

Program Review Questions & Answers

Presented by the Academic Assembly Personnel Committee
Michelle Leinfelder-Miles, 2023-24 Chair
Brenna Aegerter
Aparna Gazula

*With special thanks to Steven Worker, Peer Review Committee co-chair
and Katherine Webb-Martinez, Program Planning and Evaluation*

 **UNIVERSITY OF CALIFORNIA**
Agriculture and Natural Resources

2023-24 Academic advancement process trainings

- **Friday, October 13, 2023 (2:00-3:30pm)**
Training for Brand New Academics. New to UC ANR? Welcome! Let the Personnel Committee help orient you on the alphabet soup of the advancement cycle. What's an AE? What's a PR? When are the deadlines, and what are the requirements? Come to this training to learn more.
- **Friday, October 27, 2023 (10:30am-12pm)**
Training for first-time PR writers. You've written an Annual Evaluation, but now it's time to tackle a Program Review dossier. Come to this training and take a deep dive into the Ebook – your guide to writing effective PRs.
- **Wednesday, November 15, 2023 (9-10am) AND Friday, December 1, 2023 (11am-12pm)**
Advancement Cycle Q&A Sessions. At these trainings, the Personnel Committee will provide a short presentation on Ebook updates, and then the floor will be opened to Q&A. The short presentation will be the same on both days. Please come with your questions!

Overseeing the academic advancement process

Academic Assembly Personnel Committee

- Consists of 9 ANR academics, 3-year terms, appointed by the Academic Assembly Rules & Elections Committee
- Reviews policies around appointments, evaluations, merit & promotions. Takes the lead in revising the eBook.

Academic HR (*Anna Lee & Pam Tise*)

- Coordinates the advancement process, tracks academic's advancement actions, administrative and logistical

Peer Review Committee (Vice Provost Obrist)

- Reviews PR dossiers annually and makes a recommendation to the AVP.

Associate Vice President (Brent Hales)

- Makes the final decision on advancement requests.
- Has delegated authority to establish all advancement procedures (APM 335)



Name	Title	Term
Michelle Leinfelder-Miles (Chair)	Advisor	2024
Brenna Aegerter	Advisor	2024
Etaferahu Takele	Advisor	2024
Mark Bolda	Advisor	2025
Karey Windbiel-Rojas	Advisor	2025
Aparna Gazula	Advisor	2026
Oli Bachie	Advisor	2026
Max Moritz	Specialist	2026
Carolyn Rider	Academic Coord.	2026
Ali Montazar (ex-officio/ AAC President)	Advisor	

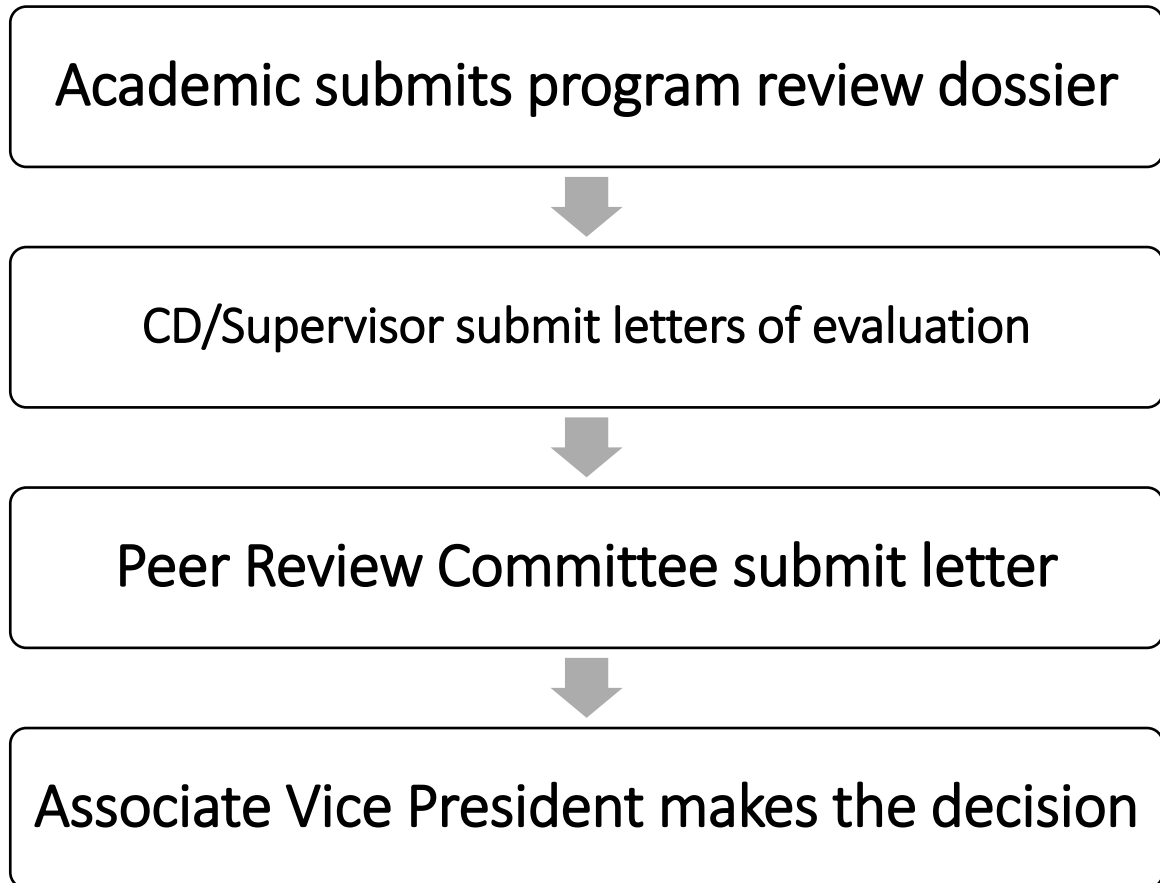
What is the Peer Review Committee (PRC)?

- 14 PRC members appointed by the Associate Vice President for three years with overlapping terms.
- Strives to reflect the breadth of UC ANR's programmatic areas, title series, and administrative assignments.
- Makes recommendation to the AVP

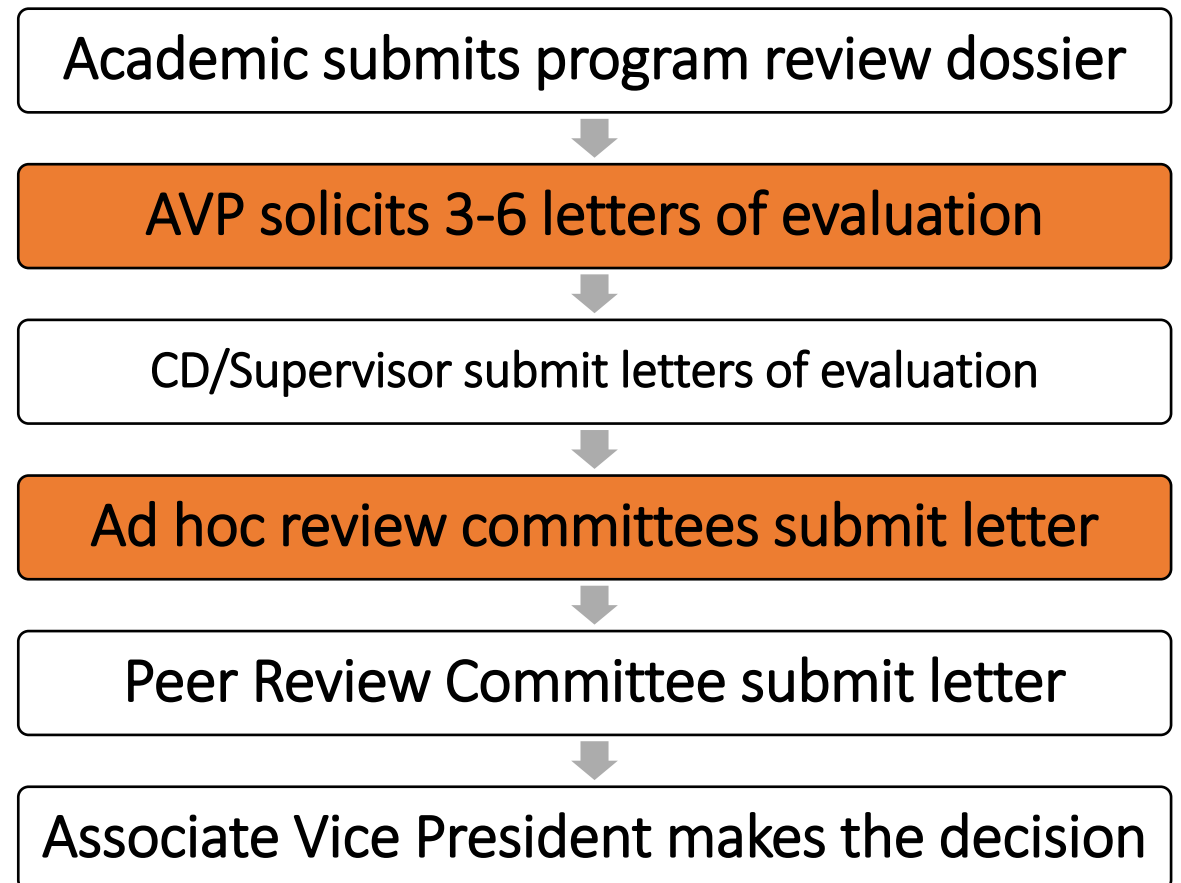
Name	Term Ends	Academic Title
Ira, Greg	8/15/2024	Academic Coord. 3
Lacan, Igor	8/15/2024	CE Advisor
Pathak, Tapan	8/15/2024	Specialist in CE
Ritchie, Lorrene	8/15/2024	Specialist in CE
Lyons, Andy	8/15/2025	Academic Coord. 3
McDonald, Chris	8/15/2025	CE Advisor
Niederholzer, Franz	8/15/2025	CE Advisor
Quinn, Niamh	8/15/2025	CE Advisor
Valachovic, Yana	8/15/2025	CE Advisor
Brooke Latack	8/15/2026	CE Advisor
Michael Jones	8/15/2026	CE Advisor
Shannon Klisch	8/15/2026	Academic Coord. 2
Zheng Wang	8/15/2026	CE Advisor
L. Karina Diaz Rios	8/15/2026	CE Specialist

Multiple step process

Merit



Promotion



Evaluation criteria

Academics are evaluated against their **position description** and the **advancement criteria** as outlined in the [Guidelines for Preparing the Thematic Program Review Dossier](#) (eBook)

Four advancement criteria for CE Advisors*:

- applied research and creative activity
- extending knowledge and information
- professional competence and activity
- university and public service

Additional consideration: affirmative action/civil rights compliance/diversity, equity, and inclusion

* Differs for Academic Coordinators and Academic Administrators.

Affirmative Action and Diversity, Equity and Inclusion (DEI or EDI)

- While AA and DEI are not advancement criteria, they are critical to all parts of an academic's program.
- Project Board captures Affirmative Action and Civil Rights Compliance, but you should also reflect on these in your narrative.
- DEI is the lens through which we do our work. It is about who we are or who we want to be as an organization.
 - Your narrative should synthesize how you are being equitable and inclusive in your program delivery.
- Do not neglect this section.

Elements of the Program Review dossier

Academics submit a Program Review dossier that summarizes their accomplishments and outcomes/impacts over the review period.

Required elements

- Position description
- Cover page
- Program summary narrative (Merit: 5 pages, Promotion: 8 pages)
- Supporting documentation
- Bibliography
- Goals (optional to include in dossier)

Other elements

- Acceleration statement (if applicable)
- Summary of publication examples (optional)
- Sabbatical leave and report (if applicable)
- Work plan (if applicable)

The purpose of the program review narrative is not to tell us how busy you are; it's to tell us what impact you're having.

For each theme, narratives should include: outcomes

Outcomes – measurable change in:

- **clientele learning** (knowledge, attitude/intent to change, skills)
- **clientele behavior/practices**, and/or
- **policy/decision-making**

Quantified outcome indicators (how many individuals? how many acres?)

Outcomes measured/observed during this review period that are the result of activities from past review periods may be included

For each theme, narratives should include: impact

Impact – broader effect on social, environmental, economic conditions that are aligned with the targeted clientele needs; and aligned with ANR’s articulated [public value statements](#) and [condition changes](#).

Evidence of impact (**or anticipated impact**) may be demonstrated through empirical data collected by the academic, workgroup projects, and/or inferred impact as shown through reasonable inferences from scholarly literature.

Changes to the Ebook

- Last year: process for soliciting confidential letters of evaluation changed. See Ebook pages 8-9.
- Deadline: December 8th
- Page limits: 5 pages for merits, 8 pages for promotions
- Publication summary is now optional for all actions
- Disclose using Artificial Intelligence in publications
- Career Progression Table for Specialists added

Feedback from reviewers: Position Description

- Position descriptions must be uploaded with the PR.
- Plan ahead! Position descriptions **require the signature and date** of the academic, their immediate supervisor, their supervisor's supervisor, and the Statewide Program Director (if applicable).
- Use an addendum for short-term changes in responsibility.

Feedback from reviewers: writing a compelling narrative

- The program narrative must convey clear themes, each focused on at least one impact (or anticipated impact)
- Clearly relate your activities to your progress towards your intended outcomes, impacts, and condition changes
- Tell the story at a higher level; avoid too many details
 - Avoid literature review or project methods
- Highlight your role

Feedback from reviewers: supporting documentation

- Academics decide how to share their activities in a format to support their program summary narrative (e.g. tables, bulleted lists, C.V. or other method).
- If using the Project Board output, review the exported files, and edit as needed.
- Do **not** include required UC trainings (e.g., sexual harassment or cybersecurity)
- Denote your level of support from grants, or in-kind support, in Project Summary
- Only include activities from the current review in your supporting documentation

Feedback from reviewers: bibliography

- Your bibliography should clearly describe peer reviewed and non-peer reviewed publications in separate sections.
 - Peer reviewed publications are not an expectation in the lower ranks, but they are increasingly important as the academic progresses in their career.
- Citations should be further identified using the letter designations in the eBook (see pages 27-28).
- Highlight or color-code the citations from the current review period. (Or only include publications from the current review period.)
- Identify your activity/role in multi-author citations.
- A hyperlink to the publication is recommended.

Additional tips for preparing an effective program review

- Start early! Read the Ebook!
- Know your audience: supervisor, peer review committee, ad-hoc (if applicable), and Associate Vice President.
- Make it readable; use lay terms; avoid acronyms. Reviewers may not know your discipline well.
- Proofread. Then, have colleagues proofread, especially some from other disciplines.
- Be concise. If relevant, use graphics/graphs to show impact.
- Acknowledge teamwork, but be specific about your role. Consider using active voice sentences.
- Be accurate. Use up-to-date statistics.
- Remember that you are evaluated against the advancement criteria for your rank (see Ebook pg. 33-43) and your position description.
- Include administrative accomplishments (where applicable).

Final Q&A Session

- **Friday, December 1, 2023 (11am-12pm)**
- Please come with your questions!

Thank you for attending today's training!

Michelle Leinfelder-Miles, mmleinfeldermiles@ucanr.edu

Brenna Aegerter, bjaegeter@ucanr.edu

Aparna Gazula agazula@ucanr.edu

AHR website:

https://ucanr.edu/sites/anrstaff/Personnel_Benefits/Academic_Personnel/

For questions on Project Board:

Kit Alviz, kit.Alviz@ucop.edu

 **UNIVERSITY OF CALIFORNIA**
Agriculture and Natural Resources