences, underrepresented minorities (URM) or disenfranchised populations with understanding the process of merits and promotions and encouraging career advice and career advancement;
- e. Teaching: incorporating diversity and inclusion training, health disparity issues, population risk factors, and research findings of URM/disenfranchised groups in core curriculum content;
- f. Service: identify programs that include a focus on diversity and inclusion;
- g. Administration: resources and tools that encourage the recruitment and retention of diverse individuals, diversity and inclusion training of staff and faculty.

The document Descriptions of Academic Series and Instructions for Use in Correspondence With Internal and External Reviewers (academicaffairs.ucsf.edu/academic-personnel/media/seriesdescription.pdf) produced by the Academic Senate Committee on Academic Personnel (CAP)

and the Office of Academic Personnel (OAP) includes the following notification:

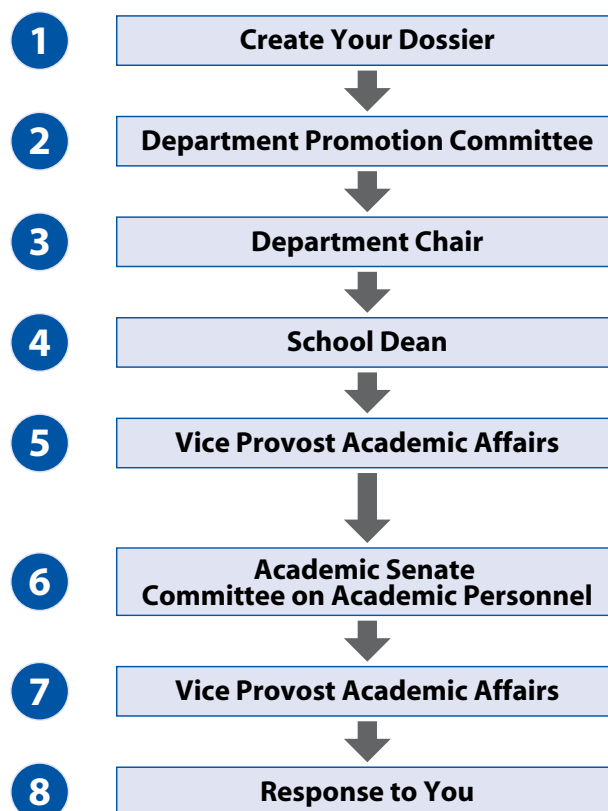
“Contributions that promote diversity will strengthen the candidate’s profile although they are not a criterion for appointment or advancement. Solicitation letters to referees may include a request for comments relating to the candidate’s contributions to diversity.”

2.7 The Appointment and Promotion Process

Initially, the faculty member prepares a [dossier](#) (also known as a “packet” or a “file”) which includes current CV, recent publications, internal and external Letters of Review, Student Evaluations, and a Summary Statement of research and/or teaching. This packet is submitted through the Chair’s office to the Department Promotion Committee which evaluates the candidate, and upon making an evaluation submits the recommendation to the Department Chair. The Department Chair prepares a letter and transmits the dossier to the Dean. The Dean or Dean for Academic Personnel reviews and makes a recommendation and passes the dossier on to the Office of Academic Affairs (OAP) and the Vice Provost, Academic Affairs (VPAA).

The Executive Vice Provost, Academic Affairs transmits the dossier to Academic Senate Office for review and recommendation by the Senate’s Committee on Academic Personnel (CAP). Following full review, the Committee on Academic Personnel transmits a letter of recommendation and returns the file to the VPAA for final disposition (action).

FIGURE 4: STEPS IN THE REVIEW PROCESS



Once a final determination is made, the VPAA sends a letter to the faculty member (or candidate) and Dean informing them of final disposition. If improvement is needed, the Department Chair will discuss this with the faculty member.

The process for promotion from Associate to full Professor is the same as that for promotion from Assistant to Associate, except that evidence of a higher level of distinction, including international recognition, is required.

2.8 Review and Evaluation Process

2.8.1 Department

The first level of review is within your department. Your initial appointment, salary, merit increases, Assistant Professor Appraisal, and promotion to Associate Professor depend largely on decisions made within your department. Senior departmental faculty review your academic progress and vote to support or not support your proposed promotion. Before the departmental recommendation is determined, you have the right to inspect all non-confidential documents in your personnel review file and to receive a redacted copy of the confidential academic review documents ([APM 220-80-d, e](#)). **It is important to know that you have the right to request that your promotion go forward for consideration even if your departmental review group does not endorse your promotion.**

2.8.2 Department Chair

It is your responsibility to see your Department Chair or his/her designee at least once annually for an evaluation of your progress to promotion. Your Department Chair highlights aspects of your performance in a letter of evaluation to the dean of your school. The choice of rhetoric can influence the eventual outcome.

The Department Chair's letter includes a report of the departmental review; a summary of your teaching responsibilities and expertise, including teaching hours; a summary of your research and creative work, professional competence and activity, and University and public service; and finally, the Chair's own evaluation of your academic progress.

2.8.3 Your Promotion Package

The promotion package that is submitted by your department is identical for Professor, In Residence, and Clinical X faculty, and includes the following:

TABLE 3: LADDER RANK, IN RESIDENCE AND PROFESSOR OF CLINICAL ____

	Appoint-ments	Change in Series	Promotion	Normal Merit/ Accel. to next step	Merits Prof. step 5 to 6; 9 to Above Scale; Accel. beyond one step	Appraisal
Curriculum Vitae from Advance My CV (follow UCSF CV guidelines)	X	X	X	X	X	X
Intramural/Extramural Letters of Evaluation ¹	see note*		3/3		3/3	3/3
Formal Evaluations for Teaching Activity ²	see note*		X	X	X	X
Important Points for Discussion Upload as attachment in Advance	X	X				
Titles and Institutions of all referees on reference list page ³	X	X	X		X	X
Department Chair Letter , including:						
<ul style="list-style-type: none"> • Four categories: Teaching and Mentoring, Research/Creative Work, Professional Competence, University/Public Service • If applicable, include statement confirming ORU concurrence in “additional comments” section 	X	X	X	X	X	X
Faculty Vote	X	X	X		X	
Justification for accelerated/decelerated action			X	X	X	
Justification for appointment or advancement to or from a special step (Assistant step V, VI; Associate step IV, V)	X	X	X	X	X	
Concurrence of joint department and/or School where individual has an academic appointment	X	X	X	X	X	X
Dean Letter w/ Recommendation (obtained by Academic Affairs)	X	X	X	X	X	X

*Letter requirements for Appointments and Change in Series:

- At the Assistant rank = at least 1 internal/ 1 external; minimum of 5 letters total
- At the Associate and Full ranks = at least 2 internal/ 3 external; minimum of 6 letters total
- Teaching assessments for all ranks = minimum of 3

It is important to remember that, although preparation of portions of your promotion package may be delegated to a departmental administrator, the final responsibility for providing a complete package reflecting your academic productivity rests with you. **After your promotion package leaves the department, you may not add new information unless it is requested by one of the reviewing groups.**

1 If not available, please address in Chair’s Letter.

2 Formal evaluations may be supplemented with 5 teaching assessments/reference letters (3 for Appointments or Change in Series); however assessments/letters may not be included in lieu of formal evaluations, if formal evaluations are available.

3 Referees must be at or above the candidate’s proposed rank

If you like, you can prepare a statement of your record of research and publications, teaching, administrative activities, professional activities, public service, and awards and honors as part of your promotion packet. A statement of your future or current research direction should be included. However, the Department Chair's letter will also include special information about you and your unique scholarly activities. If you believe additional material is essential as part of the package, it is wise to discuss with your chair and mentors how to best present this material (i.e., in the Chair's letter or in a letter from you).

Prepare packets of your work to be considered, including a statement of your research and/or creative directions. These packets will be forwarded to intramural and extramural colleagues along with your Department Chair's request for letters of evaluation. The Committee on Academic Personnel (CAP) will also use these packets to assess your academic contributions. Because national recognition is required for promotion to Associate Professor, it is important that you carefully select outside evaluators who can understand and articulate the independence of your work and significance of your contributions. Extramural evaluators may include referees from outside the country, but remember to alert them of the importance of their letters in the process of your promotion. You should contact each individual to determine his/her willingness to respond in a positive and timely manner.

2.8.4 Dean

Once your promotion package is complete, your Department Chair will forward it to your School Dean. After the Dean appraises your package, he or she will add their own letter of evaluation to your file.

2.8.5 The Academic Senate Committee on Academic Personnel

After review at the departmental and school level, the Office of Academic Personnel (OAP) and Vice Provost, Academic Affairs (VPAA) sends your packet to the Academic Senate Committee on Academic Personnel (CAP) for academic review.

CAP reviews all faculty appointments and changes in series, appraisals, promotions, merit advancements which have been accelerated or decelerated by two or more years, and merit advancements to Step 6, Step 9 or Above Scale. CAP also conducts Five Year Reviews, Career Reviews, and Stewardship Reviews. (Stewardship Reviews are conducted by a Stewardship Review Committee, on which a CAP member participates.)

After CAP conducts its review, it returns the file to OAP and the VPAA with its recommendations regarding the proposed action.

2.8.6 Chancellor and Vice Provost of Academic Affairs

The Vice Provost, Academic Affairs reviews the dossier and the recommendations of CAP, the Dean, the Department Chair, and the departmental faculty. If the recommendations are favorable and the Vice Provost, Academic Affairs agrees, then the Chancellor will notify you of your promotion. In advising the Chancellor, the Vice Provost, Academic Affairs can reject the advice of CAP, although CAP's decision is most often upheld. If the VPAA's preliminary assessment is

to make a terminal appointment, you and your Department Chair will be notified and you will be given the opportunity to respond in writing and to provide additional information. Any change of duties, new manuscripts, publications, or grants, or new teaching evaluations or accomplishments should be submitted at that time.

You then have an opportunity to respond in writing in order to provide additional information. However, the preliminary assessment serves as a formal warning that if the assessment remains negative, then your appointment will terminate in one calendar year. The final decision rests with the VPAA and the Chancellor.

If you wish to learn the status of your review at any time during the review process, talk with your Department Chair. He or she may check with your school's Associate Dean for Academic Affairs to ascertain the status of your review.

2.8.7 Formal and Informal Complaints

If you feel that you have been unfairly evaluated for promotion, you have several channels through which to express your complaint and to seek appropriate corrections. It is generally advisable to seek informal resolution through internal consultation before filing a formal complaint. These informal channels include (1) your Division Chief, (2) your Department Chair, (3) your Dean, and (4) the Vice Provost, Academic Affairs. Any of these Administrators can look into your file, correct errors and injustices, and advise you about other courses of action. The Affirmative Action office can also advise you on courses of action, particularly related to discrimination issues. The Academic Senate also has a Board of Advisors who can provide information related to the Academic Senate [Committee on Privilege and Tenure](#).

After having exhausted informal consultations, you may undertake a formal internal complaint if you remain unsatisfied. A formal complaint can be filed with (1) the Vice Provost, Academic Affairs, (2) the Academic Senate Committee on Privilege and Tenure, (3) the Affirmative Action office (complaint of discrimination only), (4) the Office of Sexual Harassment, or (5) the campus' whistle blower coordinator. Redress may also be sought in some cases filing a complaint with applicable external agencies (e.g. DFEH or EEOC) or in the courts.

2.8.8 Appraisals of Achievement and Promise

Appraisals of Achievement and Promise constitute an evaluation of Assistant Professors midway through the eight-years of service at this rank (typically during your fourth year as assistant professor). The purpose of the Appraisal is to assess your progress and to provide advice and guidance for successful progression to the rank of Associate Professor. The Appraisal review does not normally result in a merit increase or promotion; rather, it is meant to provide junior faculty with constructive advice and sufficient time to address any deficiencies. At the completion of the Appraisal review, ask your Department Chair for detailed information on your strengths and weaknesses as they relate to the criteria for your series. If a promotion, change-in-series, or separation occurs prior to the submission of an Appraisal packet, the Appraisal review will not proceed.

2.8.9 Eight-Year Rule for Academic Senate Series

If you are appointed to an Academic Senate series (Professor, In Residence, and Clinical X), it is important to be aware of the eight-year rule:

An Assistant Professor, who has completed eight years of service in that title, or in that title in combination with other titles as established by the President, shall not be continued after the eighth year unless promoted to Associate Professor or Professor ([APM 133-0](#)).

The University gives unsuccessful candidates in this series a one-year terminal appointment; thus, review for promotion must be completed no later than the seventh year. It is critical that you are aware that your eight-year clock starts with your initial appointment, includes your years as an instructor, and that your progress will be evaluated during your fourth year by an Appraisal of Achievement and Promise as described in the previous section.

The San Francisco campus of the University of California is set apart from other UC campuses in that it currently does *not* apply an eight-year limit to the Adjunct or salaried Clinical series. This is extremely important to know if you have served time in either of these series at the assistant rank at UCSF and are considering a transfer to an assistant rank at another UC campus. **Your services as Assistant Adjunct Professor or Assistant Clinical Professor will count against the eight-year clock on all other UC campuses. Likewise, services as Assistant Professor at other UC campuses will count against the eight-year clock at UCSF.**

In addition, it is important to know that if you have received a final decision not to be promoted, and are given a one-year terminal appointment, you may not be hired as a faculty member in any series on any UC campus for a period of five years after your appointment ends.

There are categories of leave and time off which do not count as time spent in the system with respect to the eight-year rule. For more information on “stopping the clock,” see section 8.8 of this handbook.

2.8.10 Five-Year Review

Most advancement reviews take place every two to four years depending on one’s rank and step. If a faculty member has not been reviewed in the previous five years, a Five-Year Review is initiated. The purpose of this five-year review is to ensure that your performance is appraised at regular intervals, to assess your productivity since your last successful advancement, and to identify what needs to be accomplished for further advancement. At UCSF, faculty who are employed at less than 50% time will not be required to undergo a five-year review. However, if the faculty member wishes to be reviewed, he/she may request it.

The five-year review may result in:

1. Advancement, if performance warrants it;
2. No advancement, but with performance monitoring and scheduling of the next review date if progress is satisfactory;
3. Establishment of a remedial plan and timetable for progress if progress is deemed unsatisfactory; or
4. Further disciplinary action consistent with UC policy governing incompetent performance in a ladder rank faculty member.

2.8.11 Career Review

Occasionally, the series, rank and step of a faculty member may be inconsistent with their accomplishments. If you feel this is the case, you may request a career review to reassess your entire UCSF career, from initial hiring to your current position. If warranted, you may be placed into a different series and/or the appropriate rank and step (no retroactive action will be taken). You can initiate this review by submitting a written request to your department chair with supporting documentation (similar to what you would assemble for a promotion). The department will then assemble a review file seeking appropriate internal and external letters, etc., but the dossier will address your overall record.

2.8.12 Access to Review File

Confidentiality is a controlling factor at all levels. The statements transmitted by the department faculty, Department Chair, Dean, CAP, and the Executive Vice Chancellor are all confidential. Breaches of confidence are subject to disciplinary action. You are allowed to see a redacted copy of the confidential portions of your own file at three stages during the review process: before the departmental recommendation is determined, upon completion at the departmental level, and upon completion of the entire review. You have a right to respond to the redacted summary. The redacted file provides the “full flavor” of the file while maintaining confidentiality of the names of those involved in the review(s). (See [APM 160](#))

2.8.13 Guidelines for Accelerated Actions

If, during discussion with your Department Chair, it's recommended that you be put forth for an accelerated action, please be sure to review the [Guidelines for Accelerated Action](#) which detail the criteria upon which you will be reviewed outside of your department. These are recommended guidelines and should your successes not appear under the “Examples of Exceptional Performance” list – that doesn't necessarily mean you aren't eligible. The examples are listed to provide ideas, not to be the definitive list.