

UC IRVINE SCHOOL OF MEDICINE
POLICIES of the ACADEMIC RESOURCES ADVISORY COMMITTEE
(A DEAN'S ADVISORY COMMITTEE)
(Updated 02/2014)

Duties

The Academic Resources Advisory Committee (ARAC) confers with and makes recommendations to the Senior Associate Dean for Academic Affairs and the Dean of the School of Medicine regarding new appointments, promotions, advancement to Professor, Step VI, advancement to Professor, Above Scale and change of series into the Line, In Residence, and Adjunct series. ARAC follows guidelines regarding criteria for appointment and advancement in the Line, In Residence, and Adjunct series set forth in APM 220, APM 270, APM 280 and APM 210-1 when making recommendations.

Membership

ARAC shall consist of approximately 10 faculty members in the Line, In Residence, and/or Adjunct series at the level of Associate Professor or Professor, appointed by the Senior Associate Dean for Academic Affairs. No Dean, Department Chair or other faculty member whose regular duties include participation in the academic personnel review process shall serve on the Committee. Members will serve three year terms and may serve for a maximum of two consecutive terms. The Senior Associate Dean for Academic Affairs will serve as a permanent Ex-Officio member.

ARAC Chair will be appointed by the Senior Associate Dean for Academic Affairs. The Chair will serve a one year term, renewable for a second year. The Chair will be responsible for convening meetings and summarizing qualifications and recommendations regarding the faculty members under review.

Meetings and Review Process

ARAC meets monthly to review dossiers and discuss issues related to the Line, In Residence, and Adjunct series.

Files will be posted on a secure password protected web site one week prior to the scheduled monthly meeting. Additional information received after files are posted will be distributed at the meeting.

Dossiers will have a primary and a secondary reviewer. The Chair of ARAC will take minutes and prepare minutes that will be used to submit the ARAC Committee report. These minutes will be submitted to the Dean's office within 7 days of the ARAC meeting.