Introduction: The following provisions reflect CAP’s current thinking about the substance of the Initial Bylaws, which will govern CAP. Once we have agreement about the substance of the Bylaws, CAP will draft and present formal Bylaws for the Task Force’s consideration.

Operative effect: These Bylaws shall govern the initial academic appointments at UCM from December 1, 2001 to December 1, 2003. The Bylaws shall be reviewed and readopted or replaced on or before December 1, 2003.

The UCM CAP will review academic personnel as follows:

- All proposed academic appointments shall be given full academic review by CAP. “Full academic review” means that CAP will provide a recommendation concerning the appropriateness of the appointment under the three traditional elements of (1) academic achievement, (2) teaching, and (3) service, together with CAP’s recommendation concerning the appropriateness of the proposed step at hire.

- Short-listed candidates for appointment at full professor, levels V and above, shall be given a pre-appointment review. “Pre-appointment review” means that CAP will review the available record and give a tentative opinion about (1) the appropriateness of the appointment and the proposed step at hire, and (2) the state of the dossier presented to CAP for CAP’s pre-appointment review.

Academic personnel proposed for an off-scale increment of two or more steps shall be given an off-scale review. “Off-scale review” means that CAP will provide a recommendation concerning the appropriateness of the proposed off-scale increment. An off-scale review shall be required if a candidate receives two or more off-scale increments in any three year period, provided the total of the off-scale increments is equal to or greater than two steps.

Ad Hoc reviews will be conducted for:

- Appointments at a tenured rank.

- Promotions to associate professor and professor, and merit advancement to Step VI, to initial above scale and accelerated merit advancement within a rank.

Note: CAP will attempt to expedite ad hoc reviews for tenured appointments, but appointments at Professor VI and above or those that involve promotion from the candidate’s current rank will require a full ad hoc review.

Composition of Ad Hoc Committees:

- Ad hoc committees will be chaired by a member of the UCM CAP.

- The CAP member, whose areas of expertise are the most closely aligned with those of the candidate, will be asked by the EVC, in writing, to chair the ad hoc committee.

- Ad hoc committees shall consist of two or more members and the chair of the ad hoc committee. Additional members, but not more than two, may be appointed if:
1) The chair’s areas of expertise are not closely aligned with those of the candidate.
2) The candidate’s academic achievement is interdisciplinary and there would be insufficient expertise on a three-person ad hoc committee to adequately assess the candidate’s record of achievement.
3) The candidate’s academic record is unusually difficult to assess and the expertise of additional members would assist the ad hoc committee.
4) In any other case in which the ad hoc committee believes that additional expertise is required to adequately assess the candidate’s record of achievement.

- CAP will determine the recommended number of ad hoc committee members, identify the UC campus from which the members shall be appointed, and notify the EVC of its recommendation.
- In consultation with his or her local CAP, the chair of the ad hoc committee will form the committee drawing on faculty from his or her campus and/or on faculty from across the system.
- When it is appropriate, CAP may serve as its own ad hoc committee.

**Process:**

- All candidate files will be reviewed electronically by CAP.
- UCM is responsible for keeping the secure website current.
- The EVC will notify members of CAP when candidate files are posted and ready for review.
- If the EVC disagrees with a CAP recommendation, the EVC will consult with CAP.

**Affirmative Action Requirements:**

- It is the responsibility of the EVC to ensure that fair searches are conducted based on written guidelines to be developed by UCM.