13/14 EE Academic Process

Ad-hoc Chairs
1. Preparation for the faculty meeting
   a. Arrange and lead the ad-hoc meeting to discuss the file and prepare the presentation. This should be in person, not electronic.
2. Present at the faculty meeting, supported by ad-hoc and Chair
3. Prepare first draft of department letter w/ the ad-hoc
4. Iterate with Chair to finalize letter

Items for Presentation and Department Letter
During the presentation, clearly state and propose adjectives (e.g., outstanding, excellent, ... poor) that characterize performance so that they can be discussed. Items to be discussed:
1. Short career/UCR history and proposed action
2. Research
   a. Big picture
   b. Main results in the review period
   c. Summary of pub record for period (diff list): #, venue quality, contribution, etc.
   d. Summary of funding: new $ and grants, continuing $ and grants, PI status
   e. Honors, Recognition, Awards
3. Teaching
   a. Load: Record of courses
   b. Comments & numeric both good and bad
   c. UG supervision
   d. Grad supervision¹: # as major advisor (completed and ongoing), # GSR funded from all grants
   e. Postgrad supervision
4. Service
   a. University: Department, College, Campus, System
   b. Professional
   c. Public
5. Letters

Changes from previous years
- See footnote 1.
- Once opened, the Department letter is draft for the first two days. During this period, faculty can request changes to the Chair. Whether to incorporate the changes is at the Chair’s discretion. After this point, the letter is considered final.
- Ilya has agreed to serve on all committees for one year to help enhance uniformity of the process.

¹ Use the department record. It has been verified with GD and each candidate has a personal copy.