

UC IRVINE SCHOOL OF MEDICINE
POLICIES of the ACADEMIC RESOURCES ADVISORY COMMITTEE
(A DEAN'S ADVISORY COMMITTEE)
(Updated 5/21/2020)

Duties

The Academic Resources Advisory Committee (ARAC) confers with and makes recommendations to the Senior Associate Dean for Academic Personnel and the Dean of the School of Medicine regarding new appointments, promotions, advancement to Professor Step VI, advancement to Professor, Above Scale, accelerated actions of 2 or more years, and change of series into the Line, In Residence, or Adjunct series. ARAC follows guidelines regarding criteria for appointment and advancement in the Line, In Residence and Adjunct series set forth in APM 220, APM 270, APM 280 and APM 210-1 when making recommendations.

Membership

ARAC shall consist of approximately 10 faculty members in the Line or In Residence series at the level of Associate Professor or Professor (with a preferred balance of >2:1 Full:Associate Professors). To facilitate a fair process, we strive to achieve a balance of diverse female and male faculty on ARAC, with representation of disciplines from the basic, clinical, and health outcomes sciences. Members are selected by the Senior Associate Dean for Academic Personnel from faculty recommended by the School of Medicine Executive Committee. The Dean of the School of Medicine may be consulted on selections. Increasing the representation of underrepresented minorities will be a significant factor when selecting new members, until a balance of diversity is reached that is representative of the national diversity of faculty in schools of medicine.

An ARAC member can vote only once on the proposed action for a faculty member in their Department (i.e., during the Department vote or during the ARAC vote). No Dean, Department Chair or other faculty member whose regular duties include participation in the academic personnel review process shall serve on the Committee. The Senior Associate Dean for Academic Personnel will serve as a permanent *ex officio* (non-voting) member. The Associate Deans for Faculty Development are encouraged to attend the ARAC meetings as *ex officio* members.

The ARAC Chair will be appointed by the Senior Associate Dean for Academic Personnel. The Chair will serve a two-year term, renewable for a third year. The Chair will be responsible for convening meetings and summarizing qualifications and recommendations regarding the faculty members under review. The Chair will not be asked to review files during their tenure as Chair. A Vice-Chair will also be appointed by the Senior Associate Dean for Academic Personnel. The Vice-Chair will be the default stand-in Chair when the Chair is unavailable. The Vice-Chair will review files unless they are acting Chair. It is expected that the Vice-Chair will be invited to take over as Chair once the Chair's term is completed.

Members will serve a maximum of 2 three-year terms, renewable for the second term upon satisfactory attendance (>70% of scheduled meetings regardless of whether the member is a primary or secondary reviewer for that meeting) and responsiveness to ARAC communications, with four exceptions:

- (i) Members can be renewed for a maximum third term if no suitably qualified, eligible faculty are available/willing to replace them.
- (ii) Members can be renewed for a maximum third term if their loss would significantly negatively impact the committee balance with respect to academic expertise or diversity.
- (iii) During a period of committee replenishment due to multiple members having already served >2 terms, we reserve the right to more gradually replace members when their current 3-year cycle is completed, to avoid potentially detrimental loss of expertise.
- (iv) The Chair and Vice-Chair terms can be additional to terms served as a regular member.

Meetings and Review Process

ARAC meets monthly, in person, to review dossiers and discuss issues related to the Line, Adjunct and In-Residence series. Zoom or similar teleconference meetings are permissible for regular ARAC meetings when in-person meetings are unfeasible, e.g., due to school shutdown. Individual members can call in to in-person meetings when out of town. Dossiers will have a primary and a secondary reviewer. The Senior Associate Dean will assist in assigning reviewers. Files will be posted on a secure password-protected web site one week prior to the scheduled monthly meeting.

In the meeting, the Chair of ARAC will ask for discussion and then call for a vote, via show of hands, after the primary and secondary reviewers have summarized the file and provided their recommendations. The primary and secondary reviewers provide written comments and typically summarize these in the meeting, within the following categories: 1) Background, 2) Research, 3) Grants, 4) Service, 5) Teaching, 6) Letters, 7) Inclusive excellence and 8) Summary. The Committee may ask to receive additional clarifying information, which will be reflected in the minutes. This clarifying information request is communicated from the Dean's analyst to the Department analyst typically within 24 hours. Clarifying information can be distributed to the committee via email or made available at the next monthly meeting. Unless objections are raised by one or more voting members, if the next scheduled ARAC meeting is >1 week away and it would be desirable to hold an ARAC vote on the basis of the new information before then, email votes are allowable following distribution of the new materials to all voting members and adequate time for review.

A quorum is established if either 60%, or at least 6 (whichever is the smaller number), of the voting members of ARAC are in attendance. If a quorum is not achieved, the Chair will be asked to email the remaining absent attendees, preferably to organize a Zoom or similar teleconference to permit the absent members to discuss and vote on the file, or in place of that (when scheduling is not feasible) a confidential email vote. S/he will not share the outcome of the vote that was determined within the in-person meeting.

The Chair of ARAC will collate and edit for accuracy and completeness the individual review reports submitted by the primary (and where applicable, secondary) reviewers; these together with the attendance record will serve as the minutes and the ARAC Committee report. The minutes will be submitted to the Dean's office within 7 days of the ARAC meeting and be made available to ARAC members in advance of the next meeting. The minutes will be reviewed by all members prior to the next meeting and approved by voting members, pending required edits, at the next ARAC meeting.