

**COUNCIL ON ACADEMIC PERSONNEL (CAP)
FREQUENTLY ASKED QUESTIONS (FAQS)**

Revised November 1, 2008

1. What standards does CAP use for the various ranks?

CAP reviews research or creative work, teaching, professional competence and activity, and university service. We use the APM for guidance, as quoted below.

For tenure and all ranks, "superior intellectual attainment, as evidenced both in teaching and in research or other creative achievement, is an indispensable qualification." Reasonable accomplishment in professional competence and activity and in university service is also required. Documented competence in teaching is also expected.

No specific guidelines in the Academic Personnel Manual distinguish the general competence expected of Professors step I-V from Associate Professors.

For Professor, step VI, "evidence of highly distinguished scholarship, highly meritorious service, and evidence of excellent university teaching . . . great distinction, recognized nationally or internationally."

Service at Professor, steps VI, VII, VIII, and IX may be of indefinite duration and advancement (from VI, VII, or VIII) to the next step "usually will not occur after less than three years of service at the lower step, and will only be granted on evidence of continuing achievement at the level required for advancement to Step VI." (**APM 220-18**)

Advancement to Above Scale (A/S) is "reserved for scholars of the highest distinction whose work has been internationally recognized and acclaimed and whose teaching performance is excellent Mere length of service and continued good performance at Step IX is not a justification There must be demonstration of additional merit and distinction beyond the performance on which advancement to Step IX was based." CAP treats advancement to Above Scale as a major promotion. It is obvious that these guidelines are not and cannot be entirely objective, definitive, and mechanically applied.

The duty of a professor's department, chair, dean, CAP, the Vice Provost, the Executive Vice Chancellor and Provost, and the Chancellor is to apply their best judgment in the process of peer review, which presumes that one's academic peers can apply standards to each academic discipline based on their experience. CAP's main job is to apply strictly academic standards from a university-wide, disinterested point of view, and to maintain equity across the various fields represented in the university.