

April 22, 2009

ORU DIRECTORS
ORU MANAGEMENT SERVICE OFFICERS

SUBJECT: Proposed voting procedures for Academic Research Personnel in ORUs

The Office of Research Affairs (ORA), in preparation for the proposed restructuring of the Academic Research Personnel Review Process and the assignment of an ORU AP Specialist, has been reviewing existing bylaws on voting procedures for academic review files. Presently, there is a lack of consistency across units and, in many cases, no existing guidelines for ORU Directors and MSOs. To ensure an equitable and transparent process, we propose the following procedures to become effective for the next academic review cycle:

Proposed appointments, advancements and promotions of non-visiting Academic Personnel in ORUs shall be reviewed and voted on by a minimum of three academic members of the ORU's Executive Committee (EC). Eligibility to vote is restricted to EC members who are academics in the Associate and Full tiers; these individuals may be either professors affiliated with the ORU or non-Senate academics appointed in the ORU. To facilitate the AP process, one member of the EC may be designated as lead on AP matters, or a subcommittee of the EC may be charged with the activity, depending on the size and membership of the EC.

Reviews:

1. Spring: The MSO prepares a complete list of pending academic file reviews that are due in the coming academic year and submits it simultaneously to the ORU AP Specialist and to the ORU Director.
2. Summer: EC members perform an initial review of pending files, decide on the need for external letters, and inform the ORU AP Specialist, who starts assembling the academic file.
3. Fall: EC reviews the assembled academic files, votes, and submits a written recommendation for the file. The Director then makes the final decision on what action the ORU will propose, and the file is forwarded to Research Affairs via the ORU AP Specialist.

New appointments:

1. This is a year-round process, but at least a few months before the proposed start date, the sponsoring PI proposes the appointment to the Director. The Director forwards the request to the EC for initial review.
2. Within 5 working days after receiving the request, the EC recommends a proposed series, tier and step, as well as a list of external reviewers to the Director. The ORU informs the ORU AP Specialist of the pending appointment. The AP Specialist then assembles the file.
3. As soon as the required external letters are assembled, the EC reviews the file and submits a written recommendation to the Director. The Director then makes the final decision on what action the ORU will propose, and the file is forwarded to Research Affairs via the ORU AP Specialist.

I welcome your comments on this plan and would appreciate receiving them by Friday, May 1, 2009. Please send feedback to AVC George Tynan (gtynan@ucsd.edu) or Marianne Generales (mgenerales@ucsd.edu). Once finalized, the plan will be posted on the ORU website.

Best regards,



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