

11/07/2003  
Revised April, 2013

## **CAREER EQUITY REVIEW GUIDELINES BERKELEY CAMPUS**

### **PURPOSE**

Career Equity Review (CER) is intended to ensure that all faculty are at the step within their rank that is appropriate to their overall performance. Its specific function is to provide a mechanism to address inequities in evaluation that become apparent only over the course of multiple review periods. CER is not an alternative to, or an appeal process for the results of, periodic academic personnel reviews.

### **CRITERIA**

A faculty member may believe he/she resides at too low a step relative to his/her career record, or the department Chair, in preparing a merit case, may believe this to be the case. The reasons for this belief may be:

- a) the cumulative record warrants advancement even though no single review period did so;
- b) the step at the time of initial appointment was inappropriately low;
- c) the candidate's contributions have been overlooked and/or undervalued by his/her department and/or other reviewers.

### **PROCEDURES**

Under these circumstances, the faculty member may request a Career Equity Review by submitting a CER request statement to his/her Chair or Dean describing the alleged inequity and proposing the corrective measure. This may be submitted at the outset of an academic personnel review (when the Chair notifies the faculty member of the need to prepare materials for a review) or once the faculty member has read the Chair's letter (i.e., when the case has been prepared and is about to proceed to the Dean). If the case is initiated by the Chair, he/she should discuss the matter with the faculty member to secure agreement as to the characterization of the case. A case may be submitted for review only with the consent of the faculty member.

Before preparing the case, the Chair, or the Chair and faculty member together, should consult with the Associate Vice Provost for the Faculty, who will advise on the statement and on the corrective advancement under consideration. If the Chair and faculty member agree to proceed after this consultation, a copy of the CER request statement is to be sent to the Vice Provost for the Faculty.

After this step is completed, the Chair prepares the Career Equity Review as a memorandum separate from, although submitted together with, the personnel case. For example, one might argue that the performance in the review period warrants a single-step advancement, and that career equity considerations warrant an additional step. The CER case must request a specific step and provide documentation and analysis appropriate to the request. The case may provide relevant cohort data, comparing the candidate to other faculty, but the argument for a specific step must be based on an assessment of the performance of the candidate, not simply on comparisons with selected individuals.

The reviews of the two cases—the academic personnel review and the CER—then follow the normal procedures, including the customary opportunities for access by the candidate.

*Non-Departmental Option.* If the faculty member has good reason to believe that his/her department cannot fairly prepare a Career Equity Review and is the source of the inequity for which the faculty member seeks correction, the faculty member may approach his/her Dean, who will fulfill the role of the Chair in the procedures outlined above, including the required meeting with the Associate Vice Provost. In this case, the Dean prepares the memorandum that accompanies the personnel case prepared by the department and follows the steps described above. Before the case proceeds to campus-level review, however, the Dean's memorandum must be submitted to the department and reviewed there as is customary for the proposed advancement. In the case of Schools, faculty who can show cause

to bypass the Dean may apply to the Vice Provost for the Faculty, who will arrange an alternative for the preparation of the CER.

### **ELIGIBILITY**

Career Equity Review will be conducted simultaneously with a normal academic-personnel case.

Career Equity Review is not an alternative to the reconsideration procedures that apply to particular reviews, nor is it an alternative to cases that should be brought before the Committee on Privilege and Tenure.

A CER may take place only once at the assistant professor level, once at the associate professor level, once at the full professor level prior to Step VI, and once after advancement to Step VI. CER is not available to faculty advancing to or within Above Scale status.

Although promotions and advancement to Step VI already provide a form of career review, a Career Equity Review may be conducted in conjunction with a case for promotion or for advancement to Step VI to ensure that the benefits of the CER process are fully available at the time of those reviews. As in all other cases, the CER should be prepared as a separate case that is submitted simultaneously with an academic personnel review.

### **SALARY CONSIDERATIONS**

Career Equity Review is intended to ensure that all faculty members are placed on the University's rank and step scales commensurate with their merit as assessed in the areas of research, teaching, professional activity, and service. It is not a process by which perceived salary inequities may be addressed **except insofar as salary is correlated to step**. Specifically, CER may not be used to seek a decoupled salary. Similarly, for faculty whose salaries are decoupled, a CER resulting in step advancement may not cause the salary to rise. Instead, the decoupled portion of his/her salary will decrease.

### **OUTCOME**

The Vice Provost for the Faculty shall make the final decision based on the full body of evidence in the file. In cases of reconsideration, CER cases will be handled in the same manner as the academic personnel cases they accompany.

[CER Policy – Revised April, 2013](#)

[CER Frequently Asked Questions – Revised April, 2013](#)