

November 20, 2013

To: Deans and Chairs

From: Vice Provost Janet Broughton

I am writing to clarify the distinction between two ways in which the campus can reward ladder faculty for exceptional contributions in teaching and in service.

(1) When faculty members' records are strong in every area, exceptional achievement in teaching or service may help to support a case for a larger-than-normal advancement. There is no limitation on the number of review periods in which exceptional achievement in teaching or service may play this role, provided that the record as a whole is strong in every area, including research.

(2) Occasionally, faculty members' research records will be limited during a particular review period because they have temporarily redirected their academic activities in order to make exceptional contributions in teaching or in service. Faculty members who are advancing to a rank and step below Professor, Step VI, may be eligible to receive a normal one-step merit increase in such circumstances, despite an unbalanced record. Such an "offset" for a limited research record may be provided only once during a career for teaching and only once for service. Because offsets should be considered only when the redirection of activities away from research is temporary, a case for a second offset should be presented only if the record of research in several intervening review periods has met expectations for normal advancement.

Please note that both of these ways of rewarding exceptional service or teaching contributions are discussed in a 2009 policy statement titled "Criteria for Faculty Step Accelerations," which also includes guidelines for assessment. A link to the 2009 statement may be found at the bottom of the page here: [http://apo.chance.berkeley.edu/personnel\\_actions.html](http://apo.chance.berkeley.edu/personnel_actions.html).