

ANR Career Equity Review (CER) Process

The purpose of a Career Equity Review (CER) is to evaluate an academic's overall record, from initial appointment onward. It is to ensure that rank and/or step is commensurate to the academic's career achievements in the criteria associated with their specific academic title series.

The CER is a mechanism to correct a substantial inequity with respect to rank and step; it is not a salary appeals process. Guidance for the salary appeals process is found in the ANR Administrative Handbook Section 315, Advancement at <http://ucanr.edu/sites/anrstaff/files/118501.pdf>.

I. Eligibility

1. Academics who are on a rank/step system are eligible to submit once at the associate or full title rank (i.e. CE Advisor or CE Specialist). Academics in the assistant rank may utilize, when eligible, the acceleration review process to address concerns about "Step" inequity within the rank.
2. Academics that have been appointed to the Academic Administrator or Academic Coordinator series are eligible once every six years.
3. The decision to request a career equity review rests with the academic; and is normally conducted in parallel with a merit or promotion review.

II. Criteria

An academic may request a career equity review for one of the following reasons:

- a. The total record warrants acceleration even though the current review period may not support the requested adjustment.
- b. Previous work or contributions performed with ANR were not properly evaluated or have been undervalued by reviewing agents (i.e. next level supervisor, ad hoc committee, or peer review committee).
- c. The academic's rank and step at initial appointment was inappropriately low, and was not commensurate with accomplishments at the time of hire. Such case for this concern shall be presented for review within the first six years of ANR employment.

III. Procedures

1. An academic may submit a written request for a career equity review, along with a letter from the academic's direct supervisor (*i.e. county director or statewide program director*), to the Academic HR Office and the Vice Provost of Research and Extension.
2. The request shall identify specific areas of the record that were not properly evaluated or given proper credit. Additionally, the academic shall specify the rank and step for which he/she wishes to be considered and provide appropriate analysis. This process should be used if the academic perceives the inequity to be of two or more "Steps" within the rank or demonstrate a promotion is appropriate.
3. Career Equity Reviews are subject to the advancement procedures outlined in the ANR Administrative Handbook Section 315, Advancement. Both the merit or promotion review and the CER request shall be evaluated in accordance to ANR established review procedures.
4. A career equity adjustment that involves a promotion to Step VI or all upper level merits; including advancement to above scale will require extramural letters in accordance to ANR procedures.

IV. Authority

The final decision for a career equity review resides with the Associate Vice President of ANR.

V. Restrictions

1. The effective date of any changes to rank and step will be the same for regular reviews (*i.e. July 1st*).
2. Decisions that are a result of a career equity review determination will not be applied retroactively.