

**Proposed Disposition of PPM 230-20. I – ACADEMIC APPOINTMENTS/References and Related Policies**

Present PPM 230-20. I	APM	Proposed PPM 230 (all new sections)
<p><del>II</del> <b>REFERENCES AND RELATED POLICIES</b></p> <p><a href="#"><u>Academic Personnel Manual (APM)</u></a></p> <p><a href="#"><u>UC San Diego Policy and Procedure Manual (PPM), 230-29, Academic Advancements and Reappointments</u></a></p> <p><a href="#"><u>Memorandum of Understanding, University of California and University Federation of Librarians University Council—American Federation of Teachers, Professional Librarian Unit</u></a></p> <p><a href="#"><u>Memorandum of Understanding, University of California and University Council—American Federation of Teachers, Non-Senate Instructional Unit</u></a></p>	<p>n/a</p>	<p><i>Each new PPM section will identify the relevant source APM Section and specify the UC San Diego policies contained therein, with a link to APS Advancement and Appointment Instructions containing campus procedures.</i></p> <p><i>Bargaining Agreement Disclaimers will appear in new PPM sections, as applicable.</i></p>

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**Proposed Disposition of PPM 230-20. II – ACADEMIC APPOINTMENTS/Introduction**

Present PPM 230-20. II	APM	Proposed PPM 230 (all new sections)
<p><b>II. INTRODUCTION</b></p> <p>This section of the Policy and Procedure Manual (PPM) contains the campus policies and procedures pertaining to the appointment of academic personnel at the University of California, San Diego.</p> <p>This PPM section incorporates and implements provisions of the University of California Academic Personnel Manual (APM). For additional information, contact the appropriate divisional dean's office, or refer directly to the <a href="#">Academic Personnel Manual</a>.</p> <p>This PPM section is not applicable to appointees in series covered by a Memorandum of Understanding with an exclusive bargaining agreement, except when the Memorandum of Understanding specifically states that certain section(s) of the PPM apply.</p>	<p>n/a</p>	<p><i>Each new PPM section will identify the relevant source APM Section and specify the UC San Diego policies contained therein, with a link to APS Appointment and Advancement Instructions containing campus procedures.</i></p> <p><i>Bargaining Agreement Disclaimers will appear in new PPM sections, as applicable.</i></p>

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Proposed Disposition of PPM 230-20. III – ACADEMIC APPOINTMENTS/Glossary of Terms

Present	APM 110 – Academic Personnel Definitions	Proposed
PPM 230-20. III		PPM 230-110 – Academic Personnel Definitions
<p><b>III. GLOSSARY OF TERMS</b></p> <p><u>A complete glossary of academic personnel terms is available on the <a href="#">Academic Personnel Services Web site</a>.</u></p>	<p>n/a</p>	<p><b>PPM 230-110-4 –Definitions</b>                      PPM unnecessary; rely upon APM 110.</p>

Notes: APM 110 sets forth Academic Personnel Definitions. Glossary of Terms referenced in PPM 230-20. III is not currently UCSD PPM policy; it will remain as a reference document in the *APS Appointment and Advancement Instructions*.

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Proposed Disposition of PPM 230-20. IV – ACADEMIC APPOINTMENTS/Recruitment of Academic Personnel

Present PPM 230-20. IV	APM 500 – Recruitment/General	Proposed PPM 230-500 - Recruitment/General
<p>IV. RECRUITMENT OF ACADEMIC PERSONNEL</p> <p><u>An open recruitment is required to propose a candidate for a new academic appointment, including an appointment that is an intercampus or intracampus transfer.</u> Information on recruiting academic personnel is available on the <a href="#">UC San Diego Academic Personnel Services Web site</a>. <u>PPM 230-6, Academic Personnel Affirmative Action Program</u>, sets forth the requirements for the open recruitment process. <u>No action may be taken on the appointment proposal until the recruitment process has been completed, unless the appointment is exempt as noted below.</u></p> <p>A. <u>Appointments Exempt from Open Recruitment</u></p> <ol style="list-style-type: none"> <li>1. <u>Appointments of UC San Diego academic personnel to “Recalled” status.</u></li> <li>2. <u>Appointments to “Visiting” titles when a candidate is on leave from another university, college, or public or private research laboratory.</u></li> <li>3. <u>Postgraduate Research appointments (all of which are limited to five years).</u></li> <li>4. <u>Non-salaried appointments.</u></li> <li>5. <del>Appointments at 50% time or less, except for Ladder-Rank positions. An open recruitment is required for Ladder-Rank positions, regardless of percentage of appointment.</del></li> <li>6. <del>Appointments at more than 50% time, but limited to two quarters or less (academic year basis) or six months or less (fiscal year basis). NOTE: Any extension beyond two quarters or six months (total time worked at UC San Diego) requires an open recruitment unless the proposed reappointment is at 50% time or less.</del></li> <li>7. <u>Positions requiring student status, e.g., teaching assistant, research assistant, tutor.</u></li> </ol>	<p>n/a</p>	<p>PPM 230-500 – Recruitment/General PPM unnecessary; rely upon APM 500.</p>

Notes: Heading and references are non-substantive. Open recruitment guidelines are not included in the APM as policy. Substance of PPM 230-20. IV.A will be moved to *APS Appointment and Advancement Instructions* with modifications. (PPM 230-20. IV.A 5 and A. 6 will be deleted as they are not current and conflict with posted recruitment guidelines.)

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**Proposed Disposition of PPM 230-20. IV – ACADEMIC APPOINTMENTS/Recruitment of Academic Personnel**

Present	APM 530 – Recruitment/Nonresidents	Proposed
PPM 230-20. IV.B.1 Additional Recruiting Requirements		PPM 230-530 – Recruitment/Nonresidents
<p><del>B. Additional Recruiting Requirements</del></p> <p>Special conditions must be met before initiating negotiations with a candidate who:</p> <p>1- <del>Is a non-U.S. citizen. Departments should consult with the International Center Faculty and Scholars Office regarding visa requirements for appointments of non-U.S. citizens before an appointment file is submitted for consideration. Candidates must verify eligibility to work in the United States. The federal government has designated the I-9 form, Employment Eligibility Verification, as the document to be used in the verification process for non-U.S. citizens. For additional information, refer to PPM 395-13, Payroll/Alien Information and APM 530, Recruitment/Non-citizens.</del></p>	<p><b>APM 530-13 - Sponsorship of Work Authorization and Immigration</b></p> <p>...Under current federal legislation, the University may, in certain circumstances, sponsor work authorization and/or permanent residency petitions for nonresidents. In undertaking such actions, the University assumes a responsibility of some magnitude.</p> <p>...</p> <p>Following authorization by the Chancellor or the Chancellor’s designee, the campus international students and scholars office or other staff having appropriate knowledge and training will take the lead in managing such sponsorship, such as permanent residency and nonresident work authorization petitions, in collaboration with other campus units...</p>	<p><b>PPM 230-530-13 - Sponsorship of Work Authorization and Immigration</b></p> <p>PPM unnecessary; rely upon APM 530-13.</p>
	<p><b>PPM 395-13 – Alien Information</b></p>	<p><b>Proposed</b></p> <p>n/a</p>
	<p><b>II. BACKGROUND</b></p> <p>In 1986 the Federal legislature passed two laws which had significant impact upon the responsibilities of persons or entities who make payments to aliens. The laws are the Tax Reform Act of 1986 and the Immigration Reform and Control Act of 1986 (IRCA)... Inherent in the acts are requirements for verification of documentation ... This issuance consolidates the new regulations into a single document.</p> <p><b>III. POLICY</b></p> <p>... Information outlined in and required by this Policy and Procedure issuance allows the University to make appropriate decisions regarding the legal hiring, income tax withholding, income tax treaty application, and income tax reporting for non-citizen individuals.</p> <p><b>IV. FORMS</b></p> <p><b>INS Form I-9 Employment Eligibility Verification (Exhibit A)</b> ... Instructions for the proper completion of this form can be found in Exhibit A.</p>	<p>New PPM unnecessary; rely upon existing PPM 395-13 – Alien Information</p>

Notes: Heading is non-substantive. PPM 230-20. IV B 1. is non-substantive (summarizes/references Federal Law that applies to staff and faculty in the same way). Local PPM 395-13 provides detailed information regarding the specific requirements referenced in PPM 230-20. IV B 1. (See <http://adminrecords.ucsd.edu/ppm/docs/395-13.html>.)

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Proposed Disposition of PPM 230-20. IV – ACADEMIC APPOINTMENTS/Recruitment of Academic Personnel

Present	APM 500 – Recruitment/General	Proposed
PPM 230-20. IV. B.2 Additional Recruiting Requirements		PPM 230-500-16 - Recruitment/General
<p><del>B. Additional Recruiting Requirements</del></p> <p><del>Special conditions must be met before initiating negotiations with a candidate who:</del></p> <p><del>---</del></p> <p>2- <del>Is employed by another California public institution.</del> Combined teaching appointments at the University of California and the California State University (CSU) may not exceed 120% of full time, except for University Extension service. That is, CSU faculty who are employed 100% time may be appointed at UC San Diego up to 20% time with written authorization by the appropriate dean at the CSU campus. <del>For additional information, refer to <a href="#">APM 500, Recruitment/General</a> and <a href="#">APM 501, Recruitment From Other California Institutions.</a></del></p> <p>3- <del>Is employed by another University of California campus.</del> For additional information, refer to <a href="#">APM 500, Recruitment/General</a>, and <a href="#">APM 510, Recruitment/Intercampus Transfers.</a></p> <p>4- <del>Holds a tenured appointment at any institution that is a member of the Association of American Universities (AAU).</del> For additional information, refer to <a href="#">APM 500, Recruitment/General</a></p>	<p><b>PPM 230-500-16 - Restrictions</b></p> <p>a. <b>All recruiting is subject to the limitation that appointments must conform to established University policies.</b></p> <p>b. <b>Special conditions must be observed before initiating negotiations with the prospective employee:</b></p> <p>(1) <b>Who is employed by another California institution (see <a href="#">APM - 501</a>).</b></p> <p>(2) <b>Who is employed on another University of California campus (see <a href="#">APM - 510</a>).</b></p> <p>c. <b>No administrative officer of the University shall offer appointment after April 30 for employment during the immediately ensuing academic year to a faculty member holding a tenure or tenure-track appointment at any institution which is a member of the Association of American Universities (see <a href="#">APM - 500, Appendix A</a>, for listing of member institutions of the AAU, or online at <a href="http://www.aau.edu/about/default.aspx?id=58">http://www.aau.edu/about/default.aspx?id=58</a>).</b></p>	<p><b>PPM 230-500-16 - Restrictions</b></p> <p>a. <b>All recruiting is subject to the limitation that appointments must conform to established University policies.</b></p> <p>b. <b>Special conditions must be observed before initiating negotiations with the prospective employee:</b></p> <p>(1) <b>Who is employed by another California institution (see <a href="#">APM - 501</a>).</b></p> <p>Combined teaching appointments at the University of California and the California State University (CSU) may not exceed 120% of full time, except for University Extension service. That is, CSU faculty who are employed 100% time may be appointed at UC San Diego up to 20% time with written authorization by the appropriate dean at the CSU campus.</p> <p>(2) <b>Who is employed on another University of California campus (See <a href="#">APM 510</a>).</b></p> <p>c. <b>No administrative officer of the University shall offer appointment after April 30 for employment during the immediately ensuing academic year to a faculty member holding a tenure or tenure-track appointment at any institution which is a member of the Association of American Universities (see <a href="#">APM - 500, Appendix A</a>, for listing of member institutions of the AAU, or online at <a href="http://www.aau.edu/about/default.aspx?id=58">http://www.aau.edu/about/default.aspx?id=58</a>).</b></p>

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**Proposed Disposition of PPM 230-20. IV – ACADEMIC APPOINTMENTS/Recruitment of Academic Personnel**

Present		Proposed
<b>PPM 230-20. IV. B Additional Recruiting Requirements</b>	<b>APM 520 – Recruitment/Employment of Near Relatives</b>	<b>PPM 230-520 - Recruitment/Employment of Near Relatives</b>
<p><del>B. Additional Recruiting Requirements</del></p> <p>Special conditions must be met before initiating negotiations with a candidate who:</p> <p>...</p> <p>5. <del>Is a near relative of an employee in the same department. The employment of near relatives in the same department is permitted when the near relative relationship is disclosed and the appointment is pre authorized. For additional information, refer to <a href="#">APM 520, Recruitment/Employment of Near Relatives</a>.</del></p>	<p><b>APM 520-0 - Policy</b></p> <p><b>The employment of near relatives, including domestic partners and those listed in APM - 520-4 (below), in the same department is permitted when such employment has been authorized in accordance with the following subsections. Such concurrent employment may arise under the following circumstances:</b></p> <p><b>a. Two employees already holding positions in the same department subsequently become near relatives.</b></p> <p><b>b. Simultaneous appointment of near relatives in the same department is recommended.</b></p> <p><b>c. Appointment of one who is the near relative of an individual already employed in the same department is recommended.</b></p>	<p><b>PPM 230-520-0 - Policy</b></p> <p>PPM unnecessary; rely upon APM 520-0.</p>

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Proposed Disposition of PPM 230-20. IX – ACADEMIC APPOINTMENTS/Preparation and Submission of Academic Appointment Files

Present PPM 230-20. IX	APM	Proposed PPM 230 (all new sections)																												
<p><b>IX. PREPARATION AND SUBMISSION OF ACADEMIC APPOINTMENT FILES</b>  <u>The following documents must be included in an academic appointment file:</u></p> <table border="1" data-bbox="115 344 861 1133"> <tr> <td><u>Affirmative Action Selection Report, Compliance Report, or waiver request</u></td> <td></td> </tr> <tr> <td><u>Appointment Summary</u></td> <td></td> </tr> <tr> <td><u>UC Academic Employment History</u></td> <td><u>If the candidate has previous UC academic employment experience</u></td> </tr> <tr> <td><u>Departmental Recommendation Letter</u></td> <td></td> </tr> <tr> <td><u>Certifications</u></td> <td><u>If the candidate is a UC academic appointee</u></td> </tr> <tr> <td><u>Departmental Ad Hoc Report</u></td> <td><u>If a departmental ad hoc is convened</u></td> </tr> <tr> <td><u>External Referee Solicitation Letter(s)</u></td> <td></td> </tr> <tr> <td><u>Identification and Qualifications of External Referees form</u></td> <td></td> </tr> <tr> <td><u>External Referee Letters</u></td> <td></td> </tr> <tr> <td><u>Teaching Evaluations</u></td> <td></td> </tr> <tr> <td><u>Level of Administrative Responsibility Form</u></td> <td><u>For Academic Administrators and Academic Coordinators only</u></td> </tr> <tr> <td><u>Job Description</u></td> <td><u>For Academic Administrators and Academic Coordinators only</u></td> </tr> <tr> <td><u>Biography and Bibliography Packet</u></td> <td></td> </tr> <tr> <td><u>Publications/Reviews/Creative Work</u></td> <td><u>Not required for temporary files</u></td> </tr> </table> <p>Detailed information on preparing and submitting academic appointment files is available on the <a href="#">UC San Diego Academic Personnel Web site</a>.</p>	<u>Affirmative Action Selection Report, Compliance Report, or waiver request</u>		<u>Appointment Summary</u>		<u>UC Academic Employment History</u>	<u>If the candidate has previous UC academic employment experience</u>	<u>Departmental Recommendation Letter</u>		<u>Certifications</u>	<u>If the candidate is a UC academic appointee</u>	<u>Departmental Ad Hoc Report</u>	<u>If a departmental ad hoc is convened</u>	<u>External Referee Solicitation Letter(s)</u>		<u>Identification and Qualifications of External Referees form</u>		<u>External Referee Letters</u>		<u>Teaching Evaluations</u>		<u>Level of Administrative Responsibility Form</u>	<u>For Academic Administrators and Academic Coordinators only</u>	<u>Job Description</u>	<u>For Academic Administrators and Academic Coordinators only</u>	<u>Biography and Bibliography Packet</u>		<u>Publications/Reviews/Creative Work</u>	<u>Not required for temporary files</u>	<p>n/a</p>	<p><i>No substantive information to include in PPM</i></p>
<u>Affirmative Action Selection Report, Compliance Report, or waiver request</u>																														
<u>Appointment Summary</u>																														
<u>UC Academic Employment History</u>	<u>If the candidate has previous UC academic employment experience</u>																													
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Notes: This chart will be moved in its entirety to the *APS Appointment and Advancement Instructions*.

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Proposed Disposition of PPM 230-20. V – ACADEMIC APPOINTMENTS/General Appointment Policies

Present PPM 230-20. V. A.	APM 220 – Professor Series	Proposed PPM 230-220 – Professor Series
<p><b>GENERAL APPOINTMENT POLICIES</b></p> <p><u>Upon the successful completion of an open recruitment, or when an open recruitment is not required, an appointment file must be prepared in order to propose a candidate for appointment at UC San Diego.</u></p>	n/a	n/a
Present PPM 230-20. V. A. Department Chair Responsibilities	APM 220 – Professor Series	Proposed PPM 230-220 – Professor Series
<p><b>1. General</b></p> <p>The department chair (or equivalent officer) is responsible for complying with the policies and procedures for appointment of academic personnel. <u>This includes all recruitment requirements, as well as preparation and submission of academic appointment files in accordance with University and campus policies. It is the department’s responsibility to submit appointment files sufficiently in advance to allow adequate time for completion of academic review prior to the proposed effective date.</u></p> <p><u>The department chair is also responsible for discussing in the departmental recommendation letter the voting process used and the degree of consultation within the department.</u></p> <p><b>2. Funding</b></p> <p><u>The department chair must ensure that funding is or will be available for the prospective appointee prior to forwarding the appointment file for consideration. For an appointment requiring an FTE, the department chair must also ensure that an FTE has been secured.</u></p>	<p><b>APM 220-80. a - Recommendations and Review: General Procedures</b></p> <p><b>Formal considerations of appointments and reappointments, merit increases, appraisals, non-reappointments, and promotions are normally initiated by the department chair, after appropriate consultation with members of the departmental faculty. For actions affecting the chair, the vice chair, the Dean or Provost, or an appropriate officer may take the initiative.</b></p>	<p><b>PPM 230-220-80. a - Recommendations and Review: General Procedures</b></p> <p>PPM unnecessary; rely upon APM 220-80. a.</p>

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Proposed Disposition of PPM 230-20. V – ACADEMIC APPOINTMENTS/General Appointment Policies

Present	APM 220 – Professor Series	Proposed
PPM 230-20. V. A. 3		PPM 230-220 – Professor Series
<p><del>3. Potential Conflict of Interest</del></p> <p>If the department chair and the candidate proposed for appointment are close collaborators, the department chair should not participate in the preparation of the appointment file. The vice chair or another independent senior faculty member should oversee the process and prepare the departmental recommendation letter.</p> <p>If the department chair or any faculty member contributing to the file has a financial interest in a company employing a potential faculty member, that information should be included in the file, and such individuals should recuse themselves from contributing to the appointment file.</p> <p><del>If a recommended appointment will result in a near relative being employed in the same department as an existing appointee, the existing appointee may not participate in any academic review actions affecting the near relative. (For the definition of “near relative,” refer to APM 520, “Appointment of Near Relatives.”) <u>If an existing appointee would normally participate in the recruitment process and/or vote on the appointment (that is, if the prospective candidate were not a near relative), the departmental recommendation letter should state that the existing appointee did not participate in the recruitment or vote on the appointment of the near relative, and will not participate in any future academic review decisions for the candidate if he or she is appointed.</u></del></p>	<p><b>APM 220-80. a - Recommendations and Review: General Procedures</b>  <b>Formal considerations of appointments and reappointments, merit increases, appraisals, non-reappointments, and promotions are normally initiated by the department chair, after appropriate consultation with members of the departmental faculty. For actions affecting the chair, the vice chair, the Dean or Provost, or an appropriate officer may take the initiative.</b></p>	<p><b>PPM 230-220-80. a - Recommendations and Review: General Procedures</b>  <b>Formal considerations of appointments and reappointments, merit increases, appraisals, non-reappointments, and promotions are normally initiated by the department chair, after appropriate consultation with members of the departmental faculty. For actions affecting the chair, the vice chair, the Dean or Provost, or an appropriate officer may take the initiative.</b></p> <p>If the department chair and the candidate proposed for appointment are close collaborators, the department chair should not participate in the preparation of the appointment file. The vice chair or another independent senior faculty member should oversee the process and prepare the departmental recommendation letter.</p> <p>If the department chair or any faculty member contributing to the file has a financial interest in a company employing a potential faculty member, that information should be included in the file, and such individuals should recuse themselves from contributing to the appointment file.</p>
	<p><b>APM 520 – Employment of Near Relatives</b></p>	<p><b>Proposed</b>  <b>PPM 230-520- Employment of Near Relatives</b></p>
	<p><b>APM 520-16 - Restrictions</b>  <b>A member of the University staff shall not participate in the processes of review and decision-making on any matter concerning appointment, promotion, salary, retention, or termination of a near relative.</b></p>	<p><b>PPM 230-520-16 - Restrictions</b>  PPM unnecessary; rely upon APM 520—16.</p>

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Proposed Disposition of PPM 230-20. V – ACADEMIC APPOINTMENTS/General Appointment Policies

Present PPM 230.20.V.A. 4	APM 220 – Professor Series	Proposed PPM 230-220 - Professor Series
<p><del>4. Departmental Recommendation Letter. The department chair is responsible for drafting the departmental recommendation letter, which is a presentation of the department's recommendation of appointment based upon the evaluation of the appointee by all eligible members of the department. The letter should include:</del></p> <p><del>a. The proposed title, rank, step, salary, effective appointment date(s), and any funding contingencies.</del></p> <p><del>b. A brief description of the open recruitment conducted by the department for the position and how the candidate was selected. Other applicants should not be identified in this description.</del></p> <p><del>c. Justification of the recommended rank, step, and salary based on the criteria specified for the series, including justification for a market off-scale salary, if applicable.</del></p> <p><del>d. A report of the consultation with members of the department, including a statement specifying the degree of departmental consultation and any dissenting opinion. The letter must make clear who was consulted and the manner of consultation, verify that a complete file was presented for voting members' consideration, and present the results of the vote taken, including the reasons (if known) for any negative votes. Departments are required to document in the appointment file the participation and membership of the departmental ad hoc committee.</del></p> <p><del>e. A description of the candidate's expected role in the department: research to be conducted and/or classes the candidate will teach; the candidate's anticipated contribution to the department's instructional mission at both the undergraduate and graduate levels; and a description of the department's teaching requirements and how the candidate's teaching load meets those requirements (for applicable titles).</del></p> <p><del>f. A thorough evaluation of the candidate's qualifications in accordance with the specific criteria established for the proposed series. This includes a full and detailed evaluation of the candidate's scholarly and creative achievements, a description and evaluation of the candidate's teaching experience and effectiveness, and assessment of his or her professional reputation in the academic community.</del></p>	<p><b>APM 220-80. - Recommendations and Review: General Procedures</b></p> <p><b>e.</b></p> <p><b>The departmental recommendation is made in accordance with the procedural regulations of the Academic Senate and established governance practices of the department. The chair initiates a personnel action for an appointment, promotion, merit increase, appraisal, reappointment, non-reappointment, or terminal appointment by addressing a letter setting forth the departmental recommendation to the Chancellor (or to the Dean, Provost, or Vice Chancellor, according to the applicable campus procedure). This departmental letter shall discuss the proposed personnel action in the light of the criteria set forth in APM - 220-10, and shall be accompanied by supporting evidence. The chair shall report the nature and extent of consultation on the matter within the department (including any vote taken) and present any significant evidence and differences of opinion which would support a contrary recommendation. The chair should ensure that individuals who have provided confidential letters of evaluation are not identified in the departmental letter except by code. The department shall adopt procedures under which the letter setting forth the departmental recommendation shall be available, before being forwarded, for inspection by all those members of the department eligible to vote on the matter or by a designated committee or other group of such members. Pursuant to campus procedures, the chair may also, in a separate letter, make an independent evaluation and recommendation, which may differ from the departmental recommendation.</b></p>	<p><b>PPM 230-220-80 - Recommendations and Review: General Procedures</b></p> <p><b>e. The departmental recommendation is made in accordance with the procedural regulations of the Academic Senate and established governance practices of the department, <u>and is</u> based upon the evaluation of the appointee by all eligible members of the department. <u>The chair initiates a personnel action for an appointment, promotion, merit increase, appraisal, reappointment, non-reappointment, or terminal appointment by addressing a letter setting forth the departmental recommendation to the approval authority.</u></b></p> <p><b>This departmental letter shall:</b></p> <ol style="list-style-type: none"> <li><b>1. Discuss the proposed personnel action in the light of the criteria set forth in APM - 220-10 and shall be accompanied by supporting evidence.</b> <ol style="list-style-type: none"> <li>a. <u>For appointments,</u> the letter should provide a thorough evaluation of the candidate's qualifications in accordance with the specific criteria established for the proposed series. This includes a full and detailed evaluation of the candidate's scholarly and creative achievements, a description and evaluation of the candidate's teaching experience and effectiveness, and assessment of his or her professional reputation in the academic community.</li> <li>Utilizing information from the candidate's previous institution, the departmental recommendation letter should include a meaningful assessment of the candidate's teaching effectiveness at both the undergraduate and graduate levels of instruction.</li> <li>b. <u>For all actions but appointments:</u> <u>the appointee's performance in</u></li> </ol> </li> </ol>

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Proposed Disposition of PPM 230-20. V – ACADEMIC APPOINTMENTS/General Appointment Policies

		<p>each area should be evaluated in terms of the department's established performance norms and expectations, using established departmental evaluation methods.</p> <ol style="list-style-type: none"> <li>2. <b>Report the nature and extent of consultation on the matter within the department (including any vote taken) and present any significant evidence and differences of opinion which would support a contrary opinion.</b></li> <li>3. <b>Discuss the proposed title, rank, step, salary, effective appointment date(s).</b></li> <li>4. [Justify] the recommended rank, step, and salary based on the criteria specified for the series, including justification for an <del>market</del> off-scale salary, if applicable.</li> <li>5. <u>Include verification</u> that a complete file was presented for voting members' consideration</li> <li>6. <u>Provide information about</u> the nature and extent of consultation on the matter within the department (including the results of any vote taken and the reasons (if known) for any negative votes.)</li> <li>7. <u>Include a</u> statement regarding external referees' recommendations, <b>ensuring that individuals who have provided confidential letters of evaluation are not identified in the departmental letter except by code.</b></li> <li>8. <u>Include a statement from the chair regarding any conflicts of interest.</u></li> </ol> <p><u>For appointments, the letter should include:</u></p> <ol style="list-style-type: none"> <li>1. The proposed title, rank, step, salary, effective appointment date(s), and <u>discussion of</u> any funding contingencies</li> <li>2. A brief description of the open recruitment conducted by the department for the position and how the candidate was selected. (Other applicants should not be identified in this description.)</li> <li>3. <u>Documentation of</u> the participation and membership of the departmental ad hoc committee</li> </ol>
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**Proposed Disposition of PPM 230-20. V – ACADEMIC APPOINTMENTS/General Appointment Policies**

		<p>4. A description of the candidate's expected role in the department: research to be conducted and/or classes the candidate will teach; the candidate's anticipated contribution to the department's instructional mission at both the undergraduate and graduate levels; and a description of the department's teaching requirements and how the candidate's teaching load meets those requirements (for applicable titles).</p> <p><u>For Visiting Titles:</u> The departmental recommendation letter should describe clearly the special expertise that the visitor brings to the campus and should clearly state that the individual will be returning to the home institution upon completion of the visiting appointment.</p>
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Notes: Heading is non-substantive. Substance of all other deleted sections appears in APM 220-80. Blue text was incorporated from PPM 230-28. IV. A.5. e. and PPM 230-28. V.N. **See also, APM 210-1. c. (1)** "Recommendations concerning appointment, promotion, and appraisal normally originate with the department chair. The letter of recommendation should provide a comprehensive assessment of the candidate's qualifications together with detailed evidence to support this evaluation."

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Proposed Disposition of PPM 230-20. V – ACADEMIC APPOINTMENTS/General Appointment Policies

Present		Proposed
PPM 230-20. V. A	APM 220-80 – Professor Series/Recommendations and Review: General Procedures	PPM 230-220-80 - Professor Series/Recommendations and Review: General Procedures
<p><del>g. For joint appointments, a description of the degree of consultation in each department or program, as well as the candidate's role in each area. Both departments should submit letters of recommendation or co-sign one letter.</del></p> <p><del>The department chair may also write a separate, confidential letter setting forth his or her personal recommendation, if desired.</del></p>	<p><b>APM 220-80. a</b>  <b>Formal considerations of appointments and reappointments, merit increases, appraisals, non-reappointments, and promotions are normally initiated by the department chair, after appropriate consultation with members of the departmental faculty. For actions affecting the chair, the vice chair, the Dean or Provost, or an appropriate officer may take the initiative.</b></p> <p><b>APM 220-80. e.</b>  <b>...Pursuant to campus procedures, the chair may also, in a separate letter, make an independent evaluation and recommendation, which may differ from the departmental recommendation.</b></p>	<p><b>PPM 230-220-80. a</b>  PPM Unnecessary; rely upon APM 220-80. a.</p> <p><b>PPM 230-220-80. e</b>  PPM Unnecessary; rely upon APM 220-80. e.</p>

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Proposed Disposition of PPM 230-20. V – ACADEMIC APPOINTMENTS/General Appointment Policies

Present		Proposed
PPM 230-20. V. A	<b>APM 220-80 – Professor Series/Recommendations and Review: General Procedures</b>	PPM 230-220-80 - Professor Series/Recommendations and Review: General Procedures
<p><u>5. Departmental Search Committee or Ad Hoc Committee</u></p> <p><u>Although the department chair is responsible for documenting and presenting the departmental recommendation, the department chair may appoint a departmental search or ad hoc committee to advise the department.</u></p> <p><u>If a search or ad hoc committee is appointed to advise the department, its recommendation should be included in the academic appointment file.</u></p>	<p><b>APM 220-80. a - Recommendations and Review: General Procedures</b></p> <p><b>Formal considerations of appointments and reappointments, merit increases, appraisals, non-reappointments, and promotions are normally initiated by the department chair, after appropriate consultation with members of the departmental faculty. For actions affecting the chair, the vice chair, the Dean or Provost, or an appropriate officer may take the initiative.</b></p>	<p><b>PPM 230-220-80</b></p> <p>PPM Unnecessary; rely upon APM 220-80.</p>

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Proposed Disposition of PPM 230-20. V – ACADEMIC APPOINTMENTS/General Appointment Policies

Present PPM 230-20. V. A	APM 220-80 – Professor Series/Recommendations and Review: General Procedures	Proposed PPM 230-220-80 - Professor Series/Recommendations and Review: General Procedures
<p>6. External Referee Letters</p> <p>Letters of evaluation from referees external to UC San Diego are required for appointment files.</p> <p><b>a. Three (3) external referee letters are required for appointments at the Assistant rank, the Lecturer with Potential for Security of Employment rank, and in the Academic Administrator and Academic Coordinator series.</b></p> <p><b>b. Five (5) external referee letters are required for appointments at the Associate rank or above and for appointments at the Lecturer or Senior Lecturer with Security of Employment ranks.</b></p> <p><b>c. One (1) external referee letter is required for a temporary appointment</b></p> <p>The department chair should solicit evaluations from individuals who are independent of the candidate, who are expert in the candidate's field, and who are able to provide an objective appraisal of the candidate's work. <u>When possible, letters should be included from those who know candidates only through their work.</u></p> <p><u>Referees should be urged to provide an objective and analytical evaluation with specific comments about the candidate's abilities and accomplishments, rather than uncritical praise.</u></p> <p><u>Use of external referees whom the reviewers may not regard as objective or independent evaluators, either because they are too close to the candidate professionally (e.g., collaborators, thesis supervisors, etc.) or because they have a personal relationship with the candidate, may be included if they shed light on collaborations. Non-independent letters do not count toward the minimum number of required external letters.</u></p> <p><u>External evaluation letters may be solicited from academic appointees at other University of California campuses. Under special circumstances, evaluations by other department members may be appropriate, but in general, letters of evaluation from within a candidate's department are not</u></p>	<p><b>APM 220-80. c</b></p> <p>...In accordance with established policy applicable to the personnel action under consideration, the chair shall solicit letters of evaluation of the candidate from qualified persons, including a reasonable number of persons nominated by the candidate. All such letters received shall be included in the file; unsolicited letters that are used shall also be included in the file. In soliciting or receiving unsolicited letters of evaluation, the chair should include, attach or send a statement regarding the confidentiality of such letters. The Provost and Senior Vice President—Academic Affairs shall issue guidelines for the contents of statements.</p> <p><i>*See also, APM 210-1.c(3) The department and the review committee should consider how the candidate stands in relation to other people in the field outside the University who might be considered alternative candidates for the position. The department chair shall supplement the opinions of colleagues within the department by letters from distinguished extramural informants. The identity of such letter writers should not be provided in the departmental letter except by code.</i></p>	<p><b>...In accordance with established policy applicable to the personnel action under consideration, the chair shall solicit letters of evaluation of the candidate from qualified persons, including a reasonable number of persons nominated by the candidate.</b> The department chair should solicit evaluations from individuals who are independent of the candidate, who are expert in the candidate's field, and who are able to provide an objective appraisal of the candidate's work. <u>External referees should be senior scholars who are at the same rank as that proposed for the appointee, or higher.</u></p> <p><b>All such letters received shall be included in the file; unsolicited letters received by the department but NOT added to the file by the appointee may be included in the file at the department chair's discretion. In soliciting or receiving unsolicited letters of evaluation, the chair should include, attach or send a statement regarding the confidentiality of such letters. The Provost and Senior Vice President—Academic Affairs shall issue guidelines for the contents of statements.</b>-Sample solicitation letters are provided on the Academic Personnel Services Web site.</p> <p>External referee letters are required as follows:</p> <p><u>Appointment:</u></p> <p>For Assistant-level appointments proposed at Step I or II, external letters of evaluation from the candidate's mentors and others at the home institution are acceptable; however, additional letters from more independent sources should be obtained if available.</p> <p>For Assistant-level appointments proposed at Step III or higher, and for all appointments at the Associate or Full level, letters should be from external referees who are senior scholars (Associate level or higher) and who are independent of the candidate.</p> <p><u>Advancement:</u></p> <p><u>For advancement to Step VI, external referee letters are not required, but may be solicited at the department's discretion</u></p>

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Proposed Disposition of PPM 230-20. V – ACADEMIC APPOINTMENTS/General Appointment Policies

<p><b>recommended.</b></p> <p>For Assistant-level appointments proposed at Step I or II, external letters of evaluation from the candidate’s mentors and others at the home institution are acceptable; however, additional letters from more independent sources should be obtained if available.</p> <p>For Assistant-level appointments proposed at Step III or higher, and for all appointments at the Associate or Full level, letters should be from external referees who are senior scholars (Associate level or higher) and who are independent of the candidate. <u>If external referees are not senior scholars or are not independent of the candidate, the department should explain why they were selected as the best-qualified referees. This information should only appear on the Referee I.D. form.</u></p> <p><u>The department chair must give the candidate the opportunity to suggest names of persons to be solicited for letters of evaluation. Other names should be added to this list by the department chair in consultation with a departmental review committee. Normally, no more than one out of three external letters (when three are required for the file) or two out of five (when five are required for the file) should be from referees selected solely by the candidate. This level may be exceeded if the candidate's list includes all of the recognized experts in the field. Candidates should never solicit their own evaluation letters.</u></p> <p><u>Solicitation letters must include appropriate wording describing the proposed action and explaining to external referees the nature of the position to be filled—e.g., tenured or non-tenured—and the criteria required for appointment to that position. For appointment to tenure and to the top steps of the Professor series (VI, VII, VIII, IX and Above Scale), the solicitation letter should explain the significance of these steps so that referees can evaluate the candidate’s achievements in relation to UC San Diego’s criteria for appointment. A description of steps should be used as outlined in the Academic Salary Scales located on the Academic Personnel Services Web site.</u></p> <p><u>External letters may be solicited and received electronically, but they must be submitted with an email cover letter or electronic signature from the referee to verify authenticity.</u></p>		<p>when they are needed to demonstrate evidence of nationally or internationally recognized and highly distinguished scholarship, highly meritorious service, or excellent teaching.</p> <p>For advancement in the LPSOE/LSOE series, external evaluation letters must be solicited from individuals who are professionally independent from the appointee; however, additional evaluation letters may be solicited from referees from within UC San Diego as a tool to assist the effective evaluation of an appointee’s contributions to pedagogy on campus.</p> <p>For advancement in the Project Scientist and Specialist series, evaluation letters may be solicited from within UC San Diego; however, the majority of required letters should be obtained from individuals external to UC San Diego</p> <p>For advancement in the Project Scientist and Specialist series, external evaluation letters may be solicited from individuals who are not professionally independent from the appointee; however, additional letters from more independent sources should be obtained if possible.</p> <p>Depending on the discipline of the appointee under review, additional evidence provided in lieu of external letters may include, but is not limited to: published reviews of the candidate’s work; Readers’ Reports from publishers; or presentations of the research in competitive and prestigious venues.</p> <p>In cases in which the department chooses not to solicit letters from external referees, campus reviewers may later recommend that the department do so. In all other cases, external referee letters should not be solicited unless there is no department faculty member with sufficient expertise to evaluate the appointee.</p> <p>Unsolicited letters of evaluation that are added to the file by the appointee are not considered confidential</p>
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## Proposed Disposition of PPM 230-20. V – ACADEMIC APPOINTMENTS/General Appointment Policies

<p>Sample solicitation letters are provided on the UC San Diego Academic Personnel Services Web site. <del>Solicitation letters must include the University's confidentiality statement, which is also provided on the UC San Diego Academic Personnel Services Web site.</del></p> <p>All external referee letters received must be included in the file.</p> <p><u>A copy of the departmental letter to external referees, reflecting the date the letter was mailed, must be included in the appointment file. If the same letter is sent to several individuals, only one copy should be included in the file. If the text of the letter varies among referees, one copy of each version should be included in the file, indicating the date the letter was sent and the names of recipients.</u></p> <p><u>The department should provide typed versions of any handwritten letters received; both the handwritten and typed versions of the letter must be included in the file.</u></p> <p><u>Translations of letters written in foreign languages must be included in the file, along with the original untranslated versions. At the end of the translation, the translator must be identified by name and position held. Candidates may not serve as translators for letters solicited for their appointment files.</u></p> <p>a. <del>Unsolicited Letters of Evaluation</del></p> <p>Unsolicited letters of evaluation that are added to the file by the candidate are not considered confidential.</p> <p>Unsolicited letters received by the department but NOT added to the file by the candidate may be included in the file at the department chair's discretion. <u>Before including an unsolicited letter in the appointment file, the department chair must send the University's confidentiality statement to the letter writer and obtain a signed or electronic authorization to use the unsolicited letter in the file. The authorization, the unsolicited letter, and the department chair's letter transmitting the confidentiality statement should be included in the file.</u></p>		
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Proposed Disposition of PPM 230-20. V – ACADEMIC APPOINTMENTS/General Appointment Policies

Present		Proposed
PPM 230-20. V. A.	APM 510 Intercampus Transfers	PPM 230-510 - Intercampus Transfers
<p>7. File Submission – Timing of Offer</p> <p>A formal offer of appointment from the Executive Vice Chancellor for Academic Affairs must be made by April 1 if the candidate is a ladder rank appointee from another UC campus; or by April 30 if the candidate is a ladder rank from another Association of American Universities (AAU) member institution if the appointment is to be effective the following academic year.</p> <p><u>The department chair is responsible for submitting the appointment file sufficiently in advance to allow adequate time for file review if the proposed start date is the beginning of next academic year.</u></p> <p>Department chairs do not have the authority to extend offers of employment. The UC San Diego Authority and Review Chart sets forth the individual(s) and/or committee responsible for review, as well as the final authority for approval.</p>	<p><b>APM 510-16 Restrictions</b></p> <p><b>c. Timing</b></p> <p><b>No offer of appointment that includes intercampus transfer shall be made after April 1 for service during the immediately following academic year unless a later offer date is mutually agreed to by both Chancellors involved.</b></p>	<p><b>PPM 230-510-16 Restrictions</b></p> <p>PPM Unnecessary; rely upon APM 510-16.</p>
	<p><b>APM 500 – Recruitment/General</b></p> <p><b>APM 500-16 Restrictions</b></p> <p><b>c. No administrative officer of the University shall offer appointment after April 30 for employment during the immediately ensuing academic year to a faculty member holding a tenure or tenure-track appointment at any institution which is a member of the Association of American Universities (see APM - 500, Appendix A, for listing of member institutions of the AAU, or online at <a href="http://www.aau.edu/about/default.aspx?id=58">http://www.aau.edu/about/default.aspx?id=58</a>).</b></p> <p>...</p> <p><b>e. No commitment, formal or informal, may be made in negotiating for the recruitment of a faculty member to a budgeted position involving tenure or security of employment prior to the approval of the Chancellor.</b></p> <p><b>f. Formal negotiations for recruitment of a faculty member may be initiated only with the prior approval of the Chancellor.</b></p>	<p><b>Proposed</b></p> <p><b>PPM 230-500 - Recruitment/General</b></p> <p><b>PPM 230-500-16 Restrictions</b></p> <p>PPM Unnecessary; rely upon APM 500-16.</p>

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Proposed Disposition of PPM 230-20. V – ACADEMIC APPOINTMENTS/General Appointment Policies

Present	APM 220- Professor Series	Proposed
PPM 230-20. V. B - Series		PPM 230-220 – Professor Series
<p><u>The series proposed for a candidate must be appropriate for the functions and duties he or she will perform. Special attention must be paid to the criteria for appointment specified for each academic series</u>, which are described in Section VI, General Description of Appointment Criteria, and Section VII, Series Descriptions.</p>	<p><b>APM 220-10 - Criteria</b>  <b>A candidate for appointment, merit increase, or promotion in this series shall be judged by the following criteria:</b>  <b>a. Teaching</b>  <b>b. Research and creative work</b>  <b>c. Professional competence and activity</b>  <b>d. University and public service</b>  <b>An explanation of these criteria is set forth in the Instructions to Review and Appraisal Committees (see <a href="#">APM - 210-1</a>) as issued by the President.</b></p>	<p><b>PPM 230-220-10 – Criteria</b>  PPM unnecessary; rely upon APM 220-10.</p>
Present	APM 220- Professor Series	Proposed
PPM 230-20. V. C – Rank or Step		PPM 230-220 – Professor Series
<p><u>When establishing the rank or step for a candidate, a department must give due consideration to the candidate's experience and accomplishments.</u> Specific requirements for certain ranks are listed under the relevant series in Section VI.</p>	<p><b>APM 220-8 -Types</b>  <b>a. Titles (and ranks) in the Professor series are:</b>  <b>(1) Instructor</b>  <b>(2) Assistant Professor</b>  <b>(3) Associate Professor</b>  <b>(4) Professor</b></p>	<p><b>PPM 230-220-8 - Types</b>  PPM unnecessary; rely upon APM 220-8.</p>

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Proposed Disposition of PPM 230-20. V – ACADEMIC APPOINTMENTS/General Appointment Policies

Present		Proposed
<p><b>PPM 230-20. V. D - Limitation on Total Period of Service</b></p>	<p>APM 133 – Limitation on Total Period of Service in Certain Academic Titles</p>	<p>PPM 230-133 – Limitation on Total Period of Service in Certain Academic Titles</p>
<p><u>Total University service in the academic titles listed in Column A in the tables below is limited to a maximum of eight years (referred to as the eight-year limit). Periods of service on any campus of the University of California in any combination of the titles listed in Column B below count toward the eight-year limit.</u></p> <p><u>If a candidate for appointment to a series listed in Column A has had prior University of California service in any of the titles listed in Column B, it is the department’s responsibility to compute the maximum remaining years of service allowable in the proposed title and to inform the candidate of the remaining years of service allowable for the UC San Diego appointment.</u></p> <p><u>Eight years is the maximum period of cumulative service in these titles; service in any individual title may be for a period of less than eight years.</u></p> <p><u>By exception, the President of the University of California may approve appointment of an Assistant Professor, a Lecturer with Potential for Security of Employment, or a Senior Lecturer with Potential for Security of Employment beyond the eighth year for no more than two years.</u></p>	<p><b>133-0 Policy</b>  <i>An academic appointee’s current title (e.g., Assistant Professor, Assistant Astronomer) determines which of the following three subsections (a, b, or c) applies in order to compute that appointee’s years of service which count toward the eight-year limit.</i></p> <p><b>a.</b> This subsection applies to an individual who currently holds one of the following titles:</p> <p><i>Assistant Professor, Assistant Agronomist, Assistant Supervisor of Physical Education, Assistant Astronomer, and Assistant Professor in Residence.</i></p> <p>Periods of service on any campus of the University of California in any combination of the following titles count toward the eight-year limit in determining the status of an Assistant Professor under Section 103.9 of the Standing Orders of The Regents quoted below:</p> <p><b>An Assistant Professor who has completed eight years of service in that title, or in that title in combination with other titles as established by the President, shall not be continued after the eighth year unless promoted to Associate Professor or Professor.</b></p> <p>Service in the following titles is also applied to determine the eight-year limit for</p> <p><b>(1) other academic appointees who hold a title eligible for tenure review (i.e., Assistant Agronomist, Assistant Supervisor of Physical Education, Assistant Astronomer);</b></p> <p><b>(2) Assistant Professor in Residence, a title which is not eligible for tenure but which has the same criteria for appointment and promotion as an Assistant Professor.</b></p> <p><i>Professor series and related titles</i>  <b>Instructor</b>  <b>Assistant Professor, Acting Assistant Professor, Visiting Assistant Professor</b>  <b>Acting Associate Professor, Visiting Associate Professor</b>  <b>Acting Professor, Visiting Professor</b></p>	<p><b>PPM 230-133 - Limitation on Total Period of Service in Certain Academic Titles</b>  PPM unnecessary; rely upon APM 133.</p>

Note: Substance of Text and Tables 1-3 (which follow on pages 19-21) illustrate information that appears in APM 133 and do not provide additional substantive information; All will appear in the *APS Appointment and Advancement Instructions*.

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Proposed Disposition of PPM 230-20. V – ACADEMIC APPOINTMENTS/General Appointment Policies

Present		Proposed
PPM 230-20. V. D - Limitation on Total Period of Service	APM 133 – Limitation on Total Period of Service in Certain Academic Titles	PPM 230-133 – Limitation on Total Period of Service in Certain Academic Titles
	<p><i>Supervisor of Physical Education series</i>  <b>Junior Supervisor of Physical Education</b>  <b>Assistant Supervisor of Physical Education</b> <i>Professor in Residence series</i>  <b>Instructor in Residence</b>  <b>Assistant Professor in Residence</b></p> <p><i>Astronomer series and related titles</i>  <b>Junior Astronomer, Acting Junior Astronomer</b>  <b>Assistant Astronomer, Acting Assistant Astronomer, Visiting Assistant Astronomer</b></p> <p><i>Agronomist in the Agricultural Experiment Station series and related titles</i>  <b>Junior Agronomist, Acting Junior Agronomist</b>  <b>Assistant Agronomist, Acting Assistant Agronomist, Visiting Assistant Agronomist</b></p> <p>The following additional provisions apply:  <b>(1) Unless otherwise indicated in the above list, an appointment at any percentage of time including 0 percent counts toward the eight-year limit. Appointments which are 0 percent time because the appointee is on leave may be eligible for exclusion (see APM - 133-17-g). Some campuses call 0 percent appointments “without salary (WOS) appointments.”</b></p> <p><b>(2) For information on temporary transfers, changes of status, and periods of leave in regard to the computation of years of service, see APM - 133-17-g. For information on breaks in service, see APM - 133-17-e.</b></p> <p><b>(3) In cases where there has been a review of an Assistant Professor or Assistant Professor in Residence and the Chancellor has decided not to continue the individual’s appointment in that series, the individual may not be appointed on any campus to certain faculty titles for a period of five years. For a list of these faculty titles, see APM - 133, Appendix A. Years of service are calculated over a lifetime on any campus. For example, an individual who previously served as an Assistant Professor and who is appointed as an Assistant Professor on another campus after a break in service of five years will have previous years of service “on the clock” (APM - 133-17-e).</b></p>	<p><b>PPM 230-133 - Limitation on Total Period of Service in Certain Academic Titles</b>  PPM unnecessary; rely upon APM 133.</p>

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Proposed Disposition of PPM 230-20. V – ACADEMIC APPOINTMENTS/General Appointment Policies

Present		Proposed
PPM 230-20. V. D - Limitation on Total Period of Service	APM 133 – Limitation on Total Period of Service in Certain Academic Titles	PPM 230-133 – Limitation on Total Period of Service in Certain Academic Titles
	<p><b>b. This subsection applies to a person who holds the title Lecturer-Potential Security of Employment or Senior Lecturer-Potential Security of Employment. Note: Appointees with titles of Lecturer or Senior Lecturer who do not have the potential for security of employment are not subject to this eight-year limit. Other limitations of service, however, may apply. Please consult your Academic Personnel office.</b></p> <p>Periods of service in any combination of the following titles on any campus of the University of California count toward the eight-year limit in determining the status of a <i>Lecturer-Potential Security of Employment (PSOE)</i> or <i>Senior Lecturer-Potential Security of Employment (PSOE)</i> appointed at more than 50 percent time. See Section 103.10 of the Standing Orders of The Regents.</p> <p><i>Lecturer titles at more than 50 percent time</i>                      Lecturer                      Senior Lecturer                      Lecturer-Potential Security of Employment                      Senior Lecturer-Potential Security of Employment</p> <p><i>Professor series and related titles</i>                      Instructor                      Assistant Professor, Acting Assistant Professor, Visiting Assistant Professor                      Acting Associate Professor, Visiting Associate Professor                      Acting Professor                      Visiting Professor</p> <p><i>Professor of Clinical (e.g., Medicine) series</i>                      Assistant Professor of Clinical (e.g., Medicine)</p> <p><i>Health Sciences Clinical Professor series</i>                      Health Sciences Assistant Clinical Professor at more than 50 percent time</p> <p><i>Supervisor of Physical Education series</i>                      Junior Supervisor of Physical Education                      Assistant Supervisor of Physical Education</p>	<p><b>PPM 230-133 - Limitation on Total Period of Service in Certain Academic Titles</b>                      PPM unnecessary; rely upon APM 133.</p>

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Proposed Disposition of PPM 230-20. V – ACADEMIC APPOINTMENTS/General Appointment Policies

Present		Proposed
PPM 230-20. V. D - Limitation on Total Period of Service	APM 133 – Limitation on Total Period of Service in Certain Academic Titles	PPM 230-133 – Limitation on Total Period of Service in Certain Academic Titles
	<p><i>Professor in Residence series</i>  <b>Instructor in Residence Assistant Professor in Residence</b></p> <p><i>Adjunct Professor series</i>  <b>Adjunct Instructor at more than 50 percent time</b>  <b>Assistant Adjunct Professor at more than 50 percent time</b></p> <p>The following additional provisions apply:  <b>(1) Unless otherwise indicated in the above list, an appointment at any percentage of time including 0 percent counts toward the eight-year limit. Appointments which are 0 percent time because the appointee is on leave may be eligible for exclusion (see APM - 133-17-g). Some campuses call 0 percent appointments “without salary (WOS) appointments.”</b></p> <p><b>(2) For information on temporary transfers, changes of status, and periods of leave in regard to the computation of years of service, see APM - 133-17-g. For information on breaks in service, see APM - 133-17-e.</b></p> <p><b>(3) When there has been a review of a Lecturer PSOE or Senior Lecturer PSOE at more than 50 percent time and the Chancellor has decided not to continue the individual’s appointment in that series, the individual may not be appointed on any campus to certain faculty titles for a period of five years. For a list of these faculty titles, see APM - 133, Appendix A. Years of service are calculated over a lifetime on any campus. For example, an individual who previously served as a Lecturer PSOE and who is appointed as a Lecturer PSOE on another campus after a break in service of five years, will have previous years of service “on the clock”(APM - 133-17-e).</b></p>	<p><b>PPM 230-133 - Limitation on Total Period of Service in Certain Academic Titles</b>  PPM unnecessary; rely upon APM 133.</p>

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Proposed Disposition of PPM 230-20. V – ACADEMIC APPOINTMENTS/General Appointment Policies

Present		Proposed
PPM 230-20. V. D - Limitation on Total Period of Service	APM 133 – Limitation on Total Period of Service in Certain Academic Titles	PPM 230-133 – Limitation on Total Period of Service in Certain Academic Titles
	<p>c. This subsection applies to an appointee who currently holds one of the following titles:</p> <p><i>Instructor, Acting Assistant Professor, Visiting Assistant Professor, Acting Associate Professor, Visiting Associate Professor, Acting Professor, Visiting Professor, Instructor in Residence, Assistant Professor of Clinical (e.g., Medicine), Health Sciences Assistant Clinical Professor at more than 50 percent time, Junior Supervisor of Physical Education, Adjunct Instructor at more than 50 percent time, Assistant Adjunct Professor at more than 50 percent time, Junior Astronomer, Acting Junior Astronomer, Acting Assistant Astronomer, Visiting Assistant Astronomer, Junior Agronomist (A.E.S.), Acting Junior Agronomist (A.E.S.), Acting Assistant Agronomist (A.E.S.), or Visiting Assistant Agronomist (A.E.S.).</i></p> <p>Periods of service on any campus of the University of California in any combination of the titles listed below count toward the eight-year limit for the titles above. The maximum period of service in some of the individual titles is shorter than eight years.</p> <p><i>Professor series and related titles</i>                      Instructor                      Assistant Professor, Acting Assistant Professor, Visiting Assistant Professor                      Acting Associate Professor, Visiting Associate Professor                      Acting Professor, Visiting Professor</p> <p><i>Professor of Clinical (e.g., Medicine) series</i>                      Assistant Professor of Clinical (e.g., Medicine)</p> <p><i>Health Sciences Clinical Professor series</i>                      Health Sciences Assistant Clinical Professor at more than 50 percent time</p> <p><i>Supervisor of Physical Education series</i>                      Junior Supervisor of Physical Education                      Assistant Supervisor of Physical Education</p> <p><i>Professor in Residence series</i>                      Instructor in Residence                      Assistant Professor in Residence</p>	<p><b>PPM 230-133 - Limitation on Total Period of Service in Certain Academic Titles</b>                      PPM unnecessary; rely upon APM 133.</p>

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Proposed Disposition of PPM 230-20. V – ACADEMIC APPOINTMENTS/General Appointment Policies

Present		Proposed
PPM 230-20. V. D - Limitation on Total Period of Service	APM 133 – Limitation on Total Period of Service in Certain Academic Titles	PPM 230-133 – Limitation on Total Period of Service in Certain Academic Titles
	<p><i>Adjunct Professor series</i>  <b>Adjunct Instructor at more than 50 percent time</b>  <b>Assistant Adjunct Professor at more than 50 percent time</b></p> <p><i>Astronomer series and related titles</i>  <b>Junior Astronomer, Acting Junior Astronomer</b>  <b>Assistant Astronomer, Acting Assistant Astronomer ,Visiting Assistant Astronomer</b></p> <p><i>Agronomist in the Agricultural Experiment Station and related titles</i>  <b>Junior Agronomist, Acting Junior Agronomist</b>  <b>Assistant Agronomist, Acting Assistant Agronomist, Visiting Assistant Agronomist</b></p> <p><i>Lecturer titles at more than 50 percent time</i>  <b>Lecturer</b>  <b>Senior Lecturer</b>  <b>Lecturer-Potential Security of Employment</b>  <b>Senior Lecturer-Potential Security of Employment</b></p> <p>The following provisions apply:</p> <p>(1) Unless otherwise indicated in the above list, an appointment at any percentage of time, including 0 percent, counts toward the eight-year limit. Appointments which are 0 percent because the appointee is on leave may be eligible for exclusion (see APM - 133-17-g). Some campuses call 0 percent appointments “without salary (WOS) appointments.”</p> <p>(2) For information on temporary transfers, changes of status, and periods of leave in regard to the computation of years of service, see APM - 133-17-g.</p> <p>For information on breaks in service, see APM - 133-17-e.</p> <p>(3) For purposes of calculating the eight-year limit, service on any campus of the University of California counts. “On any campus” means “anywhere in the Universitywide system.”</p>	<p><b>PPM 230-133 - Limitation on Total Period of Service in Certain Academic Titles</b>  PPM unnecessary; rely upon APM 133.</p>

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Proposed Disposition of PPM 230-20. V – ACADEMIC APPOINTMENTS/General Appointment Policies

**TABLE 1**

<b>COLUMN A</b>	<b>COLUMN B</b>
<b>UC San Diego titles subject to a limitation on total period of service:</b>	<b>Previous periods of service on any campus of the University of California in any combination of the following titles count toward the eight-year limit:</b>
<ul style="list-style-type: none"> <li>▪ <u>Assistant Professor (Ladder-Rank)</u></li> <li>▪ <u>Assistant Professor In Residence</u></li> </ul>	<p><u>Professor series and related titles</u></p> <ul style="list-style-type: none"> <li>▪ <u>Instructor</u></li> <li>▪ <u>Assistant Professor</u></li> <li>▪ <u>Acting Assistant Professor</u></li> <li>▪ <u>Acting Associate Professor</u></li> <li>▪ <u>Acting Professor</u></li> <li>▪ <u>Visiting Assistant Professor</u></li> <li>▪ <u>Visiting Associate Professor</u></li> <li>▪ <u>Visiting Professor</u></li> </ul> <p><u>Supervisor of Physical Education series</u></p> <ul style="list-style-type: none"> <li>▪ <u>Junior Supervisor of Physical Education</u></li> <li>▪ <u>Assistant Supervisor of Physical Education</u></li> </ul> <p><u>Professor in Residence series</u></p> <ul style="list-style-type: none"> <li>▪ <u>Instructor in Residence</u></li> <li>▪ <u>Assistant Professor in Residence</u></li> </ul> <p><u>Astronomer series and related titles</u></p> <ul style="list-style-type: none"> <li>▪ <u>Junior Astronomer</u></li> <li>▪ <u>Assistant Astronomer</u></li> <li>▪ <u>Acting Junior Astronomer</u></li> <li>▪ <u>Acting Assistant Astronomer</u></li> <li>▪ <u>Visiting Assistant Astronomer</u></li> </ul> <p><u>Agronomist in the Agricultural Experiment Station series and related titles</u></p> <ul style="list-style-type: none"> <li>▪ <u>Junior Agronomist</u></li> <li>▪ <u>Assistant Agronomist</u></li> <li>▪ <u>Acting Junior Agronomist</u></li> <li>▪ <u>Acting Assistant Agronomist</u></li> <li>▪ <u>Visiting Assistant Agronomist</u></li> </ul> <p><u>Note: Appointment at less than full time to a title in this section while in student status on any campus of the University of California will not count toward the eight-year limit.</u></p>

Note: Tables 1-3 illustrate information that appears in APM 133 and do not provide additional substantive information; will appear in *APS Appointment and Advancement Instructions*.

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Proposed Disposition of PPM 230-20. V – ACADEMIC APPOINTMENTS/General Appointment Policies

**TABLE 2**

COLUMN A	COLUMN B
<p><b>UC San Diego titles subject to a limitation on total period of service:</b></p>	<p><b>Previous periods of service on any campus of the University of California in any combination of the following titles count toward the eight-year limit:</b></p>
<ul style="list-style-type: none"> <li>▪ <u>Lecturer with Potential for Security of Employment*</u></li> <li>▪ <u>Senior Lecturer with Potential for Security of Employment*</u></li> </ul>	<p><u>Lecturer titles at more than 50% time</u></p> <ul style="list-style-type: none"> <li>▪ <u>Lecturer</u></li> <li>▪ <u>Senior Lecturer</u></li> <li>▪ <u>Lecturer with Potential for Security of Employment</u></li> <li>▪ <u>Senior Lecturer with Potential for Security of Employment</u></li> </ul> <p><u>Professor series and related titles</u></p> <ul style="list-style-type: none"> <li>▪ <u>Instructor</u></li> <li>▪ <u>Assistant Professor</u></li> <li>▪ <u>Acting Assistant Professor</u></li> <li>▪ <u>Acting Associate Professor</u></li> <li>▪ <u>Acting Professor</u></li> <li>▪ <u>Visiting Assistant Professor</u></li> <li>▪ <u>Visiting Associate Professor</u></li> <li>▪ <u>Visiting Professor</u></li> </ul> <p><u>Professor of Clinical (e.g., Medicine) series</u></p> <ul style="list-style-type: none"> <li>▪ <u>Assistant Professor of Clinical (e.g., Medicine)</u></li> </ul> <p><u>Health Sciences Clinical Professor series</u></p> <ul style="list-style-type: none"> <li>▪ <u>Health Sciences Assistant Clinical Professor at more than 50% time</u></li> </ul> <p><u>Supervisor of Physical Education series</u></p> <ul style="list-style-type: none"> <li>▪ <u>Junior Supervisor of Physical Education</u></li> <li>▪ <u>Assistant Supervisor of Physical Education</u></li> </ul> <p><u>Professor in Residence series</u></p> <ul style="list-style-type: none"> <li>▪ <u>Instructor in Residence</u></li> <li>▪ <u>Assistant Professor in Residence</u></li> </ul> <p><u>Adjunct Professor series</u></p> <ul style="list-style-type: none"> <li>▪ <u>Adjunct Instructor at more than 50% time</u></li> <li>▪ <u>Assistant Adjunct Professor at more than 50% time</u></li> </ul>
<p><u>* Note: Candidates with the title of Lecturer or Senior Lecturer who do not have the potential for security of employment are not subject to the limitation on total period of service.</u></p>	

Note: Tables 1-3 illustrate information that appears in APM 133 and do not provide additional substantive information; will appear in *APS Appointment and Advancement Instructions*.

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Proposed Disposition of PPM 230-20. V – ACADEMIC APPOINTMENTS/General Appointment Policies

TABLE 3

COLUMN A	COLUMN B
<p><b>UC San Diego titles subject to a limitation on total period of service:</b></p>	<p><b>Previous periods of service on any campus of the University of California in any combination of the following titles count toward the eight-year limit:</b></p>
<ul style="list-style-type: none"> <li>▪ <u>Acting Assistant Professor</u></li> <li>▪ <u>Acting Associate Professor</u></li> <li>▪ <u>Acting Professor</u></li> <li>▪ <u>Visiting Assistant Professor</u></li> <li>▪ <u>Visiting Associate Professor</u></li> <li>▪ <u>Visiting Professor</u></li> <li>▪ <u>Assistant Professor of Clinical (e.g., Medicine)</u></li> <li>▪ <u>Health Sciences Assistant Clinical Professor at more than 50% time</u></li> <li>▪ <u>Assistant Adjunct Professor at more than 50% time</u></li> </ul>	<ul style="list-style-type: none"> <li><u>Professor series and related titles</u> <ul style="list-style-type: none"> <li>▪ <u>Instructor</u></li> <li>▪ <u>Assistant Professor</u></li> <li>▪ <u>Acting Assistant Professor</u></li> <li>▪ <u>Acting Associate Professor</u></li> <li>▪ <u>Acting Professor</u></li> <li>▪ <u>Visiting Assistant Professor, Visiting Associate Professor, Visiting Professor</u></li> </ul> </li> <li><u>Professor of Clinical (e.g., Medicine) series</u> <ul style="list-style-type: none"> <li>▪ <u>Assistant Professor of Clinical (e.g., Medicine)</u></li> </ul> </li> <li><u>Health Sciences Clinical Professor series</u> <ul style="list-style-type: none"> <li>▪ <u>Health Sciences Assistant Clinical Professor at more than 50% time</u></li> </ul> </li> <li><u>Supervisor of Physical Education series</u> <ul style="list-style-type: none"> <li>▪ <u>Junior Supervisor of Physical Education</u></li> <li>▪ <u>Assistant Supervisor of Physical Education</u></li> </ul> </li> <li><u>Professor in Residence series</u> <ul style="list-style-type: none"> <li>▪ <u>Instructor in Residence</u></li> <li>▪ <u>Assistant Professor in Residence</u></li> </ul> </li> <li><u>Adjunct Professor series</u> <ul style="list-style-type: none"> <li>▪ <u>Adjunct Instructor at more than 50% time</u></li> <li>▪ <u>Assistant Adjunct Professor at more than 50% time</u></li> </ul> </li> <li><u>Astronomer series and related titles</u> <ul style="list-style-type: none"> <li>▪ <u>Junior Astronomer</u></li> <li>▪ <u>Assistant Astronomer</u></li> <li>▪ <u>Acting Junior Astronomer</u></li> <li>▪ <u>Acting Assistant Astronomer</u></li> <li>▪ <u>Visiting Assistant Astronomer</u></li> </ul> </li> <li><u>Agronomist series</u> <ul style="list-style-type: none"> <li>▪ <u>Junior Agronomist</u></li> <li>▪ <u>Assistant Agronomist</u></li> <li>▪ <u>Acting Junior Agronomist</u></li> <li>▪ <u>Acting Assistant Agronomist</u></li> <li>▪ <u>Visiting Assistant Agronomist</u></li> </ul> </li> <li><u>Lecturer titles at more than 50% time</u> <ul style="list-style-type: none"> <li>▪ <u>Lecturer</u></li> <li>▪ <u>Senior Lecturer</u></li> <li>▪ <u>Lecturer with Potential for Security of Employment</u></li> <li>▪ <u>Senior Lecturer with Potential for Security of Employment</u></li> </ul> </li> </ul>

Note: Tables 1-3 illustrate information that appears in APM 133 and do not provide additional substantive information; will appear in *APS Appointment and Advancement Instructions*.

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Proposed Disposition of PPM 230-20. V – ACADEMIC APPOINTMENTS/General Appointment Policies

Present	APM 310 Professional Research ( <i>Research Scientist</i> ) Series	Proposed
PPM 230-20. V. D - Limitation on Total Period of Service		PPM 230-310 – Professional Research ( <i>Research Scientist</i> ) Series
	<p>APM 310-17 – Terms of Service</p> <p>c. There is an eight-year limit for an appointee who holds the Assistant Research (e.g., Physicist) title, either in that title alone or when combined with a Visiting Assistant Research (e.g., Physicist) title, with or without salary. The Chancellor may grant an exception to the eight-year limitation of service.</p>	<p>PPM 230-310-17 – Terms of Service</p> <p>c. There is an eight-year limit for an appointee who holds the Assistant Research Scientist title, either in that title alone or when combined with an Associate Research Scientist, Research Scientist, or Visiting Assistant Research Scientist title, with or without salary on any campus of the University of California. The Chancellor may grant an exception to the eight-year limitation of service.</p>
	<p>APM 311 – Project (<i>e.g., Scientist</i>) Series</p>	<p>Proposed</p> <p>PPM 230-311 – Project (<i>e.g., Scientist</i>) Series</p>
	<p>APM 311-17 – Terms of Service</p> <p>a. (1)...For campuses that adopt an eight-year limitation of service, there is an eight-year limit for an appointee who holds the Assistant Project (e.g., Scientist) title, either in that title alone or when combined with an Assistant Research (e.g., Physicist) title and Visiting Assistant Research(e.g., Physicist) title.</p>	<p>PPM 230-311-17 – Terms of Service</p> <p>a. (1)...There is an eight-year limit for an appointee who holds the Assistant Project Scientist title, either in that title alone or when combined with an Associate Project Scientist, Project Scientist, Assistant Research Scientist, Associate Research Scientist, Research Scientist, or Visiting Assistant Research Scientist title, with or without salary on any campus of the .University of California.</p>

TABLE 4

COLUMN A	COLUMN B
<u>UC San Diego titles subject to a limitation on total period of service:</u>	<u>Previous periods of service on any campus of the University of California in any combination of the following titles count toward the eight-year limit:</u>
<ul style="list-style-type: none"> <li>▪ Assistant Research Scientist</li> </ul>	<ul style="list-style-type: none"> <li>▪ Assistant Research Scientist</li> <li>▪ Associate Research Scientist</li> <li>▪ Research Scientist</li> <li>▪ Visiting Assistant Research Scientist</li> </ul>
<ul style="list-style-type: none"> <li>▪ Assistant Project Scientist</li> </ul>	<ul style="list-style-type: none"> <li>▪ Assistant Project Scientist</li> <li>▪ Associate Project Scientist</li> <li>▪ Project Scientist</li> <li>▪ Assistant Research Scientist</li> <li>▪ Associate Research Scientist</li> <li>▪ Research Scientist</li> </ul>

Note APM 133 does not address the limitation on service in the Assistant Project and Research Scientist titles, and service in additional titles counts toward the eight-year limit for each series. Policy language addressing these differences to be added to Proposed PPM 230-310 and PPM 230-311, respectively. Table 4 will appear along with Tables 1-3 (above) in the APS Instructions.

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Proposed Disposition of PPM 230-20. V – ACADEMIC APPOINTMENTS/General Appointment Policies

Present	APM 133 – Limitation on Total Period of Service in Certain Academic Titles	Proposed PPM 230-133 – Limitation on Total Period of Service in Certain Academic Titles
<p><b>PPM 230-20. V. D - Limitation on Total Period of Service</b></p> <p><b>1. Computation of Years of Service Prior to Appointment</b></p> <p>The following rules of computation must be observed when calculating years of service at another UC campus:</p> <p>a. For purposes of calculating service toward the eight-year limit, service on any campus of the University of California counts. "On any campus" means "anywhere in the University system."</p> <p>b. All years of service on any campus of the University of California are counted. If there is any break in service, whether because of leave without salary or because of resignation and subsequent reappointment, service prior to the interruption counts toward the eight-year limit. For example, if an individual who previously served as an Assistant Professor on one campus is appointed as an Assistant Professor on another campus after a break in service, all previous years of service count toward the eight-year limit.</p> <p>c. Years of service are calculated from the beginning of the first complete semester or quarter of service.</p> <p>d. For an academic-year appointee, eight years will consist of 16 complete semesters or, under the quarter system, 24 complete quarters, or a combination of these, with one semester equal to one and one-half quarters. However, no academic-year appointee may accrue more than three quarters of service credit in any one fiscal year toward the eight-year limit unless the fourth quarter was approved under an arrangement to provide compensatory time off and that year is immediately preceded or succeeded by a two-quarter year of service.</p> <p>e. For a fiscal-year appointee, eight years will consist of 96 months of completed service, inclusive of accrued vacation time.</p>	<p><b>APM 133-17 Computation of Years of Service</b></p> <p>The following rules of computation shall be observed for service by an appointee with any of the titles listed in APM -133-0-a:</p> <p>a. Years of service are calculated from the beginning of the first complete semester or quarter of service.</p> <p>b. For an academic-year appointee, the eight-year period shall consist of sixteen complete semesters or, under the quarter system, twenty-four complete quarters, or a combination of these two with one semester equal to one and one-half quarters. However, no academic-year appointee shall accrue more than three quarters of service credit in any one fiscal year toward the eight-year period unless the fourth quarter was approved under an arrangement to provide compensatory time off and that year is immediately preceded or succeeded by a two-quarter year of service.</p> <p>c. For a fiscal-year appointee, the eight-year period shall consist of ninety-six months of completed service, inclusive of accrued vacation time.</p> <p>d. Complete semesters or quarters of service for an academic-year appointee and complete months of service for a fiscal-year appointee shall be counted regardless of the percentage of time of the appointment, except for those titles listed in APM -133-0-a requiring a stated minimum percent of full-time appointment.</p> <p>e. Any break in service, whether because of leave without salary or because of resignation and subsequent reappointment, does not invalidate the counting of service prior to the interruption.</p> <p>f. Service on any campus of the University of California is included in the computation.</p>	<p><b>PPM 230-133-17 Computation of Years of Service</b></p> <p>PPM Unnecessary; rely upon APM 133-17.</p>

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Proposed Disposition of PPM 230-20. V – ACADEMIC APPOINTMENTS/General Appointment Policies

Present	APM 133 – Limitation on Total Period of Service in Certain Academic Titles	Proposed
<p><b>PPM 230-20. V. D - Limitation on Total Period of Service</b></p>		<p><b>PPM 230-133 – Limitation on Total Period of Service in Certain Academic Titles</b></p>
<p><del>f. An appointment at any percentage of time, including 0% or without salary, counts toward the eight year limit. Appointments that are at 0% time because the appointee is on leave may be eligible for exclusion, as specified below.</del></p> <p><del>g. Complete semesters or quarters of service for an academic-year appointee and complete months of service for a fiscal-year appointee will be counted regardless of the percentage of time of the appointment.</del></p> <p><del>h. Any break in service, whether because of leave without salary or because of resignation and subsequent reappointment, does not invalidate the counting of service prior to the interruption.</del></p>		<p><b>PPM 230-133-17 Computation of Years of Service</b> PPM Unnecessary; rely upon APM 133-17.</p>

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Proposed Disposition of PPM 230-20. V – ACADEMIC APPOINTMENTS/General Appointment Policies

Present PPM 230-20. V. D - Limitation on Total Period of Service	APM 133 – Limitation on Total Period of Service in Certain Academic Titles	Proposed PPM 230-133 – Limitation on Total Period of Service in Certain Academic Titles
<p>2. Applicability of Periods of Leave Toward Calculating Years of Service</p> <p>a. Temporary transfers or changes of status from Assistant Professor (or any other title listed in Column A above) to any other title or title series will be regarded as periods of academically related leave under this rule and will be counted toward the eight-year limit.</p> <p>b. Except as provided in (i) below, periods of leave, whether with or without salary, will be counted toward the eight-year limit unless the Executive Vice Chancellor for Academic Affairs, after consultation with the Academic Senate Committee on Academic Personnel, determines that the activity undertaken during the course of the leave was substantially unrelated to the individual's academic career. For new appointments, this determination is made on the basis of a petition filed at the time of the proposed appointment. In such cases, the Executive Vice Chancellor may permit the leave period to be excluded from service for the purposes of calculating the eight years.</p> <p>i. Periods of childbearing and/or parental leave equal to or in excess of one quarter or one semester, whether with or without salary, are not included as periods of service for the purposes of calculating the eight years.</p> <p>ii. The combined total of periods of leave excluded as unrelated to academic duties or as childbearing and/or parental leave may not exceed two years.</p>	<p>APM 133-17 - Computation of Years of Service g. Applicability of Periods of Leave</p> <p>The applicability of periods of leave toward the eight-year period shall be as follows:</p> <p>(1) Temporary transfers or changes of status from Assistant Professor (or any other title listed in APM - 133-0) to any other title or title series shall be regarded as periods of academically-related leave under this rule and shall be included as service toward the eight-year period.</p> <p>...</p> <p>(3) Periods of leave, whether with or without salary, shall be included as service toward the eight-year period unless, upon the basis of a petition filed at the time leave is requested, the Chancellor determines that the activity undertaken during the course of the leave is substantially unrelated to the individual's academic career and that the period of the leave shall not count toward the eight-year service period.</p> <p>A period of leave, with or without salary, which is based on a serious health condition or disability, shall be included as service toward the eight-year period, unless, upon the basis of a petition normally filed within one quarter or semester after the leave is taken, the Chancellor determines that the leave shall not be included as service toward the eight-year period. In each case, the Chancellor shall report such a decision in writing to the individual.</p> <p>However, any childbearing or parental leave, provided for in APM - 760-25 and 760-27 which is equal to or exceeds one semester or one quarter and which is not greater than one year, whether with or without salary, shall be excluded from service toward the eight-year period unless the faculty member informs the department chair in writing before, during, or within one quarter or semester after the leave that it should not be excluded from service toward the eight-year period. (See APM - 133-17-a, -b, -c, -d, and -i.)</p> <p>Note: Exclusion of one or two quarters or one semester will not necessarily delay the timing of a review.</p>	<p>Important Introductory Note</p> <p>Please read this note before consulting APM - 133-0.</p> <p>...For determining years toward the eight-year limitation of service, the combined total of periods of leave unrelated to academic duties and time off the clock may not exceed two years. ...</p> <p>PPM 230-133-17 - Computation of Years of Service g. Applicability of Periods of Leave</p> <p>The applicability of periods of leave toward the eight-year period shall be as follows:</p> <p>(1) Temporary transfers or changes of status from Assistant Professor (or any other title listed in APM - 133-0) to any other title or title series shall be regarded as periods of academically-related leave under this rule and shall be included as service toward the eight-year period.</p> <p>...</p> <p>(3) Periods of leave, whether with or without salary, shall be included as service toward the eight-year period unless, upon the basis of a petition filed at the time leave is requested, the Executive Vice Chancellor for Academic Affairs, after consultation with the Academic Senate Committee on Academic Personnel, determines that the activity undertaken during the course of the leave is substantially unrelated to the individual's academic career and that the period of the leave shall not count toward the eight-year service period. For new appointments, this determination is made on the basis of a petition filed at the time of the proposed appointment. In such cases, the Executive Vice Chancellor may permit the leave period to be excluded from service for the purposes of calculating the eight years.</p> <p>A period of leave, with or without salary, which is based on a serious health condition or disability, shall be included as service toward the eight-year period, unless, upon the basis of a petition normally filed within one quarter or semester after the leave is taken, the Executive Vice Chancellor for</p>

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Proposed Disposition of PPM 230-20. V – ACADEMIC APPOINTMENTS/General Appointment Policies

		<p>Academic Affairs, after consultation with the Academic Senate Committee on Academic Personnel, <del>determines that the leave shall not be included as service toward the eight-year period.</del> <b>In each case, the Executive Vice Chancellor shall report such a decision in writing to the individual.</b></p> <p><b>However, any childbearing or parental leave, provided for in APM - 760-25 and 760-27 which is equal to or exceeds one semester or one quarter and which is not greater than one year, whether with or without salary, shall be excluded from service toward the eight-year period unless the faculty member informs the department chair in writing before, during, or within one quarter or semester after the leave that it should not be excluded from service toward the eight-year period. (See APM - 133-17-a, -b, -c, -d, and -i.)</b></p> <p><b>Note: Exclusion of one or two quarters or one semester will not necessarily delay the timing of a review.</b></p>
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Proposed Disposition of PPM 230-20. V – ACADEMIC APPOINTMENTS/General Appointment Policies

Present	APM 220 – Professor Series	Proposed
PPM 230-20. V. E – Effective Appointment Dates		PPM 230-20 – Professor Series
<p><del>E. Effective Appointment Dates</del></p> <p><del>An appointment may become effective only after approval by the appropriate approval authority.</del></p> <p><del>1. Academic Year</del></p> <p>Academic-year appointments must be effective at the beginning of quarterly pay periods (i.e., July 1 for fall quarter; November 1 for winter quarter; March 1 for spring quarter).</p> <p><del>2. Fiscal Year</del></p> <p>Fiscal-year appointments may be effective on any date, preferably the first day of a month.</p> <p><del>3. Series Change (New Appointments)</del></p> <p>If an appointment that represents a series change coincides with an advancement, the advancement must be effective on July 1, regardless of the effective date of the proposed new appointment.</p> <p><del>4. Appointments Subject to the Eight Year Limit</del></p> <p>Whenever possible, appointments subject to the eight-year limit should be made effective July 1.</p>	<p><b>APM 220-17 – Terms of Service</b></p> <p><b>d. Effective Date and Beginning Date of Service</b></p> <p><b>(1) The effective date of an appointment is the initial date of the new status for payroll or other recordkeeping purposes and indicates the first day on which salary or change in rate of salary commences.</b></p> <p><b>(2) The effective date of a promotion or merit increase is normally July 1. However, exceptions may be approved by the Chancellor, subject to the provisions of APM - 220-24.</b></p> <p><b>(3) The beginning date of service for a new appointee or of service in a new status for a continuing appointee is the first day on which the individual is required to be on duty under the terms of the appointment or new status. This date may be different from the effective date for an academic-year appointee paid in twelve installments. For example, for a new appointee serving on a nine-month basis, the effective date of the appointment will normally be July 1 and the beginning date of service will normally be the first day of the Fall Quarter or Semester.</b></p>	<p><b>PPM 230-220-17 - Terms of Service</b></p> <p><b>d. Effective Date and Beginning Date of Service</b></p> <p><b>(1) The effective date of an appointment is the initial date of the new status for payroll or other recordkeeping purposes and indicates the first day on which salary or change in rate of salary commences.</b></p> <ul style="list-style-type: none"> <li>• Academic-year appointments must be effective at the beginning of quarterly pay periods (i.e., July 1 for fall quarter; November 1 for winter quarter; March 1 for spring quarter).</li> <li>• Fiscal-year appointments may be effective on any date, preferably the first day of a month.</li> <li>• If an appointment that represents a series change coincides with an advancement, the advancement must be effective on July 1, regardless of the effective date of the proposed new appointment.</li> </ul> <p>Whenever possible, appointments subject to the eight-year limit should be made effective July 1.</p> <p><b>(2) The effective date of a promotion or merit increase is normally July 1. However, exceptions may be approved by the Chancellor, subject to the provisions of APM - 220-24.</b></p> <p><b>(3) The beginning date of service for a new appointee or of service in a new status for a continuing appointee is the first day on which the individual is required to be on duty under the terms of the appointment or new status. This date may be different from the effective date for an academic-year appointee paid in twelve installments. For example, for a new appointee serving on a nine-month basis, the effective date of the appointment will normally be July 1 and the beginning date of service will normally be the first day of the Fall Quarter or Semester.</b></p>

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Proposed Disposition of PPM 230-20. V – ACADEMIC APPOINTMENTS/General Appointment Policies

Present	APM 220 – Professor Series	Proposed						
PPM 230-20. V. F – Departmental Voting		PPM 230-220 – Professor Series						
<p>1- <del>Academic Senate Bylaw 55</del></p> <p><del>University of California Academic Senate Bylaw 55 sets forth the voting requirements for departmental faculty for the appointment of academic personnel. Department chairs are responsible for ensuring compliance with the provisions of Bylaw 55 and should review them carefully prior to initiating departmental votes.</del></p> <p>2- <del>Departmental Voting Rules</del></p> <p>Departments should develop their own rules, when necessary, for voting on personnel actions not covered in Academic Senate Bylaw 55. <del>The department chair is responsible for articulating in the departmental recommendation letter the voting process used and the degree of consultation within the department.</del></p> <p><u>If a departmental vote is required, the results of the vote must be reflected accurately on the UC San Diego Summary of Appointment Recommendation form and thoroughly discussed in the departmental recommendation letter.</u></p> <p>Except in unusual circumstances, whenever University or departmental policy requires a vote on a proposed action, the action must be supported by at least 50% of the members eligible to vote and in residence on campus in the quarter when the vote is taken. <u>Unusual circumstances may make it impossible to comply with this rule. In such cases, the department chair should explain the circumstances in the recommendation letter.</u></p> <p><u>If deemed acceptable by the department, mail ballots are permissible and may be necessary to ensure a sufficient number of votes on the proposed action. Ideally, the faculty voting will be familiar with the file through attendance at a department meeting. If this is not possible, it is expected that faculty will familiarize themselves with the candidate's academic file in order to render an informed vote.</u></p> <p><u>Votes are recorded as “yes,” “no,” or “abstain.” If faculty members are on approved leave away from campus, or</u></p>		<p><b>PPM 230-220-80 - Recommendations and Review/General Procedures</b></p> <p><b>e. The departmental recommendation is made in accordance with the procedural regulations of the Academic Senate and established governance practices of the department.</b></p> <p>Department chairs are responsible for ensuring compliance with the provisions of Bylaw 55 and should review them carefully prior to initiating departmental votes.</p> <p>Except in unusual circumstances, whenever University or departmental policy requires a vote on a proposed action, the action must be supported by at least 50% of the members eligible to vote and in residence on campus in the quarter when the vote is taken.</p> <p>Except for appraisals, votes should be “for,” “against,” “abstain,” or “absent,” as defined below:</p> <table border="1" data-bbox="1419 794 1969 1252"> <tbody> <tr> <td data-bbox="1419 794 1755 924"><b>FOR</b></td> <td data-bbox="1761 794 1969 924">The voter is in favor of the proposed action.</td> </tr> <tr> <td data-bbox="1419 928 1755 1058"><b>AGAINST</b></td> <td data-bbox="1761 928 1969 1058">The voter is not in favor of the proposed action.</td> </tr> <tr> <td data-bbox="1419 1063 1755 1252"><b>ABSTAIN</b></td> <td data-bbox="1761 1063 1969 1252">The voter is available, but has elected to refrain from voting.</td> </tr> </tbody> </table>	<b>FOR</b>	The voter is in favor of the proposed action.	<b>AGAINST</b>	The voter is not in favor of the proposed action.	<b>ABSTAIN</b>	The voter is available, but has elected to refrain from voting.
<b>FOR</b>	The voter is in favor of the proposed action.							
<b>AGAINST</b>	The voter is not in favor of the proposed action.							
<b>ABSTAIN</b>	The voter is available, but has elected to refrain from voting.							

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<p><u>otherwise unavailable, they should be counted as absent. If known, the reasons for negative votes should be explained in the departmental letter. Members of the voting faculty who are on the Academic Senate Committee on Academic Personnel or who will comment on the file (i.e., deans, etc.) should abstain. The department chair may also abstain.</u></p>		<table border="1"> <tr> <td data-bbox="1417 123 1753 324"> <p><b>ABSENT</b></p> </td> <td data-bbox="1753 123 1963 324"> <p>The voter is unavailable for voting due to an approved leave or other absence from campus.</p> </td> </tr> </table> <p>Departments should develop their own rules, when necessary, for consultation or voting on academic personnel actions not covered by Academic Senate Bylaw 55.</p> <p><b>The chair shall report the nature and extent of consultation on the matter within the department (including any vote taken) and present any significant evidence and differences of opinion which would support a contrary recommendation...</b></p>	<p><b>ABSENT</b></p>	<p>The voter is unavailable for voting due to an approved leave or other absence from campus.</p>
<p><b>ABSENT</b></p>	<p>The voter is unavailable for voting due to an approved leave or other absence from campus.</p>			

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Proposed Disposition of PPM 230-20. V – ACADEMIC APPOINTMENTS/General Appointment Policies

Present	APM 600 - Salary Administration/General	Proposed
PPM 230-20. V. G - Salaries		PPM 230- 600 - Salary Administration/General
<p><del>1. Academic Salary Scales</del></p> <p><del>Professorial salaries are based upon a salary scale established by The Regents on the recommendation of the President. Non professorial academic salaries are established by the President.</del></p> <p><u>All academic salary scales may be found on the Academic Personnel Services Web site.</u></p>	<p><b>APM 600-24 Authority</b></p> <p><b>a. Academic salary scales are issued by the Office of the President. For authority to grant merit increases, see APM - 610. For authority to appoint and promote, see the appropriate section in APM Section II, Appointment and Promotion.</b></p>	<p><b>PPM 230-600-24 Authority</b></p> <p>PPM unnecessary; rely upon APM 600-24.</p>
Present		Proposed
PPM 230-20. V. G - Salaries	APM 620 - Salary Administration/Off-Scale Salaries for Appointments and Advancement	PPM 230- 620 - Salary Administration/Off-Scale Salaries for Appointments and Advancement
<p>1. Academic Salary Scales</p> <p>Professorial salaries are based upon a salary scale established by The Regents on the recommendation of the President. Non professorial academic salaries are established by the President. All academic salary scales may be found on the Academic Personnel Services Web site.</p> <p><del>2. Off Scale Salaries to Meet Market Conditions</del></p> <p>A market off-scale salary component may be proposed for a candidate when marketplace conditions necessitate such measures to keep UC San Diego salaries competitive. <del>Candidates being proposed for appointment in all academic series covered by PPM 230-20 are eligible for market off-scale salary components, except as excluded in Section PPM 230-20.II.</del></p>	<p><b>APM 620-0 - Policy</b></p> <p><b>In order to preserve the significance and value of the salary scales, salaries should be on-scale to the greatest extent feasible. However, when justified, appointment or advancement to a position with an off-scale salary may be approved when necessary to meet conditions described below.</b></p> <p><b>APM 14 - Eligibility</b></p> <p><b>All academic titles except student titles may be considered eligible for off-scale salary. For academic appointees covered by a Memorandum of Understanding (MOU), eligibility for off-scale salaries is determined by the terms of the MOU. Generally, off-scale salaries are not awarded to Health Sciences Compensation Plan faculty.</b></p>	<p><b>PPM 230-620-0 Policy</b></p> <p>PPM 230-620-0 unnecessary; rely upon APM 620-0.</p> <p><b>PPM 230-620-14 Eligibility</b></p> <p>PPM 230-620-14 unnecessary; rely upon APM 620-14.</p>

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Proposed Disposition of PPM 230-20. V – ACADEMIC APPOINTMENTS/General Appointment Policies

Present		Proposed
PPM 230-20. V. G - Salaries	APM 620 - Salary Administration/Off-Scale Salaries for Appointments and Advancement	PPM 230- 620 - Salary Administration/Off-Scale Salaries for Appointments and Advancement
<p>Departments may propose a market off-scale salary component when a candidate has received a competing offer from a peer academic institution for appointment in a similar position, and/or is currently similarly employed by a peer institution. Departments should specifically address how the competing institution compares to UC San Diego and take this information into consideration when determining the proposed salary. Whenever possible, departments should discuss the ranking of the department of the competing institution relative to their own ranking.</p> <p>In disciplines in which market demands consistently require the award of market off-scale salary components, departments may propose an entry-level market off-scale agreement to establish department-specific market off-scale salaries for new assistant-level appointees. The proposal should specify whether the entry-level market off-scale applies to the entire department or only to specific fields or disciplines within the department. Departments should include information regarding entry-level salaries in the field, such as:</p> <ul style="list-style-type: none"> <li>o Data provided by a professional society (or by an academic institution) of salaries at comparable academic departments</li> <li>o Salary data published in trade journals</li> <li>o Salary data from departments in other University of California campuses</li> <li>o Information received from chairs of departments of comparable ranking departments in other Universities</li> <li>o Competing offers reported by candidates for recent entry appointments in the department</li> </ul> <p>Proposals are reviewed by the divisional dean and CAP prior to a final decision by the EVC. Entry-level market off-</p>	<p><b>620-4 Definition</b>  <b>In order to preserve the significance and value of the salary scales, salaries should be on-scale to the greatest extent feasible. However, when justified, appointment or advancement to a position with an off-scale salary may be approved when necessary to meet conditions described below. A salary for an appointee at a certain rank and step is designated off-scale if the salary is above that associated with the given rank and step in the published salary scale for the relevant title series.</b></p> <p><b>An off-scale salary shall be a multiple of \$100 when the scale salaries of the relevant title series are multiples of \$100. 620-</b></p> <p><b>620-80 Campus Procedures</b>  <b>The Chancellor or the Executive Vice Chancellor and Provost, in consultation with the appropriate committee(s) of the divisional Academic Senate, shall develop local procedures for implementation of the off-scale policy. Procedures shall include the criteria for appointment or advancement to a position with an off-scale salary, as well as for an appointee's continuation with an off-scale salary or return to an on-scale salary. When an individual is placed on an off-scale salary, the appointee must be notified of this action and any limitation.</b></p>	<p><b>620-80 Campus Procedures</b>  <b>The Chancellor or the Executive Vice Chancellor and Provost, in consultation with the appropriate committee(s) of the divisional Academic Senate, shall develop local procedures for implementation of the off-scale policy. Procedures shall include the criteria for appointment or advancement to a position with an off-scale salary, as well as for an appointee's continuation with an off-scale salary or return to an on-scale salary. When an individual is placed on an off-scale salary, the appointee must be notified of this action and any limitation.</b></p> <p>...</p> <p><b>b. Market Off-Scale</b>  <b>A market off-scale may be proposed when marketplace conditions necessitate such measures to keep UC San Diego salaries competitive.</b></p> <p>Departments may propose a market off-scale salary component when a candidate has received a competing offer from a peer academic institution for appointment in a similar position, and/or is currently similarly employed by a peer institution. Departments should specifically address how the competing institution compares to UC San Diego and take this information into consideration when determining the proposed value of a market off-scale salary component. Whenever possible, departments should discuss the ranking of the department of the competing institution relative to their own ranking.</p> <p><b>Market considerations within a specific discipline may also justify an off-scale salary. Supporting information may include salary data from academic institutions of comparable stature and/or discipline-based salary studies by national organizations.</b></p> <p>In disciplines in which market demands consistently require the award of market off-scale salary components, departments</p>

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**Proposed Disposition of PPM 230-20. V – ACADEMIC APPOINTMENTS/General Appointment Policies**

<p>scale salary agreements are approved for a period of three years. The department must include documentation of an approved market-off-scale salary agreement in all assistant-level appointment files.</p> <ul style="list-style-type: none"> <li>• Absent an entry-level market off-scale salary agreement, market considerations within a specific discipline may justify an off-scale salary. Supporting information may include salary data from academic institutions of comparable stature and/or discipline-based salary studies by national organizations. Whenever possible, the department should include data from other University of California campuses.</li> </ul> <p>An off-scale salary must be a multiple of \$100 when the scale salaries of the relevant title series are multiples of \$100. At UC San Diego, a market off-scale salary may not be the same as any salary on the published salary scale for the particular title or series.</p> <p>Off-scale salaries for Acting appointees are determined in the same manner as those for regular ranks.</p> <p><del>Information regarding the calculation and implementation of off-scale salary components may be found on the Academic Personnel Services website.</del></p>		<p>may propose an entry-level market off-scale agreement to establish department-specific market off-scale salaries for new assistant-level appointees. The proposal should specify whether the entry-level market off-scale applies to the entire department or only to specific fields or disciplines within the department. Departments should include information regarding entry-level salaries in the field, such as:</p> <ul style="list-style-type: none"> <li>o Data provided by a professional society (or by an academic institution) of salaries at comparable academic departments</li> <li>o Salary data published in trade journals</li> <li>o Salary data from departments in other University of California campuses</li> <li>o Information received from chairs of departments of comparable ranking departments in other Universities</li> <li>o Competing offers reported by candidates for recent entry appointments in the department</li> </ul> <p>Proposals are reviewed by the divisional dean and CAP prior to a final decision by the EVC.</p> <p>Market off-scale salary components are typically maintained indefinitely and do not require rejustification following the initial award; however, when there is evidence that an academic appointee with a market off-scale salary component has failed to sustain his or her career trajectory or stature in the field, the department or subsequent reviewers may propose reduction or elimination of the market off-scale salary component.</p> <p>When an appointee whose salary includes a market off-scale salary component advances to Above Scale, the market off-scale salary component is folded into the new above-scale salary.</p>
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Notes: Headings are non-substantive. **Blue** text is from PPM 230-28. B. 5.

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Proposed Disposition of PPM 230-20. V – ACADEMIC APPOINTMENTS/General Appointment Policies

Present	APM	Proposed
<p><b>PPM 230-20. V. H.- Additional Policy Considerations</b></p>		
<p><del>1. UC Patent, Payroll, Loyalty Oath, and General Personnel Policies</del></p> <p><del>Persons to whom an offer of academic appointment is extended are subject to the policies and procedures of the University, including, but not limited to, signing of the UC Patent Agreement, all relevant payroll policies and procedures (PPM 395, Payroll), signing of the Loyalty Oath, and other general personnel policies (PPM 200, Personnel—General).</del></p>	<p>n/a</p>	<p>n/a</p>

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Proposed Disposition of PPM 230-20.VI – ACADEMIC APPOINTMENTS/General Description of Series Criteria

Present		Proposed
<p>PPM 230-20. VI</p>	<p>APM 210-1 - Instructions to Review Committees Which Advise on Actions Concerning Appointees in the Professor and Corresponding Series</p>	<p>PPM 230-210-1 - Instructions to Review Committees Which Advise on Actions Concerning Appointees in the Professor and Corresponding Series</p>
<p><b>GENERAL DESCRIPTION OF SERIES CRITERIA</b></p> <p>Candidates for academic appointments at UC San Diego must demonstrate achievements that meet each of the criteria specified for their proposed academic series. In evaluating the candidate’s qualifications within these areas, flexibility will be permitted when circumstances warrant it; however, flexibility does not entail a relaxation of high standards. UC San Diego is committed to excellence and equity in every facet of its mission. In addition to research, teaching, and general professional and public service, service contributions that promote diversity and equal opportunity are encouraged and given recognition in the evaluation of the candidate’s qualifications. <u>Examples include, but are not limited to, developing strategies for the educational or professional advancement of students in underrepresented groups;</u> efforts to advance equitable access and diversity in education; <u>and activities such as recruitment, retention, and</u> mentoring or advising of underrepresented students or new faculty.</p> <p>A description of the four primary criteria required for academic appointments is provided below.</p>	<p><b>APM 210-1. d Criteria for Appointment, Promotion, and Appraisal</b></p> <p><b>The review committee shall judge the candidate with respect to the proposed rank and duties, considering the record of the candidate’s performance in (1) teaching, (2) research and other creative work, (3) professional activity, and (4) University and public service. In evaluating the candidate’s qualifications within these areas, the review committee shall exercise reasonable flexibility, balancing when the case requires, heavier commitment sand responsibilities in one area against lighter commitments and responsibilities in another...However, flexibility does not entail a relaxation of high standards..</b></p> <p>The University of California is committed to excellence and equity in every facet of its mission. Contributions in all areas of faculty achievement that promote equal opportunity and diversity should be given due recognition in the academic personnel process, and they should be evaluated and credited in the same way as other faculty achievements. These contributions to diversity and equal opportunity can take a variety of forms including efforts to advance equitable access to education, public service that addresses the needs of California’s diverse population, or research in a scholar’s area of expertise that highlights inequalities. Mentoring and advising of students and faculty members, particularly from underrepresented and underserved populations, should be given due recognition in the teaching or service categories of the academic personnel process.</p>	<p><b>APM 210-1. d Criteria for Appointment, Promotion, and Appraisal</b></p> <p>PPM unnecessary; rely upon APM 210-1. d.</p>

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Proposed Disposition of PPM 230-20.VI – ACADEMIC APPOINTMENTS/General Description of Series Criteria

Present		Proposed
<p align="center"><b>PPM 230-20.VI.A</b></p>	<p align="center"><b>APM 210-1 - Instructions to Review Committees Which Advise on Actions Concerning Appointees in the Professor and Corresponding Series</b></p>	<p align="center"><b>PPM 230-210-1 - Instructions to Review Committees Which Advise on Actions Concerning Appointees in the Professor and Corresponding Series</b></p>
<p><del>A. <b>Research and Creative Work</b></del>  <del>Research publications and other creative accomplishments should be evaluated, not merely enumerated. There should be evidence that the candidate is continuously and effectively engaged in research and creative activity of high quality and significance.</del></p> <p><del>1. When published work of joint authorship (or any other product of joint effort) is presented as evidence, the department should describe the candidate's role in the joint effort. This is crucial for work judged most significant to the case, or when much of the work submitted is multi-authored. When the candidate's contributions to collaborative work are unclear, the department may:</del></p> <ul style="list-style-type: none"> <li><del>o Request a personal statement from the candidate describing his or her individual contributions to collaborative research, and/or</del></li> <li><del>o Solicit feedback from the appointee's collaborators regarding the nature and extent of the appointee's contributions to specific works.</del></li> </ul> <p><del>2. The type and quality of research and creative activity normally expected in the candidate's field should be specified.</del></p> <p><del>3. Textbooks, reports, and similar publications normally are considered evidence of teaching ability or public service. However, contributions by candidates to the professional literature or to the advancement of professional practice or professional education should be regarded as creative work when they present new ideas or original scholarly research.</del></p>	<p><b>APM 210-1.d.(2) Research and Creative Work</b>  <b>Research and Creative Work — Evidence of a productive and creative mind should be sought in the candidate's published research or recognized artistic production in original architectural or engineering designs, or the like.</b></p> <p><b>Publications in research and other creative accomplishment should be evaluated, not merely enumerated. There should be evidence that the candidate is continuously and effectively engaged in creative activity of high quality and significance. Work in progress should be assessed whenever possible.</b></p> <p><b>When published work in joint authorship (or other product of joint effort) is presented as evidence, it is the responsibility of the department chair to establish as clearly as possible the role of the candidate in the joint effort. It should be recognized that special cases of collaboration occur in the performing arts and that the contribution of a particular collaborator may not be readily discernible by those viewing the finished work. When the candidate is such a collaborator, it is the responsibility of the department chair to make a separate evaluation of the candidate's contribution and to provide outside opinions based on observation of the work while in progress. Account should be taken of the type and quality of creative activity normally expected in the candidate's field.</b></p> <p>...</p> <p><b>Textbooks, reports, circulars, and similar publications normally are considered evidence of teaching ability or public service. However, contributions by faculty members to the professional literature or to the advancement of professional practice or professional education, including contributions to the advancement of equitable access and diversity in education, should be judged creative work when they present new ideas or original scholarly research.</b></p>	<p><b>PPM 230-210-1.d.(2) Research and Creative Work</b>  <b>Evidence of a productive and creative mind should be sought in the candidate's published research or recognized artistic production in original architectural or engineering designs, or the like.</b></p> <p><b>Publications in research and other creative accomplishment should be evaluated, not merely enumerated. There should be evidence that the candidate is continuously and effectively engaged in creative activity of high quality and significance. Work in progress should be assessed whenever possible. When published work in joint authorship (or other product of joint effort) is presented as evidence, it is the responsibility of the department chair to establish as clearly as possible the role of the candidate in the joint effort. This is crucial for work judged most significant to the case, or when much of the work submitted is multi-authored. When the candidate's contributions to collaborative work are unclear, the department may:</b></p> <ul style="list-style-type: none"> <li><b>Request a personal statement from the appointee describing his or her individual contributions to collaborative research, and/or</b></li> <li><b>Solicit feedback from the appointee's collaborators regarding the nature and extent of the appointee's contributions to specific works.</b></li> </ul> <p>...</p> <p><b>Textbooks, reports, circulars, and similar publications normally are considered evidence of teaching ability or public service. However, contributions by faculty members to the professional literature or to the advancement of professional practice or professional education, including contributions to the advancement of equitable access and diversity in education, should be judged creative work when they present new ideas or original scholarly research.</b></p>

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Proposed Disposition of PPM 230-20.VI – ACADEMIC APPOINTMENTS/General Description of Series Criteria

Present	APM 210-1 - Instructions to Review Committees Which Advise on Actions Concerning Appointees in the Professor and Corresponding Series	Proposed
<p align="center"><b>PPM 230-20.VI.A</b></p>	<p align="center"><b>APM 210-1 - Instructions to Review Committees Which Advise on Actions Concerning Appointees in the Professor and Corresponding Series</b></p>	<p align="center"><b>PPM 230-210-1 - Instructions to Review Committees Which Advise on Actions Concerning Appointees in the Professor and Corresponding Series</b></p>
<p><del>4. In certain fields, such as art, dance, music, literature, and theater, distinguished creation should receive consideration equivalent to that accorded to distinction attained in research. In evaluating artistic creativity, an attempt should be made to define the candidate's merit in the light of such criteria as originality, scope, richness, and depth of creative expression. It should be recognized that in music, theater, and dance, distinguished performance, including conducting and directing, is evidence of a candidate's creativity.</del></p> <p><del>5. Special cases of collaboration occur in the performing arts, and the contribution of a particular collaborator may not be readily discernible by those viewing the finished work. It is the responsibility of the department chair to provide an evaluation of the candidate's individual contribution to the work and to obtain outside opinions based on observation of the work while in progress.</del></p> <p>6. The standing and importance of the journals in which publications have appeared should be indicated; in particular, the department chair should state whether or not the journals are refereed.</p> <p>7. Indices of the stature of journals (e.g., journal ratings by professional societies, acceptance/rejection rates, etc.) should be provided for key pieces of work, particularly if they are published in journals that are not likely to be familiar to campus reviewers.</p>	<p><b>APM 210-1.d.(2) Research and Creative Work</b>  <b>It should be recognized that special cases of collaboration occur in the performing arts and that the contribution of a particular collaborator may not be readily discernible by those viewing the finished work. When the candidate is such a collaborator, it is the responsibility of the department chair to make a separate evaluation of the candidate's contribution and to provide outside opinions based on observation of the work while in progress. Account should be taken of the type and quality of creative activity normally expected in the candidate's field.</b></p> <p>...</p> <p><b>In certain fields such as art, architecture, dance, music, literature, and drama, distinguished creation should receive consideration equivalent to that accorded to distinction attained in research. In evaluating artistic creativity, an attempt should be made to define the candidate's merit in the light of such criteria as originality, scope, richness, and depth of creative expression. It should be recognized that in music, drama, and dance, distinguished performance, including conducting and directing, is evidence of a candidate's creativity.</b></p>	<p><b>PPM 230-210-1.d.(2) Research and Creative Work</b>  <b>...It should be recognized that special cases of collaboration occur in the performing arts and that the contribution of a particular collaborator may not be readily discernible by those viewing the finished work. When the candidate is such a collaborator, it is the responsibility of the department chair to make a separate evaluation of the candidate's contribution and to provide outside opinions based on observation of the work while in progress. Account should be taken of the type and quality of creative activity normally expected in the candidate's field.</b></p> <p>...</p> <p><b>In certain fields such as art, architecture, dance, music, literature, and drama, distinguished creation should receive consideration equivalent to that accorded to distinction attained in research. In evaluating artistic creativity, an attempt should be made to define the candidate's merit in the light of such criteria as originality, scope, richness, and depth of creative expression. It should be recognized that in music, drama, and dance, distinguished performance, including conducting and directing, is evidence of a candidate's creativity.</b></p> <p>The standing and importance of the journals in which publications have appeared should be indicated; in particular, the department chair should state whether or not the journals are refereed.</p> <p>Indices of the stature of journals (e.g., journal ratings by professional societies, acceptance/rejection rates, etc.) should be provided for key pieces of work, particularly if they are published in journals that are not likely to be familiar to campus reviewers.</p>

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**Proposed Disposition of PPM 230-20.VI – ACADEMIC APPOINTMENTS/General Description of Series Criteria**

Present	APM 210-1 - Instructions to Review Committees Which Advise on Actions Concerning Appointees in the Professor and Corresponding Series	Proposed
<p align="center"><b>PPM 230-20.VI. A</b></p>		<p align="center"><b>PPM 230-210-1 - Instructions to Review Committees Which Advise on Actions Concerning Appointees in the Professor and Corresponding Series</b></p>
<p><del>8</del>-The candidate’s success in obtaining research support, including support for graduate students, should be addressed. The role of the candidate on grants should be indicated (e.g., Principal Investigator, Co-Principal Investigator, or Co-Investigator, with the number of other investigators indicated). Evidence of successful grant funding may provide calibration of research impact and capacity for research training, and may be an <i>indicator</i> of research productivity or impact; however, grants are not required as a measure of productivity or impact. In large teams, the expectation of grant success should be moderated based on role in the team.</p> <p><del>9</del>-For appointment at the Associate level or higher, independent academic and intellectual leadership in the field must be demonstrated. Although candidates must demonstrate independence from early-career mentors or advisors in order to be appointed at the Associate level, evidence is not restricted to independent research papers, other independent creative accomplishments, or garnering sole-P.I. grants, particularly if the candidate’s research or creative activity takes place in a large-scale, collaborative team. However, if a traditional demonstration of independence is absent, more substantial documentation is needed to explain and support the case that appointment at the Associate level is warranted. In such a case, letters from non-independent referees (e.g., research team members) may be provided in addition to the usual complement of independent letters. If the department chair is unable to evaluate the candidate’s research and other creative accomplishments, assistance should be obtained from someone within the department or University or from experts outside the University. A mere listing of publications is inadequate; the work must be analyzed with regard to its nature, quality, importance, and impact on its field. Department chairs in Health Sciences should make clear whether clinical case reports are merely historical or whether they contain new ideas or results.</p>		<p>The candidate’s success in obtaining research support, including support for graduate students, should be addressed. The role of the candidate on grants should be indicated (e.g., Principal Investigator, Co-Principal Investigator, or Co-Investigator, with the number of other investigators indicated). Evidence of successful grant funding may provide calibration of research impact and capacity for research training, and may be an <i>indicator</i> of research productivity or impact; however, grants are not required as a measure of productivity or impact. In large teams, the expectation of grant success should be moderated based on role in the team.</p> <p>For appointment at the Associate level or higher, independent academic and intellectual leadership in the field must be demonstrated. Although candidates must demonstrate independence from early-career mentors or advisors in order to be appointed at the Associate level, evidence is not restricted to independent research papers, other independent creative accomplishments, or garnering sole-P.I. grants, particularly if the candidate’s research or creative activity takes place in a large-scale, collaborative team. However, if a traditional demonstration of independence is absent, more substantial documentation is needed to explain and support the case that appointment at the Associate level is warranted. In such a case, letters from non-independent referees (e.g., research team members) may be provided in addition to the usual complement of independent letters. If the department chair is unable to evaluate the candidate’s research and other creative accomplishments, assistance should be obtained from someone within the department or University or from experts outside the University. A mere listing of publications is inadequate; the work must be analyzed with regard to its nature, quality, importance, and impact on its field. Department chairs in Health Sciences should make clear whether clinical case reports are merely historical or whether they contain new ideas or results.</p>

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**Proposed Disposition of PPM 230-20.VI – ACADEMIC APPOINTMENTS/General Description of Series Criteria**

Present		Proposed
<b>PPM 230-20.VI.B</b>	<b>APM 210-1 - Instructions to Review Committees Which Advise on Actions Concerning Appointees in the Professor and Corresponding Series</b>	<b>PPM 230-210-1 - Instructions to Review Committees Which Advise on Actions Concerning Appointees in the Professor and Corresponding Series</b>
<p><b>B. Teaching</b>  <del>Clear evidence of high quality teaching is required for appointment in the professorial and other instructional series.</del>                      Such evidence may vary according to the level of the appointment and the extent of the candidate’s previous teaching experience. In exceptional cases where no such evidence is available, the candidate’s potential as a teacher may be indicated by closely analogous activities. The departmental recommendation letter should also clearly state how the candidate will be expected to contribute to the department’s teaching program.</p> <p><b>1. Definition of Teaching</b>                      By the broadest definition, teaching is the transmission of knowledge. This embraces a wide range of activities, including classroom and laboratory training, mentoring students outside the classroom, directing or participating in graduate student dissertation work, directing reading groups, and overseeing clinical apprenticeships in Health Sciences. It also includes studio teaching, seminar and symposium presentations, tutorials, supervision and training of teaching assistants, and independent study endeavors, as well as the writing of textbooks and software.</p> <p>...</p>	<p><b>APM 210-1.d.(1) Teaching</b>  <b>Clearly demonstrated evidence of high quality in teaching is an essential criterion for appointment, advancement, or promotion. Under no circumstances will a tenure commitment be made unless there is clear documentation of ability and diligence in the teaching role.</b></p> <p>...</p>	<p><b>PPM 230-210-1.d.(1) Teaching</b>  <b>Clearly demonstrated evidence of high quality in teaching is an essential criterion for appointment, advancement, or promotion.</b> Such evidence may vary according to the level of the appointment and the extent of the candidate’s previous teaching experience. In exceptional cases where no such evidence is available, the candidate’s potential as a teacher may be indicated by closely analogous activities. The departmental recommendation letter should also clearly state how the candidate will be expected to contribute to the department’s teaching program.</p> <p>By its broadest definition, teaching is the transmission of knowledge. This embraces a wide range of activities, including classroom and laboratory training, mentoring students outside the classroom, directing or participating in graduate student dissertation work, directing reading groups, and overseeing clinical apprenticeships in Health Sciences. It also includes studio teaching, seminar and symposium presentations, tutorials, supervision and training of teaching assistants, and independent study endeavors, as well as the writing of textbooks and software.</p> <p>...</p>

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Proposed Disposition of PPM 230-20.VI – ACADEMIC APPOINTMENTS/General Description of Series Criteria

Present		Proposed
<p align="center">PPM 230-20.VI.B</p>	<p align="center">APM 210-1 - Instructions to Review Committees Which Advise on Actions Concerning Appointees in the Professor and Corresponding Series</p>	<p align="center">PPM 230-210-1 - Instructions to Review Committees Which Advise on Actions Concerning Appointees in the Professor and Corresponding Series</p>
<p><del>2. <b>Assessing Quality of Teaching</b></del>  <del>In assessing the quality of teaching, consideration should be given to the candidate's:</del></p> <ul style="list-style-type: none"> <li><del>-command of the subject</del></li> <li><del>-continuous growth in the subject field</del></li> <li><del>-ability to organize and present material</del></li> <li><del>-capacity to awaken in students an awareness of the relationship of the subject to other fields of knowledge</del></li> <li><del>-ability to foster student independence and capacity to reason</del></li> <li><del>-spirit and enthusiasm, which vitalize the candidate's teaching</del></li> <li><del>-ability to arouse curiosity in beginning students</del></li> <li><del>-ability to encourage high standards</del></li> <li><del>-ability to stimulate advanced students to pursue graduate work</del></li> <li><del>-personal attributes as they affect teaching and students</del></li> <li><del>-quality of participation in the general guidance, mentoring, and advising of students</del></li> <li><del>-effectiveness in creating an academic environment that is open and encouraging to all students</del></li> </ul> <p>...</p>	<p><b>APM 210-1.d.(1) Teaching</b>  <b>In judging the effectiveness of a candidate's teaching, the committee should consider such points as the following: the candidate's command of the subject; continuous growth in the subject field; ability to organize material and to present it with force and logic; capacity to awaken in students an awareness of the relationship of the subject to other fields of knowledge; fostering of student independence and capability to reason; spirit and enthusiasm which vitalize the candidate's learning and teaching; ability to arouse curiosity in beginning students, to encourage high standards, and to stimulate advanced students to creative work; personal attributes as they affect teaching and students; extent and skill of the candidate's participation in the general guidance, mentoring, and advising of students; effectiveness in creating an academic environment that is open and encouraging to all students, including development of particularly effective strategies for the educational advancement of students in various underrepresented groups.</b></p> <p>The committee should pay due attention to the variety of demands placed on instructors by the types of teaching called for in various disciplines and at various levels, and should judge the total performance of the candidate with proper reference to assigned teaching responsibilities. The committee should clearly indicate the sources of evidence on which its appraisal of teaching competence has been based.</p> <p>...</p>	<p><b>PPM 230-210-1.d.(1) Teaching</b>  PPM unnecessary; rely upon APM 230-10.</p>

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Proposed Disposition of PPM 230-20.VI – ACADEMIC APPOINTMENTS/General Description of Series Criteria

Present PPM 230-20.VI.B	APM 220 – Professor Series	Proposed PPM 230-220 - Professor Series
<p>B. 2. ... Utilizing information from the candidate’s previous institution, the departmental recommendation letter should include a meaningful assessment of the candidate’s teaching effectiveness at both the undergraduate and graduate levels of instruction.</p>	<p><b>APM 220-80. - Recommendations and Review: General Procedures</b>  <b>e. The departmental recommendation is made in accordance with the procedural regulations of the Academic Senate and established governance practices of the department. The chair initiates a personnel action for an appointment, promotion, merit increase, appraisal, reappointment, non-reappointment, or terminal appointment by addressing a letter setting forth the departmental recommendation to the Chancellor (or to the Dean, Provost, or Vice Chancellor, according to the applicable campus procedure). This departmental letter shall discuss the proposed personnel action in the light of the criteria set forth in APM - 220-10, and shall be accompanied by supporting evidence. The chair shall report the nature and extent of consultation on the matter within the department (including any vote taken) and present any significant evidence and differences of opinion which would support a contrary recommendation. The chair should ensure that individuals who have provided confidential letters of evaluation are not identified in the departmental letter except by code. The department shall adopt procedures under which the letter setting forth the departmental recommendation shall be available, before being forwarded, for inspection by all those members of the department eligible to vote on the matter or by a designated committee or other group of such members. Pursuant to campus procedures, the chair may also, in a separate letter, make an independent evaluation and recommendation, which may differ from the departmental recommendation.</b></p>	<p><b>PPM 230-220-80 - Recommendations and Review: General Procedures</b>  <b>e. The departmental recommendation is made in accordance with the procedural regulations of the Academic Senate and established governance practices of the department, <u>and is based upon the evaluation of the appointee by all eligible members of the department.</u> The chair initiates a personnel action for an appointment, promotion, merit increase, appraisal, reappointment, non-reappointment, or terminal appointment by addressing a letter setting forth the departmental recommendation to <u>the approval authority.</u></b></p> <p><b>This departmental letter shall:</b></p> <ol style="list-style-type: none"> <li><b>1. Discuss the proposed personnel action in the light of the criteria set forth in APM - 220-10 and shall be accompanied by supporting evidence.</b> <ol style="list-style-type: none"> <li>a. <u>For appointments,</u> the letter should provide a thorough evaluation of the candidate’s qualifications in accordance with the specific criteria established for the proposed series. This includes a full and detailed evaluation of the candidate's scholarly and creative achievements, a description and evaluation of the candidate’s teaching experience and effectiveness, and assessment of his or her professional reputation in the academic community.</li> </ol> <p>Utilizing information from the candidate’s previous institution, the departmental recommendation letter should include a meaningful assessment of the candidate’s teaching effectiveness at both the undergraduate and graduate levels of instruction.</p> <p>...</p> </li> </ol>

Notes: Text in **blue** was incorporated from PPM 230-20.V. A.4.

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**Proposed Disposition of PPM 230-20.VI – ACADEMIC APPOINTMENTS/General Description of Series Criteria**

Present	APM 210-1 - Instructions to Review Committees Which Advise on Actions Concerning Appointees in the Professor and Corresponding Series	Proposed
<p align="center"><b>PPM 230-20.VI.B</b></p>		<p align="center"><b>PPM 230-210-1 - Instructions to Review Committees Which Advise on Actions Concerning Appointees in the Professor and Corresponding Series</b></p>
<p><del>3. <b>Evidence of Teaching Effectiveness</b></del>            Formal student evaluations of undergraduate and graduate teaching at the candidate's previous institution should be included in the appointment file. In addition to such evaluations, other significant evidence of teaching effectiveness includes:</p> <p>a. Opinions of other faculty members knowledgeable in the candidate's field, particularly if based on class visits or on attendance at public lectures or lectures before professional societies given by the candidate.</p> <p>b. Opinions of current graduate and undergraduate students.</p> <p>c. Opinions of graduates who have achieved notable professional success since leaving the candidate's institution.</p> <p>d. Creation of new and effective techniques of instruction.</p> <p>e. Analysis of course materials such as the syllabus and reading lists, a description of the course and its goals, and a self-evaluation statement on the achievement of these goals by the candidate. The input of colleagues in team-teaching situations also would be valuable.</p> <p>f. Documentation of any teaching awards received.</p> <p><u>Individuals asked to provide opinions on teaching should be solicited in writing and provided the University's confidentiality statement.</u></p>	<p>It is the responsibility of the department chair to submit meaningful statements, accompanied by evidence, of the candidate's teaching effectiveness at lower-division, upper-division, and graduate levels of instruction. More than one kind of evidence shall accompany each review file. Among significant types of evidence of teaching effectiveness are the following: (a) opinions of other faculty members knowledgeable in the candidate's field, particularly if based on class visitations, on attendance at public lectures or lectures before professional societies given by the candidate, or on the performance of students in courses taught by the candidate that are prerequisite to those of the informant; (b) opinions of students; (c) opinions of graduates who have achieved notable professional success since leaving the University; (d) number and caliber of students guided in research by the candidate and of those attracted to the campus by the candidate's repute as a teacher; and (e) development of new and effective techniques of instruction, including techniques that meet the needs of students from groups that are underrepresented in the field of instruction. All cases for advancement and promotion normally will include: (a) evaluations and comments solicited from students for most, if not all, courses taught since the candidate's last review; (b) a quarter-by-quarter or semester-by-semester enumeration of the number and types of courses and tutorials taught since the candidate's last review; (c) their level; (d) their enrollments; (e) the percentage of students represented by student course evaluations for each course; (f) brief explanations for abnormal course loads; (g) identification of any new courses taught or of old courses when there was substantial reorganization of approach or content; (h) notice of any awards or formal mentions for distinguished teaching; (i) when the faculty member under review wishes, a self-evaluation of his or her teaching; and (j) evaluation by other faculty members of teaching effectiveness. When any of the information specified in this paragraph is not provided, the department chair will include an explanation for that omission in the candidate's dossier. If such information is not included with the letter of recommendation and its absence is not adequately accounted for, it is the review committee chair's responsibility to request it through the Chancellor.</p>	<p><b>PPM 230-210-1.d.(1) Teaching</b>            PPM unnecessary; rely upon APM 210-1. d. (1)</p>

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Proposed Disposition of PPM 230-20.VI – ACADEMIC APPOINTMENTS/General Description of Series Criteria

Present		Proposed
<p><b>PPM 230-20.VI. C</b></p>	<p><b>APM 210-1 - Instructions to Review Committees Which Advise on Actions Concerning Appointees in the Professor and Corresponding Series</b></p>	<p><b>PPM 230-210-1 - Instructions to Review Committees Which Advise on Actions Concerning Appointees in the Professor and Corresponding Series</b></p>
<p><del>C. Professional Competence and Activity</del></p> <p><del>For certain positions in the professional schools and colleges, such as Engineering, Medicine, etc., a demonstrated distinction in the special competencies appropriate to the field and its characteristic activities should be recognized as a criterion for appointment. The candidate's professional activities should be scrutinized for evidence of achievement and leadership in the field and of demonstrated progressiveness in the development or utilization of new approaches and techniques for the solution of professional problems.</del></p>	<p><b>APM 210-1.d(3) Professional Competence and Activity</b>  <b>In certain positions in the professional schools and colleges, such as architecture, business administration, dentistry, engineering, law, medicine, etc., a demonstrated distinction in the special competencies appropriate to the field and its characteristic activities should be recognized as a criterion for appointment or promotion. The candidate's professional activities should be scrutinized for evidence of achievement and leadership in the field and of demonstrated progressiveness in the development or utilization of new approaches and techniques for the solution of professional problems, including those that specifically address the professional advancement of individuals in underrepresented groups in the candidate's field. It is responsibility of the department chair to provide evidence that the position in question is of the type described above and that the candidate is qualified to fill it.</b></p>	<p><b>PPM 230-210-1.d.(3) Professional Competence and Activity</b>          PPM unnecessary; rely upon APM 210-1. d. (3).</p>

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Proposed Disposition of PPM 230-20.VI – ACADEMIC APPOINTMENTS/General Description of Series Criteria

Present		Proposed
<p align="center"><b>PPM 230-20.VI. D</b></p>	<p align="center"><b>APM 210-1 - Instructions to Review Committees Which Advise on Actions Concerning Appointees in the Professor and Corresponding Series</b></p>	<p align="center"><b>PPM 230-210-1 - Instructions to Review Committees Which Advise on Actions Concerning Appointees in the Professor and Corresponding Series</b></p>
<p>D. _____ University and Public Service</p> <p>Academic appointees play an important role in the administration of the University and in the formulation of its policies. Consideration should therefore be given to whether candidates are likely to participate effectively and imaginatively in faculty government, University committees, and the formulation of departmental, college, divisional, school, and University policies. <u>The departmental recommendation should include a description of the type of service that will be expected of the candidate.</u></p> <p>University and/or public service will be a criterion for future advancement for appointees in the following series: Professor, Professor in Residence, Professor of Clinical X (e.g., Radiology), Adjunct Professor, Health Sciences Clinical Professor, Lecturer with Security of Employment (SOE), Professional Research (Research Scientist), Specialist, Academic Administrator/Coordinator, Librarian, and Continuing Education Specialist/Program Coordinator.</p> <p>Previous service at the community, state, and national levels should be examined in more senior appointments. Such service may be in the candidate's area of expertise, or in other areas if the work done is at a sufficiently high level and of sufficiently high quality. Examples of the latter would be activities related to the improvement of elementary and secondary education; contributions to student welfare through service on student-faculty committees or as an advisor to student organizations; and appointment or election to office in a professional organization, on a professional publication, or within a community, state, national, or international organization where professional standing has been a prime consideration in such appointment.</p>	<p><b>APM 210-1.d(4) University and Public Service</b></p> <p><b>The faculty plays an important role in the administration of the University and in the formulation of its policies. Recognition should therefore be given to scholars who prove themselves to be able administrators and who participate effectively and imaginatively in faculty government and the formulation of departmental, college, and University policies. Services by members of the faculty to the community, State, and nation, both in their special capacities as scholars and in areas beyond those special capacities when the work done is at a sufficiently high level and of sufficiently high quality, should likewise be recognized as evidence for promotion. Faculty service activities related to the improvement of elementary and secondary education represent one example of this kind of service. Similarly, contributions to student welfare through service on student-faculty committees and as advisers to student organizations should be recognized as evidence, as should contributions furthering diversity and equal opportunity within the University through participation in such activities as recruitment, retention, and mentoring of scholars and students.</b></p>	<p><b>PPM 230-210-1.d.(1) University and Public Service</b></p> <p>PPM unnecessary; rely upon APM 210-1. d. (4).</p>

Notes: Heading is non-substantive. Substance of first and last paragraphs appears in APM 210-1. Substance of second paragraph is contained within section subsection 10 (Criteria) of the APM section for each of the respective series.

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present	APM 220 – Professor Series	Proposed
PPM 230-20. VII. A. – Instructional Series		PPM 230-220 – Professor Series
<p>A. <del>Instructional Series</del></p> <p><u>Departments considering appointments to instructional series are encouraged to review APM 210, Review and Appraisal Committees, for a better understanding of the criteria and standards used by campus review committees when advising on actions concerning prospective appointees in the instructional titles.</u></p>	n/a	n/a
Present	APM 220 – Professor Series	Proposed
PPM 230-20. VII. A. 1 – Professor (Ladder Rank) Series		PPM 230-220 – Professor Series
<p>1. <del>Professor (Ladder Rank) Series</del></p> <p>a. <del>Definition</del></p> <p><del>Appointees in the Professor series are members of the faculty of an academic department or professional school of the University, and are responsible for research and/or creative work, teaching, professional activity, and University and public service.</del></p> <p><del>Appointees in the Professor series form the “regular ranks” faculty of the University. The Professor series is distinct from:</del></p> <ul style="list-style-type: none"> <li><del>• Professor In Residence series</del></li> <li><del>• Professor of Clinical X (e.g., Medicine )-series</del></li> <li><del>• Adjunct Professor series</del></li> <li><del>• Professor of Practice</del></li> <li><del>• Health Sciences Clinical Professor series</del></li> <li><del>• Acting Professor series</del></li> <li><del>• Visiting Professor series</del></li> </ul>	<p><b>APM 220-4 Definition</b></p> <p><b>a. The professorial series is used for appointees who are members of the faculty of an academic or professional college or school of the University who have instructional, as well as research, University, and public service responsibilities.</b></p> <p><b>b. Persons appointed to titles in the Professor series form the “regular ranks” faculty of the University. This series is distinct from the following series:</b></p> <p><b>Acting Professor series</b>  <b>Adjunct Professor series</b>  <b>Health Sciences Clinical Professor series</b>  <b>Professor in Residence series</b>  <b>Visiting Professor series</b>  <b>Professor of Clinical _____ series</b></p>	<p><b>PPM 230-220-4 Definition</b></p> <p><b>a. The professorial series is used for appointees who are members of the faculty of an academic or professional college or school of the University who have instructional, as well as research, University, and public service responsibilities.</b></p> <p><b>b. Persons appointed to titles in the Professor series form the “regular ranks” faculty of the University. This series is distinct from the following series:</b></p> <p><b>Acting Professor series</b>  <b>Adjunct Professor series</b>  Professor of Practice <u>series</u>  <b>Health Sciences Clinical Professor series</b>  <b>Professor In Residence series</b>  <b>Visiting Professor series</b>  <b>Professor of Clinical X (e.g., Medicine) series</b></p>

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present	APM 220 – Professor Series	Proposed
PPM 230-20. VII. A. 1 – Professor (Ladder Rank) Series		PPM 230-220 – Professor Series
<p>b. _____ Ranks</p> <p>The ranks in the Professor series at UC San Diego are:</p> <p><input type="checkbox"/> _____ Assistant Professor</p> <p><input type="checkbox"/> _____ Associate Professor</p> <p><input type="checkbox"/> _____ Professor</p> <p>c. _____ Criteria for Appointment</p> <p>A candidate for appointment to this series will be judged by the following criteria:</p> <ul style="list-style-type: none"> <li>• Research and creative work</li> <li>• Teaching</li> <li>• Professional competence and activity</li> <li>• University and public service</li> </ul> <p><u>An initial appointment to a level above Step I of the Assistant Professor rank will require the same evidence of research and creative work, teaching, University and public service, and professional competence and activity that would be required to advance a UC San Diego Assistant Professor to that level.</u></p>	<p><b>APM 220-8 - Types</b></p> <p><b>a. Titles (and ranks) in the Professor series are:</b></p> <p><b>(1) Instructor</b></p> <p><b>(2) Assistant Professor</b></p> <p><b>(3) Associate Professor</b></p> <p><b>(4) Professor</b></p> <p><b>APM 220-10 Criteria</b></p> <p><b>A candidate for appointment, merit increase, or promotion in this series shall be judged by the following criteria:</b></p> <p><b>a. Teaching</b></p> <p><b>b. Research and creative work</b></p> <p><b>c. Professional competence and activity</b></p> <p><b>d. University and public service</b></p> <p><b>An explanation of these criteria is set forth in the Instructions to Review and Appraisal Committees (see APM - 210-1) as issued by the President.</b></p>	<p><b>PPM 230-220-8 - Types</b></p> <p>PPM unnecessary; rely upon APM 220-8.</p> <p><b>PPM 230-220-10 Criteria</b></p> <p>PPM unnecessary; rely upon APM 220-10.</p>

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present	APM 220 – Professor Series	Proposed
PPM 230-20. VII. A. 1 – Professor (Ladder Rank) Series		PPM 230-220 – Professor Series
<p>d. <del>Restrictions</del></p> <p>University of California graduate students may not be appointed to titles in the Professor series.</p> <p>e. <del>Terms of Service</del></p> <p><del>Appointment or reappointment as Assistant Professor may be for a period not to exceed two years, normally ending on the second June 30 following the date of appointment or reappointment.</del></p> <p><u>Refer to the University of California Academic Salary Scales for information on the normal years at rank and step for other ranks.</u></p>	<p><b>APM 220-16 - Restrictions</b></p> <p>...</p> <p><b>The following restrictions apply to use of titles in this series:</b></p> <p><b>a. An appointment or reappointment to the title Instructor or Assistant Professor must be for a specified term and may not be for an “indefinite” period.</b></p> <p>...</p> <p><b>e. Promotions and merit increases may be made only within the limits of available funds.</b></p> <p><b>APM 220-17 - Terms of Service</b></p> <p>...</p> <p><b>b. Assistant Professor</b></p> <p><b>Each appointment and reappointment is limited to a maximum term of two years. The total University service with this and certain other titles (see APM - 133-0-a and 133-0-b) may not exceed eight years except as provided in APM - 133-12-b and 133-12-c.</b></p> <p><b>The appointment or reappointment of an Assistant Professor may be for a period of less than two years only under the following circumstances.</b></p> <p><b>(1) An appointment or reappointment with an effective date other than July 1 shall normally end on the second June 30 following.</b></p> <p>...</p>	<p><b>PPM 230-220-16 - Restrictions</b></p> <p>...</p> <p><b>The following restrictions apply to use of titles in this series:</b></p> <p><b>a. An appointment or reappointment to the title Instructor or Assistant Professor must be for a specified term and may not be for an “indefinite” period.</b></p> <p>...</p> <p><b>e. Promotions and merit increases may be made only within the limits of available funds.</b></p> <p>f. University of California graduate students may not be appointed to titles in the Professor series.</p> <p><b>PPM 230-220 - 17 - Terms of Service</b></p> <p>PPM unnecessary; rely upon APM 220-17.</p>

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present	APM 220 – Professor Series	Proposed
PPM 230-20. VII. A. 1 – Professor (Ladder Rank) Series		PPM 230-220 – Professor Series
<p>Appointment is normally for full-time service to the University, although there may subsequently be a temporary reduction in the percentage of time of the appointment by agreement between the candidate and the University.</p> <p>An appointment for less than full-time service in a title in this series may be authorized under appropriate circumstances, provided that the Executive Vice Chancellor for Academic Affairs approves the arrangement as being in the best interests of the University and fully justified by the particular circumstances. The appropriate dean’s office should be consulted when considering a part-time appointment to this series.</p>	<p><b>APM 220-10 - Criteria</b></p> <p>...Appointment to a part-time position with a title in this series shall require the same qualifications as for a full-time appointment, provided, however, that in the case of an appointment on either a full-time or part-time basis of one who has previously served elsewhere as a faculty member on a part-time basis, the principles expressed in the following paragraph shall apply in evaluating the candidate.</p> <p>Advancement of a part-time appointee with a title in this series shall depend on quality of performance at a level of distinction comparable to that demanded of a full-time appointee, although, when circumstances warrant, a lesser rate of scholarly accomplishment or an extended time frame for review will be acceptable. For appointees at the Assistant level, the eight-year limitation of service (APM - 133) still applies. Teaching assignments and departmental, committee, and other service are to be kept in proportion to the percentage of time of the assignment, but the same quality of performance is expected as for a full-time appointee. For guidelines on part-time appointments to accommodate family needs, see APM - 220, Appendix B.</p>	<p><b>PPM 230-220-10 - Criteria</b></p> <p>PPM unnecessary; rely upon APM 220-10.</p>

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present	APM 220 – Professor Series	Proposed
PPM 230-20. VII. A. 1 – Professor (Ladder Rank) Series		PPM 230-220 – Professor Series
<p>f. <del>Salary</del></p> <p><del>It is the policy of the University of California that no appointment may be made to a title in the Professor series (i.e., to the title of Assistant Professor, Associate Professor or Professor) unless there is an appropriately budgeted provision for the appointment.</del></p> <p><del>A General Campus department may not make an appointment in the Professor series unless it has an open position approved by the appropriate dean. In Health Sciences and Scripps Institution of Oceanography, appointments in the Professor series cannot be made unless the department has an open position approved by the Associate Vice Chancellor for Academic Affairs, Health Sciences or the Vice Chancellor, Marine Sciences, respectively.</del></p>	<p><b>APM 220-16 - Restrictions</b></p> <p>...</p> <p><b>The following restrictions apply to use of titles in this series:</b></p> <p><b>b. “It is the policy of the University of California that no appointment shall be made to a title in the Professor Series (i.e., to any of the titles Instructor, Assistant Professor, Associate Professor, and Professor) unless there is an appropriately budgeted provision for the appointment.</b></p> <p>...</p> <p><b>APM 220-24 - Authority</b></p> <p><b>Authority to approve appointments, reappointments, merit increases, and promotions to titles in this series is as follows:</b></p> <p><b>a. Instructor and Assistant Professor</b>  <b>The Chancellor, after appropriate review. (See also APM - 220-81 and 220-82.)</b></p> <p><b>b. Associate Professor and Professor</b>  <b>The Chancellor, after appropriate review (see APM - 220-85).</b></p> <p><b>c. Professor at an Above-Scale Salary</b>  <b>The Chancellor, after appropriate review, has authority to approve above-scale salaries up to and including the Regental compensation threshold. For salaries beyond the Regental compensation threshold, authority rests with The Regents on recommendation of the President, after appropriate review and as prescribed in Section 101.2(a)(1) of the Standing Orders of The Regents. (See also APM - 220-85.)</b></p> <p><b>d. Appointments Following Retirement</b>  <b>The Chancellor, after appropriate review. (See Section 103.6 of the Standing Orders of The Regents.)</b></p>	<p><b>PPM 230-220-16 – Restrictions</b></p> <p>PPM unnecessary; rely upon APM 220-20.</p> <p><b>PPM 230-220-24 - Authority</b></p> <p>No appointment, reappointment or <u>academic review action</u> is final until there has been an academic review and the individual with final authority has approved the <u>action</u>.</p> <p>The UC San Diego <a href="#">Authority and Review Chart</a> sets forth the individual(s) and/or committees responsible for review, as well as the final authority for approval.</p>

Notes: Heading is non-substantive. Substance of deleted text in PPM 230-20. VII.A. 1. f. appears in APM 220-16 and Proposed PPM 230-220-24.

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present	APM 220 – Professor Series	Proposed
PPM 230-20. VII. A. 1 – Professor (Ladder Rank) Series		PPM 230-220 – Professor Series
<p><del>g. Conditions of Employment</del></p> <p><del>This series accords tenure at the Associate Professor and Professor ranks.</del></p> <p><del>This series conveys membership in the Academic Senate.</del></p>	<p><b>APM 220-20 - Conditions of Employment</b></p> <p>...</p> <p><b>d. Appointments to the ranks of Associate Professor and Professor are continuous in tenure, subject to the specifications of Section 103.9 of the Standing Orders of The Regents, which is quoted in APM - 220-17-c (1).</b></p> <p><b>e. Section 105.1 of the Standing Orders of The Regents provides that membership in the Academic Senate is acquired by appointment to a title in this series but that Instructors of less than two years of service shall not be entitled to vote.</b></p>	<p><b>PPM 230-220-20 – Conditions of Employment</b></p> <p>PPM unnecessary; rely upon APM 220-20.</p>

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present		Proposed
<p>PPM 230-20. VII. A. 1 – Professor (Ladder Rank) Series</p>	<p>APM 210-1 – Instructions to Review Committees Which Advise on Actions Concerning the Professor Series</p>	<p>PPM 230-210-1 – Instructions to Review Committees Which Advise on Actions Concerning the Professor Series</p>
<p>A candidate for appointment to this series must possess a Ph.D. degree or equivalent.</p> <p>In Health Sciences, Ladder-Rank faculty with clinical responsibilities must have a doctorate in a clinical discipline. If required for the position, the candidate must possess and maintain an appropriate valid license and active membership as a Medical Staff member, or the equivalent. Those appointed at the Associate rank or above should be certified by one of the medical specialty boards or demonstrate equivalent achievement and recognition.</p>	<p><b>APM 210-1</b> The following instructions apply to review committees for actions concerning appointees in the Professor series and the Professor in Residence series; and, with appropriate modifications, for appointees in the Adjunct Professor series. ...</p> <p><b>d. Criteria for Appointment, Promotion, and Appraisal</b> ...</p> <p><b>(3) Professional Competence and Activity</b> — In certain positions in the professional schools and colleges, such as architecture, business administration, dentistry, engineering, law, medicine, etc., a demonstrated distinction in the special competencies appropriate to the field and its characteristic activities should be recognized as a criterion for appointment or promotion.</p> <p>The candidate’s professional activities should be scrutinized for evidence of achievement and leadership in the field and of demonstrated progressiveness in the development or utilization of new approaches and techniques for the solution of professional problems, including those that specifically address the professional advancement of individuals in underrepresented groups in the candidate’s field. It is responsibility of the department chair to provide evidence that the position in question is of the type described above and that the candidate is qualified to fill it.</p>	<p><b>PPM 230-210-1</b> The following instructions apply to review committees for actions concerning appointees in the Professor series and the Professor in Residence series; and, with appropriate modifications, for appointees in the Adjunct Professor series. ...</p> <p><b>d. Criteria for Appointment, Promotion, and Appraisal</b> ...</p> <p><b>(3) Professional Competence and Activity</b> — A candidate for appointment to this series must possess a Ph.D. degree or equivalent. In certain positions in the professional schools and colleges, such as architecture, business administration, dentistry, engineering, law, medicine, etc., a demonstrated distinction in the special competencies appropriate to the field and its characteristic activities should be recognized as a criterion for appointment or promotion. In Health Sciences, candidates with clinical responsibilities must have a doctorate in a clinical discipline. If required for the position, the candidate must possess and maintain an appropriate valid license and active membership as a Medical Staff member, or the equivalent. Those appointed at the Associate rank or above should be certified by one of the medical specialty boards or demonstrate equivalent achievement and recognition.</p> <p>The candidate’s professional activities should be scrutinized for evidence of achievement and leadership in the field and of demonstrated progressiveness in the development or utilization of new approaches and techniques for the solution of professional problems, including those that specifically address the professional advancement of individuals in underrepresented groups in the candidate’s field. It is responsibility of the department chair to provide evidence that the position in question is of the type described above and that the candidate is qualified to fill it.</p>

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present	APM 220 – Professor Series	Proposed
PPM 230-20. VII. A. 1 – Professor (Ladder Rank) Series		PPM 230-220 – Professor Series
<p>h. 0% Professor (Ladder-Rank) Appointments</p> <p>A 0% Professor appointment to reflect a secondary department affiliation may only be proposed for UC San Diego faculty with a current, salaried Professor (Ladder-Rank) appointment.</p> <p>If a 0% Professor appointment is proposed:</p> <ul style="list-style-type: none"> <li>the candidate will be afforded voting rights in the secondary department;</li> <li>eligible faculty in both departments must vote on the file; and</li> <li>the candidate is required to fulfill responsibilities for research, teaching, and service in both departments.</li> </ul> <p>Such 0% Professor appointments will be limited to a term equal to one review cycle. Reappointments may only be proposed at the time of review.</p> <p>No guarantee of future appointment or funding is accorded with a 0% Ladder-Rank appointment.</p>	<p>APM 220-16 – Restrictions</p> <p>...d. An initial appointment for less than full-time service with a title in this series may be authorized under appropriate circumstances, provided that the Chancellor specifically approves the arrangement as being in the best interests of the University. Such part-time appointments will ordinarily be limited to cases in which the professional commitment is to the University. In the rare case of a part-time appointment of an individual with a professional commitment other than the one to the University, the Chancellor must be assured that the appointee will fulfill all the obligations entailed in the University appointment. When an appointment for less than full-time service is approved, the University is not obligated to increase the percentage of time of the appointment, even if the appointee and the department should desire such an increase in the future. An initial part-time appointment to the rank of Associate Professor or Professor or subsequent promotion to one of these ranks on a part-time basis shall be subject to the provisions which apply in the case of a full-time appointment; and the appointee shall execute a memorandum of understanding agreeing that the tenure status and other benefits of the appointment as described below are limited to the specified percentage of time. The memorandum of understanding also shall specify expectations as to workload, productivity, reviews, and any other applicable conditions of the appointment. A copy of the memorandum of understanding should be included in the personnel review file. The memorandum of understanding shall be set forth in a letter from the Chancellor advising the individual that the part-time appointment is subject to the specific understanding that there are no implied rights to a full-time tenure appointment; and, further, that the rate at which credit for University service accrues for various University fringe and retirement benefits as well as related academic privileges will likewise be affected. The individual shall be asked to sign and return a copy of such letter to indicate consent. A voluntary permanent part-time appointment or a voluntary temporary reduction by an appointee in the percentage of time of the appointment shall be subject to the same restrictions stipulated above for an initial part-time appointment.... Membership and voting privileges in the Academic Senate for part-time appointees to this series are the same as for full-time appointees.</p> <p>e. Promotions and merit increases may be made only within the limits of available funds.</p>	<p>PPM 230-220-16– Restrictions</p> <p>...d. An initial appointment for less than full-time service with a title in this series may be authorized under appropriate circumstances, provided that the Chancellor specifically approves the arrangement as being in the best interests of the University.</p> <p>...</p> <p>Membership and voting privileges in the Academic Senate for part-time appointees to this series are the same as for full-time appointees.</p> <p>e. Promotions and merit increases may be made only within the limits of available funds.</p> <p>f. For UC San Diego faculty with a current, salaried Professor (Ladder-Rank) appointment, a 0% Professor appointment may be proposed to reflect a secondary department affiliation. If a 0% Professor appointment is proposed:</p> <ul style="list-style-type: none"> <li>the candidate will be afforded voting rights in the secondary department;</li> <li>eligible faculty in both departments must vote on the file; and</li> <li>the candidate is required to fulfill responsibilities for research, teaching, and service in both departments.</li> </ul> <p>Such 0% Professor appointments will be limited to a term equal to one review cycle. Reappointments may only be proposed at the time of review.</p> <p>No guarantee of future appointment or funding is accorded with a 0% Ladder-Rank appointment.</p>

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present	APM 270 – Professor of (e.g., of Psychology) In Residence Series	Proposed
PPM 230-20. VII. A. 2 – Professor (e.g., of Medicine) In Residence Series		PPM 230-270 – Professor of (e.g., Psychology) In Residence Series
<p><del>2. Professor (e.g., of Medicine) In Residence Series</del></p> <p><del>a. Definition</del></p> <p><del>Appointees in the Professor (e.g., of Medicine) In Residence series engage in research and other creative work, teaching, and University and public service to the same extent and at the same level of performance as those holding corresponding titles in the Professor series in the same department. For School of Medicine clinical appointments, this may also include patient-related care.</del></p>	<p><b>APM 270-4 - Definition</b></p> <p><b>Titles in this series are assigned to academically qualified individuals who engage in teaching, research or other creative work, and University and public service to the same extent and at the same level of performance as those holding corresponding titles in the Professor series in the same department. Such assignments, however, shall be made only under conditions and restrictions (see APM - 270-16, 270-17, and 270-20) which serve to make a clear distinction between appointments in this series and appointments in the Professor series (defined in APM - 220). Professor in Residence titles are intended to be used for individuals supported by non-State funds.</b></p>	<p><b>PPM 230-270-4 - Definition</b></p> <p><b>Titles in this series are assigned to academically qualified individuals who engage in teaching, research or other creative work, and University and public service to the same extent and at the same level of performance as those holding corresponding titles in the Professor series in the same department. For School of Medicine clinical appointments, this may also include patient-related care. Such assignments, however, shall be made only under conditions and restrictions (see APM - 270-16, 270-17, and 270-20) which serve to make a clear distinction between appointments in this series and appointments in the Professor series (defined in APM - 220). Professor in Residence titles are intended to be used for individuals supported by non-State funds.</b></p>

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present	APM 270 – Professor of (e.g., of Psychology) In Residence Series	Proposed
<p align="center"><b>PPM 230-20. VII. A. 2 – Professor (e.g., of Medicine) In Residence Series</b></p>		<p align="center"><b>PPM 230-270 – Professor of (e.g., Psychology) In Residence Series</b></p>
<p>b. _____ Ranks</p> <p>The ranks in the Professor In Residence series at UC San Diego are:</p> <ul style="list-style-type: none"> <li>• Assistant Professor In Residence</li> <li>• Associate Professor In Residence</li> <li>• Professor In Residence</li> </ul>	<p><b>APM 270-8 - Types of Appointments</b></p> <p><b>a. Titles (and ranks) in this series are:</b></p> <p><b>(1) Instructor in Residence</b></p> <p><b>(2) Assistant Professor in Residence</b></p> <p><b>(3) Associate Professor in Residence</b></p> <p><b>(4) Professor in Residence</b></p>	<p><b>PPM 230-270-8 - Types of Appointments</b></p> <p>PPM unnecessary; rely upon APM 270-8.</p>
<p align="center">Present</p>		<p align="center">Proposed</p>
<p align="center"><b>PPM 230-20. VII. A. 2 – Professor (e.g., of Medicine) In Residence Series</b></p>	<p align="center"><b>APM 270 – Professor of (e.g., of Psychology) In Residence Series</b></p>	<p align="center"><b>PPM 230-270 – Professor of (e.g., Psychology) In Residence Series</b></p>
<p>c. _____ Criteria for Appointment</p> <p>A candidate for appointment in this series will be judged by the following criteria:</p> <ul style="list-style-type: none"> <li>• Research and creative work</li> <li>• Teaching</li> <li>• Professional competence and activity</li> <li>• University and public service</li> </ul> <p><u>Although the criteria correspond to those for the Professor (Ladder-Rank) series, appointments to the Professor In Residence series are made with certain conditions and restrictions that serve to make a clear distinction between appointments in this series and appointments in the Professor series.</u></p>	<p><b>APM 270-10 - Criteria</b></p> <p><b>A candidate for appointment or advancement in this series shall be judged by the same four criteria and standards of performance specified for the Professor series:</b></p> <p><b>a. Teaching</b></p> <p><b>b. Research and creative work</b></p> <p><b>c. Professional competence and activity</b></p> <p><b>d. University and public service</b></p> <p><b>These criteria and standards are set forth in the Instructions to Review and Appraisal Committees (see APM - 210-1).</b></p>	<p><b>PPM 230-270-10 - Criteria</b></p> <p>PPM unnecessary; rely upon APM 270-10.</p>

Notes: Heading is non-substantive. Substance of PPM 230-20. VII A. 2. b. appears in APM 270-8. Substance of PPM 230-20. VII A. 2. c. appears in APM 270-10.

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present	APM 270 – Professor of (e.g., of Psychology) In Residence Series	Proposed
PPM 230-20. VII. A. 2 – Professor (e.g., of Medicine) In Residence Series		PPM 230-270 – Professor of (e.g., Psychology) In Residence Series
<p>d. <del>Restrictions</del></p> <p><del>Titles in this series are intended to be used for individuals supported by non-state funds.</del></p> <p><del>An appointee holding a title in this series must either be a full-time academic employee of the University, with 100% of the employment allocated among one or more appointments to academic titles, or the Executive Vice Chancellor for Academic Affairs must certify that the appointee’s sole professional commitment is to the University.</del></p> <p><del>An appointee in this series must be academically qualified to serve in a corresponding title in the Professor series in the same department and must meet the criteria outlined above.</del></p>	<p><b>APM 270-16 - Restrictions</b></p> <p><b>a. An appointee holding a title in this series must either be a full-time academic employee of the University, with 100 percent of the employment allocated among one or more appointments to academic titles, or be certified by the Chancellor that his or her sole professional commitment is to the University. In either case, an appointee with a title in this series must be academically qualified to serve in a corresponding title in the Professor series in the same department, and must meet the criteria outlined in APM - 270-10.</b></p> <p><b>b. Limits on State Funding:</b>  <b>Fifty percent or more of the base salary of the appointee shall come from funds other than General (State) funds, except that the Chancellor is authorized, under justifying circumstances, to fund more than 50 percent of the base salary from General (State) funds for a period normally not in excess of two years.</b></p>	<p><b>PPM 230-270-16 - Restrictions</b>  PPM unnecessary; rely upon APM 270-16.</p>

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present		Proposed
PPM 230-20. VII. A. 2 – Professor (e.g., of Medicine) In Residence Series	APM 270 – Professor of (e.g., of Psychology) In Residence Series	PPM 230-270 – Professor of (e.g., Psychology) In Residence Series
<p><del>e. Terms of Service</del></p> <p><del>Appointment or reappointment as Assistant Professor in Residence may be for a period not to exceed two years, normally ending on the second June 30 following the date of appointment or reappointment.</del></p> <p><del>Appointment or reappointment as Associate or Full Professor in Residence may be made either with a specified ending date or with no specified ending date (indefinite), subject to the availability of funding.</del></p> <p><del>Refer to the University of California Academic Salary Scales for information on the normal years at rank and step.</del></p>	<p><b>APM 270-17 - Terms of Service</b></p> <p>...</p> <p><b>a. (2) Assistant Professor in Residence</b> Each appointment and reappointment is limited to a maximum term of two years. ...</p> <p><b>b. An appointment to the title of Associate Professor in Residence or Professor in Residence may be made in two ways:</b></p> <p><b>(1) With a specific ending date</b> For an Associate Professor in Residence (Steps I, II, III), each appointment is limited to a maximum term of two years. For an Associate Professor in Residence (Steps IV and V) and for a Professor in Residence, each appointment period is limited to a maximum term of three years. These appointments may be made for a shorter term. The appointee shall be advised by letter and/or on the appropriate campus approval document that the appointment is for a specified period and that the appointment ipso facto ends at the specified date. Termination prior to the specified ending date of such appointments may be only for good cause and is subject to the provisions of Standing Order 103.9 (see APM - 270-20).</p> <p><b>(2) With no specific ending date</b> It is recommended that such appointments be made only when there is a reasonable expectation of long-term funding. The appointee shall be advised by letter and/or on the appropriate campus approval document that the appointment does not carry either tenure or security of employment.</p> <p><b>For provisions concerning termination, see APM - 270-20-a.</b></p>	<p><b>PPM 230-270-17 - Terms of Service</b> PPM unnecessary; rely upon APM 270-17.</p>

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present	APM 270 – Professor of (e.g., of Psychology) In Residence Series	Proposed
PPM 230-20. VII. A. 2 – Professor (e.g., of Medicine) In Residence Series		PPM 230-270 – Professor of (e.g., Psychology) In Residence Series
<p><del>f. Salary</del> The source of funding for the appointment must be at least 50% from non state funds; however, at UC San Diego, 100% funding from other than state sources is typically required.</p> <p>If the salary of a Professor In Residence is fully funded from federal sources administered by the University, non federal funds should be provided to fund a portion of the salary during periods when that individual is significantly involved in teaching.</p>	<p><b>APM 270-4 - Definition</b> ...<b>Professor in Residence titles are intended to be used for individuals supported by non-State funds.</b></p> <p><b>APM 270-16 - Restrictions</b> ... <b>b. Limits on State Funding:</b> <b>Fifty percent or more of the base salary of the appointee shall come from funds other than General (State) funds, except that the Chancellor is authorized, under justifying circumstances, to fund more than 50 percent of the base salary from General (State) funds for a period normally not in excess of two years.</b></p>	<p><b>PPM 230-270-4 - Definition</b> PPM unnecessary; rely upon APM 270-4.</p> <p><b>PPM 230-270-16 - Restrictions</b> ... <b>b. Limits on State Funding:</b> <b>Fifty percent or more of the base salary of the appointee shall come from funds other than General (State) funds; at UC San Diego, 100% funding from other than state sources is typically required, except that the Chancellor is authorized, under justifying circumstances, to fund more than 50 percent of the base salary from General (State) funds for a period normally not in excess of two years.</b></p> <p>If the salary of a Professor In Residence is fully funded from federal sources administered by the University, non federal funds should be provided to fund a portion of the salary during periods when that individual is significantly involved in teaching.</p>

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present		Proposed
PPM 230-20. VII. A. 2 – Professor (e.g., of Medicine) In Residence Series	APM 270 – Professor of (e.g., of Psychology) In Residence Series	PPM 230-270 – Professor of (e.g., Psychology) In Residence Series
<p><del>g. Conditions of Employment</del>  <del>This series does not accord tenure or security of employment.</del></p> <p><del>This series conveys membership in the Academic Senate.</del>            A candidate for appointment to this series must possess a Ph.D. degree or equivalent. In Health Sciences, In Residence faculty with clinical responsibilities must have a doctorate in a clinical discipline. If required for the position, the candidate must possess and maintain an appropriate valid license and active membership as a Medical Staff member, or the equivalent. Those appointed at the Associate rank or above should be certified by one of the medical specialty boards or demonstrate equivalent achievement and recognition.</p> <p><del>Appointees in this series are not eligible for sabbatical leave, but are eligible for leave with pay in accordance with PPM 230-10, Section II L, Other Leaves with Pay.</del></p>	<p><b>APM 270 -- 20 Conditions of Employment</b>  <b>c. Appointees in this series are members of the Academic Senate. See Standing Order 105.1(a).</b>  <b>d. Neither tenure nor security of employment is acquired by appointment to a title in this series.</b>  <b>e. An appointee with a title in this series is eligible for leave with pay under APM - 758 when the leave is in the interest of the University and to the extent that provision is available in the fund source(s) from which the salary is paid.</b>  <b>When the base salary of the appointee is supported wholly or partially by General (State) funds, leaves will be supported by General (State) funds in the same percentage of time. Each Chancellor shall establish campus procedures to provide for the administration of a leave program.</b>  <b>Appointees are not eligible for the sabbatical leave program as described in APM - 740.</b></p>	<p><b>PPM 230-270-20 - Conditions of Employment</b>            PPM unnecessary; rely upon APM 270-20.</p>

Notes: Heading is non-substantive. Language concerning credentials is addressed on following page. Reference to PPM 230-10, Section II L is replaced by language in APM 270-20. e. (reference to APM 758). Remaining deleted text appears in APM 270-20.

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present		Proposed
<p align="center"><b>PPM 230-20. VII. A. 2 – Professor (e.g., of Medicine) In Residence Series</b></p>	<p align="center"><b>APM 210-1 – Instructions to Review Committees Which Advise on Actions Concerning the Professor Series</b></p>	<p align="center"><b>PPM 230-210-1 – Instructions to Review Committees Which Advise on Actions Concerning the Professor Series</b></p>
<p><del>g. Conditions of Employment</del>  <del>This series does not accord tenure or security of employment.</del></p> <p><del>This series conveys membership in the Academic Senate.</del>  A candidate for appointment to this series must possess a Ph.D. degree or equivalent. In Health Sciences, In Residence faculty with clinical responsibilities must have a doctorate in a clinical discipline. If required for the position, the candidate must possess and maintain an appropriate valid license and active membership as a Medical Staff member, or the equivalent. Those appointed at the Associate rank or above should be certified by one of the medical specialty boards or demonstrate equivalent achievement and recognition.</p> <p><del>Appointees in this series are not eligible for sabbatical leave, but are eligible for leave with pay in accordance with PPM 230-10, Section II L, Other Leaves with Pay.</del></p>	<p><b>210-1</b> The following instructions apply to review committees for actions concerning appointees in the Professor series and the Professor in Residence series; and, with appropriate modifications, for appointees in the Adjunct Professor series.</p> <p><b>d. Criteria for Appointment, Promotion, and Appraisal</b>  ...  <b>(3) Professional Competence and Activity</b> — In certain positions in the professional schools and colleges, such as architecture, business administration, dentistry, engineering, law, medicine, etc., a demonstrated distinction in the special competencies appropriate to the field and its characteristic activities should be recognized as a criterion for appointment or promotion.</p> <p><b>The candidate’s professional activities should be scrutinized for evidence of achievement and leadership in the field and of demonstrated progressiveness in the development or utilization of new approaches and techniques for the solution of professional problems, including those that specifically address the professional advancement of individuals in underrepresented groups in the candidate’s field. It is responsibility of the department chair to provide evidence that the position in question is of the type described above and that the candidate is qualified to fill it.</b></p>	<p><b>PPM 230-210-1</b> The following instructions apply to review committees for actions concerning appointees in the Professor series and the Professor in Residence series; and, with appropriate modifications, for appointees in the Adjunct Professor series.</p> <p><b>d. Criteria for Appointment, Promotion, and Appraisal</b>  ...  <b>(3) Professional Competence and Activity</b> — A candidate for appointment to this series must possess a Ph.D. degree or equivalent. In certain positions in the professional schools and colleges, such as architecture, business administration, dentistry, engineering, law, medicine, etc., a demonstrated distinction in the special competencies appropriate to the field and its characteristic activities should be recognized as a criterion for appointment or promotion. In Health Sciences, candidates with clinical responsibilities must have a doctorate in a clinical discipline. If required for the position, the candidate must possess and maintain an appropriate valid license and active membership as a Medical Staff member, or the equivalent. Those appointed at the Associate rank or above should be certified by one of the medical specialty boards or demonstrate equivalent achievement and recognition.</p> <p><b>The candidate’s professional activities should be scrutinized for evidence of achievement and leadership in the field and of demonstrated progressiveness in the development or utilization of new approaches and techniques for the solution of professional problems, including those that specifically address the professional advancement of individuals in underrepresented groups in the candidate’s field. It is responsibility of the department chair to provide evidence that the position in question is of the type described above and that the candidate is qualified to fill it.</b></p>

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present		Proposed
PPM 230-20. VII. A. 3 – Professor of Clinical X (e.g., Medicine) Series	APM 275 – Professor of Clinical (e.g., Medicine) Series	PPM 230-275 – Professor of Clinical X (e.g., Medicine) Series
<p>3. <del>Professor of Clinical X (e.g., Medicine) series</del></p> <p>a. <del>Definition</del></p> <p><del>Appointees in the Professor of Clinical X series are predominantly responsible for teaching and clinical service, but also engage in scholarly and creative activities.</del></p> <p><del>An appointee to a title in this series will normally carry a heavier load of teaching and/or clinical service than appointees in the regular Professor series or in the Professor In Residence series.</del></p> <p>(For more information on the Professor of Clinical X series, please see Supplement I.)</p>	<p><b>APM 275-4 Definition</b></p> <p><b>Titles in this series are assigned to academically qualified individuals who are occupied full time in the service of the University, whose predominant responsibilities are in teaching and clinical service, and who also engage in creative activities. These appointments are reserved for salaried positions in the health sciences with the University and/or an affiliated hospital. For an exception to the requirement of full-time service, see APM - 275-16-a.</b></p> <p><b>An appointee to a title in this series will normally carry a heavier load of teaching and/or clinical service than appointees in the regular Professor series or in the Professor in Residence series.</b></p>	<p><b>PPM 230-275-4 Definition</b></p> <p><b>Titles in this series are assigned to academically qualified individuals who are occupied full time in the service of the University, whose predominant responsibilities are in teaching and clinical service, and who also engage in creative activities. These appointments are reserved for salaried positions in the health sciences with the University and/or an affiliated hospital. For an exception to the requirement of full-time service, see APM - 275-16-a.</b></p> <p><b>An appointee to a title in this series will normally carry a heavier load of teaching and/or clinical service than appointees in the regular Professor series or in the Professor in Residence series.</b></p> <p>For more information on the Professor of Clinical X series, please see <u>PPM 230-275 Appendix A</u>, and <u>PPM 230-275, Appendix B</u>.</p>

Notes: Headings are non-substantive. Substance of remaining deleted text appears in APM 275-4. Existing Supplements I and III will appear as Appendix A and B, respectively, to Proposed PPM 230-210 2.

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present	APM 275 – Professor of Clinical (e.g., Medicine) Series	Proposed
<p><b>PPM 230-20. VII. A. 3 – Professor of Clinical X (e.g., Medicine) Series</b></p>		<p><b>PPM 230-275 – Professor of Clinical X (e.g., Medicine) Series</b></p>
<p><del>b. _____ Ranks</del></p> <p><del>The ranks in the Professor of Clinical X series at UC San Diego are:</del></p> <p><del>Assistant Professor of Clinical X</del>  <del>Associate Professor of Clinical X</del>  <del>Professor of Clinical X</del></p> <p><del>c. _____ Criteria for Appointment</del></p> <p><del>A candidate for appointment in this series will be judged by the following criteria:</del></p> <p><del>Teaching</del>  <del>Professional competence and activity</del>  <del>Creative work</del>  <del>University and public service</del></p>	<p><b>APM 275-8 Types of Appointments</b></p> <p><b>a. Titles and (and ranks) in this series are:</b></p> <p><b>(1) Assistant Professor of Clinical (e.g., Medicine)</b>  <b>(2) Associate Professor of Clinical (e.g., Medicine)</b>  <b>(3) Professor of Clinical (e.g., Medicine)</b></p> <p><b>APM 275-10 Criteria</b></p> <p><b>A candidate for appointment or advancement in this series shall be judged by the following criteria:</b></p> <p><b>a. Teaching</b>  <b>b. Professional competence and activity</b>  <b>c. Creative work</b>  <b>d. University and public service</b></p>	<p><b>PPM 230-275-8 Types of Appointments</b></p> <p><b>a. Titles and (and ranks) in this series are:</b></p> <p><b>(1) Assistant Professor of Clinical X (e.g., Medicine)</b>  <b>(2) Associate Professor of Clinical X (e.g., Medicine)</b>  <b>(3) Professor of Clinical X (e.g., Medicine)</b></p>
<p><del>The departmental recommendation letter must document the candidate's division of effort among the four areas of activity and indicate the appropriateness of this division to the position. Clinical teaching, professional activity, and creative work may differ from standard professorial activities, but can be judged on the basis of professional competence, intellectual contribution, and originality.</del></p> <p><del>Provided below is a description of the specific criteria for appointment to the Professor of Clinical X series at UC San Diego:</del></p>	<p><b>APM 210-2 – Instructions to Review Committees Which Advise on Actions Concerning the Professor of Clinical (e.g., Medicine) Series</b></p> <p><b>b. ...The department chair is responsible for documenting the faculty member's division of effort among the four areas of activity. The chair should also indicate the appropriateness of this division to the position that the individual fills in the department, school, or clinical teaching faculty.</b></p> <p><b>Appointees in the Professor of Clinical (e.g., Medicine) series are to be evaluated in relation to the nature and time commitments of their University assignments.</b></p> <p><b>... Clinical teaching, professional activity, and creative work may differ from standard professorial activities in the University, but can be judged on the basis of professional competence, intellectual contribution, and originality.</b></p>	<p><b>Proposed</b></p> <p><b>PPM 230-210-2 – Instructions to Review Committees Which Advise on Actions Concerning the Professor of Clinical X (e.g., Medicine) Series</b></p> <p><b>PPM 230-210-2. b</b>  PPM unnecessary; rely upon APM 210-2. b.</p>

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present		Proposed
<p>PPM 230-20. VII. A. 3 – Professor of Clinical X (e.g., Medicine) Series</p>	<p>APM 210-2 – Instructions to Review Committees Which Advise on Actions Concerning the Professor of Clinical (e.g., Medicine) Series</p>	<p>PPM 230-210-2 – Instructions to Review Committees Which Advise on Actions Concerning the Professor of Clinical X (e.g., Medicine) Series</p>
<p><del>i. Teaching</del>  <del>Excellent teaching is an essential criterion for appointment. Clinical teaching is intensive tutorial instruction, carried on amid the demands of patient care and usually characterized by pressure on the teacher to cope with unpredictably varied problems, by patient-centered immediacy of the subject matter, and by the necessity of preparing the student to take action as a result of the interchange.</del></p> <p><del>In addition, the clinical teacher should be successful in applying knowledge of basic health science and clinical procedures to the diagnosis, treatment, and care of a patient in a manner that will not only assure the best educational opportunity for the student but also provide high quality care for the patient.</del></p> <p><del>For appointment to a title in this series, the candidate should have a record of active participation and excellence in teaching.</del></p> <p><del>For appointment at the Professor rank, the candidate should be recognized as an outstanding clinical teacher. Most candidates will have designed educational programs at a local level, and some will have designed such programs at a national level.</del></p>	<p><b>b. (1) Teaching</b> – Excellent teaching is an essential criterion for appointment or advancement. Clinical teaching is intensive tutorial instruction, carried on amid the demands of patient care and usually characterized by pressure on the teacher to cope with unpredictably varied problems, by patient-centered immediacy of the subject matter, and by the necessity of preparing the student to take action as a result of the interchange.</p> <p>...</p> <p>In addition, the clinical teacher should be successful in applying knowledge of basic health science and clinical procedures to the diagnosis, treatment, and care of a patient in a manner that will not only assure the best educational opportunity for the student, but also provide high quality care for the patient.</p> <p>For appointment to a title in this series, the appointee should have a record of active participation and excellence in teaching, whether for health professional students, graduate students, residents, postdoctoral fellows, or continuing education students.</p> <p>For promotion to or appointment at the Professor rank, the appointee should be recognized as an outstanding clinical teacher. Most candidates will have designed educational programs at a local level, and some will have designed such programs at a national level.</p>	<p><b>PPM 230-210-2. b (1) - Teaching</b>            PPM unnecessary; rely upon APM 210-2.b. (1)</p>

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present	APM 210-2 – Instructions to Review Committees Which Advise on Actions Concerning the Professor of Clinical (e.g., Medicine) Series	Proposed
<p>PPM 230-20. VII. A. 3 – Professor of Clinical X (e.g., Medicine) Series</p>		<p>PPM 230-210-2 – Instructions to Review Committees Which Advise on Actions Concerning the Professor of Clinical X (e.g., Medicine) Series</p>
<p><del>ii. Professional Competence and Activity</del></p> <p><del>There must be appropriate recognition and evaluation of professional activity. Exemplary professional practice, organization of training programs for health professionals, and supervision of health care facilities and operations comprise a substantial proportion of the academic effort of many health sciences faculty.</del></p> <p><del>Standards for Appointment</del></p> <p><del>For entry level positions, the individual should have three or more years of training and/or experience post M.D., Ph.D., or equivalent professional degree. A candidate should show evidence of a high level of competence in a clinical specialty.</del></p> <p><del>For appointment at the Associate Professor rank, a candidate should be recognized at least in the local metropolitan health care community as an authority in his or her field. Candidates who are appointed at the Associate rank or above should be certified by one of the medical specialty boards or demonstrate equivalent achievement and recognition. Candidates may receive patient referrals at the community and institutional levels.</del></p> <p><del>For appointment at the Professor rank, the candidate will have a national reputation for superior accomplishments within a clinical specialty and may have a leadership role in a department or medical center. Candidates may receive patients on referral from considerable distances, serve as consultants on a nationwide basis, serve on specialty boards, or be members or officers of clinical and/or professional societies.</del></p>	<p><b>b. (2) Professional Competence and Activity — There must be appropriate recognition and evaluation of professional activity. Exemplary professional practice, organization of training programs for health professionals, and supervision of health care facilities and operations comprise a substantial proportion of the academic effort of many health sciences faculty. In decisions on academic advancement, these are essential contributions to the mission of the University and deserve critical consideration and weighting comparable to those of teaching and creative activity.</b></p> <p><b>(a) Standards for Appointment or Promotion</b></p> <p><b>For entry level positions, the individual should have three or more years of training and/or experience post M.D., Ph.D. or equivalent terminal professional degree. In addition, an appointee should show evidence of a high level of competence in a clinical specialty.</b></p> <p><b>For promotion to or appointment at the Associate Professor rank, an appointee should be recognized at least in the local metropolitan health care community as an authority within a clinical specialty. A physician normally will have a regional professional normally will have a regional reputation as evidenced in such work as that of a consultant.</b></p> <p><b>For promotion to or appointment at the Professor rank, the appointee will have a national reputation for superior accomplishments within a clinical specialty and may have a leadership role in a department or hospital. Appointees may receive patients on referral from considerable distances, serve as consultants on a nationwide basis, serve on specialty boards, or be members or officers of clinical and/or professional societies.</b></p>	<p><b>PPM 230-210-2. b (2) – Professional Competence and Activity b. (2) Professional Competence and Activity — There must be appropriate recognition and evaluation of professional activity. Exemplary professional practice, organization of training programs for health professionals, and supervision of health care facilities and operations comprise a substantial proportion of the academic effort of many health sciences faculty. In decisions on academic advancement, these are essential contributions to the mission of the University and deserve critical consideration and weighting comparable to those of teaching and creative activity.</b></p> <p><b>(a) Standards for Appointment or Promotion</b></p> <p><b>For entry level positions, the individual should have three or more years of training and/or experience post M.D., Ph.D. or equivalent terminal professional degree. In addition, an appointee should show evidence of a high level of competence in a clinical specialty. <i>If required for the position, the candidate must possess and maintain an appropriate valid license and active membership as a Medical Staff member, or the equivalent.</i></b></p> <p><b>For promotion to or appointment at the Associate Professor rank, an appointee should be recognized at least in the local metropolitan health care community as an authority within a clinical specialty. <u>Appointees</u> at the Associate rank or above should be certified by one of the medical specialty boards or demonstrate equivalent achievement and recognition. <u>Appointees</u> may receive patient referrals at the community and institutional levels. <b>A physician normally will have a regional reputation as a referral physician; another health professional normally will have a regional reputation as evidenced in such work as that of a consultant.</b></b></p>

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present		Proposed
<p>PPM 230-20. VII. A. 3 – Professor of Clinical X (e.g., Medicine) Series</p>	<p>APM 210-2 – Instructions to Review Committees Which Advise on Actions Concerning the Professor of Clinical (e.g., Medicine) Series</p>	<p>PPM 230-210-2 – Instructions to Review Committees Which Advise on Actions Concerning the Professor of Clinical X (e.g., Medicine) Series</p>
<p>Evaluation of Clinical Achievement</p> <p><del>Evaluation of clinical achievement is both difficult and sensitive. In many cases, evidence will be testimonial in nature, and therefore its validity should be subject to critical scrutiny. The specificity and analytic nature of such evidence should be examined; the expertise and sincerity of the informant should be weighed.</del></p> <p><del>Comparison of the individual with peers at the University of California and elsewhere should form part of the evidence provided. Letters from external authorities, when based on adequate knowledge of the individual and written to conform to the requirements cited above, are valuable contributions. External evaluation or review by peers within the institution is necessary; <u>evaluation by departmental members is not considered an appropriate or acceptable substitute for external, independent evaluation.</u> The department chair also should seek evaluations from advanced clinical students and former students currently in academic positions or clinical practice.</del></p>	<p><b>b. (2) Professional Competence and Activity — (b) Evaluation of Clinical Achievement</b></p> <p>Evaluation of clinical achievement is both difficult and sensitive. In many cases, evidence will be testimonial in nature and, therefore, its validity should be subject to critical scrutiny. The specificity and analytic nature of such evidence should be examined; the expertise and sincerity of the informant should be weighed.</p> <p>Overly enthusiastic endorsements and cliché-ridden praise should be disregarded.</p> <p>Comparison of the individual with peers at the University of California and elsewhere should form part of the evidence provided. Letters from outside authorities, when based on adequate knowledge of the individual and written to conform to the requirements cited above, are valuable contributions. Evaluation or review by peers within the institution is necessary. The chair should also seek evaluations from advanced clinical students and former students in academic positions or clinical practice.</p> <p>If adequate information is not included in the materials sent forward by the chair, it is the review committee’s responsibility to request such information through the Chancellor.</p>	<p>PPM 230-210-2. <b>b (2) – Professional Competence and Activity</b></p> <p>PPM unnecessary; rely upon APM 210-2. b. (2)</p>

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present		Proposed
<p align="center"><b>PPM 230-20. VII. A. 3 – Professor of Clinical X (e.g., Medicine) Series</b></p>	<p align="center"><b>APM 210-2 – Instructions to Review Committees Which Advise on Actions Concerning the Professor of Clinical (e.g., Medicine) Series</b></p>	<p align="center"><b>PPM 230-210-2 – Instructions to Review Committees Which Advise on Actions Concerning the Professor of Clinical X (e.g., Medicine) Series</b></p>
<p><del>Creative Work</del></p> <p><del>Many faculty in Health Sciences devote a great proportion of their time to the inseparable activities of teaching and clinical service and therefore have less time for formal creative work than most other scholars in the University. Some clinical faculty devote this limited time to academic research activities; others utilize their clinical experience as the basis of their creative work.</del></p> <p><del>An appointee is expected to participate in investigation in basic, applied, or clinical sciences. In order to be appointed to the Associate or Full Professor rank, an appointee must have made a significant contribution to knowledge and/or practice in the field. The appointee's creative work must have been disseminated, for example, in a body of publications, in teaching materials used in other institutions, or in improvements or innovations in professional practice adopted elsewhere.</del></p>	<p><b>(3) Creative work — Many faculty in the health sciences devote a great proportion of their time to the inseparable activities of teaching and clinical service and, therefore, have less time for formal creative work than most other scholars in the University. Some clinical faculty devote this limited time to academic research activities; others utilize their clinical experience as the basis of their creative work.</b></p> <p><b>An appointee is expected to participate in investigation in basic, applied, or clinical sciences. In order to be appointed or promoted to the Associate or full Professor rank, an appointee shall have made a significant contribution to knowledge and/or practice in the field. The appointee's creative work shall have been disseminated, for example, in a body of publications, in teaching materials used in other institutions, or in improvements or innovations in professional practice which have been adopted elsewhere.</b></p>	<p><b>PPM 230-210-2. b (3) – Creative Work</b>                      PPM unnecessary; rely upon APM 210-2. b. (3)</p>

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present		Proposed
<p align="center"><b>PPM 230-20. VII. A. 3 – Professor of Clinical X (e.g., Medicine) Series</b></p>	<p align="center"><b>APM 210-2 – Instructions to Review Committees Which Advise on Actions Concerning the Professor of Clinical (e.g., Medicine) Series</b></p>	<p align="center"><b>PPM 230-210-2 – Instructions to Review Committees Which Advise on Actions Concerning the Professor of Clinical X (e.g., Medicine) Series</b></p>
<p><del>Evidence of achievement in this area may include clinical case reports. Clinical observations are an important contribution to the advancement of knowledge in the health sciences and should be judged by their accuracy, scholarship, and utility. Improvements in the practice of health care result from the development and evaluation of techniques and procedures by clinical investigators. In addition, creative achievement may be demonstrated by the development of innovative programs in health care itself or in transmitting knowledge associated with new fields or other professions.</del></p> <p><del>Textbooks and similar publications, or contributions by candidates to the professional literature and the advancement of professional practice or of professional education, should be judged as creative work when they represent new ideas or incorporate scholarly research. The development of new or better ways of teaching the basic knowledge and skills required by students in the health sciences may be considered evidence of creative work.</del></p> <p><del>The quantitative productivity level achieved by a candidate should be assessed with the knowledge of the time and institutional resources allotted to the individual for creative work.</del></p>	<p><b>Evidence of achievement in this area may include clinical case reports. Clinical observations are an important contribution to the advancement of knowledge in the health sciences and should be judged by their accuracy, scholarship, and utility. Improvements in the practice of health care result from the development and evaluation of techniques and procedures by clinical investigators. In addition, creative achievement may be demonstrated by the development of innovative programs in health care itself or in transmitting knowledge associated with new fields or other professions.</b></p> <p><b>Textbooks and similar publications, or contributions by candidates to the professional literature and the advancement of professional practice or of professional education, should be judged as creative work when they represent new ideas or incorporate scholarly research. The development of new or better ways of teaching the basic knowledge and skills required by students in the health sciences may be considered evidence of creative work.</b></p> <p><b>The quantitative productivity level achieved by a faculty member should be assessed realistically, with knowledge of the time and institutional resources allotted to the individual for creative work.</b></p>	<p><b>PPM 230-210-2. b (3) – Creative Work</b>  PPM unnecessary; rely upon APM 210-2. b. (3)</p>

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present		Proposed
<p>PPM 230-20. VII. A. 3 – Professor of Clinical X (e.g., Medicine) Series</p>	<p>APM 210-2 – Instructions to Review Committees Which Advise on Actions Concerning the Professor of Clinical (e.g., Medicine) Series</p>	<p>PPM 230-210-2 – Instructions to Review Committees Which Advise on Actions Concerning the Professor of Clinical X (e.g., Medicine) Series</p>
<p><del>iii. University and Public Service</del></p> <p><del>Both the amount and the quality of the candidate's service to the department, the school, the campus, the University, and the public must be evaluated, paying particular attention to that service which is directly related to the candidate's professional expertise and achievement. The departmental recommendation letter must provide both a list of service activities and an analysis of the quality of this service.</del></p>	<p><b>(4) University and Public Service — The review committee should evaluate both the amount and the quality of service by the candidate to the department, the school, the campus, the University, and the public, paying particular attention to that service which is directly related to the candidate's professional expertise and achievement. The department chair should provide both a list of service activities and an analysis of the quality of this service.</b></p>	<p><b>PPM 230-210-2. b (4) – University and Public Service</b>                      PPM unnecessary; rely upon APM 210-2. b. (4)</p>

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present		Proposed
PPM 230-20. VII. A. 3 – Professor of Clinical X (e.g., Medicine) Series	APM 275 – Professor of Clinical (e.g., Medicine) Series	PPM 230-275 – Professor of Clinical X (e.g., Medicine) Series
<p>d. <del>Restrictions</del></p> <p>Titles in this series are intended to be used for individuals supported by non-state funds.</p> <p><del>An appointee holding a title in this series must either be a full-time academic employee of the University, with 100% of the employment allocated among one or more appointments to academic titles, or the Executive Vice Chancellor for Academic Affairs must certify that the appointee's sole professional commitment is to the University.</del></p>	<p>APM 275-16 Restrictions</p> <p>a. An appointee holding a title in this series either must be a full-time academic employee of the University, with 100 percent of the employment allocated among one or more appointments to academic titles, or be certified by the Chancellor that his or her sole professional commitment is to the University.</p> <p>b. Funding  <b>(1) On a campus where all appointees in this series have one-year appointments or less, funding may come from General (State) funds or from other sources. The use of State funds in this case does not involve any commitment of tenure or security of employment. The State money is a temporary funding source for one year or less, and may be renewed. The Chancellor shall notify appointees on State funds of the above conditions and restrictions.</b>  <b>(2) Limits on State funding for campuses not covered by (1) above. On campuses not covered by (1) above, 50 percent or more of the base salary of the appointee shall come from funds other than General (State) funds, except that the Chancellor is authorized, under justifying circumstances, to fund more than 50 percent of the base salary from General (State) funds for a limited period of time. When an appointment in any title in this series is supported by General (State) funds for more than 50 percent time (0.5 FTE), the total period of such appointment, in combination with any other State funded appointments in those titles specified in APM - 133-0-b and -c, shall not exceed eight years. In other words, there is a cumulative eight-year limit on State funding on these particular campuses for an individual who holds any title or titles in this series, i.e., Assistant, Associate, and Full Professor of Clinical (e.g., Medicine).</b></p>	<p>PPM 275-16 Restrictions</p> <p>a. An appointee holding a title in this series either must be a full-time academic employee of the University, with 100 percent of the employment allocated among one or more appointments to academic titles, or be certified by the Chancellor that his or her sole professional commitment is to the University.</p> <p>b. Funding  Titles in this series are intended to be used for individuals supported by non-state funds.  <b>(1) On a campus where all appointees in this series have one-year appointments or less, funding may come from General (State) funds or from other sources. The use of State funds in this case does not involve any commitment of tenure or security of employment. The State money is a temporary funding source for one year or less, and may be renewed. The Chancellor shall notify appointees on State funds of the above conditions and restrictions.</b>  <b>(2) Limits on State funding for campuses not covered by (1) above. On campuses not covered by (1) above, 50 percent or more of the base salary of the appointee shall come from funds other than General (State) funds, except that the Chancellor is authorized, under justifying circumstances, to fund more than 50 percent of the base salary from General (State) funds for a limited period of time. When an appointment in any title in this series is supported by General (State) funds for more than 50 percent time (0.5 FTE), the total period of such appointment, in combination with any other State funded appointments in those titles specified in APM - 133-0-b and -c, shall not exceed eight years. In other words, there is a cumulative eight-year limit on State funding on these particular campuses for an individual who holds any title or titles in this series, i.e., Assistant, Associate, and Full Professor of Clinical (e.g., Medicine).</b></p>

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present		Proposed
PPM 230-20. VII. A. 3 – Professor of Clinical X (e.g., Medicine) Series	APM 275 – Professor of Clinical (e.g., Medicine) Series	PPM 230-275 – Professor of Clinical X (e.g., Medicine) Series
<p>e. <del>Terms of Service</del></p> <p><del>Appointment or reappointment as Assistant Professor of Clinical X may be for a period not to exceed two years, normally ending on the second June 30 following the date of appointment or reappointment.</del></p> <p><del>Appointment or reappointment as Associate or Full Professor of Clinical X may be made either with a specified ending date or with no specified ending date (indefinite), subject to the availability of funding.</del></p> <p><del>Refer to the University of California Academic Salary Scales for information on the normal years at rank and step.</del></p>	<p><b>APM 275-17 Terms of Service</b></p> <p><b>a. Title of Assistant Professor of Clinical (e.g., Medicine)</b></p> <p><b>An appointment to the title of Assistant Professor of Clinical (e.g., Medicine) shall be made with a specified ending date. The appointee shall be advised by letter and/or on the appropriate campus approval document that the appointment is for a specific period and that the appointment ipso facto expires at the specified date.</b></p> <p><b>Each appointment and reappointment is limited to a maximum term of two years. The appointment may be made for a shorter term. Total University service in this title in combination with those titles listed in APM - 133-0-b. and -c. shall not exceed eight years. Time in this title does not count toward service as an Assistant Professor in Residence or any title eligible for tenure.</b></p> <p><b>b. Appointments to the title of Associate Professor of Clinical (e.g., Medicine) and Professor of Clinical (e.g., Medicine) may be made in two ways.</b></p> <p><b>(1) With a specific ending date:</b></p> <p>...</p> <p><b>(2) With no specific ending date:</b></p> <p>...</p> <p><b>c. Rules concerning effective dates of appointments shall be as stipulated in APM - 200-17, except that normally an appointment period will coincide with the University's fiscal year of July 1 through June 30. The effective date of a promotion or merit increase is normally July 1; however, exceptions may be approved by the Chancellor, subject to the provisions of APM - 275-24-a(6) and -a(7).</b></p>	<p><b>PPM 230-275-17 Terms of Service</b></p> <p>PPM unnecessary; rely upon APM 275-17.</p>

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present	APM 275 – Professor of Clinical (e.g., Medicine) Series	Proposed
PPM 230-20. VII. A. 3 – Professor of Clinical X (e.g., Medicine) Series		PPM 230-275 – Professor of Clinical X (e.g., Medicine) Series
<p><del>f. Salary</del></p> <p><del>Policies governing support of members of this series by state funds are described in APM 275-16 b. (2), Professor Clinical (e.g., Medicine) Series.</del></p> <p><del>g. Conditions of Employment</del></p> <p><del>This series does not accord tenure or security of employment.</del></p> <p><del>This series conveys membership in the Academic Senate.</del></p> <p><del>A candidate for appointment in this series must have a doctorate in a clinical discipline. If required for the position, the candidate must possess and maintain an appropriate valid license and active membership as a Medical Staff member, or the equivalent. Those appointed at the Associate rank or above should be certified by one of the medical specialty boards or demonstrate equivalent achievement and recognition.</del></p> <p><del>Appointees in this series are not eligible for sabbatical leave, but are eligible for leave with pay in accordance with PPM 230-10, Section II L, Other Leaves with Pay</del></p>	<p><b>APM 275-20 Conditions of Employment</b></p> <p>...</p> <p><b>b. Appointees in this series are members of the Academic Senate. See Standing Order 105.1(a).</b></p> <p><b>c. Neither tenure nor security of employment is acquired by appointment to a title in this series.</b></p> <p>...</p> <p><b>d. An appointee with a title in this series is eligible for leave with pay under APM - 758 when the leave is in the interest of the University and to the extent that provision is available in the fund source(s) from which the salary is paid. The Chancellor may approve leaves for twelve months or less. ...Appointees are not eligible for the sabbatical leave program as described in APM - 740.</b></p>	<p><b>PPM 230-275-17 Terms of Service</b></p> <p>PPM unnecessary; rely upon APM 275-20.</p>

Notes: Heading and first paragraph are non-substantive. Language concerning credentials is addressed on following page. Reference to PPM 230-10, Section II L is replaced by language in APM 275-20. d. (reference to APM 758). Substance of remaining deleted text appears in APM 275-20 and APM 210-2. b. (2)(a).

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present		Proposed
<p>PPM 230-20. VII. A. 3 – Professor of Clinical X (e.g., Medicine) Series</p>	<p>APM 210-2 – Instructions to Review Committees Which Advise on Actions Concerning the Professor of Clinical (e.g., Medicine) Series</p>	<p>PPM 230-210-2 – Instructions to Review Committees Which Advise on Actions Concerning the Professor of Clinical X (e.g., Medicine) Series</p>
<p><del>f. Salary</del></p> <p><del>Policies governing support of members of this series by state funds are described in APM 275-16 b. (2), Professor Clinical (e.g., Medicine) Series.</del></p> <p><del>g. Conditions of Employment</del></p> <p><del>This series does not accord tenure or security of employment.</del></p> <p><del>This series conveys membership in the Academic Senate.</del></p> <p><del>A candidate for appointment in this series must have a doctorate in a clinical discipline. If required for the position, the candidate must possess and maintain an appropriate valid license and active membership as a Medical Staff member, or the equivalent. Those appointed at the Associate rank or above should be certified by one of the medical specialty boards or demonstrate equivalent achievement and recognition.</del></p> <p><del>Appointees in this series are not eligible for sabbatical leave, but are eligible for leave with pay in accordance with PPM 230-10, Section II L, Other Leaves with Pay</del></p>	<p><b>b. (2) Professional Competence and Activity – (a) Standards for Appointment or Promotion</b></p> <p><b>For entry level positions, the individual should have three or more years of training and/or experience post M.D., Ph.D. or equivalent terminal professional degree. In addition, an appointee should show evidence of a high level of competence in a clinical specialty.</b></p> <p><b>For promotion to or appointment at the Associate Professor rank, an appointee should be recognized at least in the local metropolitan health care community as an authority within a clinical specialty. A physician normally will have a regional reputation as a referral physician; another health professional normally will have a regional reputation as evidenced in such work as that of a consultant.</b></p>	<p><b>PPM 230-210-2. b (2) – Professional Competence and Activity</b></p> <p><b>b. (2) (a) Standards for Appointment or Promotion</b></p> <p><b>For entry level positions, the individual should have three or more years of training and/or experience post M.D., Ph.D. or equivalent terminal professional degree. In addition, an appointee should show evidence of a high level of competence in a clinical specialty. If required for the position, the candidate must possess and maintain an appropriate valid license and active membership as a Medical Staff member, or the equivalent.</b></p> <p><b>For promotion to or appointment at the Associate Professor rank, an appointee should be recognized at least in the local metropolitan health care community as an authority within a clinical specialty. Appointees at the Associate rank or above should be certified by one of the medical specialty boards or demonstrate equivalent achievement and recognition.</b></p> <p><b>Candidates may receive patient referrals at the community and institutional levels. A physician normally will have a regional reputation as a referral physician; another health professional normally will have a regional reputation as evidenced in such work as that of a consultant.</b></p>

Notes: Headings and first paragraph are non-substantive. Substance of remaining deleted text is addressed on preceding page. Text in blue in Proposed PPM 230-210-2. b.(2)(a) is from PPM 230-20. VII. A. 3.b. ii.

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present	APM 280 – Adjunct Professor Series	Proposed
PPM 230-20. VII. A. 4 – Adjunct Professor Series		PPM 230-280 – Adjunct Professor Series
<p><del>4. Adjunct Professor Series</del></p> <p><del>a. Definition</del> Titles in the Adjunct Professor series are assigned to academically qualified research or other creative personnel who contribute meaningfully to teaching either in formal courses or in guidance of graduate students.</p> <p><del>Appointees in the Adjunct Professor series may engage predominantly in research and other creative work, as well as participate in teaching; or they may contribute primarily to teaching and have limited responsibility for research and other creative work.</del></p> <p><del>Appointees in this series also engage in University and public service consistent with their assignments.</del></p> <p><del>b. Ranks</del> The ranks in the Adjunct Professor series at UC San Diego are:</p> <p><del>Assistant Adjunct Professor</del> <del>Associate Adjunct Professor</del> <del>Adjunct Professor</del></p>	<p><b>APM 280-4 Definition</b> <b>a. Titles in this series may be assigned (1) to individuals who are predominantly engaged in research or other creative work and who participate in teaching, or (2) to individuals who contribute primarily to teaching and have a limited responsibility for research or other creative work; these individuals may be professional practitioners of appropriate distinction. Appointees with titles in this series also engage in University and public service consistent with their assignments.</b> ...</p> <p><b>APM 280-8 Types of Appointments</b> <b>a. Titles (and ranks) in this series are:</b> <b>(1) Adjunct Instructor</b> <b>(2) Assistant Adjunct Professor</b> <b>(3) Associate Adjunct Professor</b> <b>(4) Adjunct Professor</b></p>	<p><b>PPM 230-280-4 Definition</b> <b>a. Titles in the Adjunct Professor series are assigned to academically qualified research or other creative personnel who contribute meaningfully to teaching either in formal courses or in guidance of graduate students.</b></p> <p><b>Titles in this series may be assigned (1) to individuals who are predominantly engaged in research or other creative work and who participate in teaching, or (2) to individuals who contribute primarily to teaching and have a limited responsibility for research or other creative work; these individuals may be professional practitioners of appropriate distinction. Appointees with titles in this series also engage in University and public service consistent with their assignments...</b></p> <p><b>APM 280-8 Types of Appointments</b> PPM unnecessary; rely upon APM 280-8.</p>

Notes: Headings are non-substantive. Substance of remaining deleted text appears in APM 280-4 and APM 280-8.

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present	APM 280 – Adjunct Professor Series	Proposed
PPM 230-20. VII. A. 4 – Adjunct Professor Series		PPM 230-280 – Adjunct Professor Series
<p><del>c. Criteria for Appointment</del>  <del>A candidate for appointment in this series will be judged by the following criteria:</del></p> <p>Teaching            Research and creative work            Professional competence and activity            University and public service</p> <p><del>Evaluation of the candidate with respect to these criteria should take into account the nature of the University assignment of duties and responsibilities, and the emphasis to be placed on each of the criteria should be adjusted accordingly.</del> The relative distribution of responsibilities among the four criteria may differ but must be clearly defined for each individual at the time of appointment.</p> <p>The departmental recommendation letter must document how the candidate will fulfill all criteria for appointment in this series.</p> <p>For appointments in which research is the primary activity, the candidate need not teach a formal course, however meaningful contributions to the graduate or undergraduate instructional program are required and the candidate’s expected contributions in this area must be clearly articulated at the time of appointment. Clinical teaching may also satisfy the teaching requirement.</p> <p>Flexibility is expected to be exercised in judging the character of research and creative work.</p>	<p><b>APM 280-10 - Criteria</b>  <b>A candidate for appointment or advancement in this series shall be judged by the four criteria specified below.</b></p> <p><b>Evaluation of the candidate with respect to these criteria shall take appropriately into account the nature of the University assignment of duties and responsibilities and shall adjust accordingly the emphasis to be placed on each of the criteria. For example, a candidate may have a heavy workload in research and a relatively light workload in teaching.</b></p> <p><b>The four criteria are:</b>  <b>a. Teaching</b>  <b>b. Research and creative work</b>  <b>c. Professional competence and activity</b>  <b>d. University and public service</b></p> <p><b>The Chancellor, with the advice of the Senate, may publish standards of performance for appointment and promotion for the Adjunct Professor series.</b></p>	<p><b>PPM 230-280-10 - Criteria</b>  <b>A candidate for appointment or advancement in this series shall be judged by the four criteria specified below.</b></p> <p><b>Evaluation of the candidate with respect to these criteria shall take appropriately into account the nature of the University assignment of duties and responsibilities and shall adjust accordingly the emphasis to be placed on each of the criteria. For example, a candidate may have a heavy workload in research and a relatively light workload in teaching. The relative distribution of responsibilities among the four criteria may differ but must be clearly defined for each individual at the time of appointment. The departmental recommendation letter must document how the candidate will fulfill all criteria for appointment in this series.</b></p> <p><b>The four criteria are:</b>  <b>a. Teaching</b>  <b>b. Research and creative work</b>  <b>c. Professional competence and activity</b>  <b>d. University and public service</b></p> <p>For appointments in which research is the primary activity, the candidate need not teach a formal course, however meaningful contributions to the graduate or undergraduate instructional program are required and the candidate’s expected contributions in this area must be clearly articulated at the time of appointment. Clinical teaching may also satisfy the teaching requirement.</p> <p>Flexibility is expected to be exercised in judging the character of research and creative work.</p> <p><b>The Chancellor, with the advice of the Senate, may publish standards of performance for appointment and promotion for the Adjunct Professor series.</b></p>

Notes: Heading is non-substantive. Substance of remaining deleted text appears in APM 280-10.

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present	APM 280 – Adjunct Professor Series	Proposed
PPM 230-20. VII. A. 4 – Adjunct Professor Series		PPM 230-280 – Adjunct Professor Series
<p>d. <del>Restrictions</del></p> <p><del>If, during an appointment in the Adjunct Professor series, research and/or creative work cease to be a part of the appointee's duties, the individual should be considered for transfer to an instruction-only title. Similarly, if meaningful contributions to instructional responsibilities cease to be part of the appointee's duties, the individual should be considered for transfer to a research-only title.</del></p>	<p><b>APM 280-16 - Restrictions</b></p> <p><b>a. When participation in teaching is less than one course a year (or equivalent), the appointee should be considered for transfer to another academic title.</b></p> <p><b>Professional Researchers who teach less than one course a year, or equivalent, on a regular basis should hold a Lecturer title in conjunction with the research title. Individuals who are primarily researchers and who teach regularly at least one course a year (or equivalent) should be appointed in the Adjunct Professor series for their whole appointment. Clinical teaching may satisfy the teaching requirement.</b></p> <p><b>For appointments in which teaching is the main activity, it should be demonstrated clearly before appointment to the Adjunct Professor series that a “teaching only title” such as Lecturer is not appropriate (e.g., a faculty member who also has clinical responsibilities). If, during an appointment in the Adjunct Professor series, research ceases to be part of the appointee's duties, the individual should be considered for transfer to another academic title.</b></p>	<p><b>PPM 230-280-16 - Restrictions</b></p> <p><b>a. For appointments in which teaching is the main activity, it should be demonstrated clearly before appointment to the Adjunct Professor series that a “teaching only title” such as Lecturer is not appropriate (e.g., a faculty member who also has clinical responsibilities). If, during an appointment in the Adjunct Professor series, research and/or creative work cease to be a part of the appointee's duties, the individual should be considered for transfer to an instruction-only title.</b></p> <p>Similarly, if meaningful contributions to instructional responsibilities cease to be part of the appointee's duties, <b>the individual should be considered for transfer to a research-only title. Clinical teaching may satisfy the teaching requirement.</b></p> <p><b>If, during an appointment in the Adjunct Professor series, research ceases to be part of the appointee's duties, the individual should be considered for transfer to another academic title.</b></p>

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present PPM 230-20. VII. A. 4 – Adjunct Professor Series	APM 280 – Adjunct Professor Series	Proposed PPM 230-280 – Adjunct Professor Series
<p><del>e. ——— Terms of Service</del></p> <p><del>Appointment or reappointment as Assistant Adjunct Professor may be for a period not to exceed two years, normally ending on the second June 30 following the date of appointment or reappointment. An appointment or reappointment may be for a shorter term.</del></p> <p><del>Appointment or reappointment as Associate or Full Adjunct Professor should be proposed with a specified ending date.</del></p> <p><del>Appointment or reappointment with no specified ending date (indefinite) may only be proposed when there is a reasonable expectation of long-term funding. If the appointment is indefinite, academic review of the appointee must be conducted on a biennial or triennial basis corresponding to normal periods of service for the rank and step.</del></p> <p><del>Non-salaried appointments and reappointments in the Adjunct series must be made with a specified ending date.</del></p> <p><del>Refer to the University of California Academic Salary Scales for information on the normal years at rank and step.</del></p> <p><del>Appointment or reappointment in this series may be for a shorter term.</del></p>	<p><b>APM 280-17 - Terms of Service</b></p> <p><b>a. An appointment to the title of Adjunct Instructor or Assistant Adjunct Professor shall be made with a specified ending date. The appointee shall be advised by letter and/or on the appropriate campus approval document that the appointment is for a specific period and that the appointment ipso facto ends at the specified date. Termination prior to the specified ending date of an appointment may be only for good cause and is subject to the provisions of Standing Order 103.9. See APM - 280-20-c.</b></p> <p>...</p> <p><b>(2) Assistant Adjunct Professor</b></p> <p><b>Each appointment and reappointment is limited to a maximum term of two years. The appointment may be made for a shorter term.</b></p> <p><b>b. An appointment to the title of Associate Adjunct Professor or Adjunct Professor may be made in two ways:</b></p> <p><b>(1) With a specific ending date</b></p> <p><b>For an Associate Adjunct Professor (Steps I, II, III), each appointment is limited to a maximum term of two years. For an Associate Adjunct Professor (Steps IV and V) and for an Adjunct Professor, each appointment period is limited to a maximum term of three years. These appointments may be made for a shorter term.</b></p> <p>...</p> <p><b>(2) With no specific ending date</b></p> <p><b>It is recommended that such appointments be made only when there is a reasonable expectation of long-term funding.</b></p> <p>...</p> <p><b>c. Rules concerning effective dates of appointments are stipulated in APM - 200-17, except that an appointment period normally will coincide with the University’s fiscal year of July 1 through June 30. The effective date of a promotion or merit increase is normally July 1. However, exceptions may be approved by the Chancellor, subject to the provisions of APM - 280-24-a(6) and (7).</b></p>	<p><b>PPM 230-280-17 - Terms of Service</b></p> <p><b>a. An appointment to the title of Adjunct Instructor or Assistant Adjunct Professor shall be made with a specified ending date. The appointee shall be advised by letter and/or on the appropriate campus approval document that the appointment is for a specific period and that the appointment ipso facto ends at the specified date.</b></p> <p>...</p> <p><b>(2) Assistant Adjunct Professor</b></p> <p><b>Each appointment and reappointment is limited to a maximum term of two years. The appointment may be made for a shorter term.</b></p> <p><b>b. An appointment or reappointment to the title of Associate Adjunct Professor or Adjunct Professor should be proposed with a specified ending date.</b></p> <p><b>For an Associate Adjunct Professor (Steps I, II, III), each appointment is limited to a maximum term of two years. For an Associate Adjunct Professor (Steps IV and V) and for an Adjunct Professor, each appointment period is limited to a maximum term of three years. These appointments may be made for a shorter term.</b></p> <p>...</p> <p><b>Appointment or reappointment with no specified ending date (indefinite) may only be made when there is a reasonable expectation of long-term funding. If the appointment is indefinite, academic review of the appointee must be conducted on a biennial or triennial basis corresponding to normal periods of service for the rank and step.</b></p> <p><b>Non-salaried appointments and reappointments in the Adjunct series must be made with a specified ending date.</b></p> <p>...</p> <p><b>c. Rules concerning effective dates of appointments are stipulated in APM - 200-17, except that an appointment period normally will coincide with the University’s fiscal year of July 1 through June 30. The effective date of a promotion or merit increase is normally July 1. However, exceptions may be approved by the Chancellor, subject to the provisions of APM - 280-24-a (6) and (7).</b></p>

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present	APM 280 – Adjunct Professor Series	Proposed
PPM 230-20. VII. A. 4 – Adjunct Professor Series		PPM 230-280 – Adjunct Professor Series
<p><del>f. Salary</del></p> <p><del>Appointments in the Adjunct series are supported primarily by non-state funds. As a minimum, one-half of the funding for the base salary for an Adjunct appointment must come from funds other than state funds. For example, for a half-time Adjunct appointment (50% time), at least 25% must be non-state funded. Even when an individual holds the Adjunct title in conjunction with another University title that may be entirely supported by non-state funds, one-half of the Adjunct appointment must be supported by non-state funds.</del></p> <p><del>The Executive Vice Chancellor for Academic Affairs is authorized to approve exceptions to the state funding limitations specified above.</del></p>	<p><b>APM 280-4 Definition</b></p> <p><b>b. Appointees may serve full-time, part-time, or at 0 percent time.</b></p> <p><b>c. Adjunct Professor titles are intended to be supported primarily by non-State funds. For purposes of this policy, non-State funds are all funds other than General funds (19900-19999).</b></p> <p><b>APM 280-16 – Restrictions</b></p> <p><b>b. Limits on State Funding:</b></p> <p><b>(1) Appointments are designed to be supported primarily by non-State funds. See APM - 280-4-c.</b></p> <p><b>As a minimum, one half of the funding for the base salary of an Adjunct appointment shall come from funds other than State funds. For example, for a half-time appointment (50 percent time), one half of that appointment must be non-State funded; (e.g., 25 percent time may be State funded, 25 percent time must be non-State funded). For definition of non-State funds, see APM - 280-4-c.</b></p> <p><b>Even when an individual holds the Adjunct title in conjunction with another University title which may be entirely supported by non-State funds, one half of the Adjunct appointment shall be supported by non-State funds.</b></p> <p><b>(2) Exceptions</b></p> <p><b>(a) For appointments at more than 50 percent time: Under justifying circumstances, the Chancellor is authorized to fund more than 50 percent of the base salary of the appointment from State funds for a period normally not to exceed two years. This authority of the Chancellor may not be redelegated. See below for maximum limits on State funding.</b></p>	<p><b>PPM 230-280-4 – Definition</b></p> <p>PPM unnecessary; rely upon APM 280-4</p> <p><b>PPM 230-280-16 – Restrictions</b></p> <p>PPM unnecessary; rely upon APM 280-16</p>

Notes: Heading is non-substantive. Substance of remaining deleted text appears in APM 280-4 and APM 280-16.

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present	APM 280 – Adjunct Professor Series	Proposed
PPM 230-20. VII. A. 4 – Adjunct Professor Series		PPM 230-280 – Adjunct Professor Series
<p><del>g. Conditions of Employment</del></p> <p><del>This series does not accord tenure or security of employment.</del></p> <p><del>This series does not convey membership in the Academic Senate.</del></p> <p><del>Appointees in this series are subject to APM 015, The Faculty Code of Conduct.</del></p> <p>A candidate for appointment to this series must possess a Ph.D. degree or equivalent. In Health Sciences, candidates with clinical responsibilities must have a doctorate in a clinical discipline. If required for the position, the candidate must possess and maintain an appropriate valid license and active membership as a Medical Staff member, or the equivalent. Those appointed at the Associate rank or above should be certified by one of the medical specialty boards or demonstrate equivalent achievement and recognition.</p> <p><del>Appointees in this series are subject to APM 137, Non-Senate Academic Appointees/Term Appointment.</del></p> <p><del>Appointees in this series are not eligible for sabbatical leave, but are eligible for leave with pay in accordance with PPM 230-10, Section II L, Other Leaves with Pay.</del></p>	<p><b>APM 280-20 - Conditions of Employment</b></p> <p><b>a. Appointees in this series are not members of the Academic Senate.</b></p> <p><b>b. Neither tenure nor security of employment is acquired by appointment to a title in this series.</b></p> <p><b>c. Expiration of an appointment, layoff, and termination.</b>  <b>(1) Appointments with specific ending dates are subject to the following policies:</b>  <b>(a) An appointment to a title in this series with a specified ending date expires by its own terms on that date, and additional notice of the ending of the appointment is not required.</b>  <b>An appointment to a title in this series with a specified ending date expires by its own terms on that date, and additional notice of the ending of the appointment is not required.</b></p> <p><b>However, in cases when an appointment has been renewed at least once and if the funding sources and campus procedures permit, it is desirable (but not required) that a reasonable period of notice be given.</b></p> <p>...</p> <p><b>d. The Faculty Code of Conduct (APM - 015) applies to all appointees in this series...</b></p> <p><b>e. An appointee with a title in this series is eligible for leave with pay under APM - 758 when the leave is in the interest of the University and to the extent that provision is available in the fund source(s) from which the salary is paid.</b>  <b>If the leave is approved, and the base salary of the appointee is supported wholly or partially by State funds, then the leave will be supported by State funds in the same percentage of time. (See APM - 280-4-c.) Each Chancellor shall establish campus procedures to provide for the administration of a leave program.</b></p> <p><b>Appointees are not eligible for sabbatical leave (APM - 740).</b></p>	<p><b>PPM 230-280-20 - Conditions of Employment</b>  PPM unnecessary; rely upon APM 280-20</p>

Notes: Heading and sentence referencing APM 137 are non-substantive. (APM 137-14 states that the policy, “applies to all academic appointees of the University with term appointments who are not members of the Academic Senate.”. Paragraph concerning credentials is addressed on the following page. All other deleted text appears in APM 280-16.

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present		Proposed
<p>PPM 230-20. VII. A. 4 – Adjunct Professor Series</p>	<p>APM 210-1 – Instructions to Review Committees Which Advise on Actions Concerning the Professor Series</p>	<p>PPM 230-210-1 – Instructions to Review Committees Which Advise on Actions Concerning the Professor Series</p>
<p><del>g. Conditions of Employment</del></p> <p><del>This series does not accord tenure or security of employment.</del></p> <p><del>This series does not convey membership in the Academic Senate.</del></p> <p><del>Appointees in this series are subject to APM 015, The Faculty Code of Conduct.</del></p> <p>A candidate for appointment to this series must possess a Ph.D. degree or equivalent. In Health Sciences, candidates with clinical responsibilities must have a doctorate in a clinical discipline. If required for the position, the candidate must possess and maintain an appropriate valid license and active membership as a Medical Staff member, or the equivalent. Those appointed at the Associate rank or above should be certified by one of the medical specialty boards or demonstrate equivalent achievement and recognition.</p> <p><del>Appointees in this series are subject to APM 137, Non-Senate Academic Appointees/Term Appointment.</del></p> <p><del>Appointees in this series are not eligible for sabbatical leave, but are eligible for leave with pay in accordance with PPM 230-10, Section II L, Other Leaves with Pay.</del></p>	<p>PPM 230-210-1. d. (3) Professional Competence and Activity</p> <p><b>210-1</b> The following instructions apply to review committees for actions concerning appointees in the Professor series and the Professor in Residence series; and, with appropriate modifications, for appointees in the Adjunct Professor series.</p> <p><b>d. Criteria for Appointment, Promotion, and Appraisal</b></p> <p>...</p> <p><b>(3) Professional Competence and Activity</b> — In certain positions in the professional schools and colleges, such as architecture, business administration, dentistry, engineering, law, medicine, etc., a demonstrated distinction in the special competencies appropriate to the field and its characteristic activities should be recognized as a criterion for appointment or promotion.</p> <p><b>The candidate’s professional activities should be scrutinized for evidence of achievement and leadership in the field and of demonstrated progressiveness in the development or utilization of new approaches and techniques for the solution of professional problems, including those that specifically address the professional advancement of individuals in underrepresented groups in the candidate’s field. It is responsibility of the department chair to provide evidence that the position in question is of the type described above and that the candidate is qualified to fill it.</b></p>	<p>PPM 230-210-1. d. (3) Professional Competence and Activity</p> <p><b>210-1</b> The following instructions apply to review committees for actions concerning appointees in the Professor series and the Professor in Residence series; and, with appropriate modifications, for appointees in the Adjunct Professor series.</p> <p><b>d. Criteria for Appointment, Promotion, and Appraisal</b></p> <p>...</p> <p><b>(3) Professional Competence and Activity</b> — A candidate for appointment to this series must possess a Ph.D. degree or equivalent. In certain positions in the professional schools and colleges, such as architecture, business administration, dentistry, engineering, law, medicine, etc., a demonstrated distinction in the special competencies appropriate to the field and its characteristic activities should be recognized as a criterion for appointment or promotion. In Health Sciences, candidates with clinical responsibilities must have a doctorate in a clinical discipline. If required for the position, the candidate must possess and maintain an appropriate valid license and active membership as a Medical Staff member, or the equivalent. Those appointed at the Associate rank or above should be certified by one of the medical specialty boards or demonstrate equivalent achievement and recognition.</p> <p><b>The candidate’s professional activities should be scrutinized for evidence of achievement and leadership in the field and of demonstrated progressiveness in the development or utilization of new approaches and techniques for the solution of professional problems, including those that specifically address the professional advancement of individuals in underrepresented groups in the candidate’s field. It is responsibility of the department chair to provide evidence that the position in question is of the type described above and that the candidate is qualified to fill it.</b></p>

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present PPM 230-20. VII. A. 5 – Health Sciences Clinical Professor Series	APM 278 – Health Sciences Clinical Professor Series	Proposed PPM 230-278 – Health Sciences Clinical Professor Series
<p><del>5. Health Sciences Clinical Professor Series</del></p> <p><del>a. Definition</del></p> <p><del>Appointees in the Health Sciences Clinical Professor series primarily participate in patient care, and also teach, engage in some scholarly and/or creative activities, and participate in University and/or public service.</del></p> <p><del>Faculty in this series also teach the application of medical sciences and the mastery of clinical procedures in all areas concerned with the care of patients.</del></p> <p><del>A concurrent non-salaried appointment in this series may be made for a candidate who is employed by the University as a staff physician or clinician, or for an individual who holds a salaried appointment paid by an institution with which the University has a formal affiliation agreement.</del></p> <p><del>(For more information on this series, please see Supplement II.)</del></p>	<p><b>APM 278-4 Definition</b></p> <p><b>a. Faculty in the Health Sciences Clinical Professor series are salaried appointees in the health sciences who teach, participate in patient care, and may participate in University and/or public service and scholarly and/or creative activities. Faculty in the Health Sciences Clinical Professor series teach the application of basic sciences and the mastery of clinical procedures in all areas concerned with the care of patients, including dentistry, medicine, nursing, optometry, pharmacy, psychology, veterinary medicine, the allied health professions, and other patient care professions.</b></p> <p>...</p> <p><b>c. Concurrent without-salary appointments</b></p> <p><b>A concurrent without-salary appointment in the Health Sciences Clinical Professor series may be made for an appointee who is employed by the University as a staff physician or clinician, or for an individual who holds a salaried clinical appointment paid by an institution with which the University has a formal affiliation agreement. The Chancellor, with the advice of the clinical departments, may establish separate review procedures and, within the limits of APM - 210-6, separate criteria for these appointees. For example, the Chancellor may decide that the campus will conduct only promotion reviews for this group.</b></p> <p><b>When an individual’s salaried appointment ends, the without-salary appointment in the Health Sciences Clinical Professor series also will end automatically. Without-salary appointments in this series are to be distinguished from appointments in the volunteer Clinical Professor series (APM - 279), which are for practitioners from the community and at other non-affiliated sites.</b></p> <p><b>PPM 230-278-10- Criteria</b></p> <p><b>A candidate in this series shall be evaluated using the criteria specified below. The criteria shall be appropriately weighted to take into account this series’ primary emphasis on direct patient care services and clinical teaching.</b></p>	<p><b>PPM 278-4 Definition</b></p> <p><b>a. Faculty in the Health Sciences Clinical Professor series are salaried appointees in the health sciences who teach, participate in patient care, and also participate in University and/or public service and scholarly and/or creative activities. Faculty in the Health Sciences Clinical Professor series teach the application of basic sciences and the mastery of clinical procedures in all areas concerned with the care of patients, including dentistry, medicine, nursing, optometry, pharmacy, psychology, veterinary medicine, the allied health professions, and other patient care professions.</b></p> <p>...</p> <p>For more information on this series, please see <u>PPM 230-278, Appendix A, Guidelines for the Health Sciences Clinical Professor Series.</u></p> <p><b>c. Concurrent without-salary appointments</b></p> <p><b>A concurrent without-salary appointment in the Health Sciences Clinical Professor series may be made for an appointee who is employed by the University as a staff physician or clinician, or for an individual who holds a salaried clinical appointment paid by an institution with which the University has a formal affiliation agreement. The Chancellor, with the advice of the clinical departments, may establish separate review procedures and, within the limits of APM - 210-6, separate criteria for these appointees. For example, the Chancellor may decide that the campus will conduct only promotion reviews for this group.</b></p> <p><b>When an individual’s salaried appointment ends, the without-salary appointment in the Health Sciences Clinical Professor series also will end automatically. Without-salary appointments in this series are to be distinguished from appointments in the volunteer Clinical Professor series (APM - 279), which are for practitioners from the community and at other non-affiliated sites.</b></p> <p><b>PPM 230-278-10</b></p> <p>PPM unnecessary; rely upon APM 278-10.</p>

Notes: Headings are non-substantive. Substance of remaining deleted text appears in APM 278-4 and APM 278-10. Existing Supplement II will appear as an appendix to PPM 230-210-6.

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present PPM 230-20. VII. A. 5 – Health Sciences Clinical Professor Series	APM 278 – Health Sciences Clinical Professor Series	Proposed PPM 230-278 – Health Sciences Clinical Professor Series
<p>b. <del>_____</del> Ranks</p> <p>The ranks in the Health Sciences Clinical Professor series at UC San Diego are:</p> <p><del>Health Sciences Assistant Clinical Professor</del>  <del>Health Sciences Associate Clinical Professor</del>  <del>Health Sciences Clinical Professor</del></p> <p>c. <del>_____</del> Criteria for Appointment</p> <p>A candidate for appointment in this series will be judged by the following criteria:</p> <p><del>Professional competence and activity</del>  <del>Teaching</del>  <del>University and public service</del>  <del>Scholarly and creative work</del></p> <p><del>The criteria should be appropriately weighted to take into account this series’ primary emphasis on direct patient care services and clinical teaching.</del></p> <p>The departmental recommendation letter must provide a description of the proposed allocation of the candidate’s time among the areas of activity. Candidates with part-time appointments are expected to demonstrate the same quality of performance as full-time appointees, but the amount of activity may be less.</p>	<p><b>APM 278-8 - Types of Appointment</b></p> <p><b>a. Titles (and ranks) in this series are:</b>  <b>(1) Health Sciences Clinical Instructor</b>  <b>(2) Health Sciences Assistant Clinical Professor</b>  <b>(3) Health Sciences Associate Clinical Professor</b>  <b>(4) Health Sciences Clinical Professor</b></p> <p><b>APM 278 - 10 - Criteria</b>  <b>A candidate in this series shall be evaluated using the criteria specified below. The criteria shall be appropriately weighted to take into account this series’ primary emphasis on direct patient care services and clinical teaching. See APM - 210-6.</b></p> <p><b>The criteria are:</b>  <b>a. Professional competence and activity</b>  <b>b. Teaching</b>  <b>c. University and public service are desirable and encouraged to the extent required by campus guidelines</b>  <b>d. Research and creative work are desirable and encouraged to the extent required by campus guidelines</b></p> <p><b>These criteria and standards are set forth in APM - 210-6, Instructions to Review Committees Which Advise on Actions Concerning the Health Sciences Clinical Professor Series.</b></p>	<p><b>PPM 230-278-8 - Types of Appointment</b>  PPM unnecessary; rely upon APM 230-278-8</p> <p><b>APM 278 - 10 - Criteria</b>  <b>A candidate in this series shall be evaluated using the criteria specified below. The criteria shall be appropriately weighted to take into account this series’ primary emphasis on direct patient care services and clinical teaching. See APM - 210-6 and PPM 230-278, Appendix A.</b></p> <p><b>The criteria are:</b>  <b>a. Professional competence and activity</b>  <b>b. Teaching</b>  <b>c. University and public service</b>  <b>d. Scholarly and creative work</b></p> <p>The departmental recommendation letter must provide a description of the proposed allocation of the candidate’s time among the areas of activity. Candidates with part-time appointments are expected to demonstrate the same quality of performance as full-time appointees, but the amount of activity may be less.</p> <p><b>These criteria and standards are set forth in APM - 210-6, Instructions to Review Committees Which Advise on Actions Concerning the Health Sciences Clinical Professor Series and PPM 230-278, Appendix A.</b></p>

Notes: Headings are non-substantive. Substance of last paragraph is addressed on the following page. Substance of remaining deleted text appears in APM 278-8 and APM 278-10.

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present		Proposed
<p align="center"><b>PPM 230-20. VII. A. 5 – Health Sciences Clinical Professor Series</b></p>	<p align="center"><b>APM 210-6 – Instructions to Review Committees Which Advise on Actions Concerning the Health Sciences Clinical Professor Series</b></p>	<p align="center"><b>PPM 230-210-6 – Instructions to Review Committees Which Advise on Actions Concerning the Health Sciences Clinical Professor Series</b></p>
<p><del>b. Ranks</del></p> <p><del>The ranks in the Health Sciences Clinical Professor series at UC San Diego are:</del></p> <p><del>Health Sciences Assistant Clinical Professor</del>  <del>Health Sciences Associate Clinical Professor</del>  <del>Health Sciences Clinical Professor</del></p> <p><del>c. Criteria for Appointment</del></p> <p><del>A candidate for appointment in this series will be judged by the following criteria:</del></p> <p><del>Professional competence and activity</del>  <del>Teaching</del>  <del>University and public service</del>  <del>Scholarly and creative work</del></p> <p><del>The criteria should be appropriately weighted to take into account this series’ primary emphasis on direct patient care services and clinical teaching.</del></p> <p><del>The departmental recommendation letter must provide a description of the proposed allocation of the candidate’s time among the areas of activity. Candidates with part-time appointments are expected to demonstrate the same quality of performance as full-time appointees, but the amount of activity may be less.</del></p>	<p><b>APM 210-6. b.</b></p> <p><b>...For appointments, the chair shall provide a description of the proposed allocation of the candidate’s time in the areas of activity. For advancement, the chair shall document the faculty member’s allocation of effort among the areas of activity. The chair should also indicate the appropriateness of this allocation to the position that the individual holds in the department, school, or clinical teaching faculty.</b></p> <p><b>Appointees in the Health Sciences Clinical Professor series shall be evaluated in relation to the nature and the allocation of time of their University assignments. Faculty with part-time appointments are expected to show the same quality of performance as full-time appointees, but the amount of activity may be less.</b></p>	<p><b>PPM 230-210-6. b.</b></p> <p>PPM unnecessary; rely upon APM 210-6. b.</p>

Notes: Headings are non-substantive. Substance of last paragraph appears in APM 210-6. b. Substance of remaining deleted text appears in APM 278-8 and APM 278-10 (see previous page).

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**Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions**

Present	APM 278 – Health Sciences Clinical Professor Series	Proposed
PPM 230-20. VII. A. 5 – Health Sciences Clinical Professor Series		PPM 230-278 – Health Sciences Clinical Professor Series
<p><del>d. Restrictions</del></p> <p><del>Faculty in this series may serve full time, part time, or without salary.</del></p> <p><del>Non-salaried appointments in this series are distinct from appointments in the Clinical Professor, Voluntary series.</del></p> <p><del>Health Sciences Clinical Professor titles are supported primarily by non-state funds.</del></p> <p><del>i. Funding</del></p> <p><del>For Health Sciences Compensation Plan members, no state funds may be used for any salary above the rate associated with the candidate’s rank and step on the Fiscal Year Salary Scale. Any compensation above the Fiscal Year Salary Scale must be funded using Health Sciences Compensation Plan funds and/or other non-state funds in compliance with any relevant fund source restrictions as outlined in APM 670, Health Sciences Compensation Plan, Section IV-A, B, and C</del></p>	<p><b>APM 278-4 - Definition</b></p> <p><b>a. The Health Sciences Clinical Professor series is separate from the volunteer Clinical Professor series, which is governed by APM - 279.</b></p> <p><b>b. Faculty in the Health Sciences Clinical Professor series may serve full time, part time, or without salary</b></p> <p>...</p> <p><b>d. Health Sciences Clinical Professor titles are supported primarily by non-State funds, as defined in APM - 190, Appendix F (footnote 1), although under certain conditions, State funds may be used (see APM - 278-16-a).</b></p> <p><b>APM 278-16 - Restrictions</b></p> <p><b>a. Funding</b></p> <p><b>(1) For Health Sciences Compensation Plan members, no State funds shall be used for any salary above the rate associated with the faculty member’s rank and step on the Fiscal Year Salary Scale. Any compensation above the Fiscal Year Salary Scale shall be funded using Health Sciences Compensation Plan funds and/or other non-State funds in compliance with any relevant fund source restrictions as outlined in APM - 670, Health Sciences Compensation Plan, Section IV-A, B, and C.</b></p> <p>...</p>	<p><b>PPM 230-278-4 - Definition</b></p> <p>PPM unnecessary; rely upon APM 278-4.</p> <p><b>PPM 230-278-16 - Restrictions</b></p> <p>PPM unnecessary; rely upon APM 278-16.</p>

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present		Proposed
PPM 230-20. VII. A. 5 – Health Sciences Clinical Professor Series	APM 278 – Health Sciences Clinical Professor Series	PPM 230-278 – Health Sciences Clinical Professor Series
<p>e. <del>Terms of Service</del></p> <p><del>Appointment or reappointment in the Health Sciences Clinical Professor series must have a specified ending date.</del></p> <p><del>When an individual's salaried appointment ends, the non-salaried appointment in the Health Sciences Clinical Professor series also will end automatically.</del></p> <p><del>Refer to the University of California Academic Salary Scales for information on the normal years at rank and step.</del></p> <p><del>Appointment or reappointment may be for a shorter term than the maximum appointment periods listed on the Salary Scale.</del></p> <p>f. <del>Salary</del></p> <p><del>The academic salary scales for the regular Professor series (fiscal year) apply, subject to the terms of special salary or the Health Sciences Compensation Plan.</del></p>	<p><b>APM 278-4 – Definition</b></p> <p><b>c. Concurrent without-salary appointments</b>  <b>...When an individual's salaried appointment ends, the without-salary appointment in the Health Sciences Clinical Professor series also will end automatically. Without-salary appointments in this series are to be distinguished from appointments in the volunteer Clinical Professor series (APM - 279), which are for practitioners from the community and at other non-affiliated sites.</b></p> <p><b>APM 278-17 - Terms of Service</b>  <b>An appointment in the Health Sciences Clinical Professor series shall have a specified ending date. ...</b></p> <p><b>b. Health Sciences Assistant Clinical Professor</b>  <b>Each appointment and reappointment at this rank is limited to a maximum term of two years but may be for a shorter term. ...</b></p> <p><b>c. Health Sciences Associate Clinical Professor and Health Sciences Clinical Professor</b>  <b>For a Health Sciences Associate Clinical Professor (Steps I, II, and III), each appointment period is limited to a maximum of two years. For a Health Sciences Associate Clinical Professor (Steps IV and V) and for a Health Sciences Clinical Professor, each appointment period is limited to a maximum of three years. An individual may be reappointed for successive terms, for example, as Associate Professor Step V, but each reappointment period is limited to a maximum of three years. These appointments may be made for a shorter term.</b></p> <p><b>APM 278-18 - Salary</b></p> <p><b>a. The academic salary scales for the regular Professor series shall apply, subject to the terms of special salary scales or the Health Sciences Compensation Plan. Salary provisions for Health Sciences Compensation Plan members are outlined in APM - 670, Health Sciences Compensation Plan, Section IV-A, B, C.</b></p>	<p><b>PPM 230-278-4 - Definition</b>  PPM unnecessary; rely upon APM 278-4</p> <p><b>PPM 230-278-17 – Terms of Service</b>  PPM unnecessary; rely upon APM 278-17</p> <p><b>PPM 230-278-18 - Salary</b>  PPM unnecessary; rely upon APM 278-18</p>

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present		Proposed
PPM 230-20. VII. A. 5 – Health Sciences Clinical Professor Series	APM 278 – Health Sciences Clinical Professor Series	PPM 230-278 – Health Sciences Clinical Professor Series
<p><del>g. Conditions of Employment</del></p> <p><del>This series does not accord tenure or security of employment.</del></p> <p><del>This series does not convey membership in the Academic Senate.</del></p> <p><del>Appointees in this series are subject to APM 015, The Faculty Code of Conduct.</del></p> <p><del>Faculty in this series must have a doctorate in a clinical discipline. If required for the position, the candidate must possess and maintain an appropriate valid license and active membership as a Medical Staff member, or the equivalent.</del></p> <p><del>Appointees in this series are subject to APM 137, Non-Senate Academic Appointees/Term Appointment.</del></p> <p><del>Appointees in this series are not eligible for sabbatical leave, but are eligible for leave with pay in accordance with PPM 230-10, Section II L, Other Leaves with Pay.</del></p>	<p><b>APM 278-20 - Conditions of Employment</b></p> <p><b>a. Appointees in this series are not members of the Academic Senate.</b></p> <p><b>b. Neither tenure nor security of employment is acquired by appointment to a title in this series, regardless of percentage of State funding.</b></p> <p><b>c. Unless not required for the position, appointees in the Health Sciences Clinical Professor series must possess and maintain an appropriate valid license and active membership as a Medical Staff member, or equivalent. Loss of license or active Medical Staff privileges will result in, at department discretion, reassignment of duties or termination of appointment for cause under APM - 150.</b></p> <p><b>d. Expiration of an appointment, layoff, and termination:</b></p> <p><b>(1) APM - 137, Non-Senate Academic Appointees/Term Appointment, applies to this series.</b></p> <p>...</p> <p><b>e. An appointee with a title in this series is eligible for leave with pay under APM - 758 when the leave is in the interest of the University and to the extent allowable by the fund source(s) from which the salary is paid. When an appointee's base salary is supported wholly or partially by State funds, the leave will be proportionately supported by State funds.</b></p> <p><b>f. Appointees with a title in this series are not eligible for sabbatical leave (APM - 740).</b></p> <p><b>g. The Faculty Code of Conduct (APM - 015) applies to all appointees in this series. The Chancellor may develop procedures for the application of the Faculty Code of Conduct.</b></p>	<p><b>PPM 230-278-20 – Conditions of Employment</b></p> <p><b>a. Appointees in this series are not members of the Academic Senate.</b></p> <p><b>b. Neither tenure nor security of employment is acquired by appointment to a title in this series, regardless of percentage of State funding.</b></p> <p><b>c. Faculty in this series must have a doctorate in a clinical discipline. Unless not required for the position, appointees in the Health Sciences Clinical Professor series must possess and maintain an appropriate valid license and active membership as a Medical Staff member, or equivalent. Loss of license or active Medical Staff privileges will result in, at department discretion, reassignment of duties or termination of appointment for cause under APM - 150.</b></p>

Notes: Heading is non-substantive. All deleted text appears in APM 278-20. (Reference to PPM 230-10, Section II L is replaced by language in APM 278-20. e.) (reference to APM 758).

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present	APM 279 – Clinical Professor Series Volunteer Series	Proposed
PPM 230-20. VII. A. 6 – Clinical Professor, Voluntary Series		PPM 230-279 – Clinical Professor Series Volunteer Series
<p>a. <del>Definition</del></p> <p><del>Appointees in the Clinical Professor, Voluntary series are community volunteer clinicians who teach the application of clinical sciences in the area of patient care. These appointments constitute a valuable way to utilize the interests and expertise of practitioners from the community on a voluntary, non-salaried basis in the areas of teaching, patient care, and clinical research. For an individual who is employed by the University as a staff physician or clinician, or who holds a clinical appointment paid by an affiliated site, a concurrent non-salaried appointment should be made in the Health Sciences Clinical Professor series, not in the Clinical Professor, Voluntary series.</del></p> <p>b. <del>Ranks</del></p> <p><del>The ranks in the Clinical Professor, Voluntary series at UC San Diego are:</del></p> <p><del>Clinical Instructor (Voluntary)</del>  <del>Assistant Clinical Professor (Voluntary)</del>  <del>Associate Clinical Professor (Voluntary)</del>  <del>Clinical Professor (Voluntary)</del></p>	<p><b>APM 279-0 - Policy</b>  <b>Appointees in the Clinical Professor series are community volunteer clinicians who teach the application of clinical and basic sciences in areas of patient care. These appointments constitute a valuable way to utilize the interest and expertise of practitioners from the community on a part-time unsalaried voluntary basis in the areas of teaching, patient care, and clinical research.</b></p> <p><b>For an individual who is employed by the University as a staff physician or clinician or who holds a clinical appointment paid by an affiliated site, a concurrent without salary appointment should be made in the Health Sciences Clinical Professor series (see APM - 278) not in the volunteer Clinical Professor series.</b></p> <p><b>APM 279-8 - Types of Appointments</b>  <b>Titles and ranks in this series are:</b></p> <p><b>(1) Clinical Instructor</b>  <b>(2) Assistant Clinical Professor</b>  <b>(3) Associate Clinical Professor</b>  <b>(4) Clinical Professor</b></p>	<p><b>PPM 230-279-0 – Policy</b>  PPM unnecessary; rely upon APM 279-0</p> <p><b>PPM 230-279-8 – Types of Appointments</b>  PPM unnecessary; rely upon APM 279-8</p>

Notes: Headings are non-substantive. Substance of remaining deleted text appears in APM 279-0, and APM 279-8.

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present	APM 279 – Clinical Professor Series Volunteer Series	Proposed
PPM 230-20. VII. A. 6 – Clinical Professor, Voluntary Series		PPM 230-279 – Clinical Professor Series Volunteer Series
<p><del>e. Criteria for Appointment</del></p> <p><del>Clinical competence and excellence in teaching will be the primary basis for appointment in this series.</del></p> <p><del>An appointee must have the appropriate license and board certification to practice in his or her field and must contribute significantly to the clinical teaching program.</del></p> <p><del>If the individual has participated in professional organizations, University and community service, and/or research, a description of these activities should be included in the appointee's appointment file.</del></p>	<p><b>APM 279-10 - Criteria</b></p> <p><b>An appointee must have the appropriate license to practice in his or her field and must contribute significantly to the clinical teaching program. Each school may establish other minimum standards (e.g., board certification). The Chancellor shall establish campus guidelines that specify the minimum number of required hours per year; the number of minimum hours may vary in different schools or departments.</b></p> <p><b>Clinical competence and excellence in teaching will be the primary basis for appointment, reappointment, and promotion in this series. Clinical competence should be determined by primary verification of licenses, written peer recommendations from recent supervisors, National Practitioner Data Bank (NPDB) report (may be self-query by applicant), evidence of current medical malpractice insurance, chronology of employment with no unexplained gaps since completion of residency, and list of malpractice claims and suits in which the applicant has been involved with narrative description of the underlying allegations, facts and resolution of the complete case. The Chancellor in consultation with the schools and clinical departments shall determine the need for additional review criteria. For example, if the individual has participated in professional organizations, University and community service, and/or research, a description of these activities should be included in the appointee's personnel file as part of the review material.</b></p>	<p><b>PPM 230-279-10 - Criteria</b></p> <p><b>An appointee must have the appropriate license and board certification to practice in his or her field and must contribute significantly to the clinical teaching program. The Chancellor shall establish campus guidelines that specify the minimum number of required hours per year; the number of minimum hours may vary in different schools or departments.</b></p> <p><b>Clinical competence and excellence in teaching will be the primary basis for appointment, reappointment, and promotion in this series. Clinical competence should be determined by primary verification of licenses, written peer recommendations from recent supervisors, National Practitioner Data Bank (NPDB) report (may be self-query by applicant), evidence of current medical malpractice insurance, chronology of employment with no unexplained gaps since completion of residency, and list of malpractice claims and suits in which the applicant has been involved with narrative description of the underlying allegations, facts and resolution of the complete case. If the individual has participated in professional organizations, University and community service, and/or research, a description of these activities should be included in the appointee's personnel file as part of the review material.</b></p>

Notes: Heading is non-substantive. Last paragraph appears in APM 279-10 as an example of additional review criteria campuses may apply; adopted in PPM 230-279-10.

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**Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions**

Present	APM 279 – Clinical Professor Series Volunteer Series	Proposed
PPM 230-20. VII. A. 6 – Clinical Professor, Voluntary Series		PPM 230-279 – Clinical Professor Series Volunteer Series
<p><del>d. ——— Terms of Service</del></p> <p><del>The initial appointment of an individual to a title in this series must have a specified ending date and may be for a maximum term of three years.</del></p> <p><del>Subsequent reappointments may have a maximum term of five years.</del></p> <p><del>There is no limit on the number of times an appointment may be renewed or the number of years spent in each rank.</del></p> <p><del>An appointment in this series expires by its own terms on the specified ending date. It is within the University’s sole discretion not to reappoint an individual in the Clinical Professor, Voluntary series.</del></p> <p><del>e. ——— Salary</del></p> <p><del>Appointment in this series is voluntary, and therefore non-salaried.</del></p>	<p><b>APM 279-17 Terms of Service</b></p> <p><b>The initial appointment of an individual to a title in this series shall have a specified ending date and may be for a maximum term of three years. Subsequent reappointments may have maximum terms of five years. There is no limit on the number of times an appointment may be renewed or the number of years spent in each rank.</b></p> <p>...</p> <p><b>APM 279-20 Conditions of Appointment</b></p> <p><b>An appointment in this series with a specified ending date expires by its own terms on that date. Written notice should be provided when the appointment is not renewed. It is within the University’s sole discretion not to reappoint an individual. APM - 137, Non-Senate Academic Appointees/Term Appointment, does not apply.</b></p> <p><b>APM 279-0 - Policy</b></p> <p><b>Appointees in the Clinical Professor series are community volunteer clinicians</b></p>	<p><b>PPM 230-279-17 Terms of Service</b> PPM unnecessary; rely upon APM 279-17</p> <p><b>PPM 230-279-20 Conditions of Appointment</b> PPM unnecessary; rely upon APM 279-20</p> <p><b>PPM 230-279-0 - Policy</b> PPM unnecessary; rely upon APM 279-0</p>

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present		Proposed
PPM 230-20. VII. A. 6 – Clinical Professor, Voluntary Series	APM 279 – Clinical Professor Series Volunteer Series	PPM 230-279 – Clinical Professor Series Volunteer Series
<p><del>f. Conditions of Appointment</del></p> <p><del>Appointees in this series must have a doctorate in a clinical discipline. If required for the position, the candidate must possess and maintain an appropriate valid license and active membership as a Medical Staff member, or the equivalent.</del></p> <p>An appointment in the Clinical Professor, Voluntary series does not create an employment relationship with the University of California, San Diego.</p>	<p><b>APM 279-0 - Policy</b>  <b>Appointees in the Clinical Professor series are community volunteer clinicians who teach the application of clinical and basic sciences in areas of patient care. These appointments constitute a valuable way to utilize the interest and expertise of practitioners from the community on a part-time unsalaried voluntary basis in the areas of teaching, patient care, and clinical research.</b></p> <p>For an individual who is employed by the University as a staff physician or clinician or who holds a clinical appointment paid by an affiliated site, a concurrent without salary appointment should be made in the Health Sciences Clinical Professor series (see APM - 278) not in the volunteer Clinical Professor series.</p> <p><b>APM 279-10 - Criteria</b></p> <p><b>An appointee must have the appropriate license to practice in his or her field and must contribute significantly to the clinical teaching program. Each school may establish other minimum standards (e.g., board certification). The Chancellor shall establish campus guidelines that specify the minimum number of required hours per year; the number of minimum hours may vary in different schools or departments.</b></p>	<p><b>PPM 230-279-0 - Policy</b>  <b>Appointees in the Clinical Professor series are community volunteer clinicians who teach the application of clinical and basic sciences in areas of patient care. These appointments constitute a valuable way to utilize the interest and expertise of practitioners from the community on a part-time unsalaried voluntary basis in the areas of teaching, patient care, and clinical research.</b></p> <p>For an individual who is employed by the University as a staff physician or clinician or who holds a clinical appointment paid by an affiliated site, a concurrent without salary appointment should be made in the Health Sciences Clinical Professor series (see APM - 278) not in the volunteer Clinical Professor series.</p> <p>An appointment in the Clinical Professor, Voluntary series does not create an employment relationship with the University of California, San Diego.</p> <p><b>PPM 230-279-10 - Criteria</b>  <b>An appointee must have a doctorate in a clinical discipline. If required for the position, the candidate must possess and maintain an appropriate valid license to practice in his or her field and active membership as a Medical Staff member, or the equivalent, and must contribute significantly to the clinical teaching program. Each school may establish other minimum standards (e.g., board certification). The Chancellor shall establish campus guidelines that specify the minimum number of required hours per year; the number of minimum hours may vary in different schools or departments.</b></p>

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present PPM 230-20. VII. A. 6 – Clinical Professor, Voluntary Series	APM 279 – Clinical Professor Series Volunteer Series	Proposed PPM 230-279 – Clinical Professor Series Volunteer Series
<p>f. <del>Conditions of Appointment</del></p> <p>...</p> <p><del>An appointment may be terminated before the ending date— for example, when the appointee does not serve the required minimum number of hours; or when in the judgment of the Associate Vice Chancellor for Academic Affairs, Health Sciences, upon recommendation by the department chair, there is no longer a need for the appointee’s services; or when the conduct or performance of the appointee does not warrant continued appointment by the University. The appointee will be given 30 (thirty) days’ written notice by the Associate Vice Chancellor for Academic Affairs, Health Sciences with a statement of the reason for the termination.</del></p> <p><del>PPM 230-7, Layoff and Involuntary Reduction in Time for Non-Senate Academic Employees, and APM 150, Non-Senate Academic Appointees/Corrective Action and Dismissal, do not apply to appointees in this series.</del></p> <p><del>An appointee may present a written complaint about his or her appointment or early termination of the appointment to the Associate Vice Chancellor for Academic Affairs, Health Sciences, for review. A complaint must be filed within thirty (30) calendar days from the date on-which the appointee knew, or could reasonably be expected to have known, of the event or action that gave rise to the complaint. The Associate Vice Chancellor for Academic Affairs, Health Sciences will consult with the appropriate University official, such as the department chair, and will make a written response to the volunteer appointee. The written response will normally be made within ninety (90) days of the receipt of the complaint. PPM 230-5, Non-Senate Academic Appointee/Grievance, does not apply to appointees in this series.</del></p>	<p><b>APM 279-20 – Conditions of Appointment</b></p> <p><b>...An appointment may be terminated before the ending date for cause, such as failure to serve the required minimum number of hours, or when in the judgment of the Dean, upon the recommendation of the chair, there is no longer a need for the appointee’s services or the conduct or performance of the appointee does not warrant continued appointment with the University. The Dean shall give the individual 30 (thirty) days written notice with a statement of the reason for the termination. APM - 145, Non-Senate Academic Appointees/Layoff and Involuntary Reduction in Time, and APM - 150, Non-Senate Academic Appointees/Corrective Action and Dismissal, do not apply to appointees in this series.</b></p> <p><b>An appointee may present a written complaint about his or her appointment or early termination of the appointment to the Chancellor for administrative review. A complaint must be filed within 30 (thirty) calendar days from the date of a written notice of termination. The Chancellor shall consult with the appropriate University official, such as the department Chair or Dean, and shall make a written response to the appointee. The written response shall normally be made within 90 days of the receipt of the complaint. APM - 140, Non-Senate Academic Appointees/Grievances, does not apply to appointees in this series.</b></p>	<p><b>PPM 230-279-20 – Conditions of Appointment</b></p> <p><b>...An appointment may be terminated before the ending date for cause, such as failure to serve the required minimum number of hours, or when in the judgment of the Dean, upon the recommendation of the chair, there is no longer a need for the appointee’s services or the conduct or performance of the appointee does not warrant continued appointment with the University. The Dean shall give the individual 30 (thirty) days written notice with a statement of the reason for the termination. APM - 145, Non-Senate Academic Appointees/Layoff and Involuntary Reduction in Time, and APM - 150, Non-Senate Academic Appointees/Corrective Action and Dismissal, do not apply to appointees in this series.</b></p> <p><b>An appointee may present a written complaint about his or her appointment or early termination of the appointment to the Chancellor for administrative review. A complaint must be filed within 30 (thirty) calendar days from the date on-which the appointee knew, or could reasonably be expected to have known, of the event or action that gave rise to the complaint. The Chancellor shall consult with the appropriate University official, such as the department Chair or Dean, and shall make a written response to the appointee. The written response shall normally be made within 90 days of the receipt of the complaint. APM - 140, Non-Senate Academic Appointees/Grievances, does not apply to appointees in this series.</b></p> <p><b>PPM 230-279-24 – Authority</b></p> <p>No appointment, reappointment <u>or academic review action</u> is final until there has been an academic review and the individual with final authority has approved the <u>action</u>.</p> <p>The UC San Diego <a href="#">Authority and Review Chart</a> sets forth the individual(s) and/or committees responsible for review, as well as the final authority for approval.</p>

Notes: Heading is non-substantive. Substance of remaining deleted text appears in APM 279-20; discrepancies in authority addressed in PPM 230-279-24.

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present		Proposed
<p>PPM 230-20. VII. A. 7 – Lecturer with Security of Employment (Teaching Professor) Series</p>	<p>APM 285 – Lecturer with Security of Employment Series</p>	<p>PPM 230-285 – Lecturer with Security of Employment (Teaching Professor) Series</p>
<p><del>7. Lecturer with Security of Employment (Teaching Professor) Series</del></p> <p><del>a. Definition</del></p> <p><del>Appointees in the Lecturer with Security of Employment (LSOE) series help to meet the long-term instructional needs of the University that cannot best be fulfilled by an appointee in the Professor (Ladder Rank) series. Appointees in this series engage in teaching, professional activities, and University and public service.</del></p> <p><del>The Lecturer with Security of Employment series should not be confused with Regents' Lecturers or the Lecturer and Senior Lecturer series (covered by a Memorandum of Understanding), which are separate series.</del></p> <p>Appointees in the Lecturer with Security of Employment series may use the working title "Teaching Professor," as indicated below.</p>	<p><b>APM 285-0 - Policy</b></p> <p><b>a. Lecturer titles which have or lead to security of employment are faculty positions designed to meet the long-term instructional needs of the University which cannot be best fulfilled by an appointee in the regular professorial series.</b></p> <p><b>b. A budgeted FTE must be allocated for any appointee in this series.</b></p> <p><b>285-4 Definition -</b></p> <p><b>a. These titles are assigned to individuals who engage in teaching, professional activities, and University and public service.</b></p> <p><b>b. The Lecturer with Security of Employment series should not be confused with Regents' Lecturer (see APM - 290), or with Lecturer and Senior Lecturer (see Memorandum of Understanding: Non-Senate Instructional Unit).</b></p>	<p><b>PPM 230-285-0 – Policy</b></p> <p>PPM unnecessary; rely upon APM 285-0.</p> <p><b>PPM 230-285-4 - Definition -</b></p> <p><b>a. These titles are assigned to individuals who engage in teaching, professional activities, and University and public service.</b></p> <p><b>b. The Lecturer with Security of Employment series should not be confused with Regents' Lecturer (see APM - 290), or with Lecturer and Senior Lecturer (see Memorandum of Understanding: Non-Senate Instructional Unit).</b></p> <p><b>c. Appointees in the Lecturer with Security of Employment series may use the working title "Teaching Professor," as indicated in <u>PPM 230-285-8</u>, below.</b></p>

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present		Proposed
<p><b>PPM 230-20. VII. A. 7 – Lecturer with Security of Employment (Teaching Professor) Series</b></p>	<p><b>APM 285 – Lecturer with Security of Employment Series</b></p>	<p><b>PPM 230-285 – Lecturer with Security of Employment (Teaching Professor) Series</b></p>
<p><del>b. Ranks</del>  <del>The ranks in the Lecturer with Security of Employment series at UC San Diego are:</del>  <del>Lecturer with Potential for Security of Employment (LPSOE) (Assistant Teaching Professor)</del>  <del>Senior Lecturer with Potential for Security of Employment (Senior LPSOE) (Assistant Teaching Professor)</del>  <del>Lecturer with Security of Employment (LSOE) (Associate Teaching Professor)</del>  <del>Senior Lecturer with Security of Employment (Senior LSOE) (Teaching Professor)</del></p> <p>Lecturer PSOE and Senior Lecturer PSOE positions are “security of employment–track” positions in the same way that the Assistant Professor position is a “tenure-track” position. Upon promotion, a Lecturer PSOE normally becomes a Lecturer SOE, and a Senior Lecturer PSOE becomes a Senior Lecturer SOE. A Lecturer SOE may also be promoted to Senior Lecturer SOE.</p>	<p><b>APM 285-8 - Titles</b></p> <p><b>a. Titles in the Lecturer with Security of Employment series are:</b></p> <p><b>(1) Lecturer with Potential for Security of Employment (PSOE)</b>  <b>(2) Senior Lecturer with Potential for Security of Employment (PSOE)</b>  <b>(3) Lecturer with Security of Employment (SOE)</b>  <b>(4) Senior Lecturer with Security of Employment (SOE)</b></p> <p><b>b. A promotion is an advancement from one rank to a higher rank within the Lecturer SOE series. Upon promotion, a Lecturer PSOE becomes a Lecturer SOE, and a Senior Lecturer PSOE becomes a Senior Lecturer SOE. A Lecturer SOE may be promoted to Senior Lecturer SOE.</b></p>	<p><b>PPM 230-285-8 - Titles</b></p> <p><b>a. Titles in the Lecturer with Security of Employment series are:</b></p> <p><b>(1) Lecturer with Potential for Security of Employment (LPSOE) (Assistant Teaching Professor)</b>  <b>(2) Senior Lecturer with Potential for Security of Employment (LPSOE) (Assistant Teaching Professor)</b>  <b>(3) Lecturer with Security of Employment (LSOE) (Associate Teaching Professor)</b>  <b>(4) Senior Lecturer with Security of Employment (Senior LSOE) (Teaching Professor)</b></p> <p>Lecturer PSOE and Senior Lecturer PSOE positions are “security of employment–track” positions in the same way that the Assistant Professor position is a “tenure-track” position.</p> <p><b>b. A promotion is an advancement from one rank to a higher rank within the Lecturer SOE series. Upon promotion, a Lecturer PSOE becomes a Lecturer SOE, and a Senior Lecturer PSOE becomes a Senior Lecturer SOE. A Lecturer SOE may be promoted to Senior Lecturer SOE.</b></p>

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present		Proposed
<p>PPM 230-20. VII. A. 7 – Lecturer with Security of Employment (Teaching Professor) Series</p>	<p>APM 285 – Lecturer with Security of Employment Series</p>	<p>PPM 230-285 – Lecturer with Security of Employment (Teaching Professor) Series</p>
<p><del>c. Criteria for Appointment</del></p> <p>A candidate for appointment in this series will be judged by the following criteria:</p> <ul style="list-style-type: none"> <li>• Teaching of truly exceptional quality and so specialized in character that it cannot be done with equal effectiveness by Professor (Ladder-Rank) faculty or by strictly temporary appointees</li> <li>• Professional achievement and activity; an appointee in the LSOE series is expected to maintain currency in the profession and pedagogy</li> <li>• University and public service</li> <li>• Educational leadership beyond the campus and contributions to instruction-related activities (i.e., conducting TA training, supervision of student affairs, development of instructional materials/multimedia)</li> </ul>	<p><b>APM 285-10 - Criteria</b></p> <p><b>a. A candidate for appointment, merit increase, or promotion in this series shall be judged by achievements in the following areas: teaching, professional achievement and activity, and University and public service.</b></p> <p><b>Criteria for examining achievement in these areas are set forth in APM - 210-3, Instructions to Review Committees Which Advise on Actions Concerning the Lecturer with Security of Employment (SOE) Series.</b></p>	<p><b>PPM 230-285-10. a.</b></p> <p><b>A candidate for appointment, merit increase, or promotion in this series shall be judged by the following criteria:</b></p> <ul style="list-style-type: none"> <li>• <b>Teaching</b>, of truly exceptional quality and so specialized in character that it cannot be done with equal effectiveness by Professor (Ladder-Rank)</li> <li>• <b>Professional achievement and activity</b>; ; an appointee in the LSOE series is expected to maintain currency in the profession and pedagogy</li> <li>• <b>University and public service.</b></li> <li>• Educational leadership beyond the campus and contributions to instruction-related activities (i.e., conducting TA training, supervision of student affairs, development of instructional materials/multimedia)</li> </ul> <p>The departmental recommendation letter should state what the candidate's teaching load will be and how it compares with the normal load for professors in the department.</p> <p><b>Criteria for examining achievement in these areas are set forth in PPM 230-210-3, Instructions to Review Committees Which Advise on Actions Concerning the Lecturer with Security of Employment (SOE) Series.</b></p>

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present		Proposed
<p><b>PPM 230-20. VII. A. 7 – Lecturer with Security of Employment (Teaching Professor) Series</b></p>	<p><b>APM 285 – Lecturer with Security of Employment Series</b></p>	<p><b>PPM 230-285 – Lecturer with Security of Employment (Teaching Professor) Series</b></p>
<p>The candidate’s experience and record of accomplishment will determine the appropriate rank for appointment.</p> <p><del>The rank of Senior Lecturer SOE may be assigned to an appointee who provides services of exceptional value to the University and whose excellent teaching and professional accomplishments have made him or her a recognized leader in his or her professional field and/or in education.</del></p> <p>The rank of Senior LPSOE may be assigned to an appointee who has the potential to attain the accomplishments of a Senior LSOE.</p> <p><del>Appointees in this series are not required to conduct research and therefore must carry a heavier teaching load (up to six courses per year) than those in the Professor series. The departmental recommendation letter should state what the candidate’s teaching load will be and how it compares with the normal load for professors in the department.</del></p>	<p><b>285-8 - Titles</b>  <b>Titles in the Lecturer with Security of Employment series are:</b>  <b>(1) Lecturer with Potential for Security of Employment (PSOE)</b>  <b>(2) Senior Lecturer with Potential for Security of Employment (PSOE)</b>  <b>(3) Lecturer with Security of Employment (SOE)</b>  <b>(4) Senior Lecturer with Security of Employment (Senior SOE)</b></p> <p><b>b. The title Senior Lecturer with Potential for Security of Employment (PSOE) or Senior Lecturer with Security of Employment (SOE) may be assigned to an appointee who provides services of exceptional value to the University and whose excellent teaching and professional accomplishments have made him or her a recognized leader in his or her professional field and/or in education.</b></p>	<p><b>PPM 230-285-8 - Titles</b>  <b>a. Titles in the Lecturer with Security of Employment series are:</b>  <b>(1) Lecturer with Potential for Security of Employment (LPSOE) (Assistant Teaching Professor)</b>  <b>(2) Senior Lecturer with Potential for Security of Employment (LPSOE) (Assistant Teaching Professor)</b>  <b>(3) Lecturer with Security of Employment (LSOE) (Associate Teaching Professor)</b>  <b>(4) Senior Lecturer with Security of Employment (Senior LSOE) (Teaching Professor)</b></p> <p><b>PPM 230-285-10. b</b>  <b>The title Senior Lecturer with Security of Employment (SOE) may be assigned to an appointee who provides services of exceptional value to the University and whose excellent teaching and professional accomplishments have made him or her a recognized leader in his or her professional field and/or in education.</b> The rank of Senior LPSOE may be assigned to an appointee who has the potential to attain the accomplishments of a Senior LSOE.</p> <p>An appointee holding the title Lecturer PSOE or Senior Lecturer PSOE is eligible for reappointment, merit increase, and promotion. Decisions about reappointment, merit increase, and promotion of the appointee are based on careful reviews of the appointee’s progress, promise, and achievement, and may be affected by fiscal and programmatic considerations. <i>For merit advancements, there should be evidence of the professional achievement required for an equivalent salary in the Professor series.</i></p> <p><b>APM 285 – 17 - Terms of Service – Appointment Review</b>  The candidate’s experience and record of accomplishment will determine the appropriate rank for appointment.  ...</p>

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present		Proposed
<p>PPM 230-20. VII. A. 7 – Lecturer with Security of Employment (Teaching Professor) Series</p>	<p>APM 285 – Lecturer with Security of Employment Series</p>	<p>PPM 230-285 – Lecturer with Security of Employment (Teaching Professor) Series</p>
<p><del>Appointees in this series are not required to conduct research and therefore must carry a heavier teaching load (up to six courses per year) than those in the Professor series. The departmental recommendation letter should state what the candidate's teaching load will be and how it compares with the normal load for professors in the department.</del></p> <p><del>A part-time appointment in this series will depend on performance at a level of distinction comparable to that demanded of a full-time appointee; however, when circumstances warrant it, a lesser rate of professional achievement and activity will be acceptable. Teaching assignments and departmental, campus, and other service should be in proportion to the percentage of time of the position, but the same quality of performance is expected as for a full-time appointee.</del></p>	<p><b>APM 285-10 - Criteria</b></p> <p>...</p> <p><b>c. Appointment and advancement of a part-time appointee with a title in this series shall depend on the quality of performance at a level of distinction comparable to that demanded of a full-time appointee; however, when circumstances warrant, a lesser rate of professional achievement and activity will be acceptable. Teaching assignments and departmental, committee, and other service should be in proportion to the percentage of time of the position, but the same quality of performance is expected as for a full-time appointee.</b></p> <p><b>APM 285-20 Conditions of Employment</b></p> <p>...</p> <p><b>d. Since appointment to a title in this series does not imply the responsibility of engaging in research, an appointee will be assigned a heavier instructional load than that of an appointee in the regular professorial series.</b></p>	<p><b>PPM 230-285-10. c - Criteria</b></p> <p>PPM Unnecessary; rely upon APM 285-10. c.</p> <p><b>PPM 230-285-20 Conditions of Employment</b></p> <p>...</p> <p><b>d. Since appointment to a title in this series does not imply the responsibility of engaging in research, an appointee will be assigned a heavier instructional load than that of an appointee in the regular professorial series.-</b> The departmental recommendation letter should state what the candidate's teaching load will be and how it compares with the normal load for professors in the department.</p>

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present		Proposed
<p><b>PPM 230-20. VII. A. 7 – Lecturer with Security of Employment (Teaching Professor) Series</b></p>	<p><b>APM 285 – Lecturer with Security of Employment Series</b></p>	<p><b>PPM 230-285 – Lecturer with Security of Employment (Teaching Professor) Series</b></p>
<p><del>d. Restrictions</del></p> <p><del>A budgeted FTE must be allocated for any appointee in this series.</del></p> <p><del>Normally, an appointment to this series is for full-time service to the University. An appointment for less than full-time service in this series may be authorized under appropriate circumstances, provided the Executive Vice Chancellor for Academic Affairs specifically approves the arrangement as being in the best interests of the University based on the particular situation. However, an appointment must be at least 51% time.</del></p> <p><del>Ordinarily, an appointment at less than full-time will be limited to cases in which the appointee’s professional commitment is to the University. In the rare case that an appointee has a professional commitment other than to the University, the Executive Vice Chancellor must be assured that the appointee will be able to fulfill all the obligations entailed in the University appointment.</del></p>	<p><b>APM 285-0 - Policy</b></p> <p>...</p> <p><b>b. A budgeted FTE must be allocated for any appointee in this series.</b></p> <p><b>285-16 Restrictions</b></p> <p><b>The following restrictions apply to the use of titles in this series:</b></p> <p><b>a. Normally an appointment to this series is for full-time service to the University.</b></p> <p>...</p> <p><b>c. An appointment for less than full-time service with a title in this series may be authorized under appropriate circumstances, provided the Chancellor specifically approves the arrangement as being in the best interests of the University based on the particular situation. Ordinarily, such part-time appointments will be limited to cases in which the appointee’s professional commitment is to the University. In the rare case that a part-time appointee has a professional commitment other than to the University, the Chancellor must be assured that the appointee will be able to fulfill all the obligations entailed in the University appointment.</b></p> <p>...</p>	<p><b>PPM 230-285-0 - Policy</b></p> <p>PPM unnecessary; rely upon APM 230-285-0</p> <p><b>PPM 230-285-16 Restrictions</b></p> <p><b>The following restrictions apply to the use of titles in this series:</b></p> <p><b>a. Normally an appointment to this series is for full-time service to the University;</b> however, an appointment must be at least 51% time.</p> <p>...</p> <p><b>PPM 230-285-16. c</b></p> <p>PPM unnecessary; rely upon APM 285-16. c.</p>

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present		Proposed
<p><b>PPM 230-20. VII. A. 7 – Lecturer with Security of Employment (Teaching Professor) Series</b></p>	<p><b>APM 285 – Lecturer with Security of Employment Series</b></p>	<p><b>PPM 230-285 – Lecturer with Security of Employment (Teaching Professor) Series</b></p>
<p><del>In order for a candidate to be appointed at less than full time, the candidate must execute a written agreement that the security of employment status and other conditions of the appointment as described here are limited to the specified percentage of time.</del></p> <p><del>The agreement must be set forth in a letter from the Executive Vice Chancellor advising the candidate that the appointment does not imply any future right to a full-time appointment with security of employment. The letter should also state that the rate at which credit for University service accrues for University retirement benefits may likewise be affected. The individual must sign and return a copy of the letter to indicate consent.</del></p> <p><del>The University is not obligated to increase the percentage of any appointment made at less than full time.</del></p> <p><del>Any future voluntary permanent reduction in the percentage of time of the appointment will be subject to the same restrictions as stipulated above for an initial appointment at less than full time.</del></p> <p><del>A registered student or candidate for a degree at UC San Diego or another campus of the University of California may not be appointed to the Lecturer with Security of Employment series.</del></p>	<p><b>APM 285-16 – Restrictions</b></p> <p>...</p> <p><b>c. ...In the future, the Chancellor is not obligated to increase the percentage of any part-time appointment, even if the appointee and/or the department request such an increase. The appointee shall execute a written agreement that the security of employment status and other conditions of the appointment as described below are limited to the specified percentage of time. The agreement shall be set forth in a letter from the Chancellor advising the individual that the part-time appointment does not imply any future right to a full-time appointment with security of employment. The letter should also state that the rate at which credit for University service accrues for University retirement benefits may likewise be affected. The individual must sign and return a copy of such letter to indicate consent.</b></p> <p><b>A voluntary permanent reduction in the percentage of time of the appointment shall be subject to the same restrictions as stipulated above for an initial part-time appointment.</b></p> <p><b>d. Promotions, merit increases, and reappointments may be made only within the limits of supporting funds.</b></p> <p><b>e. A registered student or candidate for a higher degree at the University of California is not eligible for appointment to a title in this series.</b></p>	<p><b>PPM 230-285-16.c, d, and e</b></p> <p>PPM unnecessary; rely upon APM 285-16. c, d, and e.</p>

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present		Proposed
<p>PPM 230-20. VII. A. 7 – Lecturer with Security of Employment (Teaching Professor) Series</p>	<p>APM 285 – Lecturer with Security of Employment Series</p>	<p>PPM 230-285 – Lecturer with Security of Employment (Teaching Professor) Series</p>
<p>e. <del>Terms of Service</del></p> <p>i. <del>Lecturer and Senior Lecturer with Potential for Security of Employment (PSOE)</del></p> <p>Appointment or reappointment may be for a period not to exceed two years, normally ending on the second June 30 following the date of appointment or reappointment.</p> <p>ii. <del>Lecturer and Senior Lecturer with Security of Employment (SOE)</del></p> <p><del>Lecturers and Senior Lecturers with Security of Employment do not have specified periods of service at rank and step; however, they must be reviewed for salary advancement every two to four years, depending upon the rank and step in the Professor series to which their salary corresponds.</del></p> <p><del>All appointments to the ranks of Lecturer SOE and Senior Lecturer SOE are continuous until terminated by resignation, retirement, or dismissal. A Senior Lecturer SOE may be demoted to Lecturer SOE.</del></p>	<p><b>285-17 Terms of Service–Appointment Review</b></p> <p><b>a. Lecturer with Potential for Security of Employment (PSOE) and Senior Lecturer with Potential Security of Employment (PSOE)</b></p> <p><b>(1) Term of Appointment</b> Each appointment and reappointment is limited to a maximum term of two years.</p> <p>...</p> <p><b>(2) Effective Date of Appointment</b> Rules concerning the effective date of appointments shall be as stipulated in APM - 200-17; normally an appointment period will coincide with the University’s fiscal year of July 1 through June 30.</p> <p>...</p> <p><b>b. Lecturer with Security of Employment (SOE) and Senior Lecturer with Security of Employment (SOE)</b> All appointments and promotions to the ranks of Lecturer SOE and Senior Lecturer SOE are continuous until terminated by resignation, retirement, or dismissal. A Senior Lecturer SOE may be demoted to Lecturer SOE. “An appointment with security of employment shall not be terminated except for good cause after the opportunity for a hearing before the properly constituted advisory committee of the Academic Senate.” (Regents’ Standing Order 103.10).</p>	<p><b>PPM 230-285-17 - Terms of Service–Appointment Review</b> PPM unnecessary; rely upon APM 285-17.</p>

Notes: Headings are non-substantive. Substance of first paragraph of PPM 230-20. VII. A. 7. e. ii is addressed in Proposed PPM 23-285-18 – Salary (see following page).

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present		Proposed
<p>PPM 230-20. VII. A. 7 – Lecturer with Security of Employment (Teaching Professor) Series</p>	<p>APM 285 – Lecturer with Security of Employment Series</p>	<p>PPM 230-285 – Lecturer with Security of Employment (Teaching Professor) Series</p>
<p>f. <del>Salary</del></p> <p><del>The Office of the President publishes a salary range for this series. The rate of advancement may be more variable and, in many cases, slower than for professorial positions.</del></p> <p>Salaries for Lecturer PSOEs will normally begin in a range approximately equivalent to that for Assistant Professors, with academic review occurring every two years. The salary for a Senior Lecturer PSOE must be equal to or above that of a Professor, Step I.</p> <p>Salaries for Lecturer SOEs normally begin in a range approximately equivalent to that for Associate Professors, with academic review occurring every two years. If a Lecturer SOE is being paid at a level equivalent to the salary of a Professor, the academic review will occur every three or four years.</p>	<p><b>APM 285-18 – Salary</b>  <b>The Office of the President publishes a salary range for this series. The rate of advancement may be more variable, and in many cases slower, than for professorial positions.</b></p> <p><b>For a Lecturer SOE, the normal period of service before review for advancement for a merit increase is three years. The period of service in the rank of Lecturer SOE may be of indefinite duration. Promotion to Senior Lecturer SOE is not normally expected, but may occur when warranted. Review for promotion to the Senior Lecturer SOE title will normally occur only after a minimum of six years in the title of Lecturer SOE.</b></p> <p><b>Senior Lecturer SOE titles should be paid at a level no less than Professor, Step I. Normally, an appointee shall be reviewed every three years for a merit increase, until the salary is equivalent to that of Professor Step V. Service at that level and higher may be of indefinite duration, and review for advancement will not usually occur after less than four years.</b></p>	<p><b>PPM 230 285-18 - Salary</b>  <b>The Office of the President publishes a salary range for this series. The rate of advancement may be more variable, and in many cases slower, than for professorial positions.</b></p> <p>Salaries for Lecturer PSOEs will normally begin in a range approximately equivalent to that for Assistant Professors, with academic review occurring every two years. The salary for a Senior Lecturer PSOE must be equal to or above that of a Professor, Step I.</p> <p>Salaries for Lecturer SOEs normally begin in a range approximately equivalent to that for Associate Professors, with academic review occurring every two years. If a Lecturer SOE is being paid at a level equivalent to the salary of a Professor, the academic review will occur every three or four years.</p> <p><b>The period of service in the rank of Lecturer SOE may be of indefinite duration. Promotion to Senior Lecturer SOE is not normally expected, but may occur when warranted. Review for promotion to the Senior Lecturer SOE title will normally occur only after a minimum of six years in the title of Lecturer SOE.</b></p> <p><b>Senior Lecturer SOE titles should be paid at a level no less than Professor, Step I. Normally, an appointee shall be reviewed every three years for a merit increase, until the salary is equivalent to that of Professor Step V. Service at that level and higher may be of indefinite duration, and review for advancement will not usually occur after less than four years.</b></p>

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present		Proposed
<p><b>PPM 230-20. VII. A. 7 – Lecturer with Security of Employment (Teaching Professor) Series</b></p>	<p><b>APM 285 – Lecturer with Security of Employment Series</b></p>	<p><b>PPM 230-285 – Lecturer with Security of Employment (Teaching Professor) Series</b></p>
<p><del>f.</del> <b>Salary</b> Senior Lecturer SOEs may be appointed with a salary level above the top of the salary range, upon evidence of great distinction, recognized nationally and/or internationally, in the areas of professional achievement and educational leadership, teaching, and University and public service. In these cases, the departmental recommendation letter must provide an analysis of the candidate’s achievements throughout his or her career and evidence of work of great distinction, and the appointment file must include letters from external referees.</p> <p>The honorary title “Distinguished Senior Lecturer with Security of Employment” may be conferred upon Senior LSOEs with a salary above the top of the range who demonstrate a level of distinction equivalent to that required of Distinguished Professors.</p>	<p><b>APM 285-18 – Salary</b> <b>The Office of the President publishes a salary range for this series. The rate of advancement may be more variable, and in many cases slower, than for professorial positions.</b></p> <p><b>For a Lecturer SOE, the normal period of service before review for advancement for a merit increase is three years. The period of service in the rank of Lecturer SOE may be of indefinite duration. Promotion to Senior Lecturer SOE is not normally expected, but may occur when warranted. Review for promotion to the Senior Lecturer SOE title will normally occur only after a minimum of six years in the title of Lecturer SOE.</b></p> <p><b>Senior Lecturer SOE titles should be paid at a level no less than Professor, Step I. Normally, an appointee shall be reviewed every three years for a merit increase, until the salary is equivalent to that of Professor Step V. Service at that level and higher may be of indefinite duration, and review for advancement will not usually occur after less than four years.</b></p> <p><b>Senior Lecturers SOE of the highest distinction, whose work has been internationally acclaimed, are eligible for salaries above the top of the range., For a Lecturer SOE, the normal period of service before review for advancement for a merit increase is three years.</b></p>	<p><b>PPM 230 285-18 - Salary</b> ... <b>Senior Lecturers SOE of the highest distinction, whose work has been nationally or internationally acclaimed, and who demonstrate a level of distinction equivalent to that required of Distinguished Professors in the areas of professional achievement and educational leadership, teaching, and University and public service are eligible for salaries above the top of the range.</b> In these cases, the departmental recommendation letter must provide an analysis of the candidate’s achievements throughout his or her career and evidence of work of great distinction. Mere length of service and continued good performance at the top of the salary range are not a justification for further salary advancement. The academic review file must reflect a critical career review.</p> <p>Except in rare and compelling cases, advancement to a base salary above the top of the salary range should not occur after less than four years at the top of the salary range. Further, acceleration to this high level should be a rare event requiring evidence of extraordinary performance beyond the already exceptional standard required for advancement to the top of the range.</p> <p>Files proposing a full merit advancement to a base salary above the top of the salary range, or a full merit advancement further above the top of the salary range, must demonstrate exemplary performance in all areas (teaching, service, educational development and professional competence and activity).</p> <p>The honorary title “Distinguished Senior Lecturer with Security of Employment” may be conferred upon Senior LSOEs with a salary above the top of the range who demonstrate a level of distinction equivalent to that required of Distinguished Professors. APM 285-18</p>

Notes: Language in Proposed PPM 230-285-18 is a combination of language from PPM 230-20. VII. A. 7. f and PPM 230-28. V. G. d.

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present		Proposed
<p>PPM 230-20. VII. A. 7 – Lecturer with Security of Employment (Teaching Professor) Series</p>	<p>APM 285 – Lecturer with Security of Employment Series</p>	<p>PPM 230-285 – Lecturer with Security of Employment (Teaching Professor) Series</p>
<p><del>g. Conditions of Employment</del></p> <p><del>This series does not accord tenure but provides security of employment.</del></p> <p><del>Full time appointment in this series conveys membership in the Academic Senate. Appointment in this series at less than full time does not convey membership in the Academic Senate.</del></p> <p>A candidate for appointment to this series must possess a Ph.D. degree or equivalent.</p> <p><del>Appointees in this series are not eligible for sabbatical leave, but are eligible for leave with pay in accordance with PPM 230-10, Section II L, Other Leaves with Pay.</del></p>	<p><b>APM 285-20 Conditions of Employment</b></p> <p><b>a. Part-time Lecturers PSOE and part-time Senior Lecturers PSOE are not members of the Academic Senate. Full-time Lecturers PSOE and full-time Senior Lecturers PSOE are members of the Academic Senate.</b></p> <p><b>b. Part-time Lecturers SOE and part-time Senior Lecturers SOE are not members of the Academic Senate. Lecturers SOE and Senior Lecturers SOE who are full-time appointees are members of the Academic Senate. (See Regents’ Standing Order 105.1(a).)</b></p> <p><b>c. An appointee to this series may be assigned to teach courses at any level.</b></p> <p><b>d. Since appointment to a title in this series does not imply the responsibility of engaging in research, an appointee will be assigned a heavier instructional load than that of an appointee in the regular professorial series.</b></p> <p><b>e. An appointee with a title in this series is not eligible to apply for sabbatical leave. (APM - 740)</b></p> <p><b>f. An appointee with a title in this series is eligible for leave with pay (APM - 758) or without pay (APM - 759), when the Chancellor determines that the leave is in the interest of the University. The Chancellor may approve a leave of absence with pay for twelve months or less.</b></p>	<p><b>PPM 230-285-20 - Conditions of Employment</b></p> <p>...</p> <p>g. A candidate for appointment to this series must possess a Ph.D. degree or equivalent.</p>

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**Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions**

Present	APM	Proposed
PPM 230-20. VII. A. 8 – Professor of Practice Series		PPM 230-281 – Professor of Practice Series
<p>8. Professor of Practice</p> <p>a. Definition Appointees in the Professor of Practice series are distinguished professionals, either practicing or retired, with specific expertise in their fields. Professors of Practice, though leaders in their fields, do not have traditional academic backgrounds.</p> <p>Professors of Practice provide students and faculty additional opportunities to interact with and to benefit from the presence of experienced professionals who have distinguished practical accomplishments in their fields.</p> <p>Professors of Practice primarily contribute to teaching and/or research programs by providing faculty, undergraduate students, and graduate students with a deeper understanding of the practical applications of a particular field of study, and help promote the integration of academic scholarship with practical experience. Professors of Practice teach courses, advise, and collaborate in areas directly related to their specific expertise and unique professional experience. Professors of Practice may also contribute to the less traditional research and scholarly mission of the University and/or provide service to the University based upon their practical professional experience.</p> <p>Appointees in the Professor of Practice series may contribute predominantly to the University’s instructional program, with lesser contributions to the University’s research and/or creative programs; or, they may contribute primarily to the University’s research and/or creative programs, and have limited responsibility in teaching. In all cases, however, successful reappointment and/or advancement in the Professor of Practice series is contingent upon documented contributions in all four criteria as listed above (professional competence and activity, teaching, research and/or creative activity, and service).</p>	n/a	<p><b>PPM 230-281-4 - Definition</b></p> <p>a. Appointees in the Professor of Practice series are distinguished professionals, either practicing or retired, with specific expertise in their fields. Professors of Practice, though leaders in their fields, do not have traditional academic backgrounds.</p> <p>Professors of Practice provide students and faculty additional opportunities to interact with and to benefit from the presence of experienced professionals who have distinguished practical accomplishments in their fields.</p> <p>Professors of Practice primarily contribute to teaching and/or research programs by providing faculty, undergraduate students, and graduate students with a deeper understanding of the practical applications of a particular field of study, and help promote the integration of academic scholarship with practical experience. Professors of Practice teach courses, advise, and collaborate in areas directly related to their specific expertise and unique professional experience. Professors of Practice may also contribute to the less traditional research and scholarly mission of the University and/or provide service to the University based upon their practical professional experience.</p> <p>Appointees in the Professor of Practice series may contribute predominantly to the University’s instructional program, with lesser contributions to the University’s research and/or creative programs; or, they may contribute primarily to the University’s research and/or creative programs, and have limited responsibility in teaching. In all cases, however, successful reappointment and/or advancement in the Professor of Practice series is contingent upon documented contributions in all four criteria as listed above (professional competence and activity, teaching, research and/or creative activity, and service).</p> <p>b. The Visiting Professor of Practice title is used to designate one who is appointed temporarily to perform the duties of the Professor of Practice series, and who holds, is on leave from, or is retired from the professional position that is the basis for qualification in the series.</p>

Notes: PPM 230-20 VII A. 8 (Professor of Practice) and PPM 230-20. VII A. 9 (Visiting Professor of Practice) have been merged into Proposed PPM 230-281 – Professor of Practice Series. Language in Proposed PPM 230-281-4. b is from PPM 230-20. VII A. 9 a.

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**Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions**

Present	APM	Proposed
<b>PPM 230-20. VII. A. 8 – Professor of Practice Series</b>		<b>PPM 230-281 – Professor of Practice Series</b>
<p>b. Ranks The titles in the Professor of Practice series at UC San Diego are:                      Professor of Practice                      Visiting Professor of Practice</p> <p><del>[Note: Although both titles are subject to the same appointment criteria, Visiting Professor of Practice appointments are temporary. The policy for Visiting Professors of Practice is provided in Section VII.A.11 below.]</del></p>		<p><b>PPM 230-281-8- Types</b>                      a. The titles (and ranks) in the Professor of Practice series at UC San Diego are:                      Professor of Practice                      Visiting Professor of Practice</p>

Notes: PPM 230-20 VII A. 8 (Professor of Practice) and PPM 230-20. VII A. 9 (Visiting Professor of Practice) have been merged into Proposed PPM 230-281 – Professor of Practice Series. Deleted language in PPM 230-20. VII A. 8. b is redundant due to merger of the two policies.

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**Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions**

Present	APM	Proposed
<b>PPM 230-20. VII. A. 8 – Professor of Practice Series</b>		<b>PPM 230-28-10 – Professor of Practice Series/Criteria</b>
<p>c. Criteria for Appointment <del>A candidate for appointment in this series will be judged by the following criteria:</del></p> <ul style="list-style-type: none"> <li>• Professional competence and activity</li> <li>• Potential for excellent teaching contributions</li> <li>• Potential for contributions to the research and/or creative mission of the University, with emphasis on professional practice and leadership contributions</li> <li>• Potential for service contributions</li> </ul> <p>Evaluation of the candidate with respect to these criteria should take into account the nature of the University assignment of duties and responsibilities, which must be clearly explained in the departmental or ORU recommendation letter.</p> <p>1. Professional competence and activity Professional competence and activity and exemplary professional practice and leadership in the field should be evaluated by comparison to peers in the field and with regard to the viewpoints, skills, and experience the candidate will bring to the teaching mission (including research training). Credentials from practice should be established and documented, with emphasis on eminence, innovation, rigor, and depth.</p>	n/a	<p>a. Criteria for appointment, <b>advancement and reappointment</b> in this series are:</p> <ul style="list-style-type: none"> <li>• Professional competence and activity</li> <li>• Excellent teaching contributions</li> <li>• Contributions to the research and/or creative mission of the University, with emphasis on professional practice and leadership contributions</li> <li>• Service contributions</li> </ul> <p>Evaluation of the candidate with respect to these criteria should take into account the nature of the University assignment of duties and responsibilities, which must be clearly explained in the departmental or ORU recommendation letter.</p> <p>The criteria for appointment as a Visiting Professor of Practice are the same as those for the regular Professor of Practice title.</p> <p>1. Professional competence and activity Professional competence and activity and exemplary professional practice and leadership in the field should be evaluated by comparison to peers in the field and with regard to the viewpoints, skills, and experience the appointee brings to the teaching mission (including research training). Credentials from practice should be established and documented, with emphasis on eminence, innovation, rigor, and depth.</p>

Notes: PPM 230-VII A. 8 (Professor of Practice) and PPM 230-VII A. 9 (Visiting Professor of Practice) have been merged into Proposed PPM 230-281 – Professor of Practice Series. Language in Proposed PPM 230-281-4. a concerning appointment criteria for Visiting Professors of Practice is from PPM 230-20 VII A. 9 b. Language in **blue** is from PPM 230-28.-V. F.

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**Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions**

Present	APM	Proposed
PPM 230-20. VII. A. 8 – Professor of Practice Series		PPM 230-28-10 – Professor of Practice Series/Criteria
<p><del>2. Potential for excellent teaching contributions</del></p> <p>The anticipated teaching contributions must be discussed in detail. Particularly, the program requirements addressed by the candidate should be explained, including why they are important to the quality of the UC San Diego program, how the candidate is unusually highly qualified to contribute this teaching, and how the area is unsuited to teaching by the tenured faculty, Lecturers with Security of Employment, or Lecturers (Unit 18).</p> <p>The teaching requirements may be satisfied by meaningful engagement in and significant contributions to the graduate or undergraduate instructional program, including efforts in the research and professional training of students. <del>Normally, the candidate will teach at least at the upper division level and generally at the graduate level.</del></p>	n/a	<p>2. Teaching of truly exceptional quality and so specialized in character that it cannot be done with equal effectiveness by ladder-rank faculty members or by strictly temporary appointees.</p> <p>Appointees in the Professor of Practice series teach primarily at the graduate level. Instruction at the undergraduate level is permissible when an appointee’s individual expertise and professional skills warrant such a teaching assignment; however, it is not expected that Professors of Practice teach core courses at the undergraduate level.</p> <p>The teaching requirements may be satisfied by meaningful engagement in and significant contributions to the graduate or undergraduate instructional program, including efforts in the research and professional training of students, <u>and/or the development and instruction of specialized courses.</u></p> <p><u>At the time of appointment,</u> the anticipated teaching contributions must be discussed in detail. Particularly, the program requirements addressed by the candidate should be explained, including why they are important to the quality of the UC San Diego program, how the candidate is unusually highly qualified to contribute this teaching, and how the area is unsuited to teaching by the tenured faculty, Lecturers with Security of Employment, or Lecturers (Unit 18).</p>

Notes: Heading is non-substantive. Language in last sentence replaced with substantively equivalent language from PPM 230-28. V. F. Language in **blue** is from PPM 230-28.-V. F.

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**Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions**

Present	APM	Proposed
PPM 230-20. VII. A. 8 – Professor of Practice Series		PPM 230-28-10 – Professor of Practice Series/Criteria
<p>3. <del>Potential for</del> contributions to the research and/or creative mission of the University, with emphasis on professional practice and leadership contributions</p> <p>The candidate should have an eminent reputation for superior accomplishments and creative contributions within his or her field, and these should serve as the basis for a detailed discussion of the candidate’s potential for contributions to the University’s teaching and research/creative mission. The individual will normally have a leadership role in the field and/or in a relevant professional organization. The degree of his or her success achievement in practical endeavors must be described.</p> <p>4. <del>Potential</del> service contributions</p> <p>The appointee’s potential service contributions to the department, the school, the campus, the University, and the public must be discussed in detail. Service activities should be related to the candidate’s professional expertise and achievement.</p>	n/a	<p>3. Contributions to the research and/or creative mission of the University, with emphasis on professional practice and leadership contributions.</p> <p><u>Candidates proposed for appointment in the series</u> should have an eminent reputation for superior accomplishments and creative contributions within his or her field, and these should serve as the basis for a detailed discussion of the candidate’s potential for contributions to the University’s teaching and research/creative mission. The individual will normally have a leadership role in the field and/or in a relevant professional organization. The degree of his or her success achievement in practical endeavors must be described.</p> <p>4. Service contributions</p> <p>The appointee’s potential service contributions to the department, the school, the campus, the University, and the public must be discussed in detail <u>at the time of appointment</u>. Service activities should be related to the candidate’s professional expertise and achievement.</p>

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**Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions**

Present	APM	Proposed
<b>PPM 230-20. VII. A. 8 – Professor of Practice Series</b>	n/a	<b>PPM 230-28-10 – Professor of Practice Series/Criteria</b>
		<p><u>b. Standards for Reappointment and/or Advancement</u></p> <p>At the time of review, the department must demonstrate that the appointee has maintained a significant presence in the department during all periods of active service. Active and meaningful participation and excellence with respect to the duties assigned upon appointment are essential for reappointment and eligibility for a merit increase. The department must fully document the appointee’s contributions and demonstrate the quality of work performed and its impact on the department. A change of duties to a different mixture from those within the above categories may be requested as part of consideration for reappointment.</p> <p>At the time of review, the department must demonstrate the appointee’s continued trajectory of professional competence and activity, exemplary professional practice, and leadership in the field.</p> <p>The departmental recommendation letter must <u>also</u> provide a description of service activities and an analysis of the quality of this service, paying particular attention to that service which is directly related to the appointee’s professional expertise and achievement.</p> <p>Professional activity, teaching, and creative contributions may differ from standard ladder-rank professorial activities, and can also be judged on the basis of professional competence, intellectual contribution, originality, and the total value of the appointee’s engagement with the department. Evaluation of the candidate with respect to these criteria should take into account the nature of the University assignment of duties and responsibilities.</p> <p>In all cases, however, successful reappointment and/or advancement in the Professor of Practice series is contingent upon documented contributions in all four criteria as listed above (professional competence and activity, teaching, research and/or creative activity, and service).</p>

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**Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions**

Present	APM	Proposed
PPM 230-20. VII. A. 8 – Professor of Practice Series		PPM 230-281 – Professor of Practice Series
<p>d. Restrictions Faculty in the Professor of Practice series may serve full time or part time, and with or without salary.</p> <p>Salaried Professors of Practice may be appointed up to 100% time, but are normally appointed at 50% time or less. If appointed at 100% time, it is expected that the appointee’s full professional commitment will be to the University.</p> <p><u>When proposing a salaried appointment in the Professor of Practice series, the department must clearly articulate the candidate’s expected contributions and specifically discuss how these contributions justify appointment at the proposed percentage of effort. The department must further articulate the expected impact of the candidate’s expected contributions to the department and explain the manner in which the candidate’s engagement with the department will be commensurate with the percentage of effort of the appointment.</u></p> <p>Salaried Professors of Practice are subject to the restrictions set forth in APM 025, Conflict of Commitment and Outside Activities of Faculty Members. A Professor of Practice appointed at greater than 50% time may serve a maximum of six consecutive years in the series.</p>	n/a	<p><b>PPM 230-281-16 Restrictions</b></p> <p>a. <u>Professor of Practice</u></p> <ol style="list-style-type: none"> <li>1. Appointments in the Professor of Practice series must be supported by non-state funds.</li> <li>2. The number of Professors of Practice within a department cannot exceed one eighth of the number of ladder-rank faculty. Likewise, the number of Professors of Practice within a division or ORU cannot exceed one-eighth of the number of ladder-rank faculty.</li> <li>3. Salaried Professors of Practice are subject to the restrictions set forth in APM 025, Conflict of Commitment and Outside Activities of Faculty Members.</li> </ol> <p>b. <u>Visiting Professor of Practice</u></p> <p>Visiting titles at UC San Diego are not intended for candidates who are under consideration for or whom the department plans to propose for a permanent appointment If an academic appointee with a Visiting Professor of Practice title is later considered for transfer to the regular Professor of Practice title, the proposal for such transfer should be treated as a new appointment subject to full customary review.</p>

Notes: First two paragraphs and last sentence appear in Proposed PPM 230-281-17, Terms of Service on next page. PPM 230-20. VII A. 8 (Professor of Practice) and PPM 230-20. VII A. 9 (Visiting Professor of Practice) have been merged into Proposed PPM 230-281 – Language in PPM 230-281-16. b is from PPM 230-20. VII A. 9 c.

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**Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions**

Present	APM	Proposed
PPM 230-20. VII. A. 8 – Professor of Practice Series		PPM 230-281 – Professor of Practice Series
<p>e. Terms of Service An appointment or reappointment as Professor of Practice may be for a period not to exceed three years, normally ending on the third June 30 following the date of appointment or reappointment. Appointment or reappointment may be for a shorter duration.</p> <p>Appointment or reappointment in the Professor of Practice series must have a specified ending date.</p>	n/a	<p><b>PPM 230-280-17 - Terms of Service</b></p> <p>a. <u>Professor of Practice</u></p> <ol style="list-style-type: none"> <li>1. Appointment or reappointment in the Professor of Practice series must have a specified ending date.</li> <li>2. An appointment or reappointment as Professor of Practice may be for a period not to exceed three years, normally ending on the third June 30 following the date of appointment or reappointment. Appointment or reappointment may be for a shorter duration.</li> <li>3. Faculty in the Professor of Practice series may serve full time or part time, and with or without salary. Salaried Professors of Practice may be appointed up to 100% time, but are normally appointed at 50% time or less. If appointed at 100% time, it is expected that the appointee’s full professional commitment will be to the University.</li> <li>4. A Professor of Practice appointed at greater than 50% time may serve a maximum of six consecutive years in the series.</li> </ol> <p>b. <u>Visiting Professor of Practice</u></p> <p>Visiting Professor of Practice appointments may be made for a period of up to one year. The total period of service as Visiting Professor of Practice may not exceed two consecutive years</p>

Notes: Language in PPM 230-281-17. a.3 and a.4 is from PPM 230-20. VII A. 8 d. on previous page. PPM 230-20. VII A. 8 (Professor of Practice) and PPM 230-20. VII A. 9 (Visiting Professor of Practice) have been merged into Proposed PPM 230-281 – Language in PPM 230-281-16. b is from PPM 230-20. VII A. 9 d.

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**Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions**

Present	APM	Proposed
PPM 230-20. VII. A. 8 – Professor of Practice Series		PPM 230-281 – Professor of Practice Series
<p>f. Salary The salary paid to a Professor of Practice will be at a negotiated annual rate based upon, but not necessarily equivalent to, the appointee’s professional income, and consistent with the service rendered.</p> <p>The departmental recommendation letter must clearly justify the salary level recommended.</p> <p>The minimum pay level for the Professor of Practice series is no less than that of Professor, Step I. The full range of allowable salaries for appointees in the Professor of Practice series is listed in Table 50 of the Academic Salary Scales located on the Academic Personnel Services Web Site.</p> <p>Appointments in the Professor of Practice series must be supported by non-state funds.</p>	n/a	<p><b>PPM 230-281-18 - Salary</b></p> <p>a. The salary paid to a Professor of Practice <u>or Visiting Professor of Practice</u> will be at a negotiated annual rate based upon, but not necessarily equivalent to, the appointee’s professional income, and consistent with the service rendered. The departmental recommendation letter must clearly justify the salary level recommended.</p> <p>The minimum pay level for the Professor of Practice series is no less than that of Professor, Step I. The full range of allowable salaries for appointees in the Professor of Practice series is listed in Table 50 of the Academic Salary Scales located on the Academic Personnel Services Web Site.</p> <p>b. <u>Salary Increases</u></p> <p>1. <u>Professor of Practice</u></p> <p><u>Upon successful performance as Professor of Practice, the appointee will be eligible for a standard salary increase of 5% of the current salary.</u></p> <p>2. <u>Visiting Professor of Practice</u></p> <p>Salaries paid to appointees in the Visiting Professor of Practice title are fixed and not subject to adjustment by any general increase that may be approved by the Regents of the University of California.</p>

Notes: Heading is non-substantive. Language in **blue** is from PPM 230-28. V. F. PPM 230-20. VII A. 8 (Professor of Practice) and PPM 230-20. VII A. 9 (Visiting Professor of Practice) have been merged into Proposed PPM 230-281 – Language in PPM 230-281-18. b. 2 is from PPM 230-20. VII A. 9. e.

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**Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions**

Present	APM	Proposed
PPM 230-20. VII. A. 8 – Professor of Practice Series		PPM 230-281 – Professor of Practice Series
<p>g. Conditions of Employment</p> <p>This series does not accord tenure or security of employment.</p> <p>This series does not convey membership in the Academic Senate.</p> <p>Appointees in this series are subject to APM 137, Non-Senate Academic Appointees/Term Appointment.</p> <p>Appointees in this series are not eligible for sabbatical leave, but are eligible for leave with pay in accordance with <del>PPM 230-10, Section II L, Other Leaves with Pay.</del></p> <p>The number of Professors of Practice within a department cannot exceed one eighth of the number of ladder-rank faculty. Likewise, the number of Professors of Practice within a division or ORU cannot exceed one-eighth of the number of ladder-rank faculty.</p>	n/a	<p><b>PPM 230-281-20 - Conditions of Employment</b></p> <p>a. This series does not accord tenure or security of employment.</p> <p>b. This series does not convey membership in the Academic Senate.</p> <p>c. Appointees in this series are subject to APM 137, Non-Senate Academic Appointees/Term Appointment.</p> <p>d. Appointees in this series are not eligible for sabbatical leave; <u>however, appointees not in Visiting titles</u> are eligible for leave with pay in accordance with <u>APM 758</u> Other Leaves with Pay.</p> <p><b>PPM 230-281-24 - Academic File Review and Final Authority</b> No appointment, reappointment <u>or academic review action</u> is final until there has been an academic review and the individual with final authority has approved the <u>action</u>.</p> <p>The UC San Diego <a href="#">Authority and Review Chart</a> sets forth the individual(s) and/or committees responsible for review, as well as the final authority for approval.</p> <p><b>PPM 230-281-80 - Procedures</b> <i>[Professor of Practice Implementation Guidelines/APS Appointment and Advancement Instructions]</i></p>

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**Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions**

Present	APM	Proposed
<b>PPM 230-20. VII. A. 9 – Visiting Professor of Practice Series</b>		<b>PPM 230-281 – Professor of Practice Series</b>
<p><b>Visiting Professor of Practice</b></p> <p>a. Definition The Visiting Professor of Practice title is used to designate one who is appointed temporarily to perform the duties of the Professor of Practice series, and who holds, is on leave from, or is retired from the professional position that is the basis for qualification in the series.</p> <p>b. Criteria The criteria for appointment as a Visiting Professor of Practice are the same as those for the regular Professor of Practice title. <u>The departmental recommendation letter should clearly state that the appointment is for a limited duration, and it should describe clearly the special expertise that the visitor brings to the campus.</u></p> <p>c. Restrictions If an academic appointee with a Visiting Professor of Practice title is later considered for transfer to the regular Professor of Practice title, the proposal for such transfer should be treated as a new appointment subject to full customary review.</p> <p>Visiting titles at UC San Diego are not intended for candidates who are under consideration for or whom the department plans to propose for a permanent appointment.</p> <p>d. Terms of Service Visiting Professor of Practice appointments may be made for a period of up to one year. The total period of service as Visiting Professor of Practice may not exceed two consecutive years.</p>	n/a	<p><b>PPM 230-281-4 - Definition</b></p> <p>...</p> <p>b. The Visiting Professor of Practice title is used to designate one who is appointed temporarily to perform the duties of the Professor of Practice series, and who holds, is on leave from, or is retired from the professional position that is the basis for qualification in the series.</p> <p><b>PPM 230-281-10 - Criteria</b></p> <p>a.</p> <p>...</p> <p>The criteria for appointment as a Visiting Professor of Practice are the same as those for the regular Professor of Practice title.</p> <p><b>PPM 230-281-16 - Restrictions</b></p> <p>...</p> <p>b. <u>Visiting Professor of Practice</u></p> <p>Visiting titles at UC San Diego are not intended for candidates who are under consideration for or whom the department plans to propose for a permanent appointment</p> <p>If an academic appointee with a Visiting Professor of Practice title is later considered for transfer to the regular Professor of Practice title, the proposal for such transfer should be treated as a new appointment subject to full customary review.</p> <p><b>PPM 230-280-17 - Terms of Service</b></p> <p>...</p> <p>b. <u>Visiting Professor of Practice</u></p> <p>Visiting Professor of Practice appointments may be made for a period of up to one year. The total period of service as Visiting Professor of Practice may not exceed two consecutive years</p>

Notes: PPM 230-20. VII A. 8 (Professor of Practice) and PPM 230-20. VII A. 9 (Visiting Professor of Practice) have been merged into Proposed PPM 230-281. Refer to disposition of PPM 230-20. VII, A. 8 (in preceding pages) for placement of language from PPM 230-20. VII A. 9 in respective proposed sections of PPM 230-281.

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**Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions**

Present	APM 281 – Professor of Practice Series	Proposed
PPM 230-20. VII. A. 8 – Professor of Practice Series		PPM 230-281 – Professor of Practice Series
<p>e. Salary The salary paid to a Visiting Professor of Practice will be at a negotiated annual rate based upon, but not necessarily equivalent to, his or her professional income, and consistent with the service rendered. The departmental recommendation letter must clearly justify the salary level recommended. The minimum pay level for a Visiting Professor of Practice is no less than that of Professor, Step I. The full range of allowable salaries for appointees in the Visiting Professor of Practice title is listed in Table 50 of the Academic Salary Scales located on the Academic Personnel Services Web Site. Appointments in the Visiting Professor of Practice title must be supported by non-state funds.</p> <p>Salaries paid to appointees in the Visiting Professor of Practice title are fixed and not subject to adjustment by any general increase that may be approved by the Regents of the University of California.</p> <p>f. Conditions of Employment Visiting appointments do not accord tenure or security of employment.</p> <p>Visiting appointments do not convey membership in the Academic Senate.</p>		<p><b>PPM 230-281-18 - Salary</b></p> <p>a. The salary paid to a Professor of Practice <u>or Visiting Professor of Practice</u> will be at a negotiated annual rate based upon, but not necessarily equivalent to, the appointee’s professional income, and consistent with the service rendered. The departmental recommendation letter must clearly justify the salary level recommended.</p> <p>The minimum pay level for the Professor of Practice series is no less than that of Professor, Step I. The full range of allowable salaries for appointees in the Professor of Practice series is listed in Table 50 of the Academic Salary Scales located on the Academic Personnel Services Web Site.</p> <p>b. <u>Salary Increases</u></p> <p>...</p> <p>2. <u>Visiting Professor of Practice</u></p> <p>Salaries paid to appointees in the Visiting Professor of Practice title are fixed and not subject to adjustment by any general increase that may be approved by the Regents of the University of California.</p> <p><b>PPM 230-281-20 - Conditions of Employment</b></p> <p>a. This series does not accord tenure or security of employment.</p> <p>b. This series does not convey membership in the Academic Senate.</p> <p>...</p>

Notes: PPM 230-20. VII A. 8 (Professor of Practice) and PPM 230-20. VII A. 9 (Visiting Professor of Practice) have been merged into Proposed PPM 230-281. Refer to disposition of PPM 230-20. VII, A. 8 (in preceding pages) for placement of language from PPM 230-20. VII A. 9 in respective proposed sections of PPM 230-281.

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present		Proposed
<p>PPM 230-20. VII. A. 9. Lecturer and Senior Lecturer Series (Unit 18)</p>	<p>APM 283 – Lecturer and Senior Lecturer</p>	<p>PPM 230-283 – Lecturer and Senior Lecturer (Unit 18) Series</p>
<p><del>9. Lecturer and Senior Lecturer Series (Unit 18)</del></p> <p><del>Appointees in this series are contracted for certain teaching duties and are not under consideration for appointment in the Professor series.</del></p> <p>The terms and conditions of appointment in the Lecturer and Senior Lecturer series are covered by a Memorandum of Understanding (MOU) entered into by the Regents of the University of California and the University Council, American Federation of Teachers (UC-AFT).</p> <p><del>Additional information about the Lecturer Series is available on the UC San Diego Academic Personnel Web site.</del></p>	<p><b>APM 283-4 Definition</b></p> <p><b>a. The title Lecturer, whether used as an only title or as an additional title, shall be assigned to a professionally qualified appointee not under consideration for appointment in the professorial series (in contrast to the usual expectation of Acting appointees), whose services are contracted for certain teaching duties, often for limited periods or for part-time.</b></p>	<p><b>PPM 230-283-4 Definition</b> PPM unnecessary; rely upon APM 283-4.</p> <p><b><u>PPM 230-283-14 - Eligibility</u></b> The terms and conditions of appointment in the Lecturer and Senior Lecturer series are covered by a <a href="#">Memorandum of Understanding</a> (MOU) entered into by the Regents of the University of California and the University Council, American Federation of Teachers (UC-AFT).</p>

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present		Proposed
PPM 230-20. VII. A. 10 – Lecturer, Miscellaneous Part Time	APM 289 – Guest Lecturers	PPM 230-289– Guest Lecturers, <i>(Including Lecturer, Miscellaneous Part Time)</i>
<p><b>10. Lecturer, Miscellaneous Part Time</b></p> <p><del>This</del> title is appropriate for individuals who are being proposed to teach a course or courses for more than two weeks in a quarter, but less than a full quarter, who do not hold a title with the University, who are brought to the University for their expertise in a given subject, and who are paid a “By Agreement” (BYA) salary.</p>	<p><b>APM 289-6 Responsibility</b></p> <p><b>In the capacity as a University administrative officer, the department chairperson must establish procedures to insure that the chair will be notified about any intended use of guest lecturers, and the chairperson must decide whether or not the participation of an individual proposed as a guest lecturer is of such a nature as to require appointment to a position with an appropriate instructional title. If the department chairperson determines that such an appointment is necessary, then the guest lecturer shall not participate in the presentation of the course unless the chairperson recommends the appointment and the appointment is approved, after appropriate review, by the Chancellor or the Chancellor’s representative.</b></p> <p><b>The department chairperson is responsible for the maintenance of records and preparation of reports on which to base periodic administrative review of the use of guest lecturers.</b></p>	<p><b>PPM 230- 289-4 – Definition</b></p> <p><i>Individuals who will participate in the instructional program for a short period of time (i.e., two weeks or less in a quarter) and do not have full or partial responsibility for a course may be eligible for payment as Guest Lecturers. These are individuals who do not hold titles with the University but who are brought to the University for their expertise in given subjects.</i></p> <p><u>The Lecturer, Miscellaneous Part-Time</u> title, Lecturer, Miscellaneous Part Time is appropriate for individuals who are being proposed to teach a course or courses for more than two weeks in a quarter, but less than a full quarter, who do not hold a title with the University, who are brought to the University for their expertise in a given subject, and who are paid a “By Agreement” (BYA) salary.</p> <p><b>PPM 230-289-6 – Responsibility</b> APM 289-6</p>

Notes: Heading is non-substantive. The title, Lecturer, Miscellaneous Part Time is within the Guest Lecturer series; there is no APM corollary for this title. Language in Blue is from PPM 230-20 VII. -E. 5.

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present		Proposed
PPM 230-20. VII. B. 1. Professional Research (Research Scientist) Series/Definition	APM 310– Professional Research Series	PPM 230-310 - Professional Research (Research Scientist) Series
<p><del>1. Professional Research (Research Scientist) Series</del></p> <p><del>a. Definition</del></p> <p>Appointees in the Professional Research series (referred to as the Research Scientist series at UC San Diego) function as independent investigators, have complete responsibility for their research programs, and are leaders or have the potential for leadership in their fields. The ability to sustain an independent research program is a necessary but not sufficient criterion for appointment as a Research Scientist.</p> <p><del>Research Scientists normally are fully self-funded Principal Investigators. Occasionally, Research Scientist appointments will be given to candidates who meet the criteria for research quality and independence, but who are not Principal Investigators. Typically, these individuals will be funded by large center or program project grants that support many independent investigators.</del></p> <p>Assistant Research Scientists also may be funded as Co-Principal Investigators on grants. They should demonstrate strong potential to become independent and distinguished researchers and should work independently on grants.</p>	<p><b>APM 310-4 - Definition</b></p> <p><b>a. The Professional Research series is used for appointees who engage in independent research equivalent to that required for the Professor series and not for appointees whose duties are limited to making significant and creative contributions to a research project or to providing technical assistance to a research activity. Appointees with Professional Research titles do not have teaching responsibilities.</b></p> <p><b>b. Appointees can with campus approval be Principal Investigators and have the major responsibility and leadership for their research programs.</b></p> <p><b>Appointments in this series may also be made to individuals who are not Principal Investigators, if they meet the research qualifications and demonstrate the accomplishment and the independence of research equivalent to that required for the Professorial ranks. For example, these individuals may be funded from a large center or collaborative program grant on which many independent investigators are working, or they may hold a Visiting title.</b></p> <p><b>The ability to secure independent funding does not automatically qualify individuals for appointment to the Professional Research series.</b></p> <p><b>c. Appointees may serve full-time, part-time, or without salary, provided they are actively engaged on a research project in accordance with APM - 310-4-b.</b></p> <p><b>d. Professional Research titles may be supported by State and/or non-State funds.</b></p>	<p><b>PPM 230-310-4 - Definition</b></p> <p><b>a. The Professional Research series is used for appointees who engage in independent research equivalent to that required for the Professor series and not for appointees whose duties are limited to making significant and creative contributions to a research project or to providing technical assistance to a research activity.</b> Appointees in the Professional Research series (referred to as the Research Scientist series at UC San Diego) function as independent investigators, have complete responsibility for their research programs, and are leaders or have the potential for leadership in their fields. The ability to sustain an independent research program is a necessary but not sufficient criterion for appointment as a Research Scientist. <b>Appointees with Professional Research titles do not have teaching responsibilities.</b></p> <p><b>b. Appointees can with campus approval be Principal Investigators and have the major responsibility and leadership for their research programs.</b></p> <p><b>Appointments in this series may also be made to individuals who are not Principal Investigators, if they meet the research qualifications and demonstrate the accomplishment and the independence of research equivalent to that required for the Professorial ranks. For example, these individuals may be funded from a large center or collaborative program grant on which many independent investigators are working, or they may hold a Visiting title.</b></p> <p>Assistant Research Scientists also may be funded as Co-Principal Investigators on grants. They should demonstrate strong potential to become independent and distinguished researchers and should work independently on grants.</p> <p><b>The ability to secure independent funding does not automatically qualify individuals for appointment to the Professional Research series.</b></p> <p><b>c. Appointees may serve full-time, part-time, or without salary, provided they are actively engaged on a research project in accordance with APM - 310-4-b.</b></p> <p><b>d. Professional Research titles may be supported by State and/or non-State funds.</b></p>

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present		Proposed
<p align="center"><b>PPM 230-20. VII. B. 1. Professional Research (Research Scientist) Series/Definition</b></p>	<p align="center"><b>APM 230– Visiting Appointments</b></p>	<p align="center"><b>PPM 230-230– Visiting Appointments</b></p>
<p>An appointment as a Visiting Research Scientist may be made for an established scholar who has a permanent position at a university, college, or research institute, who is engaged in a UC San Diego research program, and who has no teaching responsibilities. Such an appointment normally is made at the same rank and salary as the home institution appointment and for a period of up to one year.</p>	<p><b>APM 230-4 Definition and Policy</b>  <b>a. The Visiting prefix is used to designate one who:</b>  <b>(1) is appointed temporarily to perform the duties of the title to which the prefix is attached; and</b>  <b>(2) either has held, is on leave from, or is retired from an academic or research position at another educational institution, or, alternatively, whose research, creative activities or professional achievement makes a Visiting appointment appropriate. ....</b></p> <p><b>b. The Visiting prefix may be attached to titles in any of the following series: ... Professional Research...</b></p> <p><b>c. When a title with the Visiting prefix is assigned to a faculty member on leave or retired from another educational institution, the title will usually be the same as the individual’s title at the home educational institution, with exceptions when connotations differ (e.g., Reader or Tutor in a British university).</b></p> <p><b>APM 230-10 - Criteria</b>  The criteria for evaluation of a candidate for appointment with a Visiting title shall be the same as for the corresponding regular title. Because the appointment is temporary, reasonable flexibility may be employed in the application of these criteria.</p> <p><b>APM 230-17 - Terms of Service</b>  Each appointment or reappointment with a Visiting title shall be for a specified term not to exceed one year. The total period of consecutive service with a Visiting title shall not exceed two years, unless a longer period is approved by the Chancellor.</p>	<p><b>PPM 230-230-4 – Definition and Policy</b>  PPM unnecessary; rely upon APM 230-4.</p> <p><b>PPM 230-230-10 - Criteria</b>  PPM unnecessary; rely upon APM 230-10.</p> <p><b>PPM 230-230-17 - Terms of Service</b>  PPM unnecessary; rely upon APM 230-17.</p>

Notes: Substance of all deleted text appears in APM 230.

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present		Proposed
<p align="center"><b>PPM 230-20. VII. B. 1. Professional Research (Research Scientist) Series/Definition</b></p>	<p align="center"><b>APM 310– Professional Research Series</b></p>	<p align="center"><b>PPM 230-310 - Professional Research (Research Scientist) Series</b></p>
<p><del>On occasion, a Research Scientist whose full-time salary is administered by the University participates in the instructional program. In order to engage in formal instruction and/or significant participation in the instructional program, the individual must be appointed in a salaried instructional title. The combined percentage of appointment cannot exceed 100%. Appointees also may be appointed to and perform services in a non-salaried instructional title. For example, a non-salaried instructional title may be accorded for an occasional lecture or seminar dealing with the research being sponsored by the funding agency. A non-salaried instructional title also is required for a Research Scientist to supervise a doctoral thesis, and the thesis should be related to the investigator's line of research.</del></p> <p>Appointees totally funded from extramural sources may also supervise the activities of Research Assistants or other students if the supervision is directly connected with the objectives of the grant award</p>	<p><b>APM 310-16 Restrictions</b></p> <p><b>a. Appointees in this series who teach must hold concurrently an appropriate faculty title, following campus review procedures for such appointment.</b></p> <p><b>b. The appointment letter shall set forth any funding requirements for the position.</b></p>	<p><b>PPM 230-310-16 Restrictions</b></p> <p>a. A Research Scientist funded entirely from extramural funds is not permitted to be an officer of instruction in a regularly scheduled course.</p> <p>In order to engage in formal instruction and/or significant participation in the instructional program, the individual must be appointed in a salaried instructional title paid from state funds for the proportion of time spent on teaching. The combined percentage of appointment cannot exceed 100%.</p> <p>Appointees also may be appointed to and perform services in a non-salaried instructional title. For example, a non-salaried instructional title may be accorded for an occasional lecture or seminar dealing with the research being sponsored by the funding agency. A non-salaried instructional title also is required for a Research Scientist to supervise a doctoral thesis, and the thesis should be related to the investigator's line of research.</p> <p>Appointees totally funded from extramural sources may also supervise the activities of Research Assistants or other students if the supervision is directly connected with the objectives of the grant award.</p> <p><b>b. The appointment letter shall set forth any funding requirements for the position.</b></p> <p>c. A registered student or candidate for a degree at UC San Diego or another campus of the University of California is not eligible for appointment in the Research Scientist series.</p>

Notes: To avoid redundancy, language in deleted sentence has been replaced with language from PPM 230-20.VII. B. 1. d, which is substantively equivalent. Language in Proposed PPM 230-310-16. c. is also from PPM 230-20.VII. B. 1. d.

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present		Proposed
<p>PPM 230-20. VII. B. 1. Professional Research (Research Scientist) Series</p>	<p>APM 310– Professional Research Series</p>	<p>PPM 230-310 - Professional Research (Research Scientist) Series</p>
<p>b. _____ Ranks</p> <p>The ranks in the Research Scientist series at UC San Diego are:</p> <p>Assistant Research Scientist Associate Research Scientist Research Scientist</p> <p>c. _____ Criteria for Appointment</p> <p>A candidate for appointment in this series will be judged by the following criteria:</p> <ul style="list-style-type: none"> <li>• <del>Research qualifications and accomplishments equivalent to those for the Professor series.</del></li> <li>• <del>Professional competence and activity equivalent to those for the Professor series.</del></li> <li>• <del>University and/or public service.</del> Assistant Research Scientists are not required to participate in service activities. Associate Research Scientists and Research Scientists are expected to engage in University and/or professional service, within the constraints of the applicable funding source(s). This service requirement may be interpreted flexibly; service activities should be focused on the professional development of the appointee, such as service on research review boards. If there are limitations on potential service contributions due to constraints imposed by a funding source, this should be discussed.</li> </ul> <p><del>An appointee in this series must demonstrate continuous and effective engagement in independent and creative research activity of high quality and significance, equivalent to that expected of the Professor series.</del> The ability to secure funding does not automatically qualify an individual for appointment to a Research Scientist title.</p>	<p>APM 310-4 – Definition</p> <p>... <b>The ability to secure independent funding does not automatically qualify individuals for appointment to the Professional Research series.</b></p> <p>APM 310-8 - Types of Appointments</p> <p>a. Titles (and ranks) in this series are: <b>(1) Assistant Research (e.g., Physicist)</b> <b>(2) Associate Research (e.g., Physicist)</b> <b>(3) Research (e.g., Physicist)</b></p> <p>APM 310-10 - Criteria</p> <p>A candidate for a title in this series must have earned a doctorate or its equivalent. The Chancellor may grant an exception to this requirement.</p> <p>A candidate for appointment, reappointment, merit increase, or promotion in this series shall be judged by the criteria specified below:</p> <p>a. Research qualifications and accomplishments equivalent to those for the Professor series</p> <p>b. Professional competence and activity equivalent to those for the Professor series</p> <p>c. University and/or public service <b>An Assistant Research (e.g., Physicist) is not required to participate in service activities. An Associate Research (e.g., Physicist) and a Research (e.g., Physicist) are expected to engage in University and/or public service, such as service on research review boards.</b></p> <p><b>An appointee in this series must demonstrate continuous and effective engagement in independent and creative research activity of high quality and significance, equivalent to that expected of the Professor series. Proposed merit increases and promotions in the Professional Research series shall be reviewed with the same rigor accorded to proposed merits and promotions in the Professor series. See APM - 210-1.</b></p>	<p>PPM 230-310-8 - Types of Appointments</p> <p>PPM unnecessary; rely upon APM 310-8.</p> <p>PPM 230-310-10 - Criteria</p> <p>A candidate for a title in this series must have earned a doctorate or its equivalent. The Chancellor may grant an exception to this requirement.</p> <p>A candidate for appointment, reappointment, merit increase, or promotion in this series shall be judged by the criteria specified below:</p> <p>a. Research qualifications and accomplishments equivalent to those for the Professor series</p> <p>b. Professional competence and activity equivalent to those for the Professor series</p> <p>c. University and/or public service <b>An Assistant Research (e.g., Physicist) is not required to participate in service activities. An Associate Research (e.g., Physicist) and a Research (e.g., Physicist) are expected to engage in University and/or public service, within the constraints of the applicable funding source(s). This service requirement may be interpreted flexibly; service activities should be focused on the professional development of the appointee, such as service on research review boards. If there are limitations on potential service contributions due to constraints imposed by a funding source, this should be discussed.</b></p> <p><b>An appointee in this series must demonstrate continuous and effective engagement in independent and creative research activity of high quality and significance, equivalent to that expected of the Professor series. Proposed merit increases and promotions in the Professional Research series shall be reviewed with the same rigor accorded to proposed merits and promotions in the Professor series. See APM - 210-1.</b></p>

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present		Proposed
<p>PPM 230-20. VII. B. 1. Professional Research (Research Scientist) Series</p>	<p>APM 310– Professional Research Series</p>	<p>PPM 230-310 - Professional Research (Research Scientist) Series</p>
<p>d. <del>Restrictions</del></p> <p><del>An appointee in this series who carries a significant teaching load must concurrently hold an appropriate instructional title, following campus review procedures for such appointment. A registered student or candidate for a degree at UC San Diego or another campus of the University of California is not eligible for appointment in the Research Scientist series.</del></p> <p><del>A Research Scientist funded entirely from extramural funds is not permitted to be an officer of instruction in a regularly scheduled course. In such cases, the researcher must be appointed to a salaried instructional title and paid from state funds for the proportion of time spent on teaching.</del></p>	<p><b>APM 310-16 - Restrictions</b></p> <p><b>a. Appointees in this series who teach must hold concurrently an appropriate faculty title, following campus review procedures for such appointment.</b></p> <p><b>b. The appointment letter shall set forth any funding requirements for the position.</b></p>	<p><b>PPM 230-310-16 Restrictions</b></p> <p>a. A Research Scientist funded entirely from extramural funds is not permitted to be an officer of instruction in a regularly scheduled course.</p> <p>In order to engage in formal instruction and/or significant participation in the instructional program, the individual must be appointed in a salaried instructional title paid from state funds for the proportion of time spent on teaching. The combined percentage of appointment cannot exceed 100%.</p> <p>Appointees also may be appointed to and perform services in a non-salaried instructional title. For example, a non-salaried instructional title may be accorded for an occasional lecture or seminar dealing with the research being sponsored by the funding agency. A non-salaried instructional title also is required for a Research Scientist to supervise a doctoral thesis, and the thesis should be related to the investigator's line of research.</p> <p>Appointees totally funded from extramural sources may also supervise the activities of Research Assistants or other students if the supervision is directly connected with the objectives of the grant award.</p> <p><b>b. The appointment letter shall set forth any funding requirements for the position.</b></p> <p>c. A registered student or candidate for a degree at UC San Diego or another campus of the University of California is not eligible for appointment in the Research Scientist series.</p>

Notes: To avoid redundancy, language in deleted sentence has been replaced with language from PPM 230-20.VII. B. 1. a, which is substantively equivalent.

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present		Proposed
<p align="center"><b>PPM 230-20. VII. B. 1. Professional Research (Research Scientist) Series</b></p>	<p align="center"><b>APM 310– Professional Research Series</b></p>	<p align="center"><b>PPM 230-310 - Professional Research (Research Scientist) Series</b></p>
<p><del>e. <b>Terms of Service</b></del></p> <p><del>Appointment or reappointment as Assistant Research Scientist may be for a period not to exceed two years, normally ending on the second June 30 following the date of appointment or reappointment. An appointment or reappointment may be for a shorter term.</del></p> <p><del>Appointment or reappointment as Associate Research Scientist or Full Research Scientist should be proposed with a specified ending date. Appointment or reappointment may be for a shorter term than the maximum.</del></p> <p><del>Appointment or reappointment with no specified ending date (indefinite) may only be proposed when there is a reasonable expectation of long-term funding.</del></p> <p><del>Non-salaried appointments and reappointments in the Research Scientist series must be proposed with specified ending dates.</del></p> <p><del>Refer to the University of California Academic Salary Scales for information on the normal years at rank and step.</del></p> <p><del>Research Scientists are to be provided use of space and facilities during their appointment periods. Space should be made available in accordance with departmental or ORU guidelines used to assign research space. The assignment of permanent space is not required.</del></p>	<p><b>APM 310-17 - Terms of Service</b></p> <p><b>a. An appointment or reappointment to the title of Assistant Research (e.g., Physicist) shall have a specified ending date. For written notification, see APM - 137-17.</b></p> <p><b>b. An appointment or reappointment to the title of Associate Research (e.g., Physicist) or Research (e.g., Physicist) may be made in one of two ways:</b></p> <p><b>(1) With a specified ending date</b> For written notification, see APM - 137-17.</p> <p><b>(2) With no specified ending date</b> An appointment with no specified ending date should be made only when there is a reasonable expectation of long-term funding. The appointee shall be notified in writing that the appointment does not carry either tenure or security of employment. For provisions concerning termination see APM - 310-20-c.</p> <p><b>c. Appointments and reappointments may have shorter terms than the maximums described below. The normal periods of service at each step in this series coincide with those of the Professor series as described in APM - 220-18-b.</b></p> <p><b>(1) An appointment or reappointment in the Assistant Research (e.g., Physicist) rank shall be for a period of two years or less.</b></p> <p>...</p> <p><b>e. Rules concerning effective dates of appointments are set forth in APM - 200-17, except that an appointment period normally will coincide with the University’s fiscal year of July 1 through June 30 or with the end date of funding. The effective date of a promotion or merit increase is normally July 1. However, exceptions may be granted by the Chancellor. (See APM - 310-24.)</b></p>	<p><b>PPM 230-310-17 - Terms of Service</b></p> <p><b>a. An appointment or reappointment to the title of Assistant Research (e.g., Physicist) shall have a specified ending date. For written notification, see APM - 137-17.</b></p> <p><b>b. An appointment or reappointment to the title of Associate Research (e.g., Physicist) or Research (e.g., Physicist) should be proposed with a specified ending date. For written notification, see APM - 137-17.</b></p> <p><b>Appointment or reappointment with no specified ending date (indefinite) may only be made when there is a reasonable expectation of long-term funding.</b></p> <p>Non-salaried appointments and reappointments in the Research Scientist series must be proposed with specified ending dates.</p> <p><b>The appointee shall be notified in writing that the appointment does not carry either tenure or security of employment.</b></p> <p><b>For provisions concerning termination see APM - 310-20-c.</b></p> <p><b>c. Appointments and reappointments may have shorter terms than the maximums described below. The normal periods of service at each step in this series coincide with those of the Professor series as described in APM - 220-18-b.</b></p> <p><b>(1) An appointment or reappointment in the Assistant Research (e.g., Physicist) rank shall be for a period of two years or less. ...</b></p> <p><b>e. Rules concerning effective dates of appointments are set forth in APM - 200-17, except that an appointment period normally will coincide with the University’s fiscal year of July 1 through June 30 or with the end date of funding. The effective date of a promotion or merit increase is normally July 1. However, exceptions may be granted by the Chancellor. (See APM - 310-24.)</b></p> <p><b>f. Research Scientists are to be provided use of space and facilities during their appointment periods. Space should be made available in accordance with departmental or ORU guidelines used to assign research space. The assignment of permanent space is not required.</b></p>

Notes: Second to last paragraph is non-substantive. Substance of deleted text appears in APM 310-17.

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**Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions**

Present		Proposed
PPM 230-20. VII. B. 1. Professional Research (Research Scientist) Series	APM 310– Professional Research Series	PPM 230-310 - Professional Research (Research Scientist) Series
<p><del>f. Salary</del></p> <p><del>Salary scales for this series are issued by the Office of the President. New appointees are normally paid at the minimum salary rate for the rank to which they are appointed. Salary increases are based on merit. The normal period of service prescribed for each salary level does not preclude more rapid advancement in cases of exceptional merit, nor does it preclude less rapid advancement.</del></p> <p>Research Scientists of the highest distinction, whose work has been nationally or internationally acclaimed, may be appointed with salaries above the top of the salary scale. The honorary title “Distinguished Research Scientist” may be conferred upon Research Scientists with a salary above the top of salary scale who demonstrate a level of distinction equivalent to that required of Distinguished Professors.</p>	<p><b>APM 310-18 - Salary</b></p> <p><b>a. Authorized salary scales are issued by the Office of the President.</b></p> <p><b>b. For off-scale salaries, see APM - 620.</b></p>	<p><b>PPM 230-310-18 - Salary</b></p> <p><b>a. Authorized salary scales are issued by the Office of the President.</b></p> <p>New appointees are normally paid at the minimum salary rate for the rank to which they are appointed. Salary increases are based on merit. The normal period of service prescribed for each salary level does not preclude more rapid advancement in cases of exceptional merit, nor does it preclude less rapid advancement.</p> <p>Research Scientists of the highest distinction, whose work has been nationally or internationally acclaimed, may be appointed with salaries above the top of the salary scale. The honorary title “Distinguished Research Scientist” may be conferred upon Research Scientists with a salary above the top of salary scale who demonstrate a level of distinction equivalent to that required of Distinguished Professors.</p> <p><b>b. For off-scale salaries, see APM – 620</b></p>

Notes: Heading and first sentence are non-substantive.

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present		Proposed
<p align="center"><b>PPM 230-20. VII. B. 1. Professional Research (Research Scientist) Series</b></p>	<p align="center"><b>APM 310– Professional Research Series</b></p>	<p align="center"><b>PPM 230-310 - Professional Research (Research Scientist) Series</b></p>
<p><del>g. Conditions of Employment</del></p> <p><del>This series does not accord tenure or security of employment.</del></p> <p><del>This series does not convey membership in the Academic Senate.</del></p> <p><del>A candidate for appointment in this series must possess a Ph.D. degree or equivalent.</del></p> <p><del>Appointees in this series are subject to APM 137, Non-Senate Academic Appointees/Term Appointment.</del></p> <p><del>Appointees in this series are not eligible for sabbatical leave, but are eligible for leave with pay in accordance with PPM 230-10, Section II L, Other Leaves with Pay.</del></p>	<p><b>APM 310-10 - Criteria</b>  <b>A candidate for a title in this series must have earned a doctorate or its equivalent. The Chancellor may grant an exception to this requirement.</b></p> <p><b>APM 310-20 Conditions of Employment</b>  <b>a. Appointees to this series are not members of the Academic Senate.</b></p> <p><b>b. Neither tenure nor security of employment is acquired by appointment to a title in this series.</b></p> <p><b>c. Expiration of an appointment, layoff, and termination (1) Appointments which have specific ending dates are subject to APM - 137 (Non-Senate Academic Appointees/Term Appointment). For layoff or involuntary reduction in time before the end date, see APM - 145. For dismissal for unsatisfactory performance before the end date, see APM - 150.</b>  ...  <b>d. An appointee with a title in this series is eligible for leave with pay under APM - 758 when the leave is in the interest of the University and to the extent that funds are available in the source(s) from which the salary is paid.</b></p> <p><b>Appointees are not eligible for sabbatical leave (APM - 740).</b></p>	<p><b>PPM 230-310-10 – Criteria</b>  PPM unnecessary; rely upon APM 310-10</p> <p><b>PPM 230-310-20 – Conditions of Employment</b>  PPM unnecessary; rely upon APM 310-20</p>

Notes: Heading is non-substantive. Substance of deleted text appears in APM 310-10 and APM 310-20.

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present	APM 311– Project (e.g., Scientist) Series	Proposed
PPM 230-20. VII. B. 2. Project Scientist Series/Definition		PPM 230-311 – Project (e.g., Scientist) Series
<p>a. <del>Definition</del></p> <p><del>Appointees in the Project Scientist series make significant and creative contributions to a research or creative project in an academic discipline.</del></p> <p><del>Appointees in this series are normally either ongoing members of research teams or are employed for a limited period of time to contribute high level skills to specific research programs. Appointees in this series may engage in University and public service. They do not have teaching responsibilities.</del></p> <p><del>The Project Scientist series differs from the Research Scientist series in that appointees in the Project Scientist series need not demonstrate the same leadership ability and capacity for fully independent research required of Research Scientists and Professors. Normally, Project Scientists carry out research or creative programs with supervision by a member of the Professor or Research Scientist series.</del></p> <p><del>The Project Scientist series differs from the Specialist series in that Project Scientists are expected to have a broader range of knowledge and competency and a higher level of independence than Specialists.</del></p> <p><del>...</del></p>	<p><b>APM 311-4 - Definition</b></p> <p><b>a. Project (e.g., Scientist) series titles are given to those appointees who make significant and creative contributions to a research or creative project in any academic discipline. Appointees with Project (e.g., Scientist) titles may engage in University and public service. They do not have teaching responsibilities.</b></p> <p><b>b. Appointees in this series may be ongoing members of a research team or may be employed for a limited period of time to contribute high-level skills to a specific research or creative program.</b></p> <p><b>c. Appointees in this series are not required to carry out independent research or develop an independent research reputation. Ordinarily, appointees in Project (e.g., Scientist) series titles will carry out research or creative programs with supervision by a member of the Professor or Professional Research series.</b></p> <p><b>d. The Project (e.g., Scientist) series differs from the Professional Research series in that the former need not demonstrate the same capacity for fully independent research or research leadership required of the Professor series and Professional Research series.</b></p> <p><b>e. Appointees in the Project (e.g., Scientist) series are expected to have a broader range of knowledge and competency and a higher level of independence than appointees in the Specialist series, whose appointment and advancement depend on the technical contributions that they make to the work of the research team.</b></p>	<p><b>PPM 230-311-4 - Definition</b></p> <p>PPM unnecessary; rely upon APM 230-311-4.</p>

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present	APM 230– Visiting Appointments	Proposed
PPM 230-20. VII. B. 2. Project Scientist Series/Definition		PPM 230-230– Visiting Appointments
<p>...</p> <p><del>An appointment as a Visiting Project Scientist may be made for an established scholar who has a permanent position at a university, college, or research institute, who is engaged in a UC San Diego research program, and who has no teaching responsibilities. Such appointments normally are made at the same rank and salary as the home institution appointment and for a period of up to one year.</del></p>	<p><b>APM 230-4 Definition and Policy</b></p> <p><b>a. The Visiting prefix is used to designate one who:</b></p> <p><b>(1) is appointed temporarily to perform the duties of the title to which the prefix is attached; and</b></p> <p><b>(2) either has held, is on leave from, or is retired from an academic or research position at another educational institution, or, alternatively, whose research, creative activities or professional achievement makes a Visiting appointment appropriate. ....</b></p> <p><b>b. The Visiting prefix may be attached to titles in any of the following series: ... Project Scientist.</b></p> <p><b>c. When a title with the Visiting prefix is assigned to a faculty member on leave or retired from another educational institution, the title will usually be the same as the individual’s title at the home educational institution, with exceptions when connotations differ (e.g., Reader or Tutor in a British university).</b></p> <p><b>APM 230-10 - Criteria</b></p> <p><b>The criteria for evaluation of a candidate for appointment with a Visiting title shall be the same as for the corresponding regular title. Because the appointment is temporary, reasonable flexibility may be employed in the application of these criteria.</b></p> <p><b>APM 230-17 - Terms of Service</b></p> <p><b>Each appointment or reappointment with a Visiting title shall be for a specified term not to exceed one year. The total period of consecutive service with a Visiting title shall not exceed two years, unless a longer period is approved by the Chancellor.</b></p>	<p><b>PPM 230-230-4 – Definition and Policy</b></p> <p>PPM unnecessary; rely upon APM 230-4.</p> <p><b>PPM 230-230-10 - Criteria</b></p> <p>PPM unnecessary; rely upon APM 230-10.</p> <p><b>PPM 230-230-17 - Terms of Service</b></p> <p>PPM unnecessary; rely upon APM 230-17.</p>

Notes: Substance of deleted text appears in APM 230-4, APM 230-10 and APM 230-17.

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present	APM 311– Project (e.g., Scientist) Series	Proposed
PPM 230-20. VII. B. 2. Project Scientist Series		PPM 230-311 – Project (e.g., Scientist) Series
<p>b. <del>_____</del> Ranks</p> <p>The ranks in the Project Scientist series at UC San Diego are:</p> <p>Assistant Project Scientist Associate Project Scientist Project Scientist</p> <p>c. <del>_____</del> Criteria for Appointment</p> <p><del>A candidate for appointment in this series will be judged by his or her ability to make significant, original and creative contributions to a research program or project. University and public service are encouraged, but not required.</del></p>	<p><b>APM 311-8 - Types of Appointments</b>  <b>a. Titles (and ranks) in this series are:</b>  <b>(1) Assistant Project (e.g., Scientist)</b>  <b>(2) Associate Project (e.g., Scientist)</b>  <b>(3) Project (e.g., Scientist)</b></p> <p><b>APM 311-10 Criteria</b>  <b>The candidate for a title in this series must have earned a doctorate or its equivalent. The Chancellor may grant an exception to this requirement.</b>  <b>A candidate for appointment, reappointment, merit increase, or promotion in this series shall be judged by the criteria specified below:</b>  <b>a. Demonstrated significant, original, and creative contributions to a research or creative program or project</b>  <b>b. Professional competence and activity</b>  <b>Appointees in this series need not demonstrate the same independence or scholarly breadth as members of the Professor or Professional Research series. University and public service are encouraged but not required.</b></p>	<p><b>PPM 230-311-8 - Types of Appointments</b>  PPM unnecessary; rely upon APM 311-8.</p> <p><b>PPM 230-311-10 - Criteria</b>  PPM unnecessary; rely upon APM 311-10.</p>

Notes: Substance of deleted text in PPM 230-20. VII. B. 2. b. appears in APM 311-8. PPM language in PPM 230-20. VII. B. 2. c. does not include “professional competence and activity” among the criteria; reverting to APM language for compliance.

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present	APM 311– Project (e.g., Scientist) Series	Proposed
PPM 230-20. VII. B. 2. Project Scientist Series		PPM 230-311 – Project (e.g., Scientist) Series
<p><del>d. Restrictions</del></p> <p><del>Project Scientists may not serve as Principal Investigators, but may serve as Co-Principal Investigators with members of the Professor or Research Scientist series.</del></p> <p><del>An appointee in this series who carries a significant teaching load must concurrently hold an appropriate instructional title, following campus review procedures for such appointments.</del></p> <p>For Project Scientists who demonstrate strong potential for independent research, the Vice Chancellor for Research Affairs will consider requests from department chairs for exceptions to the Principal Investigator eligibility policy.</p> <p><del>The award of Principal Investigator status does not in itself justify a change in series to the Research Scientist series.</del></p>	<p><b>APM 311-4 - Definitions</b></p> <p><b>...f. An appointee in the Project (e.g., Scientist) series does not usually serve as a Principal Investigator. See campus policies for Principal Investigator and Co-Principal Investigator status. For titles that do not automatically qualify as Principal Investigator or Co-Principal Investigator, the Chancellor may grant an exception. Serving as a Principal Investigator is not required or expected for an appointment, merit increase, or promotion.</b></p> <p><b>The designation as Principal Investigator does not in itself justify an appointment to the Professional Research series.</b></p> <p>...</p> <p><b>APM 311-16 - Restrictions</b></p> <p><b>a. Appointees in this series who teach must hold concurrently an appropriate faculty title, following campus review procedures for such appointment.</b></p> <p><b>b. The appointment letter shall set forth any funding requirements for the position.</b></p>	<p><b>APM 311-4 - Definitions</b></p> <p><b>...f. An appointee in the Project (e.g., Scientist) series may not serve as a Principal Investigator but may serve as Co-Principal Investigators with members of the Professor or Research Scientist series.</b></p> <p>For Project Scientists who demonstrate strong potential for independent research, the Vice Chancellor for Research Affairs will consider requests from department chairs for exceptions to the Principal Investigator eligibility policy.</p> <p><b>Serving as a Principal Investigator is not required or expected for an appointment, merit increase, or promotion.</b></p> <p><b>The designation as Principal Investigator does not in itself justify an appointment to the Professional Research series.</b></p> <p>....</p> <p><b>APM 311-16 - Restrictions</b></p> <p>PPM unnecessary; rely upon APM 311-16.</p>

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present	APM 311– Project (e.g., Scientist) Series	Proposed
PPM 230-20. VII. B. 2. Project Scientist Series		PPM 230-311 – Project (e.g., Scientist) Series
<p><del>e. Terms of Service</del></p> <p><del>Appointment or reappointment as Assistant Project Scientist may be for a period not to exceed two years, normally ending on the second June 30 following the date of appointment or reappointment. An appointment or reappointment may be for a shorter term.</del></p> <p><del>Appointment or reappointment as Associate or Full Project Scientist should be proposed with a specified ending date. Appointment or reappointment may be for a shorter term than the maximum.</del></p> <p><del>Appointment or reappointment with no specified ending date (indefinite) may only be proposed when there is a reasonable expectation of long term funding. Refer to the University of California Academic Salary Scales for information on the normal years at rank and step.</del></p> <p>Project Scientists normally will be provided use of research laboratory space by the faculty member(s) or Research Scientists with whom they are working. In unusual cases, department chairs may assign departmental space to Project Scientists.</p>	<p><b>APM 311-17 Terms of Service</b></p> <p><b>a. An appointment or reappointment in the Project (e.g., Scientist) series shall have a specified ending date. The appointee shall be advised in writing that the appointment is for a specific period and that the appointment ends at the specified date. See APM - 137.</b></p> <p><b>When there is a reasonable expectation of long-term funding, the Chancellor, by exception, may make an appointment in the Associate Project (e.g., Scientist) and Project (e.g., Scientist) title with no specific ending date. The appointee shall be advised in writing that the appointment does not carry tenure or security of employment.</b></p> <p>Non-salaried appointments and reappointments in the Project Scientist series must be proposed with a specified ending date.</p> <p><b>Appointments and reappointments may have shorter terms than the maximums described below.</b></p> <p><b>(1) An appointment or reappointment in the Assistant Project (e.g., Scientist) rank shall be for a period of two years or less. Ordinarily, appointees serve in the first four steps with the corresponding salary levels. Steps V and VI may be used in exceptional situations, with proper justification, consistent with campus practice. Service at Assistant Project (e.g., Scientist), Step V, may be in lieu of service at Associate Project (e.g., Scientist), Step I, for which the published salary is slightly higher. Likewise, service at Assistant Project (e.g., Scientist), Step VI, may be in lieu of service at Associate Project (e.g., Scientist), Step II.</b></p> <p>...</p> <p><b>b. Rules concerning effective dates of appointments are set forth in APM - 200-17, except that an appointment period normally will coincide with the University’s fiscal year of July 1 through June 30 or with the end date of funding. The effective date of a promotion or merit increase is normally July 1. However, exceptions may be approved by the Chancellor. (See APM - 311-24) ...</b></p>	<p><b>PPM 230-311-17 Terms of Service</b></p> <p><b>a. An appointment or reappointment in the Project (e.g., Scientist) series shall have a specified ending date. The appointee shall be advised in writing that the appointment is for a specific period and that the appointment ends at the specified date. See APM - 137.</b></p> <p><b>When there is a reasonable expectation of long-term funding, the Chancellor, by exception, may make an appointment in the Associate Project (e.g., Scientist) and Project (e.g., Scientist) title with no specific ending date. The appointee shall be advised in writing that the appointment does not carry tenure or security of employment.</b></p> <p>Non-salaried appointments and reappointments in the Project Scientist series must be proposed with a specified ending date. <b>Appointments and reappointments may have shorter terms than the maximums described below.</b></p> <p><b>(1) An appointment or reappointment in the Assistant Project (e.g., Scientist) rank shall be for a period of two years or less. Ordinarily, appointees serve in the first four steps with the corresponding salary levels. Steps V and VI may be used in exceptional situations, with proper justification, consistent with campus practice. Service at Assistant Project (e.g., Scientist), Step V, may be in lieu of service at Associate Project (e.g., Scientist), Step I, for which the published salary is slightly higher. Likewise, service at Assistant Project (e.g., Scientist), Step VI, may be in lieu of service at Associate Project (e.g., Scientist), Step II.</b></p> <p>...</p> <p><b>b. Rules concerning effective dates of appointments are set forth in APM - 200-17, except that an appointment period normally will coincide with the University’s fiscal year of July 1 through June 30 or with the end date of funding. The effective date of a promotion or merit increase is normally July 1. However, exceptions may be approved by the Chancellor. (See APM - 311-24)</b></p> <p>c. Project Scientists normally will be provided use of research laboratory space by the faculty member(s) or Research Scientists with whom they are working. In unusual cases, department chairs may assign departmental space to Project Scientists.</p>

Notes: Heading is non-substantive. Substance of deleted text appears in APM

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**Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions**

Present	APM 311– Project (e.g., Scientist) Series	Proposed
PPM 230-20. VII. B. 2. Project Scientist Series		PPM 230-311 – Project (e.g., Scientist) Series
<p>f. Salary  <del>Salary scales for this series are issued by the Office of the President.</del> New appointees are normally paid at the minimum salary rate for the rank to which they are appointed. Salary increases are based on merit. The normal period of service prescribed for each salary level does not preclude more rapid advancement in cases of exceptional merit, nor does it preclude less rapid advancement.</p>	<p><b>APM 311-18 Salary</b>                      Authorized salary scales are issued by the Office of the President.                      For off-scale salaries, see APM - 620.</p>	<p><b>PPM 230-311-18 - Salary</b>  <b>Authorized salary scales are issued by the Office of the President.</b>                      New appointees are normally paid at the minimum salary rate for the rank to which they are appointed. Salary increases are based on merit. The normal period of service prescribed for each salary level does not preclude more rapid advancement in cases of exceptional merit, nor does it preclude less rapid advancement.  <b>For off-scale salaries, see APM–620</b></p>

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**Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions**

Present	APM 311– Project (e.g., Scientist) Series	Proposed
PPM 230-20. VII. B. 2. Project Scientist Series		PPM 230-311 – Project (e.g., Scientist) Series
<p><del>g. ——— Conditions of Employment</del></p> <p><del>This series does not accord tenure or security of employment.</del></p> <p><del>This series does not convey membership in the Academic Senate.</del></p> <p><del>A candidate for appointment in this series must possess a Ph.D. degree or equivalent.</del></p> <p><del>Appointees in this series are subject to APM 137, Non-Senate Academic Appointees/Term Appointment.</del></p> <p><del>Appointees in this series are not eligible for sabbatical leave, but are eligible for leave with pay in accordance with PPM 230-10, Section II L, Other Leaves with Pay.</del></p>	<p><b>APM 311-10 - Criteria</b>  <b>A candidate for a title in this series must have earned a doctorate or its equivalent. The Chancellor may grant an exception to this requirement.</b></p> <p><b>APM 311-20 Conditions of Employment</b>  <b>a. Appointees to this series are not members of the Academic Senate.</b>  <b>b. Neither tenure nor security of employment is acquired by appointment to a title in this series.</b>                  ...  <b>e. An appointment which has a specific ending date is subject to APM - 137 (Non-Senate Academic Appointees/Term Appointment).</b>   <b>f. An appointee with a title in this series is eligible for leave with pay under APM - 758 when the leave is in the interest of the University and to the extent that funds are available in the source(s) from which the salary is paid.</b>  <b>Appointees are not eligible for sabbatical leave (APM - 740).</b></p>	<p><b>PPM 230-311-10 – Criteria</b>                  PPM unnecessary; rely upon APM 311-10</p> <p><b>PPM 230-311-20 – Conditions of Employment</b>                  PPM unnecessary; rely upon APM 311-20</p>

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present	APM 330– Specialist Series	Proposed
PPM 230-20. VII. B. 3. Specialist Series		PPM 230-330 – Specialist Series
<p><del>3. Specialist Series</del></p> <p><del>a. Definition</del></p> <p><del>Appointees in the Specialist series engage in research in specialized areas, make contributions to a research project, and have no teaching responsibilities.</del></p> <p><del>Most Specialists are appointed to provide special skills, experience, and knowledge for research projects. A Specialist provides considerable independent input into the planning and execution of research; however, he or she generally works under the direction of a member of the Professor or Research Scientist series.</del></p> <p><del>b. Ranks</del></p> <p><del>The ranks in the Specialist series at UC San Diego are:</del></p> <p><del>Junior Specialist</del>  <del>Assistant Specialist</del>  <del>Associate Specialist</del>  <del>Specialist</del></p>	<p><b>APM 330-4 - Definition</b>  <b>The Specialist series is used for academic appointees who are engaged in any specialized research, professional activity, and University and/or public service and who do not have any formal teaching responsibilities. Specialists are expected to use their professional expertise to make scientific and scholarly contributions to the research enterprise of the University and to achieve recognition in the professional and scientific community. Specialists may participate in University and/or public service depending upon funding source and the duties required by the job description for the position.</b></p> <p><b>The Specialist series, the Specialist in the Agricultural Experiment Station, and the Specialist in the Scripps Institution of Oceanography are the same title series, differing in their source of funding. Specialists in the Agricultural Experiment Station must follow the guidelines for appointments in the Agricultural Experiment Station.</b></p> <p><b>APM 330-8 - Types</b>  <b>Appointment, reappointment, and promotion in this series may be made to the ranks and steps listed below based on such criteria as level of expertise and independence required for the position, professional competence, the complexity of the research responsibilities (for example, possible eligibility to serve as principal investigator), the potential for intellectual/scientific contributions to the field, the scope of professional activities and University and public service:</b></p> <p><b>a. Junior Specialist, Step I – II</b>  <b>b. Assistant Specialist, Step I – III</b>  <b>c. Associate Specialist, Step I – IV</b>  <b>d. Specialist, Step I – V</b></p>	<p><b>PPM 230-330-4 – Definition</b>  PPM unnecessary; rely upon APM 330-4.</p> <p><b>PPM 230-330-8 - Types</b>  PPM unnecessary; rely upon APM 330-4.</p>

Notes: Headings are non-substantive. Substance of deleted text appears in APM 330-4 and APM 330-8.

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present	APM 330– Specialist Series/Criteria	Proposed
PPM 230-20. VII. B. 3. Specialist Series		PPM 230-330 – Specialist Series/Criteria
<p>c. <del>Criteria for Appointment</del></p> <p>A candidate for appointment in this series will be judged by the following criteria:</p> <p>Performance of research in specialized areas  Professional competence and activity  University and/or public service</p>	<p><b>APM 330-10 - Criteria</b></p> <p><b>A candidate for appointment or advancement in this series is evaluated using a process of academic peer review according to the following guidelines for specialized research, professional competence and activity, and, if appropriate, University and/or public service. The degree of responsibility in each criteria is dependent on multiple factors, including funding source for the position and level of independence required to fulfill the duties of the position.</b></p> <p><b>a. Performance in Research</b></p> <p><b>Specialists must be continuously and effectively engaged in research activity of scholarly quality and significance in the defined area of expertise and specialization. All specialists are judged on performance in research. Evidence may include one or more of the following:</b></p> <p><b>(1) Letters from collaborators or principal investigators documenting that work performed by the Specialist contributed to published research</b></p> <p><b>(2) Recognized expertise, including formal documentation of intellectual effort, presentation of research at regional/national meetings, creative contributions to intellectual property (e.g., patents), eligibility to serve as principal investigator, and/or invitations to participate in research projects</b></p> <p><b>(3) Documentation of effective planning and execution of research projects</b></p> <p><b>(4) Publications on which the Specialist is an author or that credit the Specialist in the acknowledgement section of the work</b></p> <p><b>(5) Active dissemination of information through training, presentations, or other means stemming from the Specialist’s research.</b></p> <p>...</p>	<p><b>PPM 230-330-10 – Criteria</b></p> <p>PPM unnecessary; rely upon APM 330-10.</p>

Notes: Heading is non-substantive. PPM 230-20.VII. B. 3 has not been updated since APM 330 was revised in 2015. APM 330-10 is substantively equivalent to PPM 230-20.VII. B. 3.c., but provides greater detail. Reverting to APM language to update policy with additional clarification.

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present	APM 330– Specialist Series/Criteria	Proposed
PPM 230-20. VII. B. 3. Specialist Series		PPM 230-330 – Specialist Series/Criteria
<p>c. <del>Criteria for Appointment</del></p> <p>A candidate for appointment in this series will be judged by the following criteria:</p> <p>Performance of research in specialized areas  Professional competence and activity  University and/or public service</p>	<p><b>APM 330-10 - Criteria</b></p> <p>...</p> <p><b>b. Professional Competence and Activity</b>  Specialists may engage in professional activities that are directly related to their professional expertise and achievement. The Specialist’s professional activities will be evaluated for evidence of achievement and recognition in his/her field of expertise and for contributions to the development or utilization of new approaches and techniques. Evidence of professional competence and activity, which is optional for Junior and Assistant Specialists but required for Associate and full Specialists, may include:</p> <ol style="list-style-type: none"> <li>(1) Participation in professional societies or groups and other educational and research organizations</li> <li>(2) Service on advisory panels</li> <li>(3) Invitations to review research and/or grant proposals</li> <li>(4) Review of journal manuscripts and other publications related to his/her area of expertise</li> <li>(5) Additional education and credentials as related to the specialized area of research.</li> </ol> <p><b>c. University and Public Service</b>  Specialists may engage in University and/or public service provided these services comply with the requirements of the candidate’s funding source. Such service should be related to the candidate’s area of professional expertise and achievement. Service activities may be at the level of the department, the organized research unit (ORU), the college/school/division, the campus, the University, and/or the public. For example, Specialists may serve as a liaison with and respond to the needs of various industry organizations, state and federal agencies, and other external groups on issues related to their area of expertise. At the Junior and Assistant Specialist ranks, University and/or public service may be minimal.</p>	<p><b>PPM 230-330-10 – Criteria</b></p> <p>PPM unnecessary; rely upon APM 330-10.</p>

Notes: Heading is non-substantive. PPM 230-20.VII. B. 3 has not been updated since APM 330 was revised in 2015. APM 330-10 is substantively equivalent to PPM 230-20.VII. B. 3.c., but provides greater detail. Reverting to APM language to update policy with additional clarification.

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present	APM 330– Specialist Series	Proposed
PPM 230-20. VII. B. 3. Specialist Series		PPM 230-330 – Specialist Series
<p>d. Restrictions</p> <p>The Specialist may work without direct supervision, but usually not independently. He or she provides a service to a supervisor, a group, or the institution. Specialists may not serve as Principal Investigators, but may serve as Co-Principal Investigators by exception and with a member of the Professor or Research Scientist series.</p> <p><u>The Specialist appointment is not meant to be a route into the Research Scientist or Project Scientist series; Specialist appointments are generally inadvisable in cases where the candidate appears capable of performing the functions of or developing to the point where he or she may be appointed in the Research Scientist or Project Scientist series.</u></p> <p><u>The Specialist series is not a series to which Staff Research Associates and other staff employees can expect to be transferred.</u></p>	<p><b>APM 330-4 Definition</b>  <b>The Specialist series is used for academic appointees who are engaged in any specialized research, professional activity, and University and/or public service and who do not have any formal teaching responsibilities. Specialists are expected to use their professional expertise to make scientific and scholarly contributions to the research enterprise of the University and to achieve recognition in the professional and scientific community. Specialists may participate in University and/or public service depending upon funding source and the duties required by the job description for the position.</b></p> <p><b>The Specialist series, the Specialist in the Agricultural Experiment Station, and the Specialist in the Scripps Institution of Oceanography are the same title series, differing in their source of funding. Specialists in the Agricultural Experiment Station must follow the guidelines for appointments in the Agricultural Experiment Station.</b></p>	<p><b>PPM 230-330-4 - Definition</b>  <b>The Specialist series is used for academic appointees who are engaged in any specialized research, professional activity, and University and/or public service and who do not have any formal teaching responsibilities. Specialists are expected to use their professional expertise to make scientific and scholarly contributions to the research enterprise of the University and to achieve recognition in the professional and scientific community. Specialists may participate in University and/or public service depending upon funding source and the duties required by the job description for the position.</b></p> <p>The Specialist may work without direct supervision, but usually not independently. He or she provides a service to a supervisor, a group, or the institution. Specialists may not serve as Principal Investigators, but may serve as Co-Principal Investigators by exception and with a member of the Professor or Research Scientist series.</p> <p><b>The Specialist series, the Specialist in the Agricultural Experiment Station, and the Specialist in the Scripps Institution of Oceanography are the same title series, differing in their source of funding. Specialists in the Agricultural Experiment Station must follow the guidelines for appointments in the Agricultural Experiment Station.</b></p>

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**Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions**

Present	APM 330– Specialist Series	Proposed
PPM 230-20. VII. B. 3. Specialist Series		PPM 230-330 – Specialist Series
<p><del>e. ——— Terms of Service</del></p> <p><del>Appointment or reappointment as an Assistant Specialist may be for a period not to exceed two years, normally ending on the second June 30 following the date of appointment or reappointment. An appointment or reappointment may be for a shorter term.</del></p> <p><del>Appointment or reappointment as Associate Specialist or Full Specialist should be proposed with a specified ending date. Appointment or reappointment may be for a shorter term than the maximum.</del></p> <p><del>Appointment or reappointment with no specified ending date (indefinite) may only be proposed when there is a reasonable expectation of long term funding.</del></p> <p><del>Refer to the University of California Academic Salary Scales for information on the normal years at rank and step.</del></p>	<p><b>APM 330-20 Term of Appointment</b> An appointment or reappointment in this series shall be made with a specified end date which should coincide with the normal period of service of the step to which the candidate is appointed or advanced, or a lesser period. Appointments may be made on a full- or part-time basis. The normal periods of service at each rank and step are listed below.</p> <p>a. Junior Specialist Step I - 1 year Step II - 1 year</p> <p>b. Assistant Specialist Step I - 2 years Step II - 2 years Step III - 2 years</p> <p>c. Associate Specialist Step I - 2 years Step II - 2 years Step III - 2 years Step IV - 2 years</p> <p>d. Specialist Step I - 3 years Step II - 3 years Step III - 3 years Step IV - 3 years Step V - 4 years;           may be of indefinite duration Above Scale - 4 years;       may be of indefinite duration</p>	<p><b>PPM 230-330-20 – Term of Appointment</b> PPM unnecessary; rely upon APM 330-20.</p>

Notes: PPM 230-20.VII. B. 3 has not been updated since APM 330 was revised in 2015. Reverting to APM language concerning indefinite end dates for compliance with updated policy. Substance of all remaining conditions of employment addressed on following page.

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present	APM 330– Specialist Series	Proposed
PPM 230-20. VII. B. 3. Specialist Series		PPM 230-330 – Specialist Series
<p>f. <del>Salary</del></p> <p>New appointees are normally paid at the minimum salary rate for the rank to which they are appointed. <del>An off scale salary cannot be used in the Specialist series. The Executive Vice Chancellor for Academic Affairs has the authority to approve above scale salary levels up to and including the Regental compensation threshold (Section 101.2 of the Standing Orders of The Regents).</del></p>	<p><b>APM 330-18 Salary</b></p> <p><b>a. Individuals appointed to the Specialist series are compensated on the fiscal-year salary scales issued by the Office of the President for the Specialist series. The Chancellor shall have the authority to approve off-scale salaries when appropriate (see APM - 620).</b></p> <p><b>b. Salaries are subject to range adjustments (see APM - 600).</b></p> <p><b>c. Appointments without salary are permitted in this series.</b></p> <p><b>d. The Chancellor may approve salaries up to and including the Indexed Compensation Level threshold but higher salaries which exceed the Indexed Compensation Level threshold require the approval of the Provost and Executive Vice President for Academic Affairs.</b></p>	<p><b>PPM 230-330-18 - Salary</b></p> <p><b>a. Individuals appointed to the Specialist series are compensated on the fiscal-year salary scales issued by the Office of the President for the Specialist series. New appointees are normally paid at the minimum salary rate for the rank to which they are appointed.</b></p> <p><b>b. Salaries are subject to range adjustments (see APM - 600).</b></p> <p><b>c. Appointments without salary are permitted in this series.</b></p> <p>...</p> <p><b>PPM 230-330-24 - Academic File Review and Final Authority</b></p> <p>No appointment, reappointment <u>or academic review action</u> is final until there has been an academic review and the individual with final authority has approved the <u>action</u>.</p> <p>The UC San Diego <a href="#">Authority and Review Chart</a> sets forth the individual(s) and/or committees responsible for review, as well as the final authority for approval.</p>

Statement, “An off scale salary cannot be used in the Specialist series,” appears in error; 7/1/14 update to APM 620 provided off-scale eligibility to Specialists. Substance of remaining deleted text appears in APM 330-18.

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present	APM 330– Specialist Series	Proposed
PPM 230-20. VII. B. 3. Specialist Series		PPM 230-330 – Specialist Series
<p><del>g. Conditions of Employment</del></p> <p><del>---</del></p> <p><del>A candidate for appointment to this series must possess a Ph.D. degree or equivalent.</del></p> <p><del>---</del></p>	<p><b>APM 330-30 - Qualifications</b>  <b>The following educational and experiential qualifications are general guidelines for each of the ranks. However, an appointee to the Junior Specialist rank may already have obtained a master’s degree or other advanced degree. In some disciplines, a master’s degree may be the terminal degree.</b></p> <p><b>a. Junior Specialist</b>  <b>Appointees to the Junior rank should possess a baccalaureate degree (or equivalent degree) or equivalent research experience, e.g., with instrumentation and research equipment, software programs, social science research methods, humanities scholarship, or creative activities.</b></p> <p><b>b. Assistant Specialist</b>  <b>Appointees to the Assistant rank should possess a master’s degree (or equivalent degree) or five years of experience demonstrating expertise in the relevant specialization.</b></p> <p><b>c. Associate Specialist</b>  <b>Appointees to the Associate rank should possess a master’s degree (or equivalent degree) or five to ten years of experience demonstrating expertise in the relevant specialization. Associate Specialists are normally expected to have a record of academic accomplishments, including contributions to published or in-press research in the field and a demonstrated record of University and/or public service.</b></p> <p><b>d. Specialist</b>  <b>Appointees to the full Specialist rank should possess a terminal degree (or equivalent degree) or ten or more years of experience demonstrating expertise in the relevant specialization. Specialists at full rank are normally expected to have a significant record of academic accomplishments, including contributions to published or in-press research in the field, professional recognition in the field, and a demonstrated record of University and/or public service.</b></p>	<p><b>PPM 330-11 – Qualifications</b>  PPM is unnecessary; rely upon APM 330-11.</p>

Notes: Heading is non-substantive. PPM 230-20.VII. B. 3 has not been updated since APM 330 was revised in 2015. Reverting to APM language for compliance with updated policy. Substance of all remaining conditions of employment addressed on following page.

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**Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions**

Present	APM 330– Specialist Series	Proposed
PPM 230-20. VII. B. 3. Specialist Series		PPM 230-330 – Specialist Series
<p><del>g. Conditions of Employment</del></p> <p><del>This series does not accord tenure or security of employment.</del></p> <p><del>This series does not convey membership in the Academic Senate.</del></p> <p><del>A candidate for appointment to this series must possess a Ph.D. degree or equivalent.</del></p> <p><del>Appointees in this series are subject to APM 137, Non-Senate Academic Appointees/Term Appointment.</del></p> <p><del>Appointees in this series are not eligible for sabbatical leave, but are eligible for leave with pay in accordance with PPM 230-10, Section II L, Other Leaves with Pay.</del></p>	<p><b>APM 330-21 Conditions of Employment</b></p> <p><b>a. Appointees in this series are ineligible for tenure or security of employment.</b></p> <p><b>b. Appointees in this series are not members of the Academic Senate.</b></p> <p><b>c. Paid leave</b></p> <p><b>(1) Appointees in this series accrue sick leave credit and vacation credit in accordance with the provisions of APM - 710, Leaves of Absence/Sick Leave/Medical Leave and APM - 730, Leaves of Absence/Vacation.</b></p> <p><b>(2) Appointees in this series are ineligible for sabbatical leave but may be eligible for other types of leave with pay when the leave is in the interest of the University and to the extent that funds are available and the expense is allowable from the source(s) from which the salary is paid, pursuant to APM - 758, Leaves of Absence/Other Leaves With Pay.</b></p> <p><b>d. Expiration of an appointment, layoff, and termination</b></p> <p><b>(1) For expiration of an appointment with a specific end date, see APM - 137, Non-Senate Academic Appointees/Term Appointment.</b></p> <p>...</p>	<p><b>PPM 230-330-21 - Conditions of Employment</b></p> <p>PPM is unnecessary; rely upon APM 330-21.</p>

Notes: Heading is non-substantive. Statement concerning degree requirements is addressed on preceding page. Substance of all remaining deleted text appears in APM 330-21.

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present	APM 370– Academic Administrator Series	Proposed
PPM 230-20. VII. C. 1. Academic Administrator Series		PPM 230-370 – Academic Administrator Series
<p>1. <del>Academic Administrator Series</del></p> <p>a. <del>Definition</del></p> <p><del>Appointees in the Academic Administrator series administer programs that either (1) provide service to academic departments, but not as totally or exclusively research or teaching activities; or (2) serve the general public and may be either research or educational in nature.</del></p> <p><del>Academic administrators are appointed principally in organized activities other than organized research units.</del></p> <p><del>The duties of appointees in this series are more in administration than in teaching and/or research, although the administration may include participation in, as well as oversight of, programs involving teaching, research, or academically-based public service.</del></p> <p>b. <del>Ranks</del></p> <p><del>The ranks in the Academic Administrator series at UC San Diego are:</del></p> <p><del>Academic Administrator I through VII</del></p>	<p><b>370-4 Definition</b></p> <p><b>a. The Academic Administrator series is used principally in organized activities other than organized research units for appointees who administer programs which:</b></p> <p><b>(1) provide service to academic departments, but not as totally or exclusively research or teaching activities; or</b></p> <p><b>(2) are intended to serve the general public and may be either research or educational in nature.</b></p> <p><b>b. Appointment to the Academic Administrator series may be at any one of seven titles, i.e., Academic Administrator I through VII, each of which will be identified by a separate title code.</b></p> <p><b>c. The duties of the positions in this series are more in administration than in teaching and/or research, although the administration may include participation in as well as the overseeing of programs involving teaching, research, or academically-based public service.</b></p> <p><b>d. When it is desirable in order to meet campus needs and with the approval of the Chancellor, a working title may be assigned in addition to the payroll title, provided the working title is not the same as an official University payroll title used for a different position.</b></p>	<p><b>PPM 230-370-4 - Definition</b></p> <p>PPM unnecessary; rely upon APM 370-4</p>

Notes: Heading is non-substantive. Substance of all deleted text appears in APM 370-4.

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present	APM 370– Academic Administrator Series	Proposed
PPM 230-20. VII. C. 1. Academic Administrator Series		PPM 230-370 – Academic Administrator Series
<p><del>c. Criteria for Appointment</del></p> <p>A candidate for appointment in this series will be judged by the following criteria:</p> <p><del>Professional and academic qualifications similar to those of academic appointees in the organized activity with which the appointee is concerned.</del></p> <p><del>Although the function of an Academic Administrator may include overseeing a program involving research, responsibility for engaging in research, while desirable, is not implied by appointment to this series.</del></p> <p><del>d. Terms of Service</del></p> <p><del>Academic Administrator positions may be established for relatively short periods of time. Merit advancements normally will be on a biennial basis. If a promotion of an appointee from one rank to another within the series is justified, such promotion will not normally occur until the individual has served at least six years in the lower rank, including at least two years at the top step for that rank. A performance review, in the absence of a merit or promotion review, must take place at least every four years.</del></p> <p><del>Refer to the University of California Academic Salary Scales for information on the normal years at step.</del></p>	<p><b>APM 370-10 - Criteria</b></p> <p><b>a. A person appointed to a position in this series must have professional and academic qualifications similar to those of academic appointees in the organized activity with which the appointee is to be concerned.</b></p> <p><b>b. As a normal requirement, the appointees should have the terminal or top degree in his/her field, e.g., Ph.D., M.D., D.D.S., D.V.M., or the highest degree which is commonly expected for appointment in the activity. In the field of Nursing and related activities, for example, the M.P.H., M.N., or M.S. may usually be accepted as a top degree.</b></p> <p><b>c. Merit increases and promotions are based on administrative experience, professional competence and activity, and University and public service.</b></p> <p><b>d. Although the function of an Academic Administrator may include the overseeing of a program involving research, responsibility for engaging in research, while desirable, is not implied by appointment to this series.</b></p> <p><b>APM 370-19 – Normal Periods of Service at Salary Steps</b></p> <p><b>a. Positions with an Academic Administrator title may be established for relatively short periods of time.</b></p> <p><b>b. Merit increases normally shall be on a biennial basis.</b></p> <p><b>c. If promotion of an appointee from one title to another within the series is justified, such promotion shall not normally occur until the individual has served at least six years with the lower title, including at least two years at the top step for that title.</b></p> <p><b>d. A performance review, in the absence of a merit or promotion review, shall take place at least every four years.</b></p>	<p><b>PPM 230-370-10 - Criteria</b> PPM unnecessary; rely upon APM 370-10</p> <p><b>PPM 230-370-19 – Normal Periods of Service</b> PPM 230 unnecessary; rely upon APM 370-19.</p>

Notes: Heading and last paragraph are non-substantive. Substance of all deleted text appears in APM 370-10 and APM 370-19.

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**Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions**

Present	APM 370– Academic Administrator Series	Proposed
PPM 230-20. VII. C. 1. Academic Administrator Series		PPM 230-370 – Academic Administrator Series
<p>e. <del>Salary</del></p> <p><del>Salary steps within each title in this series will coincide with rates on the Academic Standard Table of Pay Rates. The specified ranges for each title will be published each academic year by the Office of the President. Range adjustments will be applied with the same augmentation as that applied to the Academic Standard Table of Pay Rates.</del></p> <p><del>In the event of a split appointment between an Academic Administrator title and another academic title, the salary for the Academic Administrator service will be at the appropriate rate with no administrative stipend, and the salary for service under the other academic title will be at the appropriate rate for that title. In the case of full-time appointment to an Academic Administrator title, the salary will be paid without administrative stipend.</del></p>	<p><b>APM 370-18 - Salary</b></p> <p><b>a. Salary steps within each title in this series will coincide with rates on the Academic Standard Table of Pay Rates. The specified ranges for each title will be published at the beginning of each academic year by the Office of the President.</b></p> <p><b>b. Range adjustments will be applied with the same augmentation as that applied to the Academic Standard Table of Pay Rates.</b></p> <p><b>c. In the event of a split appointment between an Academic Administrator title and another academic title, salary for the Academic Administrator service shall be at the appropriate rate with no administrative stipend, and salary for the service under the other academic title shall be at the appropriate rate for that title.</b></p> <p><b>d. In the case of full-time appointment to an Academic Administrator title, a unit salary shall be paid without administrative stipend.</b></p>	<p><b>PPM 230-370-18 - Salary</b></p> <p>PPM unnecessary; rely upon APM 370-18</p>

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present	APM 370– Academic Administrator Series	Proposed
PPM 230-20. VII. C. 1. Academic Administrator Series		PPM 230-370 – Academic Administrator Series
<p><del>f. Conditions of Employment</del></p> <p><del>This series does not accord tenure or security of employment.</del></p> <p><del>This series does not convey membership in the Academic Senate.</del></p> <p><del>A candidate for a title in this series must have earned an advanced degree (e.g., Ph.D., M.D., D.D.S., D.V.M., or the highest degree that is commonly expected for appointment in the activity) or possess equivalent experience. In the field of nursing and related activities, for example, the M.P.H., M.N., or M.S. may usually be accepted as a top degree.</del></p> <p><del>Appointees in this series are subject to APM 137, Non-Senate Academic Appointees/Term Appointment.</del></p> <p><del>Appointees in this series are not eligible for sabbatical leave, but are eligible for leave with pay in accordance with PPM 230-10, Section II L, Other Leaves with Pay.</del></p>	<p><b>APM 370-10 - Criteria</b></p> <p>...</p> <p><b>b. As a normal requirement, the appointees should have the terminal or top degree in his/her field, e.g., Ph.D., M.D., D.D.S., D.V.M., or the highest degree which is commonly expected for appointment in the activity. In the field of Nursing and related activities, for example, the M.P.H., M.N., or M.S. may usually be accepted as a top degree.</b></p> <p><b>APM 370-20 - Conditions of Employment</b></p> <p>...</p> <p><b>d. Membership in the Academic Senate is not acquired by appointment to this series.</b></p> <p><b>e. Neither tenure nor security of employment is acquired by appointment to this series.</b></p> <p><b>f. Appointees to this series shall not be eligible for sabbatical leave by virtue of such appointment; neither shall they accrue sabbatical leave credit through such appointment. However, leave with pay may be recommended when the leave is in the interest of an appointee’s duties and professional development and to the extent that provision therefor is available in the fund source(s) from which the appointees salary is paid.</b></p>	<p><b>PPM 230-370-10 - Criteria</b></p> <p>PPM unnecessary; rely upon APM 370-10</p> <p><b>PPM 230-370-20 – Conditions of Employment</b></p> <p>PPM 230 unnecessary; rely upon APM 370-20.</p>

Notes: Heading is non-substantive. Reference to APM 137 is non-substantive (APM 137 states that it applies to all unrepresented non-Senate appointees with term appointments). Substance of all deleted text appears in APM 370-10 and APM 370-20.

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present	APM 370– Academic Administrator Series	Proposed
PPM 230-20. VII. C. 1. Academic Administrator Series		PPM 230-370 – Academic Administrator Series
<p><del>g. Preparing the Appointment File</del></p> <p>Materials submitted in support of an appointment must provide a comprehensive assessment of the candidate’s qualifications and performance in the areas specified below. A job description must be provided, along with an explanation of the candidate’s role in the program and within a larger unit, if appropriate. <u>All appointment files must contain the Level of Administrative Responsibility (LAR) form.</u></p> <p>Appointments may be finite or indefinite; however, indefinite appointments can be made only when the appointment file documents availability of long-term funding.</p> <p>...</p>	<p><b>APM 370-19 – Normal Periods of Service at Salary Steps</b></p> <p><b>a. Positions with an Academic Administrator title may be established for relatively short periods of time.</b> Appointments may be finite or indefinite; however, indefinite appointments can be made only when the appointment file documents availability of long-term funding.</p> <p><b>b. Merit increases normally shall be on a biennial basis.</b></p> <p>...</p>	<p><b>APM 370-19 – Normal Periods of Service at Salary Steps</b></p> <p><b>a. Positions with an Academic Administrator title may be established for relatively short periods of time.</b> Appointments may be finite or indefinite; however, indefinite appointments can be made only when the appointment file documents availability of long-term funding.</p> <p><b>b. Merit increases normally shall be on a biennial basis.</b></p> <p>...</p>

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present	APM 370– Academic Administrator Series	Proposed
PPM 230-20. VII. C. 1. Academic Administrator Series		PPM 230-370 – Academic Administrator Series
<p><del>g.</del> <del>Preparing the Appointment File</del>            Materials submitted in support of an appointment must provide a comprehensive assessment of the candidate’s qualifications and performance in the areas specified below. A job description must be provided, along with an explanation of the candidate’s role in the program and within a larger unit, if appropriate. <u>All appointment files must contain the Level of Administrative Responsibility (LAR) form.</u></p> <p>Appointments may be finite or indefinite; however, indefinite appointments can be made only when the appointment file documents availability of long-term funding.</p> <p>i. Administration and Management of Programs            Normally, the Academic Administrator will have primary responsibility for the administration of one or more programs and may have responsibility for directing the activities of support staff. Ordinarily, evidence of superior promise and/or performance in areas such as those listed below will be expected:</p> <ul style="list-style-type: none"> <li>• Effective administration of the unit managed by the Academic Administrator</li> <li>• Program planning and development</li> <li>• Development of proposals for extramural funding of campus programs</li> <li>• Assessment of program and constituency needs</li> <li>• Implementation of innovative program changes</li> <li>• Evaluation of program activities and functions</li> <li>• Creativity and originality in program development and usage of resources</li> <li>• Supervision and leadership of staff</li> <li>• Serving as a liaison with other agencies and institutions in the public and private sectors</li> </ul> <p>....</p>	<p>n/a</p>	<p><b>PPM 230-370-11 - Criteria for Evaluating Performance</b>            Materials submitted in support of an appointment, <u>merit increase, or a change in level</u> must provide a comprehensive assessment of the candidate’s qualifications and performance in the areas specified below. A job description must be provided, along with an explanation of the candidate’s role in the program and within a larger unit, if appropriate.</p> <p>i. Administration and Management of Programs            Normally, the Academic Administrator will have primary responsibility for the administration of one or more programs and may have responsibility for directing the activities of support staff. Ordinarily, evidence of superior promise and/or performance in areas such as those listed below will be expected:</p> <ul style="list-style-type: none"> <li>• Effective administration of the unit managed by the Academic Administrator</li> <li>• Program planning and development</li> <li>• Development of proposals for extramural funding of campus programs</li> <li>• Assessment of program and constituency needs</li> <li>• Implementation of innovative program changes</li> <li>• Evaluation of program activities and functions</li> <li>• Creativity and originality in program development and usage of resources</li> <li>• Supervision and leadership of staff</li> <li>• Serving as a liaison with other agencies and institutions in the public and private sectors</li> </ul> <p>...</p>

Notes: Heading is non-substantive. Substance of remaining text does not appear in APM 370. Creation of subsection 11, “Criteria for Evaluating Performance,” is patterned after APM 375 – Academic Coordinator Series, which contains similar information in this subsection.

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**Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions**

Present	APM 370– Academic Administrator Series	Proposed
PPM 230-20. VII. C. 1. Academic Administrator Series		PPM 230-370 – Academic Administrator Series
<p>...</p> <p>ii. Professional Competence Academic Administrators must provide intellectual leadership in the roles of administrator and supervisor. Appointees should show evidence of:</p> <ul style="list-style-type: none"> <li>• Continued professional growth to update and upgrade competency</li> <li>• Ability to relate effectively with academic faculty, departments, and counterparts in other campus units</li> <li>• Ability to forecast changing program and constituency needs</li> <li>• Scholarship (not required but may be submitted as evidence of professional competence)</li> </ul> <p>iii. University and Public Service Academic Administrators participate in the administration of their home units and the University through appropriate roles in governance and policy formulation. In addition, they may represent the University in both the public and private sectors. The effective performance of their duties may require productive participation in intra unit, University, and community service, as well as appropriate representation of the University in the private corporate environment.</p>	n/a	<p><b>PPM 230-370-11 - Criteria for Evaluating Performance</b></p> <p>...</p> <p>ii. Professional Competence Academic Administrators must provide intellectual leadership in the roles of administrator and supervisor. Appointees should show evidence of:</p> <ul style="list-style-type: none"> <li>• Continued professional growth to update and upgrade competency</li> <li>• Ability to relate effectively with academic faculty, departments, and counterparts in other campus units</li> <li>• Ability to forecast changing program and constituency needs</li> <li>• Scholarship (not required but may be submitted as evidence of professional competence)</li> </ul> <p>iii. University and Public Service Academic Administrators participate in the administration of their home units and the University through appropriate roles in governance and policy formulation. In addition, they may represent the University in both the public and private sectors. The effective performance of their duties may require productive participation in intra unit, University, and community service, as well as appropriate representation of the University in the private corporate environment.</p>

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present PPM 230-20. VII. C. 2. Academic Coordinator Series	APM 375– Academic Coordinator Series	Proposed PPM 230-375 – Academic Coordinator Series
<p>a. Definition Appointees in the Academic Coordinator series administer academic programs that provide service closely related to the teaching or research mission of the University. This service may be provided to academic departments, to students, or to the general public. The Academic Coordinator series may also be used for appointees who administer academic programs that:</p> <ul style="list-style-type: none"> <li>• provide service to the campus related to credentialing programs—for example, serving as a liaison between a department and its professional development schools or districts; or</li> <li>• are academically based public service programs with outreach responsibilities in the areas of K-12 teacher or curriculum development in such areas as science and health education, language and writing projects, and the arts.</li> </ul> <p>The duties of an Academic Coordinator are primarily administrative. Individuals in Academic Coordinator titles who are assigned research or instructional duties are required to hold dual appointments. However, an Academic Coordinator may conduct occasional non-credit seminars or workshops without holding a faculty title. An Academic Coordinator who also supervises candidates for teaching credentials must hold an appropriate faculty title as a dual appointment. While the program overseen by an Academic Coordinator need not be departmentally based, the program must be fundamentally academic in nature, involving University research activities or activities requiring judgments relating to University instruction. Academic Coordinators who administer departmentally based programs will normally report to the department chair. In other cases, an appropriate administrative officer, usually a unit head, will be designated as the immediate supervisor.</p>	<p><b>APM 375-4 - Definition</b></p> <p><b>a. Academic Coordinator titles are for appointees who administer academic programs that provide service closely related to the teaching or research mission of the University. This service may be provided to academic departments, to students, or to the general public.</b></p> <p><b>b. The Academic Coordinator titles may also be used for appointees who administer academic programs which:</b></p> <p><b>(1) provide service to the campus’s Education Department related to credentialing programs, for example, serving as liaison between the Department and its Professional Development schools or districts; or</b></p> <p><b>(2) are academically-based public service programs with outreach responsibilities in the areas of K-12 teacher or curriculum development in such areas as science and health education, language and writing projects, and the arts.</b></p> <p><b>c. Appointment to an Academic Coordinator title may be in one of three levels, Academic Coordinator I, II, or III, each of which is identified by a separate title code.</b></p> <p><b>d. The duties of an Academic Coordinator are primarily administrative. Individuals in an Academic Coordinator title who are assigned research or instructional duties are required to hold a dual title. However, Academic Coordinators may conduct occasional non-credit seminars or workshops without holding a faculty title. Academic Coordinators who also supervise candidates for a teaching credential shall hold an appropriate faculty title as a dual title.</b></p> <p><b>e. While the program overseen by an Academic Coordinator need not be departmentally-based, the program must be fundamentally academic in nature, involving University research activities or activities requiring judgments relating to University instruction. Academic Coordinators who administer departmentally-based programs will normally report to the department chair. In other cases, an appropriate administrative officer, usually a unit head, will be designated as the immediate supervisor.</b></p>	<p><b>PPM 230-375-4 – Definition</b> PPM Unnecessary; rely upon APM 375-4.</p>

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present	APM 375– Academic Coordinator Series	Proposed
PPM 230-20. VII. C. 2. Academic Coordinator Series		PPM 230-375 – Academic Coordinator Series
<p><del>b. Ranks</del>                      The ranks in the Academic Coordinator series at UC San Diego are:</p> <ul style="list-style-type: none"> <li>• Academic Coordinator I</li> <li>• Academic Coordinator II</li> <li>• Academic Coordinator III</li> </ul>	<p><b>APM 375-8 - Levels</b>  <b>Appointments may be made to the following levels:</b></p> <ul style="list-style-type: none"> <li><b>a. Academic Coordinator I</b></li> <li><b>b. Academic Coordinator II</b></li> <li><b>c. Academic Coordinator III</b></li> </ul>	<p><b>PPM 230-375-8 – Levels</b>                      PPM is unnecessary; rely upon APM 375-8.</p>

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present	APM 375– Academic Coordinator Series	Proposed
PPM 230-20. VII. C. 2. Academic Coordinator Series		PPM 230-375 – Academic Coordinator Series
<p><del>c. Criteria for Appointment</del>  <del>A candidate for appointment in this series will be judged by the following criteria:</del></p> <p><del>General Criteria for Appointments to All Ranks</del>  <del>An appointee must have a professional background of academic training and/or experience. Professional accomplishment and scholarly contributions may also be required. A Master’s degree or the equivalent or other appropriate degree(s) may be required. Certain positions may require a Ph.D. or equivalent experience.</del></p> <p><del>Criteria for Appointment to a Specific Rank:</del>  <del>Determination of the appropriate level for an appointment will take into consideration such factors as program scope and complexity, according to the guidelines set out below and summarized in APM 375, Appendix A.</del></p> <p><del>Programs administered by Academic Coordinators will vary with the size of the organization (for example, the number and level of staff directly reporting to the Academic Coordinator) and the scope of its mission (for example, the number and organizational diversity of the clientele with whom the Academic Coordinator interacts). For the purpose of assignment to the appropriate level, the size and scope of the program may be considered to determine its complexity. Thus, the independent coordination of a broad, horizontally integrated network of affiliated programs may be considered equal in complexity to the management of a large, vertically integrated University organization with many staff. Materials submitted in support of an appointment must provide a comprehensive assessment of the candidate’s qualifications. A job description and designation of a supervisor must be supplied, as well as an explanation of the candidate’s role in the program and within a larger unit, if appropriate.</del></p>	<p><b>APM 375-10 - Criteria for Appointment</b></p> <p><b>a. General Criteria for Appointment to Titles at All Levels</b>  <b>An appointee must have a professional background of academic training and/or experience. Professional accomplishment and scholarly contributions may also be required. A Master’s or equivalent or other appropriate degree(s) may be required. Certain positions may require a doctorate or equivalent experience.</b></p> <p><b>b. Criteria for Appointment to a Specific Level</b>  <b>Determination of the appropriate level for an appointment or a change in level shall take into consideration such factors as program scope and complexity, according to the guidelines set out below and summarized in APM - 375, Appendix A.</b></p> <p><b>Programs administered by Academic Coordinators will vary with regard to the size of the organization (for example, the number and level of staff directly reporting to the Academic Coordinator) and the scope of its mission (for example, the number and organizational diversity of the clientele with whom the Academic Coordinator interacts). For the purpose of assignment to the appropriate level, the size of the program in parallel with its scope may be considered to determine its complexity. Thus, the independent coordination of a broad, horizontally-integrated network of affiliated programs may be considered equal in complexity to the management of a large, vertically integrated University organization with many staff. Materials submitted in support of an appointment shall provide a comprehensive assessment of the candidate’s qualifications. A job description and designation of a supervisor shall be supplied, as well as an explanation of the candidate’s role in the program and within a larger unit, if appropriate.</b></p>	<p><b>PPM 230-375-10 - Criteria for Appointment</b>  PPM Unnecessary; rely upon APM 375-10.</p>

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present	APM 375– Academic Coordinator Series	Proposed
PPM 230-20. VII. C. 2. Academic Coordinator Series		PPM 230-375 – Academic Coordinator Series
<p><del>1.Academic Coordinator I</del></p> <p>This level is intended for individuals with responsibility for programs of minimal to moderate complexity. Such programs can be administered with a small staff, or they may consist primarily of local University-related activities with limited breadth or narrow focus. The administration of the program at this level will normally involve interaction with outside agencies or industries only when necessitated by the specific needs or interests of a University-based clientele. The Academic Coordinator will typically receive general supervision from a department chair, a faculty member, or other academic or professional staff member. The duties of an appointee may include limited involvement in the generation and/or coordination of funds.</p> <p><del>2.Academic Coordinator II</del></p> <p>This level is reserved for individuals with responsibility for programs of moderate complexity. The duties of an appointee may include the independent coordination of a program with a moderately sized staff or, in a small organization, a scope that encompasses several departments, schools, or colleges of the campus, or a number of affiliated academic, governmental, or private institutions. The Academic Coordinator is expected to manage the program with a great degree of independence and may receive general guidance from a faculty member, a department chair, an assistant/associate dean, or equivalent positions. Duties may include moderate involvement in the generation and/or coordination of funds from different sources.</p>	<p><b>(1) Academic Coordinator I</b></p> <p><b>This level is intended for individuals with responsibility for programs of minimal to moderate complexity. Such programs can be administered with a small staff, or they may consist primarily of local University-related activities with limited breadth or narrow focus. The administration of the program at this level will normally involve outside agencies or industries only when necessitated by the targeted needs or interests of a University-based clientele. The Academic Coordinator will typically receive general supervision by a department chair, a faculty member, or other academic or professional staff member. The duties of an appointee may include limited involvement in the generation and/or coordination of funds.</b></p> <p><b>(2) Academic Coordinator II</b></p> <p><b>This level is reserved for individuals with responsibility for programs of moderate complexity. The duties of an appointee may include the independent coordination of a program with a moderately-sized staff or, in a small organization, a scope that encompasses several departments, schools, or colleges of the campus, or a series of affiliated academic, governmental, or private institutions. The Academic Coordinator is expected to manage the program with a great amount of independence and may receive general guidance from a faculty member, a department chair, an assistant/associate dean, or equivalent positions. Duties may include moderate involvement in the generation and/or coordination of funds from different sources.</b></p>	<p><b>PPM 230-375-10 - Criteria for Appointment</b> PPM Unnecessary; rely upon APM 375-10.</p>

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present	APM 375– Academic Coordinator Series	Proposed
PPM 230-20. VII. C. 2. Academic Coordinator Series		PPM 230-375 – Academic Coordinator Series
<p><del>3. Academic Coordinator III</del></p> <p><del>This level is reserved for appointees who have primary responsibility for the administration, management, and coordination of large programs with broad and substantial complexity and who fulfill their responsibilities independently. These appointees might be unit heads who report directly to deans or vice chancellors. Their responsibilities may include the direction and supervision of a large staff and/or administration of a program with a broad, interdisciplinary scope that encompasses several colleges or schools within the campus, other UC campuses, or public and private agencies outside of the University. The duties of an appointee at this level may include extensive involvement in the generation and/or coordination of funds. Appointment to this level will require demonstrated superior professional ability, outstanding accomplishment in job-related activities, and the assumption of greater responsibility than typically delegated to Academic Coordinators at other levels. Appointment to this level may require demonstrated scholarly ability and attainment, depending on the duties of the position.</del></p>	<p><b>(3) Academic Coordinator III</b></p> <p><b>This level is reserved for appointees who have primary responsibility for the administration, management, and coordination of large programs with broad and substantial complexity and who fulfill their responsibilities independently. These appointees might be unit heads who report directly to deans or vice chancellors. Their responsibilities may include the direction and supervision of a large staff and/or administration of a program with a broad, interdisciplinary scope that encompasses several colleges or schools within the campus, other UC campuses, or public and private agencies outside of the University. The duties of an appointee at this level may include extensive involvement in the generation and/or coordination of funds. Appointment to this level will require demonstrated superior professional ability, outstanding accomplishment in job-related activities, and the assumption of greater responsibility than typically delegated to Academic Coordinators at other levels. Appointment to this level may require demonstrated scholarly ability and attainment, depending on the duties of the position.</b></p>	<p><b>PPM 230-375-10 - Criteria for Appointment</b>  PPM Unnecessary; rely upon APM 375-10.</p>

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present	APM 375– Academic Coordinator Series	Proposed
PPM 230-20. VII. C. 2. Academic Coordinator Series		PPM 230-375 – Academic Coordinator Series
<p><del>d. <b>Terms of Service</b></del>  <del>Appointments may be made on an academic year or fiscal year basis.</del></p> <p><del>Appointment to an Academic Coordinator title may be for one year or less, for longer periods, or for an indefinite period.</del></p> <p><del>Appointments may be renewed with or without a limit on the number of renewals.</del></p> <p><del>Recommendations for merit advancements normally will be reviewed every second year for an Academic Coordinator I or II, and every third year for an Academic Coordinator III.</del></p> <p><del>There is no expectation of movement between the levels without significant changes in the scope and complexity of the program being administered.</del></p> <p><del>In the absence of a reappointment, merit advancement, or a change in level review, a performance review must take place at least every two years for an Academic Coordinator I or II and at least every three years for an Academic Coordinator III. A performance review will precede any reappointment.</del></p> <p><del>Refer to the University of California Academic Salary Scales for information on the normal years at step.</del></p>	<p><b>APM 375-20 - Conditions of Employment</b>  <b>a. Appointments may be made on an academic-year or fiscal-year basis.</b>                  ...</p> <p><b>375-19 - Normal Periods of Service at Salary Steps</b>  <b>a. Appointments to an Academic Coordinator title may be for one year or less, for longer periods, and/or for an indefinite period, according to campus practice or guidelines.</b></p> <p><b>Appointments may be renewed, at campus discretion, with or without a limit on the number of renewals.</b></p> <p><b>b. Recommendations for merit increases normally shall be reviewed every second year for Academic Coordinator I and II, and every third year for Academic Coordinator III.</b></p> <p><b>c. There is no expectation of movement between the levels without significant changes in the scope and complexity of the program being administered.</b></p> <p><b>d. In the absence of a reappointment, a merit, or a change in level review, a performance review shall take place at least every two years for an Academic Coordinator I and II and at least every three years for an Academic Coordinator III. A performance review shall precede any reappointment.</b></p>	<p><b>PPM 230-375-20 - Conditions of Employment</b>                  PPM Unnecessary; rely upon</p> <p><b>PPM 230-375-19 - Normal Periods of Service at Salary Steps</b>                  PPM Unnecessary; rely upon APM 375-19</p>

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**Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions**

Present	APM 375– Academic Coordinator Series	Proposed
PPM 230-20. VII. C. 2. Academic Coordinator Series		PPM 230-375 – Academic Coordinator Series
<p><del>e. ——— Salary</del></p> <p><del>Salary scales for these titles are issued by the Office of the President. New appointees are normally paid at the minimum salary rate for the level to which they are appointed.</del></p> <p><del>Advancement from one step to the next is based upon merit.</del></p> <p><del>The normal period of service prescribed for each salary step does not preclude more rapid advancement (acceleration) in cases of exceptional merit, nor does it preclude less rapid advancement.</del></p> <p><del>For individuals with dual appointments, percentages of time and salary rates may be set at levels appropriate to each appointment. In the case of a full-time appointment to an Academic Coordinator title, a unit salary from the approved salary scale will be paid without administrative stipend.</del></p> <p><del>Positions may be supported by state funds and/or non-state funds.</del></p>	<p><b>APM 375-18 - Salary</b></p> <p><b>a. Authorized salary scales established for these titles are issued by the Office of the President. New appointees are normally paid at the minimum salary rate for the level to which an appointment is made.</b></p> <p><b>b. Advancement from one step to the next is based upon merit.</b></p> <p><b>c. The normal period of service prescribed for each salary step does not preclude more rapid advancement (acceleration) in cases of exceptional merit, nor does it preclude less rapid advancement.</b></p> <p><b>d. For individuals with dual appointments, percent time and salary rates may be set at levels appropriate to each appointment. In the case of a full-time appointment to an Academic Coordinator title, a unit salary from the approved salary scale shall be paid without administrative stipend.</b></p> <p><b>APM 375-4 Definition –</b></p> <p>...</p> <p><b>f. Positions may be supported by State funds and/or non-State funds.</b></p>	<p><b>PPM 230-375-18 - Salary</b> PPM Unnecessary; rely upon APM 375-18</p> <p><b>PM 230-375-4 – Definition</b> PPM Unnecessary; rely upon APM 375-4.</p>

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present	APM 375– Academic Coordinator Series	Proposed
PPM 230-20. VII. C. 2. Academic Coordinator Series		PPM 230-375 – Academic Coordinator Series
<p><del>f. Conditions of Employment</del></p> <p><del>This series does not accord tenure or security of employment.</del></p> <p><del>This series does not convey membership in the Academic Senate.</del></p> <p><del>Appointees in this series are subject to APM 137, Non-Senate Academic Appointees/Term Appointment.</del></p> <p><del>Appointees in this series are not eligible for sabbatical leave, but are eligible for leave with pay in accordance with PPM 230-10, Section II L, Other Leaves with Pay.</del></p>	<p><b>APM 375-20 Conditions of Employment</b></p> <p><b>b. Fiscal-year appointees accrue sick leave in accordance with APM - 710.</b></p> <p><b>c. Fiscal-year appointees accrue vacation leave in accordance with APM - 730.</b></p> <p><b>d. Membership in the Academic Senate is not acquired by appointment to these titles.</b></p> <p><b>e. Neither tenure nor security of employment is acquired by appointment to these titles.</b></p> <p><b>f. Each appointment with a fixed ending date shall automatically end on that date unless the appointment is formally renewed.</b></p> <p><b>g. Appointees may be laid off because of a lack of work or funds, as determined by the appropriate authority. APM - 145 applies to layoffs of individuals in these titles. (Separation following a fixed ending date is not considered a layoff.)</b></p> <p><b>h. For grievances, the provisions of APM - 140 are applicable.</b></p> <p><b>i. Appointees are not eligible for sabbatical leave. Appointees are eligible for leave with or without pay under APM - 758 and APM - 759, when the leave is in the interest of the University.</b></p>	<p><b>PPM 230-375-20 Conditions of Employment</b></p> <p>PPM Unnecessary; rely upon APM 375-20.</p>

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present	APM 375– Academic Coordinator Series	Proposed
PPM 230-20. VII. C. 2. Academic Coordinator Series		PPM 230-375 – Academic Coordinator Series
<p><del>g. Preparing the Appointment File</del></p> <p><del>Materials submitted in support of an appointment must provide a comprehensive assessment of the candidate’s qualifications and performance in the areas specified below. A job description must be provided, along with an explanation of the candidate’s role in the program and within a larger unit, if appropriate. <u>All appointment files must contain the Level of Administrative Responsibility (LAR) form.</u></del></p> <p><del>Appointments may be with a specified ending date or indefinite; however, indefinite appointments can be made only when the appointment file documents availability of long-term funding.</del></p> <p><del>Coordination of Academic Programs</del></p> <p><del>In most instances, Academic Coordinators will have primary responsibility for the administration and coordination of one or more programs, and may have responsibility for directing the activities of other academic appointees or staff.</del></p>	<p><b>APM 375-11 Criteria for Evaluating Performance</b></p> <p><b>Merit increases are based on administrative performance, professional competence and activity, and University and public service. Professional accomplishment and scholarly achievement should also be considered, if required by the position.</b></p> <p><b>Materials submitted in support of an appointment, merit increase, or a change in level shall provide a comprehensive assessment of the candidate’s qualifications and performance in the areas specified below. A job description must be provided, along with an explanation of the candidate’s role in the program and within a larger unit, if appropriate</b></p> <p><b>a. Coordination of Academic Programs</b>  <b>In most instances, Academic Coordinators will have primary responsibility for the administration and coordination of one or more programs and may have responsibility for directing the activities of other academic appointees or staff.</b></p> <p><b>375-19 Normal Periods of Service at Salary Steps</b></p> <p><b>a. Appointments to an Academic Coordinator title may be for one year or less, for longer periods, and/or for an indefinite period, according to campus practice or guidelines.</b></p>	<p><b>PPM 230-375-11 - Criteria for Evaluating Performance</b>  PPM Unnecessary; rely upon APM 375-11.</p> <p><b>375-19 Normal Periods of Service at Salary Steps</b></p> <p><b>a. Appointments to an Academic Coordinator title may be for one year or less, for longer periods, and/or for an indefinite period; however, indefinite appointments can be made only when the appointment file documents availability of long-term funding.</b></p>

Notes: Headings are non-substantive. Substance of first and last paragraph appears in APM 375-11. Substance of first sentence of second paragraph appears in APM 375-19.

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present	APM 375– Academic Coordinator Series	Proposed
PPM 230-20. VII. C. 2. Academic Coordinator Series		PPM 230-375 – Academic Coordinator Series
<p><del>Types of activities:</del></p> <p>(1) <del>Academic program planning and development</del></p> <p>(2) <del>Assessment of program and constituency needs</del></p> <p>(3) <del>Evaluation of academic program activities and functions</del></p> <p>(4) <del>Development of proposals for extramural funding of campus programs and identification of support resources</del></p> <p>(5) <del>Serving as a liaison with other agencies and institutions in the public and private sectors</del></p> <p>(6) <del>Supervision and leadership of other academic appointees or staff</del></p> <p><del>Professional Competence</del></p> <p><del>Academic Coordinators will provide intellectual leadership and scholarship to their programs.</del></p> <p><del>University and Public Service</del></p> <p><del>Academic Coordinators participate in the administration of their units and the University through appropriate roles in governance and policy formulation. In addition, they may represent the University in their special capacity as scholars during the discharge of their responsibilities.</del></p>	<p><b>APM 375-11 - Criteria for Evaluating Performance</b></p> <p>...</p> <p><b>Types of activities:</b></p> <p><b>(1) Academic program planning and development.</b></p> <p><b>(2) Assessment of program and constituency needs.</b></p> <p><b>(3) Evaluation of academic program activities and functions.</b></p> <p><b>(4) Development of proposals for extramural funding of campus programs and identification of support resources.</b></p> <p><b>(5) Liaison representation with other agencies and institutions in the public and private sectors.</b></p> <p><b>(6) Supervision and leadership of other academic appointees or staff.</b></p> <p><b>Professional Competence</b></p> <p><b>Academic Coordinators will provide intellectual leadership and scholarship to their programs.</b></p> <p><b>University and Public Service</b></p> <p><b>Academic Coordinators participate in the administration of their units and the University through appropriate roles in governance and policy formulation. In addition, they may represent the University in their special capacity as scholars during the discharge of their responsibilities.</b></p>	<p><b>PPM 230-375-11 - Criteria for Evaluating Performance</b></p> <p>PPM Unnecessary; rely upon APM 375-11.</p>

Notes: Heading is non-substantive. Substance all other deleted text appears in APM 375-11.

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present	APM 360 – Librarian Series	Proposed
PPM 230-20. VII. C. 3. Librarian Series		PPM 230-360 - Librarian Series
<p>3. <del>Librarian Series</del></p> <p>Appointees in this series provide professional services in the University libraries in support of the University's educational, research, and public service functions. These services include:</p> <ul style="list-style-type: none"> <li>• <del>selection and development of resources</del></li> <li>• <del>bibliographic control of collections and their organization for use</del></li> <li>• <del>reference and advisory services</del></li> <li>• <del>development and application of specialized information systems</del></li> <li>• <del>library administration and management</del></li> <li>• <del>research where necessary or desirable in relation to the foregoing</del></li> </ul> <p>The Executive Vice Chancellor for Academic Affairs has delegated responsibility for the Librarian Series to the University Librarian.</p> <p>Refer to APM 360, Librarian Series for the Librarian Series appointment policies.</p> <p>For those appointees in the Librarian series covered by the Memorandum of Understanding (MOU) entered into by the Regents of the University of California and University Council, American Federation of Teachers (UC-AFT), the terms and conditions of appointment may be found in the MOU.</p>	<p><b>APM 360-4 - Definition</b></p> <p><b>The librarian series is used for academic appointees who--in support of the University's educational, research, and public service missions--provide professional library services that facilitate the creation and transmission of knowledge. These services may include:</b></p> <ol style="list-style-type: none"> <li><b>a. obtaining, organizing, and providing access to information resources;</b></li> <li><b>b. curating and preserving collections of scholarly, scientific, cultural, or institutional significance;</b></li> <li><b>c. engaging with users to provide them with guidance and instruction on the discovery, evaluation, and use of information resources and collections;</b></li> <li><b>d. carrying out research and creative activity in support of the foregoing and for the continual improvement of the profession; and,</b></li> <li><b>e. library administration and management.</b></li> </ol> <p><b>APM 360-24 - Authority</b></p> <ol style="list-style-type: none"> <li><b>a. Each Chancellor is authorized to approve appointments, promotions, career status actions, and merit increases consistent with the published salary scales after appropriate review, subject to the provisions of APM - 360-24-c.</b></li> <li><b>b. Each Chancellor may approve, as exceptions, promotions, career status actions, and merit increases having effective dates other than July 1.</b></li> <li><b>c. Each Chancellor may approve, as exceptions, appointments, promotions, and merit increases retroactively (that is, with the beginning date of service prior to the actual date of approval).</b></li> </ol>	<p><b><u>PPM 230-360-4 – Definition</u></b> PPM Unnecessary; rely upon APM 360-4.</p> <p><b><u>PPM 230-360-14 - Eligibility</u></b> For those appointees in the Librarian series covered by the <a href="#">Memorandum of Understanding</a> (MOU) entered into by the Regents of the University of California and University Council, American Federation of Teachers (UC-AFT), the terms and conditions of appointment may be found in the MOU.</p> <p><b><u>PPM 230-360-24 - Authority</u></b> No appointment, reappointment or <u>academic review action</u> is final until there has been an academic review and the individual with final authority has approved the <u>action</u>.</p> <p>The UC San Diego <a href="#">Authority and Review Chart</a> sets forth the individual(s) and/or committees responsible for review, as well as the final authority for approval.</p>

Notes: Substantive differences between PPM 230-20. VII. C. 3., and APM 360-4 reflect revisions to APM 360-4, effective 10/1/2016, which have not yet been incorporated into the PPM. Proposed PPM 230-360-replaces outdated language in PPM 230-20. VII. C. 3 [marked in red], and incorporates all text in current APM 360-4.

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present		Proposed
<p>PPM 230-20. VII. C. 3. Librarian Series</p>	<p>APM 210-4 - Review and Appraisal Committees/Instructions to Review Committees Which Advise on the Appointment, Merit Increase, Promotion, Career Status Actions for Members of Librarian Series</p>	<p>PPM 230-210-4 - Review and Appraisal Committees/Instructions to Review Committees Which Advise on the Appointment, Merit Increase, Promotion, Career Status Actions for Members of Librarian Series</p>
<p>3. <del>Librarian Series</del></p> <p><del>Appointees in this series provide professional services in the University libraries in support of the University's educational, research, and public service functions. These services include:</del></p> <ul style="list-style-type: none"> <li><del>• selection and development of resources</del></li> <li><del>• bibliographic control of collections and their organization for use</del></li> <li><del>• reference and advisory services</del></li> <li><del>• development and application of specialized information systems</del></li> <li><del>• library administration and management</del></li> <li><del>• research where necessary or desirable in relation to the foregoing</del></li> </ul> <p><del>The Executive Vice Chancellor for Academic Affairs has delegated responsibility for the Librarian Series to the University Librarian.</del></p> <p><del>Refer to APM 360, Librarian Series for the Librarian Series appointment policies.</del></p> <p>For those appointees in the Librarian series covered by the Memorandum of Understanding (MOU) entered into by the Regents of the University of California and University Council, American Federation of Teachers (UC-AFT), the terms and conditions of appointment may be found in the MOU.</p>	<p>APM 210-4. E - Criteria</p> <p><b>(3) ... A candidate for merit increase or promotion in this series shall be evaluated on the basis of professional competence and quality of service rendered within the library and, to the extent that they are relevant, one or more of the following: professional activity outside the library; University and public service; and research and other creative activity.</b></p> <p><b>(a) Professional Competence and Quality of Service Within the Library - Although contribution in each of the following areas will vary considerably from person to person, depending on each person's primary functions as a librarian, performance and potential shall be reviewed and evaluated in any or all of the five major areas of librarianship: obtaining, organizing, and providing access to information; curating and preserving collections of scholarly, scientific, cultural, or institutional significance; engaging with users to provide them with guidance and instruction on the discovery, evaluation, and use of information resources; carrying out research and creative activity in support of the foregoing and for the continual improvement of the profession; and library administration and management. Additionally, librarians should be judged on consistency of performance, grasp of library methods, command of their subjects, continued growth in their fields, judgment, leadership, originality, ability to work effectively with others, and ability to relate their functions to the more general goals of the library and the University.</b></p> <p>...</p>	<p>PPM 230-210-4. E. (3) - Criteria</p> <p>PPM Unnecessary; rely upon APM 210-4. E. (3).</p>

Notes: Substantive differences between PPM 230-20. VII. C. 3., and APM 210-4. E. (3) reflect revisions to APM 360-4, effective 10/1/2016, which have not yet been incorporated into the PPM. Proposed PPM 230-360-replaces outdated language in PPM 230-20. VII. C. 3 [marked in red], and incorporates all text in current APM 210-4. E. (3).

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present		Proposed
<p><b>PPM 230-20. VII. C. 4. Continuing Educator Series and Coordinator of Public Programs Series</b></p>	<p><b>APM 340– Continuing Educator Series</b></p>	<p><b>PPM 230-340 – Continuing Educator Series</b></p>
<p>Appointees in these series are professional educators of lifelong learners who represent the University in serving the public through planning, coordinating, and implementing continuing education programs, classes, conferences, short courses, discussion groups, and lectures. They may also produce fine arts events, films, television productions, and other media programs. In addition, they may extend the resources of the University through UC/industry/government collaborations.</p> <p>The Executive Vice Chancellor for Academic Affairs has delegated responsibility for the Continuing Educator Series and the Coordinator of Public Programs Series to Associate Vice Chancellor for Public Programs.</p> <p>Refer to APM 340, Continuing Educator for the Continuing Educator appointment policies</p> <p>-</p> <p>Information about the Continuing Educator and Coordinator of Public Programs series may be obtained from University Extension.</p>	<p><b>APM 340-4 Definition</b>  <b>Continuing Educator titles are for University Extension (UNEX) appointees who, as professional educators of lifelong learners, represent the University in serving the public through planning, coordinating, and implementing continuing education programs, classes, conferences, short courses, discussion groups, and lectures. They may also produce fine arts events, films, television productions, and other media programs. In addition, they may extend the resources of the University through UC/industry/government collaboratives.</b></p> <p><b>APM 340-24 Authority</b>  <b>The Chancellor is responsible for administering campus continuing education programs and is authorized to approve appointments, reappointments, merit increases, and changes in level.</b></p> <p><b>July 1 shall normally be the effective date for a merit increase except that the Chancellor is authorized to approve another effective date.</b></p>	<p><b>PPM 230-340-4 Definition</b>  PPM Unnecessary; rely upon APM 340-4.</p> <p><b>PPM 230-340-24 Academic File Review and Final Authority</b>  No appointment, reappointment <u>or academic review action</u> is final until there has been an academic review and the individual with final authority has approved the <u>action</u>.</p> <p>The UC San Diego <a href="#">Authority and Review Chart</a> sets forth the individual(s) and/or committees responsible for review, as well as the final authority for approval.</p> <p>Information about the Continuing Educator and Coordinator of Public Programs series may be obtained from University Extension.</p>

Notes: References to APM and last paragraph are non-substantive.

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**Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions**

Present	APM	Proposed
<b>PPM 230-20. VII. D. – Student Academic Series</b>		n/a
<p><del>The Executive Vice Chancellor for Academic Affairs has delegated responsibility for Academic Student Series to the Dean of Graduate Studies.</del></p> <p><del>Information about student academic series may be obtained from the Graduate Division.</del></p>	n/a	

Notes: Student titles are not under EVCAA purview.

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present PPM 230-20. VII. E.1 – Special Status Titles/Acting Titles	APM 235– Acting Appointments	Proposed PPM 230-235 – Acting Appointments
<p><del>1. Acting Titles</del> <del>a. Definition</del> The Acting prefix is used for either probationary appointments or conditional appointments. The Acting prefix may be used only in the Professor (Ladder-Rank) series.</p> <p>i. A probationary appointment in an Acting title is appropriate when a department or the appointing authority has reservations about recommending an individual for a regular professorship and wishes to observe the appointee's teaching or research for a one- or two-year probationary period. If the expressed doubts are removed, the person will be “regularized”—that is, proposed for a regular professorship—at the end of the probationary period.</p> <p>ii. An Acting title in the Ladder-Rank series can be used for an individual who does not have an appropriate visa, or when an academic condition that would justify a regular Ladder-Rank appointment is lacking—i.e., the terminal degree of the field, such as the Ph.D. A conditional appointment is made with the intention of converting the Acting title to a regular title when the candidate acquires the requisite academic or immigration credential.</p> <p>iii. When the Acting prefix is used to indicate the lack of the Ph.D. for an Assistant Professor candidate whom the department intends to transfer to the regular ranks Assistant Professor title, the appointment file proposing the Acting title must indicate clearly the department’s recommendation regarding regularization. A change to a regular appointment may be made upon receipt of official certification that an appointee has completed all formal degree requirements.</p>	<p><b>APM 235-4 Definitions</b></p> <p><b>a. The “Acting” prefix will be accorded only to a person on a temporary appointment. The prefix thus will signify the conditional, probationary, or emergency status of the appointment, as well as the privilege and responsibility of conducting research, and will often be applied to a person under consideration for appointment to a regular professorial title.</b></p> <p><b>b. This prefix may properly be attached to the Assistant Professor, Associate Professor, and Professor ranks of the professorial series. The prefix is not used at the Instructor level, except for graduate student Acting Instructors, who are not part of the professorial series.</b></p> <p><b>c. A highly promising Assistant Professor may be advanced to the title of Acting Associate Professor in those instances in which it has been determined that the appointee is not yet qualified for tenure status but should be compensated at a rate above the Assistant Professor scale. Such advancement requires review by the campus Committee on Academic Personnel and should occur only in the most exceptional cases. An Acting Associate Professor appointed under this provision retains all privileges to which the appointee was entitled as an Assistant Professor.</b></p>	<p><b>PPM 230-235-4 - Definitions</b></p> <p><b>a. The “Acting” prefix will be accorded only to a person on a temporary appointment. The prefix thus will signify the conditional, probationary, or emergency status of the appointment, as well as the privilege and responsibility of conducting research, and will often be applied to a person under consideration for appointment to a regular professorial title.</b></p> <p>i. A probationary appointment in an Acting title is appropriate when a department or the appointing authority has reservations about recommending an individual for a regular professorship and wishes to observe the appointee's teaching or research for a one- or two-year probationary period. If the expressed doubts are removed, the person will be “regularized”—that is, proposed for a regular professorship—at the end of the probationary period.</p> <p>ii. An Acting title in the Ladder-Rank series can be used for an individual who does not have an appropriate visa, or when an academic condition that would justify a regular Ladder-Rank appointment is lacking—i.e., the terminal degree of the field, such as the Ph.D. A conditional appointment is made with the intention of converting the Acting title to a regular title when the candidate acquires the requisite academic or immigration credential.</p> <p>iii. When the Acting prefix is used to indicate the lack of the Ph.D. for an Assistant Professor candidate whom the department intends to transfer to the regular ranks Assistant Professor title, the appointment file proposing the Acting title must indicate clearly the department’s recommendation regarding regularization. A change to a regular appointment may be made upon receipt of official certification that an appointee has completed all formal degree requirements.</p>

Notes: Headings are non-substantive. Substance of first paragraph appears in APM 235-4, (paragraphs a and b).

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present PPM 230-20. VII. E.1 – Special Status Titles/Acting Titles	APM 235– Acting Appointments	Proposed PPM 230-235 – Acting Appointments
<p>iii. <u>When the Acting prefix is used to indicate the lack of the Ph.D. for an Assistant Professor candidate whom the department intends to transfer to the regular ranks Assistant Professor title, the appointment file proposing the Acting title must indicate clearly the department’s recommendation regarding regularization.</u> A change to a regular appointment may be made upon receipt of official certification that an appointee has completed all formal degree requirements.</p> <p>iv. For an academic-year appointee, the change in title will be effective at the beginning of the quarter following the date of completion of all formal degree requirements, and the change in salary will be effective at the beginning of the pay period for that quarter.</p> <p>v. For a fiscal-year appointee, the change in title will be effective at the beginning of the month following the date of completion of all formal degree requirements.</p>	<p><b>APM 235-25 - Transfer to Regular Status</b>  <b>An Acting appointee may be transferred to a regular appointment at regular-scale salary provided the appointment has had appropriate Academic Senate review and approval of the Chancellor.</b></p> <p><b>a. Upon official certification that an appointee has completed all formal degree requirements, the department chairperson at the chair’s discretion, may recommend the appointee’s immediate transfer to a regular appointment at a regular-scale salary.</b></p> <p><b>b. When a change to a regular appointment is approved, the change in title shall be effective with the beginning of the quarter following the date of completion of all formal degree requirements and the change in salary shall be effective at the beginning of the pay period for that quarter.</b></p>	<p><b>PPM 230-235-25 - Transfer to Regular Status</b>  <b>An Acting appointee may be transferred to a regular appointment at regular-scale salary provided the appointment has had appropriate Academic Senate review and approval of the Chancellor.</b></p> <p><b>a. Upon official certification that an appointee has completed all formal degree requirements, the department chairperson at the chair’s discretion, may recommend the appointee’s immediate transfer to a regular appointment at a regular-scale salary.</b></p> <p><b>b. When a change to a regular appointment is approved for an academic-year appointee, the change in title shall be effective with the beginning of the quarter following the date of completion of all formal degree requirements and the change in salary shall be effective at the beginning of the pay period for that quarter.</b> For a fiscal-year appointee, the change in title will be effective at the beginning of the month following the date of completion of all formal degree requirements.</p>

Notes: Substance of first two paragraphs appears in APM 235-25, (paragraphs a and b).

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present	APM 235– Acting Appointments	Proposed
PPM 230-20. VII. E. 1 – Special Status Titles/Acting Titles		PPM 230-235 – Acting Appointments
<p><del>b. Criteria</del></p> <p><del>Inasmuch as Acting appointees are under consideration for appointment to titles in the Professor series, reference should be made to criteria set forth for the rank involved.</del></p> <p><del>c. Restrictions</del></p> <p><del>The Acting prefix is not appropriate for appointments intended to be only temporary in nature.</del></p> <p><del>d. Term of Service</del></p> <p><del>Each appointment as Acting Assistant Professor will be for a specified term, not to exceed one year. The total period of service in this title is limited to two years.</del></p> <p><del>Each appointment as Acting Associate Professor or Acting Professor must be for a specified term, not to exceed two years. The total period of service in these titles is limited to four years.</del></p>	<p><b>APM 235-10 – Criteria</b></p> <p><b>Inasmuch as Acting appointees are under consideration for appointment to a title in the professorial series, reference should be made to criteria set forth in sections concerning the particular professorial title involved.</b></p> <p><b>APM 235-4 Definitions</b></p> <p><b>a. The “Acting” prefix will be accorded only to a person on a temporary appointment.</b></p> <p>...</p> <p><b>APM 235-17 - Term of Appointment</b></p> <p><b>a. Each appointment as Acting Assistant Professor (or equivalent) shall be for a specified term, not to exceed one year. The total period of service with this title is limited to two years. (See also APM - 133-0.)</b></p> <p><b>b. Each appointment as Acting Associate Professor or Acting Professor (or equivalents) shall be for a specified term, not to exceed two years. The total period of service with these titles is limited to four years. (See also APM - 133-0.)</b></p>	<p><b>PPM 230-235-10 – Criteria</b> PPM Unnecessary; rely upon APM 235-10.</p> <p><b>PPM 230-235-4 – Definitions</b> PPM Unnecessary; rely upon APM 235-4.</p> <p><b>PPM 230-235-17 - Term of Appointment</b> PPM Unnecessary; rely upon APM 235-17.</p>

Notes: Headings are non-substantive. Substance of first paragraph appears in APM 235-10. Substance of second paragraph appears in APM 235-4. Substance of last two paragraphs appears in APM 235-17.

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**Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions**

Present	APM 235 – Acting Appointments	Proposed
PPM 230-20. VII. E. 1 – Special Status Titles/Acting Titles		PPM 230-235 – Acting Appointments
<p align="center"><b>Conditions of Employment</b></p> <p>Acting appointments do not accord tenure or security of employment.</p> <p>Acting appointments do not convey membership in the Academic Senate.</p> <p>Acting appointments are subject to APM 137, Non-Senate Academic Appointees/Term Appointment.</p> <p><del>An Acting appointee employed 50% time or more is included in the University of California Retirement Plan, if the appointee meets the eligibility requirements.</del></p> <p><del>Sabbatical leave credit may be accrued by an Acting appointee under special conditions described in APM 740-11-b(1), Leaves of Absence/Sabbatical Leaves.</del></p> <p><del>Removal expenses may be allowed an Acting appointee, as provided in APM 560-14-b, Removal Expenses/General.</del></p>	<p align="center"><b>APM 235-20 - Conditions of Employment</b></p> <p><b>The following provisions apply to the conditions of employment of an Acting appointee:</b></p> <p><b>a. An Acting appointee employed 50 percent time or more is included in the University of California Retirement Plan, if the appointee meets the eligibility requirements.</b></p> <p><b>b. Sabbatical leave credit may be accrued by an Acting appointee under special conditions described in APM - 740-11-b(1). An Acting Professor in a School of Law accrues sabbatical leave credit in the same manner as an Assistant Professor.</b></p> <p><b>c. Removal expenses may be allowed an Acting appointee, as provided in APM - 560-14-b. An Acting Professor in a School of Law is eligible for removal expenses under APM - 560-14-a.</b></p>	<p align="center"><b>PPM 230-235-20 - Conditions of Employment</b></p> <p><b>The following provisions apply to the conditions of employment of an Acting appointee:</b></p> <p><b>a. An Acting appointee employed 50 percent time or more is included in the University of California Retirement Plan, if the appointee meets the eligibility requirements.</b></p> <p><b>b. Sabbatical leave credit may be accrued by an Acting appointee under special conditions described in APM - 740-11-b(1). An Acting Professor in a School of Law accrues sabbatical leave credit in the same manner as an Assistant Professor.</b></p> <p><b>c. Removal expenses may be allowed an Acting appointee, as provided in APM - 560-14-b. An Acting Professor in a School of Law is eligible for removal expenses under APM - 560-14-a.</b></p> <p>d. Acting appointments do not accord tenure or security of employment.</p> <p>e. <u>Assistant-level</u> acting appointments do not convey membership in the Academic Senate.</p> <p>f. Acting appointments are subject to APM 137, Non-Senate Academic Appointees/Term Appointment.</p>

Notes: Heading is non-substantive. First paragraph is inherent in APM 235-17, Term Appointment, which states that acting appointments are limited to one year. Second paragraph misstates system-wide policy. Per APM 110 - 4(4) and Regents Standing Order 105.1, Acting Professors and Acting Associate Professors are Academic Senate Members. Modified language to revert to system-wide policy. Substance of remainder of deleted text appears in APM 235-20.

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present	APM 230– Visiting Appointments	Proposed
PPM 230-20. VII. E. 2 – Special Status Titles/Visiting Titles		PPM 230-230 – Visiting Appointments
<p>2. <del>Visiting Titles</del></p> <p>a. <del>Definition</del></p> <p><del>The Visiting prefix is used to designate one who is appointed temporarily to perform the duties of the title to which the prefix is attached. It may be assigned to an established scholar with a permanent position at another university, college, or public or private research laboratory.</del></p> <p><del>An appointment as a Visiting Research or Project Scientist may be made for an established scholar (as defined above) who is engaged in a UC San Diego research program and who has no teaching responsibilities. Such appointments normally are made at the same rank and salary as the home institution appointment, for a period of up to one year.</del></p> <p><del>The Visiting prefix may be attached to titles in the Professor (Ladder Rank), Research Scientist, Project Scientist, and Librarian series.</del></p>	<p><b>APM 230-4 - Definition and Policy</b></p> <p><b>a. The Visiting prefix is used to designate one who:</b></p> <p><b>(1) is appointed temporarily to perform the duties of the title to which the prefix is attached; and</b></p> <p><b>(2) either has held, is on leave from, or is retired from an academic or research position at another educational institution, or, alternatively, whose research, creative activities or professional achievement makes a Visiting appointment appropriate. In the latter cases, the Chancellor must solicit advice on the appointment from the Divisional Committee on Academic Personnel or its equivalent.</b></p> <p><b>b. The Visiting prefix may be attached to titles in any of the following series: Professor, Astronomer, Agronomist in the Agricultural Experiment Station, Professional Research, Specialist in Cooperative Extension, Project Scientist, and Librarian; except that the Visiting prefix shall not be attached to the title Instructor, Junior Astronomer, or Junior Agronomist.</b></p> <p><b>c. When a title with the Visiting prefix is assigned to a faculty member on leave or retired from another educational institution, the title will usually be the same as the individual=s title at the home educational institution, with exceptions when connotations differ (e.g., Reader or Tutor in a British university).</b></p> <p><b>d. If an academic appointee with a Visiting title is later considered for transfer to a corresponding appointment in the regular series, the proposal for such transfer shall be treated as a new appointment subject to full customary review.</b></p>	<p><b>PPM 230-230-4 - Definition and Policy</b></p> <p>PPM Unnecessary; rely upon APM 235-4.</p>

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present	APM 230– Visiting Appointments	Proposed
PPM 230-20. VII. E. 2 – Special Status Titles/Visiting Titles		PPM 230-230 – Visiting Appointments
<p>b. <del>Criteria</del></p> <p><del>The criteria for appointment in a Visiting title will be the same as for the corresponding regular title. Because the appointment is temporary, reasonable flexibility may be employed in the application of these criteria.</del></p> <p><u>The departmental recommendation letter should clearly state that the individual will be returning to the home institution upon completion of the visiting appointment, and it should describe clearly the special expertise that the visitor brings to the campus.</u></p> <p><u>Visiting Professors (who do not participate in committee and other University service work) should be assigned teaching loads that are greater than those assigned to regular faculty.</u></p> <p>c. <del>Restrictions</del></p> <p><del>If an academic appointee with a Visiting title is later considered for transfer to a corresponding appointment in the regular series, the proposal for such transfer should be treated as a new appointment subject to full customary review.</del></p> <p><u>Visiting titles at UC San Diego are not intended for candidates who are under consideration for or whom the department plans to propose for a permanent appointment.</u></p>	<p><b>APM 230-10 Criteria</b></p> <p><b>The criteria for evaluation of a candidate for appointment with a Visiting title shall be the same as for the corresponding regular title. Because the appointment is temporary, reasonable flexibility may be employed in the application of these criteria. Care should be taken to inform the appointee of the provisions of Section 230-4-d.</b></p> <p><b>APM 230-4 - Definition and Policy</b></p> <p><b>d. If an academic appointee with a Visiting title is later considered for transfer to a corresponding appointment in the regular series, the proposal for such transfer shall be treated as a new appointment subject to full customary review.</b></p>	<p><b>PPM 230-230-10 - Criteria</b> PPM Unnecessary; rely upon APM 235-10.</p> <p><b>PPM 230-230-4 - Definition and Policy</b> PPM Unnecessary; rely upon APM 235-4.</p>

Notes: Headings are non-substantive. Substance of deleted text appears in APM 235-4 and APM 235-10.

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**Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions**

Present	APM 230– Visiting Appointments	Proposed
PPM 230-20. VII. E. 2 – Special Status Titles/Visiting Titles		PPM 230-230 – Visiting Appointments
<p>d. <del>Terms of Service</del></p> <p><del>Visiting appointments may be made for up to a one-year period and may not exceed a total of two consecutive years.</del></p> <p><u>Visiting Professors have a six-course annual teaching load for full-time appointment (e.g., one course/quarter = 50% time; two courses/quarter = 100% time).</u></p>	<p><b>APM 230-17 - Terms of Service</b></p> <p><b>Each appointment or reappointment with a Visiting title shall be for a specified term not to exceed one year. The total period of consecutive service with a Visiting title shall not exceed two years, unless a longer period is approved by the Chancellor.</b></p> <p><b>In the case of Visiting Assistant Professor Programs in Mathematics, the total period of consecutive service shall not exceed three years, unless a longer period is approved by the Chancellor.</b></p>	<p><b>PPM 230-230-17 - Terms of Service</b> PPM Unnecessary; rely upon APM 235-17.</p>

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present PPM 230-20. VII. E.2 – Special Status Titles/Visiting Titles	APM 230 – Visiting Appointments	Proposed PPM 230-230 – Visiting Appointments
<p>Salary</p> <p><u>Based upon a six-course annual teaching load, part-time payments would be calculated as follows:</u></p> <p><u>Quarter Teaching Load      Quarter Appointment</u></p> <p><u>2 courses 100% appointment</u></p> <p><u>1 course 50% appointment</u></p> <p><del>The salary paid to a Visiting appointee will be at a negotiated annual rate based upon the individual's regular salary at his or her home institution or on his or her professional income, and consistent with the service rendered. The salary paid may not include travel expenses but may include an amount to cover relocation expenses if the department chair and the respective Dean agree that University funding is available to cover such relocation expenses. Any relocation costs included in the salary must be justified in the departmental recommendation letter.</del></p> <p>Salaries for visitors are not restricted to the published salary scale. <u>For example, with proper justification, the salary for a Visiting Assistant Professor may be below that for an Assistant Professor, Step I, or above that for an Assistant Professor, Step VI.</u></p>	<p><b>APM 230-18 - Salary</b></p> <p><b>a. The salary of an appointee with a Visiting title shall be determined according to the special circumstances of the case, with due consideration given to the individual's regular salary or professional income. In some cases, it will be appropriate to separate considerations of rank from those of salary.</b></p> <p><b>b. Since the negotiated salary for an appointment to a Visiting title may take into account certain relocation expenses, it should not necessarily be regarded as the appropriate salary for any subsequent regular appointment. (Relocation expenses are not the same as travel expenses; for travel expense reimbursement to a Visiting appointee, see the provisions of APM - 230-20-h.)</b></p> <p><b>c. An appointee with a Visiting title in one of the schools of health sciences is not eligible for any of the Strict Full-Time or other special compensation plans of these schools. The Chancellor, after consultation with the Academic Senate, may approve exceptions to this provision in cases of full-time appointments involving patient-care responsibilities.</b></p> <p><b>d. Because salaries of Visiting appointees are negotiated on an individual basis, such salaries are not subject to range adjustments which, when given, automatically affect the regular salary scales.</b></p>	<p><b>PPM 230-23-18 - Salary</b></p> <p><b>a. Salaries for visitors are not restricted to the published salary scale. The salary of an appointee with a Visiting title shall be determined according to the special circumstances of the case, with due consideration given to the individual's regular salary or professional income. In some cases, it will be appropriate to separate considerations of rank from those of salary.</b></p> <p><b>b. Since the negotiated salary for an appointment to a Visiting title may take into account certain relocation expenses, it should not necessarily be regarded as the appropriate salary for any subsequent regular appointment. (Relocation expenses are not the same as travel expenses; for travel expense reimbursement to a Visiting appointee, see the provisions of APM - 230-20-h.)</b></p> <p>The salary paid may not include travel expenses but may include an amount to cover relocation expenses if the department chair and the respective Dean agree that University funding is available to cover such relocation expenses. Any relocation costs included in the salary must be justified in the departmental recommendation letter.</p> <p><b>c. An appointee with a Visiting title in one of the schools of health sciences is not eligible for any of the Strict Full-Time or other special compensation plans of these schools. The Chancellor, after consultation with the Academic Senate, may approve exceptions to this provision in cases of full-time appointments involving patient-care responsibilities.</b></p> <p><b>d. Because salaries of Visiting appointees are negotiated on an individual basis, such salaries are not subject to range adjustments which, when given, automatically affect the regular salary scales.</b></p>

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present	APM 230 – Visiting Appointments	Proposed
PPM 230-20. VII. E. 2 – Special Status Titles/Visiting Titles		PPM 230-230 – Visiting Appointments
<p><del>f. Conditions of Employment</del></p> <p><del>Visiting appointments do not accord tenure or security of employment.</del></p> <p><del>Visiting appointments do not convey membership in the Academic Senate.</del></p> <p><del>Visiting appointments are subject to APM 137, Non-Senate Academic Appointees/Term Appointment.</del></p> <p><del>Certain removal expenses may be allowed a Visiting appointee who is subsequently appointed to regular faculty rank, or to the regular Research Scientist Series, as provided in APM 560-14-d, e, Removal Expenses/General.</del></p> <p><del>Sabbatical leave credit may be accrued by a Visiting appointee under the special conditions described in APM 740-11, Leaves of Absence/Sabbatical Leave. Sick leaves, vacation leaves, or authorized special leaves with pay for Visiting appointees will be subject to the policies for corresponding ranks without the Visiting prefix.</del></p>	<p><b>APM 230-20 - Conditions of Employment</b></p> <p><b>a. Inasmuch as a Visiting appointment is temporary, with an ending date, and there is no expectation of continued employment, notice of intention not to reappoint is not required, but the formal appointment letter shall specify the starting and termination dates of the service period and indicate that the appointment is self-terminating.</b></p> <p><b>b. As established under the terms of Section 103.9 of the Standing Order of The Regents, termination of the appointment of a faculty member, including that of a Visiting faculty member, before expiration of the contracted term shall be only for good cause, after opportunity for a hearing before the properly constituted advisory committee of the Academic Senate. In all other cases of grievances pertaining to appointees holding a Visiting title, the provisions of APM - 140 are applicable.</b></p> <p><b>c. An appointee with a Visiting title is not a member of the Academic Senate.</b></p> <p><b>d. Certain removal expenses may be allowed a Visiting appointee who is subsequently appointed to regular faculty rank, or to the regular professional research series, as provided in APM - 560-14-d.</b></p> <p><b>e. Sabbatical leave credit may be accrued by a Visiting appointee under the special conditions described in APM - 740-11-b.</b></p> <p><b>f. Sick leaves, vacation leaves, or authorized special leaves with pay for Visiting appointees will be subject to the policies for corresponding ranks without the Visiting prefix.</b></p> <p><b>g. Neither tenure nor security of employment is acquired by appointment to a Visiting title, although eligible service with certain Visiting titles is credited under the University's "eight-year" rule. (See APM - 133.)</b></p>	<p><b>PPM 230-23-20 - Conditions of Employment</b></p> <p>PPM Unnecessary; rely upon APM 235-20.</p>

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present		Proposed
PPM 230-20. VII. E. 3 – Special Status Titles/Recall Appointments	APM 205– Recall for Academic Appointees	PPM 230-205 – Recall for Academic Appointees
<p><del>3. Recall Appointments</del></p> <p><del>a. Definition</del></p> <p><del>Individuals who have retired from a University of California academic appointment and who receive retirement income (or have received a lump sum payout) from the University of California Retirement Plan (“UCRP”) are considered retired academic appointees and may be recalled to active service.</del></p> <p><del>Academic recall appointments are limited to individuals returning to an academic title.</del></p> <p><del>Retired academic appointees may be recalled to a compensated or non-compensated appointment. Compensated appointments should be percentage based and may not exceed 43% time per month, inclusive of all recall appointments.</del></p> <p><del>Recall appointments are normally one year or less, but may be up to three years in cases of pre-retirement agreements, or when faculty, have active research grants with secured funding for the recall period.</del></p> <p><u>Recall appointments may be proposed by submitting a completed UC San Diego Academic Recall Appointment form to the appropriate approval authority.</u></p>	<p><b>APM 205-0 - Policy</b>  <b>...This policy applies to former academic appointees who elected to receive their University of California Retirement Plan (“UCRP”) benefits in the form of monthly payments or as a lump sum cashout. Both are considered retired academic appointees.</b></p> <p><b>APM 205-14 - Eligibility</b>  <b>a. Recall appointments are limited to individuals returning to an academic title who have retired from a University of California academic appointment and who receive retirement income (or have received a lump sum payout) from UCRP.</b></p> <p><b>APM 205-18 - Salary</b>  <b>a. Rate of Salary</b>  <b>Retired academic appointees may be recalled to a compensated or a non-compensated appointment. Compensated appointments should be percentage-based.</b>          ...  <b>c. Salary Increases</b>  <b>Recalled academic appointees are ineligible for merit or promotion salary increases</b></p>	<p><b>PPM 230-205-0 - Policy</b>          PPM Unnecessary; rely upon APM 205-0</p> <p><b>PPM 230- 205-14 - Eligibility</b>          PPM Unnecessary; rely upon APM 205-14</p> <p><b>PPM 230-205-18 - Salary</b>          PPM Unnecessary; rely upon APM 205-18.</p>

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**Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions**

Present		Proposed
PPM 230-20. VII. E. 3 – Special Status Titles/Recall Appointments	APM 205– Recall for Academic Appointees	PPM 230-205 – Recall for Academic Appointees
<p><del>b. — Conditions of Employment</del></p> <p><del>Recalled academic appointees are ineligible for merit or promotion salary increases.</del></p> <p><del>A recall appointment service date may occur no earlier than 30 days following the academic appointee's retirement date.</del></p> <p><del>Recall appointments are term appointments for a specified period of time and expire on the end date with no further notice required.</del></p> <p><del>If the terms and conditions of the recall agreement are no longer applicable, the University may end a recall contract prior to the specified end date with a minimum of 30 days' notice, or pay-in-lieu of notice for those who are compensated.</del></p> <p><del>Recall appointments may be renewed on an annual basis.</del></p> <p><u>Assignment of office space is subject to the agreement reached between the faculty member and the department or school</u></p>	<p><b>APM 205-20 - Terms and Conditions of Employment</b></p> <p><b>b. Return to Service</b> A recall appointment service date may occur no earlier than 30 days following the academic appointee's retirement date.</p> <p><b>c. Length of Recall Appointments</b> Recall appointments are normally one year or less but may be up to three years in cases of pre-retirement agreements, or if faculty have active research grants with secured funding for the recall period. Recall appointments are term appointments for a specific period of time and expire on the end date with no further notice required.</p> <p><b>d. Reappointment</b> Following a review, recall appointments may be renewed on an annual basis.</p> <p><b>e. Early Termination</b> If the terms and conditions of the recall agreement are no longer applicable, the University may terminate a recall contract prior to the specified end date with a minimum of 30 days' notice, or pay-in-lieu of notice for those who are compensated.</p> <p><b>g. Percentage of Effort</b> All recall appointments must be included when calculating the appointment percentage, not to exceed a maximum total of 43 percent time for each month.</p>	<p><b>PPM 230-205-20 - Terms and Conditions of Employment</b> PPM Unnecessary; rely upon APM 205-20.</p>

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present		Proposed
PPM 230-20. VII. E. 4 – Regents’ Professors and Regents’ Lecturers	APM 290– Regents’ Professors and Regents’ Lecturers	PPM 230-290– Regents’ Professors and Regents’ Lecturers
<p>4. <del>Regents’ Professors and Regents’ Lecturers</del></p> <p>a. <del>Definition</del></p> <p><del>A Regents’ Professor serves for a quarter or an academic year at the University of California upon the invitation of the President of the University and with the approval of the Board of Regents. A Regents’ Lecturer serves for a relatively short period of time at the University of California upon the invitation of the Chancellor.</del></p> <p><del>Regents’ Professors’ and Regents’ Lecturers’ achievements in non-academic fields in the arts, sciences, or professions (such as agriculture, banking, commerce, engineering, industry, labor, law, medicine, or any other non-academic field in the arts, sciences, or professions) are equivalent to those on which appointments to regular University lectureships are based.</del></p> <p><del>The policies and procedures for Regents’ Professors and Regents’ Lecturers are set forth in PPM 230-30.6, Regents’ Professor and Regents’ Lecturer Program.</del></p>	<p><b>APM 290-4 - Definitions</b></p> <p><b>a. Regents’ Professor</b></p> <p><b>A Regents’ Professor serves for a semester/quarter, two quarters, or an academic year at the University of California upon the invitation of the President of the University and with the approval of the Board of Regents. The Regents’ Professor’s achievements in agriculture, banking, commerce, engineering, human rights, industry, international education, labor, law, medicine, policy, or any other non-academic field in the humanities, arts, sciences or professions are equivalent to those on which appointments to regular University professorships are based.</b></p> <p><b>b. Regents’ Lecturer</b></p> <p><b>A Regents’ Lecturer serves for a relatively short period of time at the University of California upon the invitation of the Chancellor. The Regents’ Lecturer’s achievements in agriculture, banking, commerce, engineering, human rights, industry, international education, labor, law, medicine, policy, or any other non-academic field in the humanities, arts, sciences or professions are equivalent to those on which appointments to regular University lectureships are based.</b></p>	<p><b>PPM 230-290-4 – Definitions</b></p> <p>PPM Unnecessary; rely upon APM 290-4.</p>

Notes: Headings and last paragraph are non-substantive. Substance of remaining deleted text appears in APM 290-4.

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present		Proposed
<p align="center"><b>PPM 230-20. VII. E. 5 – Guest Lecturers</b></p>	<p align="center"><b>APM 289– Guest Lecturers</b></p>	<p align="center"><b>PPM 230-289– Guest Lecturers, (Including Lecturer, Miscellaneous Part Time)</b></p>
<p><b>Guest Lecturers</b></p> <p>Individuals who will participate in the instructional program for a short period of time (i.e., two weeks or less in a quarter) and do not have full or partial responsibility for a course may be eligible for payment as Guest Lecturers. These are individuals who do not hold titles with the University but who are brought to the University for their expertise in given subjects.</p> <p><del>Procedures for issuing payments to Guest Lecturers are available on the UC San Diego Academic Personnel Services Web site.</del></p>	<p><b>APM 289-6 - Responsibility</b></p> <p><b>In the capacity as a University administrative officer, the department chairperson must establish procedures to insure that the chair will be notified about any intended use of guest lecturers, and the chairperson must decide whether or not the participation of an individual proposed as a guest lecturer is of such a nature as to require appointment to a position with an appropriate instructional title. If the department chairperson determines that such an appointment is necessary, then the guest lecturer shall not participate in the presentation of the course unless the chairperson recommends the appointment and the appointment is approved, after appropriate review, by the Chancellor or the Chancellors representative.</b></p> <p><b>The department chairperson is responsible for the maintenance of records and preparation of reports on which to base periodic administrative review of the use of guest lecturers.</b></p>	<p><b>PPM 230- 289-4 – Definition</b></p> <p>Individuals who will participate in the instructional program for a short period of time (i.e., two weeks or less in a quarter) and do not have full or partial responsibility for a course may be eligible for payment as Guest Lecturers. These are individuals who do not hold titles with the University but who are brought to the University for their expertise in given subjects.</p> <p><a href="#">The Lecturer, Miscellaneous Part-Time</a> title is appropriate for individuals who are being proposed to teach a course or courses for more than two weeks in a quarter, but less than a full quarter, who do not hold a title with the University, who are brought to the University for their expertise in a given subject, and who are paid a “By Agreement” (BYA) salary.</p> <p><b>PPM 230-289-6 – Responsibility</b></p> <p>PPM unnecessary; rely upon APM 289-6</p>

Notes: Heading and last sentence are non-substantive. Text in blue is from PPM 230-20. VII. A. 10 – Lecturer, Miscellaneous Part Time. The title, Lecturer, Miscellaneous Part Time is within the Guest Lecturer series; there is no APM corollary for this title.

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present	APM	Proposed
PPM 230-20. VII. E. 6 – Temporary Intercampus Transfer		
<p><u>Temporary Intercampus Transfer</u></p> <p><u>Professors from other UC campuses who are being proposed to teach a course or courses at UC San Diego are temporary faculty and are paid at the same salary rate they are paid by their home UC campus. Procedures for processing Temporary Intercampus Transfers are available on the UC San Diego Academic Personnel Services Web site.</u></p>	n/a	n/a

Notes: This is not substantive information; PPM 230-44 addresses temporary Intercampus transfers in detail. (APM 510 - *Intercampus Transfers* does not address temporary transfers.)

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present	APM 355 – Non-Salary Research Positions	Proposed
PPM 230-20. VII. E. 7 – Non-salaried Research Titles		PPM 230- APM 355 – Non-Salary Research Positions
<p>7. <del>Non-salaried Research Titles</del></p> <p>a. <del>Definitions</del></p> <p><u>These titles are intended to recognize an association with the University for scholars and scientists of distinguished standing. They may be appropriate for researchers who have retired and will continue an association with the University on a non-salaried basis.</u></p> <p>i. <del>Research Associate</del></p> <p><del>Non-salaried Research Associate appointments are for visiting scholars and scientists of distinguished standing who may be recommended by departments for such association with the University.</del></p> <p>ii. <del>Research Fellow</del></p> <p><del>A non-salaried Research Fellow appointment is for a visiting fellow who comes to the University as a National Research Council Fellow, a Social Science Research Council Fellow, a Commonwealth Fund Fellow, a Rockefeller Foundation Fellow, a traveling fellow from another university, etc.</del></p>	<p><b>APM 355-4 Definitions</b></p> <p><b>a. Research Associate</b>  <b>Research Associate is a non-salaried appointment for visiting scholars and scientists of distinguished standing who may be recommended by departments for such association with the University.</b></p> <p><b>b. Research Fellow</b>  <b>Research Fellow is a non-salaried appointment for visiting fellows who come to the University, for example, as a National Research Council Fellow; a Social Science Research Council Fellow; a Commonwealth Fund Fellow; a Rockefeller Foundation Fellow; or as traveling fellows from other universities, etc.</b></p>	<p><b>PPM 230-355-4 - Definitions</b>  PPM Unnecessary; rely upon APM 355-4.</p>

Notes: Headings are non-substantive. Substance of remaining deleted text appears in APM 355-4.

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Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions

Present	APM 355 – Non-Salary Research Positions	Proposed
PPM 230-20. VII. E. 7 – Non-salaried Research Titles		PPM 230- APM 355 – Non-Salary Research Positions
<p>b. <del>Criteria</del></p> <p>i. <del>Research Associate</del></p> <p><del>The candidate must hold a Ph.D. degree or possess training substantially equivalent to that required for the Ph.D., and must have demonstrated exceptional fitness in independent research in addition to that required for the Ph.D. degree.</del></p> <p>ii. <del>Research Fellow</del></p> <p><del>The candidate must hold a Ph.D. degree or possess training equivalent to that required for the Ph.D., but need not have had experience as an independent researcher aside from research for the doctoral degree.</del></p> <p>c. Terms of Service</p> <p>Appointments may be made for a maximum of three years and may be renewed following academic review. Appointment or reappointment period may be for a shorter term.</p> <p>Post-retirement appointment must be for one year or less, but may be renewed following academic review.</p> <p>d. <del>Conditions of Employment</del></p> <p><u>At UC San Diego, the title of Research Fellow is normally used to permit stipend payments to postdoctoral trainees rather than to denote an employer-employee relationship.</u></p>	<p><b>APM 355-10 – Criteria</b></p> <p><b>In judging a candidate for appointment, the following criteria are applied:</b></p> <p><b>a. Research Associate</b>  <b>The candidate must hold the degree of Ph.D. or possess training substantially equivalent to that required for the Ph.D., and must have demonstrated exceptional fitness in independent research in addition to that required for the Ph.D. degree.</b></p> <p><b>b. Research Fellow</b>  <b>The candidate must hold the degree of Ph.D. or possess training equivalent to that required for the Ph.D., but need not have had experience as an independent research worker aside from research for the doctoral degree.</b></p>	<p><b>PPM 230-355-10 – Criteria</b>  PPM Unnecessary; rely upon APM 355-10.</p> <p><b><u>PPM 230-355-17 - Terms of Service</u></b></p> <p>Appointments may be made for a maximum of three years and may be renewed following academic review. Appointment or reappointment period may be for a shorter term.</p> <p>Post-retirement appointment must be for one year or less, but may be renewed following academic review.</p>

Notes: Headings are non-substantive. Substance of remaining deleted text appears in APM 355-10. APM 355 does not include “Terms of Service” or “Conditions of Employment” subsections.

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**Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions**

Present	APM	Proposed
<p align="center"><b>PPM 230-20. VII. E. 8 – Non-salaried Instructional Titles</b></p>		<p align="center"><b>PPM 230-255 - Non-Salary Instructional Positions</b></p>
<p><b>Non-salaried Instructional Titles</b> Occasionally, eminent scholars and scientists, either already appointed at UC San Diego or not affiliated with the University, are appointed to non-salaried instructional titles (e.g., non-salaried Lecturer or Adjunct Professor) to assist in the teaching of undergraduate and graduate students. Non-salaried instructional appointees do not assume full responsibility for a course. Department chairs must ensure that the use of non-salaried instructional appointees is not abused. The series assigned to such appointees should be determined by the degree of teaching involvement as described in the Academic Personnel Manual (Ref. APM 230, Visiting Appointments; APM 235, Acting Appointments; APM 280, Adjunct Professor Series; and APM 283, Lecturer and Senior Lecturer).</p> <p>The departmental recommendation letter should clearly outline the type and amount of teaching the candidate will do, as well as the effectiveness of his or her teaching in any previous period of appointment.</p> <p>a. Non-salaried instructional titles for individuals funded from sources not administered by the University (e.g., Salk Institute appointees):</p> <p>i. An appointment may be made for a period of two or three years, depending on the appointee’s rank (e.g., two years for the Assistant rank).</p> <p>ii. Appointment files should include the same documentation required for salaried appointees in the title or series.</p>	<p align="center">n/a</p>	<p><b>PPM 230-255-4 Definitions</b> Occasionally, eminent scholars and scientists, either already appointed at UC San Diego or not affiliated with the University, are appointed to non-salaried instructional titles (e.g., non-salaried Lecturer or Adjunct Professor) to assist in the teaching of undergraduate and graduate students. Non-salaried instructional appointees do not assume full responsibility for a course. The series assigned to such appointees should be determined by the degree of teaching involvement as described in <u>policy</u> (See, <u>PPM 230-230</u>, Visiting Appointments; <u>PPM 230-235</u>, Acting Appointments; and <u>PPM 230-280</u>, Adjunct Professor Series.)</p> <p><u>When</u> a research appointee whose full-time salary is administered by the University participates in an instructional program, <u>s/he</u> must be appointed in a salaried instructional title for formal instruction and/or significant participation. Appointees also may be appointed to and perform services under a non-salaried instructional title. For example, a non-salaried instructional title may be accorded for an occasional lecture or seminar dealing with the research being sponsored by the funding agency and is required for a researcher to supervise a doctoral thesis, provided the thesis is appropriate to the investigator’s line of research.</p> <p>Department chairs must ensure that the use of non-salaried instructional appointees is not abused. The departmental recommendation letter should clearly outline the type and amount of teaching the candidate will do, as well as the effectiveness of his or her teaching in any previous period of appointment.</p> <p><b>PPM 230-255-10 Types</b></p> <p>a. Non-salaried instructional titles for individuals funded from sources not administered by the University (e.g., Salk Institute appointees)</p> <p>b. Non-salaried instructional titles for individuals whose full time salaries are administered by the University</p>

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**Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions**

Present	APM	Proposed
<b>PPM 230-20. VII. E. 8 – Non-salaried Instructional Titles</b>		<b>PPM 230-255 - Non-Salary Instructional Positions</b>
<p>b. Non-salaried instructional titles for individuals whose full time salaries are administered by the University:</p> <p>i. If an appointee is paid under another title from a federal contract or grant and participates in the instructional program under a non-salaried instructional title, the department chair must assure compliance with the University’s contractual agreement with the funding agency.</p> <p>ii. Under no circumstances should appointees paid entirely from federal funds be permitted to be officers of instruction in regularly scheduled courses, unless they are paid from non-federal funds for the proportion of time spent on teaching. In such cases, the appointee should be appointed to a salaried instructional title and paid for the proportion of time spent on teaching. His or her salaried appointment will be reduced accordingly so that the total percentage does not exceed 100%. The occasional lecture or seminar, dealing with the research and creative activity being sponsored, is considered part of the normal research and creative process and should be encouraged.</p> <p>iii. A federally funded appointee may supervise a doctoral thesis occasionally, provided the research topic is appropriate to the investigator’s line of research. Such supervision is contingent upon the approval of the department chair and the subsequent administrative approval of an appropriate instructional title for the investigator. In such cases, departments should consult the Office of Research Affairs to determine the necessity of a non-salaried lecturer appointment in order for an appointee to qualify to serve on a thesis committee.</p>	n/a	<p><b>PPM 230-255-16 Restrictions</b> For non-salaried instructional titles for individuals whose full time salaries are administered by the University:</p> <p>a. If an appointee is paid under another title from a federal contract or grant and participates in the instructional program under a non-salaried instructional title, the department chair must assure compliance with the University’s contractual agreement with the funding agency.</p> <p>b. Under no circumstances should appointees paid entirely from federal funds be permitted to be officers of instruction in regularly scheduled courses, unless they are paid from non-federal funds for the proportion of time spent on teaching. In such cases, the appointee should be appointed to a salaried instructional title and paid for the proportion of time spent on teaching. His or her salaried appointment will be reduced accordingly so that the total percentage does not exceed 100%. The occasional lecture or seminar, dealing with the research and creative activity being sponsored, is considered part of the normal research and creative process and should be encouraged.</p> <p>c. A federally funded appointee may supervise a doctoral thesis occasionally, provided the research topic is appropriate to the investigator’s line of research. Such supervision is contingent upon the approval of the department chair and the subsequent administrative approval of an appropriate instructional title for the investigator. In such cases, departments should consult the Office of Research Affairs to determine the necessity of a non-salaried lecturer appointment in order for an appointee to qualify to serve on a thesis committee.</p> <p>d. It is appropriate for research personnel totally funded from federal sources to supervise the activities of Research Assistants or other students if the supervision is directly connected with the objectives of the contract.</p>

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**Proposed Disposition of PPM 230-20. VII – ACADEMIC APPOINTMENTS/Series Descriptions**

Present	APM	Proposed
<p align="center"><b>PPM 230-20. VII. E. 8 – Non-salaried Instructional Titles</b></p>		<p align="center"><b>PPM 230-255 - Non-Salary Instructional Positions</b></p>
<p>iv. It is appropriate for research personnel totally funded from federal sources to supervise the activities of Research Assistants or other students if the supervision is directly connected with the objectives of the contract.</p> <p>v. An appointment may be made for two to three years, corresponding to the appointment period in the appointee’s salaried title. In such instances, only one academic review file should be submitted for both the appointment in the non-salaried instructional title and the recommendation for action in the salaried title. The departmental recommendation letter must evaluate the service in each area and clearly outline the type and amount of teaching the appointee will do.</p> <p>vi. On occasion, a research appointee whose full-time salary is administered by the University participates in an instructional program. For formal instruction and/or significant participation, the researcher must be appointed in a salaried instructional title. Appointees also may be appointed to and perform services under a non-salaried instructional title. For example, a non-salaried instructional title may be accorded for an occasional lecture or seminar dealing with the research being sponsored by the funding agency and is required for a researcher to supervise a doctoral thesis, provided the thesis is appropriate to the investigator’s line of research.</p>	<p align="center">n/a</p>	<p><b>PPM 230-255-17 Terms of Service</b></p> <p>a. Non-salaried instructional titles  <u>For</u> individuals funded from sources not administered by the University (e.g., Salk Institute appointees), an appointment may be made for a period of two or three years, depending on the appointee’s rank (e.g., two years for the Assistant rank).</p> <p>Appointment files should include the same documentation required for salaried appointees in the title or series.</p> <p>b. Non-salaried instructional titles for individuals whose full time salaries are administered by the University:</p> <p>An appointment may be made for two to three years, corresponding to the appointment period in the appointee’s salaried title. In such instances, only one academic review file should be submitted for both the appointment in the non-salaried instructional title and the recommendation for action in the salaried title. The departmental recommendation letter must evaluate the service in each area and clearly outline the type and amount of teaching the appointee will do.</p> <p><b>PPM 230-255-24 Authority</b>  No appointment, reappointment <u>or academic review action</u> is final until there has been an academic review and the individual with final authority has approved the <u>action</u>.</p> <p>The UC San Diego <a href="#">Authority and Review Chart</a> sets forth the individual(s) and/or committees responsible for review, as well as the final authority for approval.</p> <p><b>PPM 230-255-80 Procedures</b>  <i>[APS Appointment and Advancement Instructions]</i></p>

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**Proposed Disposition of PPM 230-20. VIII – ACADEMIC APPOINTMENTS/Academic Appointment File Review and Final Authority**

Present PPM 230-20. VIII	APM	Proposed PPM 230 (all new sections)
<p><del>VIII. ACADEMIC APPOINTMENT FILE REVIEW AND FINAL AUTHORITY</del></p> <p><del>No academic appointment or reappointment may be offered or accepted until there has been a full academic review and the individual charged with final authority has approved the appointment or reappointment.</del></p> <p><del>The <a href="#">UC San Diego Authority and Review Chart</a> sets forth the individual(s) and/or committee responsible for review, as well as the final authority for approval.</del></p>	<p>n/a</p>	<p><i>Each new PPM section will include the statement below in Subsection 24 (Authority) as applicable.</i></p> <p><i>No appointment, advancement <u>or academic review action</u> is final until there has been an academic review and the individual with final authority has approved the <u>action</u>.</i></p> <p><i>The UC San Diego <a href="#">Authority and Review Chart</a> sets forth the individual(s) and/or committees responsible for review, as well as the final authority for approval.</i></p>

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**Proposed Disposition of PPM 230-28. I – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/References and Related Policies**

Present PPM 230-28. I	APM	Proposed PPM 230 (all new sections)
<p><del>REFERENCES AND RELATED POLICIES</del></p> <p><u><a href="#">Academic Personnel Manual (APM)</a></u></p> <p><u><a href="#">UC San Diego Policy and Procedure Manual (PPM), 230-20, Academic Appointments</a></u></p> <p><u><a href="#">UC San Diego Policy and Procedure Manual (PPM), 230-29, Policies and Procedures to Assure Fairness in the Academic Personnel Review Process</a></u></p> <p><u><a href="#">UC San Diego Policy and Procedure Manual (PPM), 230-11, Maintenance of, Access to, and Opportunity to Request Amendment of Academic Personnel Records</a></u></p> <p><u><a href="#">Memorandum of Understanding, University of California and University Federation of Librarians University Council – American Federation of Teachers, Professional Librarian Unit</a></u></p> <p><u><a href="#">Memorandum of Understanding, University of California and University Council – American Federation of Teachers, Non-Senate Instructional Unit</a></u></p>	n/a	<p><i>Each new PPM section will identify the relevant source APM Section and specify the UC San Diego policies contained therein, with a link to APS Appointment and Advancement Instructions containing campus procedures.</i></p> <p><i>Bargaining Agreement Disclaimers will appear in new PPM sections, as applicable.</i></p>

Notes: UCSD PPM 230-20, Academic Appointments and UCSD PPM 230-29, Policies and Procedures to Assure Fairness in the Academic Personnel Review Process are proposed for rescission.

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**Proposed Disposition of PPM 230-28. II – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Introduction**

Present PPM 230-28. II	APM	Proposed PPM 230 (all new sections)
<p><b>II. <del>INTRODUCTION</del></b></p> <p><del>This section of the Policy and Procedure Manual (PPM) contains the campus policies and procedures pertaining to academic advancement actions and the reappointment of academic personnel at the University of California, San Diego.</del></p> <p><del>This PPM section incorporates and implements provisions of the University of California Academic Personnel Manual (APM). For additional information, contact the appropriate divisional dean's office, or refer directly to the <a href="#">Academic Personnel Manual</a>.</del></p> <p><del>This PPM section is not applicable to appointees in series covered by a Memorandum of Understanding with an exclusive bargaining agreement, except when the Memorandum of Understanding specifically states that certain section(s) of the PPM apply.</del></p>		<p><i>Each new PPM section will identify the relevant source APM Section and specify the UC San Diego policies contained therein, with a link to APS Appointment and Advancement Instructions containing campus procedures.</i></p> <p><i>Bargaining Agreement Disclaimers will appear in new PPM sections, as applicable.</i></p>

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Proposed Disposition of PPM 230-28. III – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Glossary of Terms

Present	APM 110 – Academic Personnel Definitions	Proposed
PPM 230.28.III		n/a
<p><b>III. GLOSSARY OF TERMS</b></p> <p><u>A complete glossary of academic personnel terms is available on the <a href="#">Academic Personnel Services Web site</a>.</u></p>	n/a	

Notes: APM 110 sets forth Academic Personnel Definitions. Glossary of Terms referenced in PPM 230-28.III is not currently UCSD PPM policy; it will remain as a reference document in the *APS Appointment and Advancement Instructions*.

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Proposed Disposition of PPM 230-28. IV – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/General Advancement and Reappointment Policies

Present	APM 220 – Professor Series	Proposed
PPM 230-28. IV. A. 1 and A. 2		PPM 230-220– Professor Series
<p>IV. GENERAL ADVANCEMENT AND REAPPOINTMENT POLICIES</p> <p>A. Department Chair Responsibilities</p> <p>1. Annual Informal Assessment</p> <p>The department chair (or equivalent officer) is responsible for making certain that there is an annual informal assessment of the status and performance of each academic appointee in the department, unit, program, or division (hereafter referred to as department), including those who are not eligible for advancement. This annual assessment may include an interview with the academic appointee.</p> <p>2. Submission of Academic Review Files</p> <p><u>The department chair should ensure that an academic review file is prepared and forwarded for review and approval for each appointee who is due for advancement consideration, and for each appointee with a specified ending date if reappointment with or without advancement is recommended by the department.</u> Academic review files may also be submitted for appointees who are judged by the department as deserving of accelerated advancement.</p> <p><u>If an appointee does not provide updated material for the academic review file, the department chair should proceed with the review based upon the information that is available to the department. In this case, the academic review file submitted should document the department’s efforts to obtain file materials from the appointee (e.g., copies of written requests/reminders).</u></p>	<p><b>APM 220-80. b - Recommendations and Review: General Procedures</b></p> <p><b>The department chair is responsible for making certain that within the department there is an annual review of the status and performance of each faculty member in the department. Cases of possible eligibility for merit increase or promotion shall be examined. Likewise, cases of unsatisfactory performance and of less than desirable excellence shall be examined. Special attention shall be given to ending dates of all appointments of Instructors and Assistant Professors, to provisions governing notices not to reappoint, and to procedures for formal appraisal of Assistant Professors.</b></p> <p>APM 220-18 - Salary</p> <p>b. Normal Periods of Service</p> <p>The normal periods of service at rank and step in this series are shown in the published salary scales and are described below. Although these time periods indicate the usual intervals between advancements, they do not preclude more rapid advancement in the case of exceptional merit, or more gradual advancement when warranted.</p>	<p><b>PPM 230-220-80 b - Recommendations and Review: General Procedures</b></p> <p>PPM unnecessary; rely upon APM 220-80. b</p> <p><b>PPM 230-220-18 - Salary</b></p> <p>PPM unnecessary; rely upon APM 220-18. b</p>

Notes: Headings are non-substantive. Substance of current PPM 230-28. IV. A. 1 is contained in APM 220-80. b. Substance of statement re: accelerated advancement appears in APM 220-18. b.

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Proposed Disposition of PPM 230-28. IV – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/General Advancement and Reappointment Policies

Present	APM 220 – Professor Series	Proposed
PPM 230-28. IV.A. 3 and A. 4		PPM 230-220– Professor Series
<p><del>3. Deadlines</del>  <del>The department chair may establish departmental deadlines for submission of academic review file materials as early as necessary to enable the department to submit files by the campus deadlines (set forth in the <a href="#">Campus Deadlines Schedule</a>).</del> <u>Departmental deadlines may not be later than October 15.</u> <u>An appointee may not add bibliographic or other documentation reflecting activities or accomplishments beyond October 15.</u></p> <p>4. Policy to Ensure Fairness in the Academic Review Process</p> <p><del>Policy and Procedure Manual Section 230-29 sets forth the University's policies to ensure fairness in the academic review process. The department chair is responsible for ensuring compliance with the provisions of PPM 230-29 for each academic review file prepared.</del></p>	<p><b>APM 220-80. c - Recommendations and Review: General Procedures</b></p> <p>...Early in the course of a personnel review, before departmental consideration of a case, the chair<sup>2</sup> shall notify the candidate of the impending review and in one or more conferences with the candidate make certain that the candidate is adequately informed about the entire review process and is given the appropriate opportunity to ask questions, to supply pertinent information and evidence to be used in the review, and, where relevant, to suggest names of persons to be solicited for letters of evaluation. Each campus shall develop guidelines and checklists to instruct chairs about their duties and responsibilities in connection with personnel reviews. The chair has an obligation to consider the interests of both the candidate and the University, and to see to it that the departmental review is fair to the candidate and rigorous in maintaining University standards...</p>	<p><b>PPM 230-220-80. c -:General Procedures</b></p> <p>Early in the course of a personnel review, before departmental consideration of a case, the chair shall notify the candidate of the impending review and in one or more conferences with the candidate make certain that the candidate is adequately informed about the entire review process and is given the appropriate opportunity to ask questions, to supply pertinent information and evidence to be used in the review, and, where relevant, to suggest names of persons to be solicited for letters of evaluation.</p> <p><a href="#">Department chairs should establish in writing a deadline (no later than the established campus deadline) for the submission by candidates of all materials for their Review Files.</a></p> <p><a href="#">Departments may establish an earlier deadline, but, in these cases, candidates must have a reasonable period of time to gather and submit the material.</a> Departmental deadlines may not be later than <a href="#">the established campus deadline</a>. <a href="#">For equity reasons</a>, an appointee may not add bibliographic or other documentation reflecting activities or accomplishments beyond <a href="#">the established campus deadline</a>.</p> <p><a href="#">If material is received after the departmental meeting and vote, the chair shall determine whether or not the added material is of such significance that it should be reviewed by all voting members and whether a new departmental meeting should be scheduled to reconsider the case. If the chair determines that the new material is not of such substance as to require a new departmental meeting and/or vote, the chair should take steps to include the material in the File and describe the degree of departmental review of the material.</a></p> <p><a href="#">The candidate also should be informed of the degree of departmental review and asked to sign Certification C as an indication of his/her awareness that the material has been added to the File.</a></p> <p><b>The chair has an obligation to consider the interests of both the candidate and the University, and to see to it that the departmental review is fair to the candidate and rigorous in maintaining University standards...</b></p>

Notes: Headings and first sentence of current PPM 230-28.IV.4 are non-substantive. Substance of second sentence is contained in source APM and PPM 230-29. III. G. 7. Language in **blue** is from PPM 230-29. III. G. 7.

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Proposed Disposition of PPM 230-28. IV – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/General Advancement and Reappointment Policies

Present	APM 220 – Professor Series	Proposed
PPM 230-28. IV.A.5		PPM 230-220– Professor Series
<p><b>5. Departmental Recommendation Letter</b>  <del>The department chair is responsible for drafting the departmental recommendation letter, which is a presentation of the department’s advancement and/or reappointment recommendation based upon an evaluation of the appointee by all eligible members of the department.</del></p> <p><u>The letter should include:</u></p> <p>a. <del>The proposed action, title, rank, step, salary, and proposed effective date.</del></p> <p>b. <del>A statement specifying the degree of departmental consultation and any dissenting opinion. Academic Senate Bylaw 55 must be observed for all applicable cases.</del></p> <p>c. <u>A statement regarding any conflicts of interest in the file.</u>            An evaluation of the appointee’s performance and achievements in each area of responsibility to the University, as specified by the series criteria. <u>The appointee’s performance in each area should be evaluated in terms of the department’s established performance norms and expectations, using established departmental evaluation methods.</u></p> <p>e. <del>Justification for the award of bonus or market off-scale salary components.</del></p> <p>f. <del>A statement regarding external referees’ recommendations. External referee letters should be referenced by code only.</del> <u>Comments that might identify external referees must not appear in the department letter; excessive quotations from external referee letters are discouraged.</u>  <del>The department chair may also write a separate, confidential letter setting forth his or her personal recommendation, if desired.</del></p>	<p><b>APM 220-80. e - Recommendations and Review: General Procedures</b>  <b>The departmental recommendation is made in accordance with the procedural regulations of the Academic Senate and established governance practices of the department. The chair initiates a personnel action for an appointment, promotion, merit increase, appraisal, reappointment, non-reappointment, or terminal appointment by addressing a letter setting forth the departmental recommendation to the Chancellor (or to the Dean, Provost, or Vice Chancellor, according to the applicable campus procedure). This departmental letter shall discuss the proposed personnel action in the light of the criteria set forth in APM - 220-10, and shall be accompanied by supporting evidence. The chair shall report the nature and extent of consultation on the matter within the department (including any vote taken) and present any significant evidence and differences of opinion which would support a contrary recommendation. The chair should ensure that individuals who have provided confidential letters of evaluation are not identified in the departmental letter except by code. The department shall adopt procedures under which the letter setting forth the departmental recommendation shall be available, before being forwarded, for inspection by all those members of the department eligible to vote on the matter or by a designated committee or other group of such members. Pursuant to campus procedures, the chair may also, in a separate letter, make an independent evaluation and recommendation, which may differ from the departmental recommendation.</b></p>	<p><b>PPM 230-220-80. e - Recommendations and Review: General Procedures</b>  <b>e. The departmental recommendation is made in accordance with the procedural regulations of the Academic Senate and established governance practices of the department, and is based upon the evaluation of the appointee by all eligible members of the department. The chair initiates a personnel action for an appointment, promotion, merit increase, appraisal, reappointment, non-reappointment, or terminal appointment by addressing a letter setting forth the departmental recommendation to the approval authority.</b></p> <p><b>This departmental letter shall:</b></p> <p>a. <b>Discuss the proposed personnel action in the light of the criteria set forth in APM - 220-10 and shall be accompanied by supporting evidence.</b></p> <p>a. <u>For appointments, the letter should provide a thorough evaluation of the candidate’s qualifications in accordance with the specific criteria established for the proposed series. This includes a full and detailed evaluation of the candidate’s scholarly and creative achievements, a description and evaluation of the candidate’s teaching experience and effectiveness, and assessment of his or her professional reputation in the academic community.</u></p> <p><u>Utilizing information from the candidate’s previous institution, the departmental recommendation letter should include a meaningful assessment of the candidate’s teaching effectiveness at both the undergraduate and graduate levels of instruction.</u></p> <p>b. <u>For all actions but appointments: the appointee’s performance in</u></p>

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Proposed Disposition of PPM 230-28. IV – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/General Advancement and Reappointment Policies

		<p>each area should be evaluated in terms of the department’s established performance norms and expectations, using established departmental evaluation methods.</p> <ul style="list-style-type: none"> <li><b>b. Report the nature and extent of consultation on the matter within the department (including any vote taken) and present any significant evidence and differences of opinion which would support a contrary opinion.</b></li> <li><b>c. Discuss the proposed title, rank, step, salary, effective appointment date(s).</b></li> <li><b>d. [Justify] the recommended rank, step, and salary based on the criteria specified for the series, including justification for an <del>market</del> off-scale salary, if applicable.</b></li> <li><b>e. <u>Include verification</u> that a complete file was presented for voting members’ consideration</b></li> <li><b>f. <u>Provide information about</u> the nature and extent of consultation on the matter within the department (including the results of any vote taken and the reasons (if known) for any negative votes.)</b></li> <li><b>g. <u>Include a</u> statement regarding external referees’ recommendations, <u>ensuring that individuals who have provided confidential letters of evaluation are not identified in the departmental letter except by code.</u></b></li> <li><b>h. <u>Include a</u> statement from the chair regarding any conflicts of interest.</b></li> </ul> <p><u>For appointments, the letter should include:</u></p> <ol style="list-style-type: none"> <li>1. The proposed title, rank, step, salary, effective appointment date(s), and <u>discussion of</u> any funding contingencies</li> <li>2. A brief description of the open recruitment conducted by the department for the position and how the candidate was selected. (Other applicants should not be identified in this description.)</li> <li>3. <u>Documentation of</u> the participation and membership of the departmental ad hoc committee</li> </ol>
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**Proposed Disposition of PPM 230-28. IV – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/General Advancement and Reappointment Policies**

		<p>4. A description of the candidate's expected role in the department: research to be conducted and/or classes the candidate will teach; the candidate's anticipated contribution to the department's instructional mission at both the undergraduate and graduate levels; and a description of the department's teaching requirements and how the candidate's teaching load meets those requirements (for applicable titles).</p> <p><u>For Visiting Titles:</u> The departmental recommendation letter should describe clearly the special expertise that the visitor brings to the campus and should clearly state that the individual will be returning to the home institution upon completion of the visiting appointment.</p>
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Notes: Heading is non-substantive. Substance of all other deleted sections appears in APM 220-80. e. See also, APM 210-1. c. (1) "Recommendations concerning appointment, promotion, and appraisal normally originate with the department chair. The letter of recommendation should provide a comprehensive assessment of the candidate's qualifications together with detailed evidence to support this evaluation." Language in blue is from PPM 230-20.V.A.4 and PPM 230-29. III. D. Language in PPM 230-28.IV. A.5.1.b.ii is from PPM 230-28.V.A. 4; Visiting Title language is from PPM 230-28.V.N.

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Proposed Disposition of PPM 230-28. IV – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/General Advancement and Reappointment Policies

Present	APM 220 – Professor Series	Proposed
PPM 230-28. IV. B		PPM 230-220– Professor Series
<p><del>External Referee Letters</del></p> <p>External referee letters are required as follows:</p> <ul style="list-style-type: none"> <li>- <u>Five (5) external referee letters are required for promotion to the Associate level.</u></li> <li>- <u>Three (3) external referee letters are required for promotion to the Full level and advancement to Above Scale.</u></li> </ul> <p>For advancement to Step VI, external referee letters are not required, but may be solicited at the department’s discretion when they are needed to demonstrate evidence of nationally or internationally recognized and highly distinguished scholarship, highly meritorious service, or excellent teaching.</p> <p>Depending on the discipline of the appointee under review, additional evidence provided in lieu of external letters may include, but is not limited to: published reviews of the candidate’s work; Readers’ Reports from publishers; or presentations of the research in competitive and prestigious venues.</p> <p>In cases in which the department chooses not to solicit letters from external referees, campus reviewers may later recommend that the department do so.</p> <p>In all other cases, external referee letters should not be solicited unless there is no department faculty member with sufficient expertise to evaluate the appointee.</p> <p><a href="#">Sample solicitation letters</a> are provided on the Academic Personnel Services Web site.</p> <p>...</p>	<p><b>APM 220-80. c - Recommendations and Review: General Procedures</b></p> <p><b>...In accordance with established policy applicable to the personnel action under consideration, the chair shall solicit letters of evaluation of the candidate from qualified persons, including a reasonable number of persons nominated by the candidate. All such letters received shall be included in the file; unsolicited letters that are used shall also be included in the file. In soliciting or receiving unsolicited letters of evaluation, the chair should include, attach or send a statement regarding the confidentiality of such letters. The Provost and Senior Vice President—Academic Affairs shall issue guidelines for the contents of statements.</b></p> <p><i><b>*See also, APM 210-1.c (3)</b></i></p> <p><i><b>The department and the review committee should consider how the candidate stands in relation to other people in the field outside the University who might be considered alternative candidates for the position. The department chair shall supplement the opinions of colleagues within the department by letters from distinguished extramural informants. The identity of such letter writers should not be provided in the departmental letter except by code.</b></i></p>	<p><b>PPM 230-220-80. c - Recommendations and Review: General Procedures...</b></p> <p><b>...In accordance with established policy applicable to the personnel action under consideration, the chair shall solicit letters of evaluation of the candidate from qualified persons, including a reasonable number of persons nominated by the candidate. The department chair should solicit evaluations from individuals who are independent of the candidate, who are expert in the candidate's field, and who are able to provide an objective appraisal of the candidate's work. External referees should be senior scholars who are at the same rank as that proposed for the appointee, or higher.</b></p> <p><b>All such letters received shall be included in the file; unsolicited letters received by the department but NOT added to the file by the appointee may be included in the file at the department chair’s discretion. In soliciting or receiving unsolicited letters of evaluation, the chair should include, attach or send a statement regarding the confidentiality of such letters. The Provost and Senior Vice President—Academic Affairs shall issue guidelines for the contents of statements.</b>-Sample solicitation letters are provided on the Academic Personnel Services Web site.</p> <p>...</p>

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Proposed Disposition of PPM 230-28. IV – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/General Advancement and Reappointment Policies

Present	APM 220 – Professor Series	Proposed
PPM 230-28. IV. B		PPM 230-220– Professor Series
<p>External referees should be individuals who are independent of the appointee, who are expert in the appointee’s field, and who are able to provide an objective appraisal of the appointee’s work. <u>Referees should be urged to provide an objective and analytical evaluation with specific comments about the appointee’s abilities and accomplishments, rather than uncritical praise.</u></p> <p><u>Use of external referees whom the reviewers may not regard as objective or independent evaluators, either because they are too close to the appointee professionally (e.g., collaborators, thesis supervisors, etc.) or because they have a personal relationship with the appointee, may be included if they shed light on collaborations. Non-independent letters do not count toward the minimum number of required external letters.</u></p> <p>For advancement in the LPSOE/LSOE series, external evaluation letters must be solicited from individuals who are professionally independent from the appointee; however, additional evaluation letters may be solicited from referees from within UC San Diego as a tool to assist the effective evaluation of an appointee’s contributions to pedagogy on campus.</p> <p>For advancement in the Project Scientist and Specialist series, external evaluation letters may be solicited from individuals who are not professionally independent from the appointee; however, additional letters from more independent sources should be obtained if possible.</p> <p>External referee letters should be solicited from senior scholars who are at the same rank as that proposed for the appointee, or higher.</p> <p>...</p>		<p>...</p> <p>External referee letters are required as follows:</p> <p><u>Appointment:</u></p> <p>For Assistant-level appointments proposed at Step I or II, external letters of evaluation from the candidate’s mentors and others at the home institution are acceptable; however, additional letters from more independent sources should be obtained if available.</p> <p>For Assistant-level appointments proposed at Step III or higher, and for all appointments at the Associate or Full level, letters should be from external referees who are senior scholars (Associate level or higher) and who are independent of the candidate.</p> <p><u>Advancement:</u></p> <p>For advancement to Step VI, external referee letters are not required, but may be solicited at the department’s discretion when they are needed to demonstrate evidence of nationally or internationally recognized and highly distinguished scholarship, highly meritorious service, or excellent teaching.</p> <p>For advancement in the LPSOE/LSOE series, external evaluation letters must be solicited from individuals who are professionally independent from the appointee; however, additional evaluation letters may be solicited from referees from within UC San Diego as a tool to assist the effective evaluation of an appointee’s contributions to pedagogy on campus.</p> <p>For advancement in the Project Scientist and Specialist series, evaluation letters may be solicited from within UC San Diego; however, the majority of required letters should be obtained from individuals external to UC San Diego</p> <p>For advancement in the Project Scientist and Specialist series, external evaluation letters may be solicited from individuals who are not professionally independent from the appointee; however, additional letters from more independent sources should be obtained if possible. ...</p>

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Proposed Disposition of PPM 230-28. IV – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/General Advancement and Reappointment Policies

Present	APM 220 – Professor Series	Proposed
PPM 230-28. IV. B		PPM 230-220– Professor Series
<p>...</p> <p><u>If external referees are not senior scholars and/or are not sufficiently independent of the appointee, the department should explain why they were selected as the best-qualified referees. This information should only appear on the Referee I.D. form.</u></p> <p><u>External referee letters may be solicited from academic appointees at other University of California campuses. Under special circumstances, evaluations by other department members may be appropriate, but in general, external referee letters should not be solicited within the appointee’s department.</u> For advancement in the Project Scientist and Specialist series, evaluation letters may be solicited from within UC San Diego; however, the majority of required letters should be obtained from individuals external to UC San Diego.</p> <p><u>The department chair must give the appointee the opportunity to suggest names of persons to be solicited for letters of evaluation. Other names should be added to this list by the department chair in consultation with a departmental review committee. Normally, no more than one out of three external letters (when three are required for the file) or two out of five (when five are required for the file) should be from referees selected solely by the appointee. This number may be exceeded if the appointee’s list includes all of the recognized experts in the field. Appointees may not solicit their own evaluation letters.</u></p>		<p>Depending on the discipline of the appointee under review, additional evidence provided in lieu of external letters may include, but is not limited to: published reviews of the candidate’s work; Readers’ Reports from publishers; or presentations of the research in competitive and prestigious venues.</p> <p>In cases in which the department chooses not to solicit letters from external referees, campus reviewers may later recommend that the department do so. In all other cases, external referee letters should not be solicited unless there is no department faculty member with sufficient expertise to evaluate the appointee.</p>

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Present	APM 220 – Professor Series	Proposed
PPM 230-28. IV. B		PPM 230-220– Professor Series
<p>...</p> <p><u>Solicitation letters must include appropriate wording describing the proposed action and explaining to external referees the nature of the proposed advancement. For advancement to any level for which external letters are required, the department chair should explain in the solicitation letter the significance of the advancement and note the degree of acceleration, if applicable, so that the referees may evaluate the appointee’s achievements in relation to the University’s criteria for advancement.</u></p> <p>Solicitation letters must include the University’s confidentiality statement.</p> <p><u>Before including an unsolicited letter in the appointment file, the department chair must send the University’s confidentiality statement to the letter writer and obtain a signed or electronic authorization to use the unsolicited letter in the file. The authorization, the unsolicited letter, and the department chair’s letter transmitting the confidentiality statement should be included in the file.</u></p> <p><u>External letters may be solicited and received electronically, but they must be submitted with an electronic cover letter from the referee as evidence of their authenticity.</u></p> <p><u>All external referee letters received must be included in the file, regardless of the action ultimately proposed by the department.</u></p> <p><u>Unsolicited Letters of Evaluation</u></p> <p>Unsolicited letters of evaluation that are added to the file by the appointee are not considered confidential.</p> <p>Unsolicited letters received by the department but NOT added to the file by the appointee may be included in the file at the department chair’s discretion. <u>Before including an unsolicited letter in the appointment file, the department chair must send the University’s confidentiality statement to the letter writer and obtain a signed or electronic authorization to use the unsolicited letter in the file. The authorization, the unsolicited letter, and the department chair’s letter transmitting the confidentiality statement should be included in the file.</u></p>		

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Proposed Disposition of PPM 230-28. IV – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/General Advancement and Reappointment Policies

Present	APM 220 – Professor Series	Proposed
PPM 230-28. IV. C		PPM 230-220– Professor Series
<p><del>C. Academic Appointee Responsibilities</del></p> <p>Academic appointees must provide evidence of achievement in each of the criteria specified for their series. Appointees are also responsible for meeting the department’s deadlines for submission of academic review file materials.</p> <p><u>Appointees are expected to submit (if applicable):</u></p> <p><u>An updated and signed UC San Diego Academic Biography and Bibliography Form (also referred to as the biobib form)</u></p> <ul style="list-style-type: none"> <li><u>Evidence of teaching effectiveness (syllabi, evaluations, testimonials, thank-you letters, etc.)</u></li> <li><u>Copies of publications from the review period</u></li> <li><u>Other items that the department chair may request</u></li> </ul> <p><u>Appointees are encouraged to provide a personal statement describing their research and creative activity, teaching, and service within the review period (which may include more detail than the biobib form). They may explain any extraordinary responsibilities and accomplishments and the significance of their research and creative activity and its impact on their field.</u></p> <p><u>Appointees undergoing career reviews should include scholarly accomplishments since their last career review, as well as a description of significant work produced earlier in their academic careers.</u></p> <p><u>Appointees with teaching responsibilities should provide information on the courses they have taught and graduate student mentoring. If the teaching involved the establishment of a new course, major revision of a course, new innovations in teaching, or other extraordinary efforts, these should be described. Appointees should also describe their service contributions, indicating whether they chaired any committees and detailing their committee responsibilities and workloads.</u></p> <p>If eligible, appointees may initiate a Career Equity Review (CER). An appointee is responsible for requesting a CER at the time of his or her regular, on-cycle academic review (see section VIII.C.).</p>	<p><b>APM 220-80. c - Recommendations and Review: General Procedures</b></p> <p><b>Early in the course of a personnel review, before departmental consideration of a case, the chair shall notify the candidate of the impending review and in one or more conferences with the candidate make certain that the candidate is adequately informed about the entire review process and is given the appropriate opportunity to ask questions, to supply pertinent information and evidence to be used in the review, and, where relevant, to suggest names of persons to be solicited for letters of evaluation.</b></p> <p>...</p>	<p><b>PPM 230-220-80. c - Recommendations and Review: General Procedures</b></p> <p><b>Early in the course of a personnel review, before departmental consideration of a case, the chair shall notify the candidate of the impending review and in one or more conferences with the candidate make certain that the candidate is adequately informed about the entire review process and is given the appropriate opportunity to ask questions, to supply pertinent information and evidence to be used in the review, and, where relevant, to suggest names of persons to be solicited for letters of evaluation.</b></p> <p>Academic appointees must provide evidence of achievement in each of the criteria specified for their series. Appointees are also responsible for meeting the department’s deadlines for submission of academic review file materials.</p> <p>If eligible, appointees may initiate a Career Equity Review (CER). An appointee is responsible for requesting a CER at the time of his or her regular, on-cycle academic review (see <u>PPM 230-220-89</u>, Professor Series/Procedures for Career Equity Review.)</p>

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Proposed Disposition of PPM 230-28. IV – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/General Advancement and Reappointment Policies

Present	APM 220 – Professor Series		Proposed
PPM 230-28. IV. D			PPM 230-220– Professor Series
<p><del>D. Potential Conflict of Interest</del></p> <p>If the department chair and the appointee under review are close collaborators, the department chair should not prepare the academic review. <u>The vice chair or another independent senior faculty member should oversee the academic review and prepare the departmental recommendation letter.</u></p> <p>An academic appointee may not participate in any academic review affecting a near relative. (For the definition of “near relative,” refer to <a href="#">APM 520, Appointment of Near Relatives.</a>) <u>If an academic appointee would have participated in the review if the reviewee were not a near relative, the departmental recommendation letter should state that the academic appointee did not participate in the review.</u></p> <p>If the department chair or any academic appointee in the department has a financial interest in a company employing an appointee under review, that information should be included in the academic review file, and such individuals should recuse themselves from participating in the academic review.</p>	<p><b>APM 220-80.c Recommendations and Review: General Procedures</b>  <b>...The departmental recommendation is made in accordance with the procedural regulations of the Academic Senate ...</b></p>	<p><b>PPM 230-220-80.c - Recommendations and Review: General Procedures</b>  <b>...The departmental recommendation is made in accordance with the procedural regulations of the Academic Senate ...</b></p>	
	<p><b>APM 520 - Employment of Near Relatives</b></p>	<p><b>PPM 230-520 - Employment of Near Relatives</b></p>	
	<p><b>APM 520-16 - Restrictions</b>  <b>A member of the University staff shall not participate in the processes of review and decision-making on any matter concerning appointment, promotion, salary, retention, or termination of a near relative.</b></p>	<p><b>PPM 230-520-16 - Restrictions</b>  PPM unnecessary; rely upon APM 520-16.</p>	

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Proposed Disposition of PPM 230-28. IV – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/General Advancement and Reappointment Policies

Present	APM 220 – Professor Series	Proposed
PPM 230-28. IV. E		PPM 230-220– Professor Series
<p><del>E. Retentions</del></p> <p>A department may need to prepare a retention file for a faculty member who is being recruited by another institution. <u>Retention files typically are urgent and may be submitted any time of year. Departments are encouraged to contact their divisional dean’s office as soon as the need to submit a retention file arises to ensure its rapid review. The department must include a copy of the outside offer letter in the retention file.</u></p>	<p>APM 220-8 - Types</p> <p>a. Titles (and ranks) in the Professor series are:</p> <p>(1) Instructor (2) Assistant Professor (3) Associate Professor (4) Professor</p> <p>b. An <i>appointment</i> (as distinguished from a promotion) occurs when a person is employed in one of the four ranks above, if the individual’s immediately previous status was:</p> <p>(1) not in the employ of the University; or (2) in the employ of the University but not with a title in this series.</p> <p>c. A <i>promotion</i> is an advancement from one rank to a higher rank within this series, usually the next rank as listed above. A change from a title in another series to a title in this series (possibly involving an increase in salary) is not defined as a promotion or merit increase, but as an appointment.</p> <p>d. A <i>merit increase</i> is an advancement in salary step or to an above-scale salary rate without change of rank and is dealt with in <b>APM - 610</b>.</p> <p>e. The term <i>reappointment</i> is used for the renewal of a previous appointment immediately following the ending of the previous appointment in this series. A reappointment may or may not be accompanied by a promotion or merit increase.</p>	<p>PPM 230-220-8 – Types</p> <p>a. Titles (and ranks) in the Professor series are:</p> <p>(1) Instructor (2) Assistant Professor (3) Associate Professor (4) Professor</p> <p>b. An <i>appointment</i> (as distinguished from a promotion) occurs when a person is employed in one of the four ranks above, if the individual’s immediately previous status was:</p> <p>(1) not in the employ of the University; or (2) in the employ of the University but not with a title in this series.</p> <p>c. A <i>promotion</i> is an advancement from one rank to a higher rank within this series, usually the next rank as listed above. A change from a title in another series to a title in this series (possibly involving an increase in salary) is not defined as a promotion or merit increase, but as an appointment.</p> <p>d. A <i>merit increase</i> is an advancement in salary step or to an above-scale salary rate without change of rank and is dealt with in <b>APM - 610</b>.</p> <p>e. The term <i>reappointment</i> is used for the renewal of a previous appointment immediately following the ending of the previous appointment in this series. A reappointment may or may not be accompanied by a promotion or merit increase.</p> <p><u>f. A retention occurs when a department prepares an academic review file for a faculty member who is being recruited by another institution.</u></p>

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Proposed Disposition of PPM 230-28. IV – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/General Advancement and Reappointment Policies

Present	APM 220-80. a	Proposed
PPM 230-28. IV. F		PPM 230-220-80. a
<p><b>F. Joint Appointments</b>                      When an appointee holds joint appointments in two or more departments, all departments should be involved in the appointee’s academic review; however, only one academic review file should be submitted. <u>One department should take the lead in preparing the file (i.e., gathering material from the appointee, soliciting external letters, gathering teaching evaluations, obtaining a completed and signed UC San Diego Academic Biography and Bibliography Form, gathering publications, etc.).</u> Each department, <del>however,</del> should act independently in arriving at its recommendation for inclusion in the academic review file. <u>The determination as to which department takes the lead in preparing the academic review file is made as follows:</u></p> <p><u>If the appointee holds an appointment in a salaried instructional title in one department and in a salaried research title in another, the department in which the teaching title is held should prepare the file.</u></p> <p><u>If the appointee holds salaried appointments in two departments, the department in which he or she has the greater percentage of appointment should prepare the file.</u></p> <p><u>If the appointee holds a salaried appointment in one department and a non-salaried appointment in another, the department in which the appointee is salaried should prepare the file.</u></p> <p><u>If the joint appointments are split equally between the departments, the “home” department should prepare the file. This designation should be agreed upon by the academic units and appointee involved when the appointment is being proposed, and the home department should be reflected in the Payroll Personnel System.</u></p> <p><u>Once it is determined which department will prepare the file, the chair of the preparing department initiates the secondary department’s participation by soliciting from the other department chair the department’s evaluation, recommendation, and, if applicable, faculty vote. The department preparing the academic review file should send the secondary department the basic file materials. After each department, has made its decision, copies of the departmental recommendations should be exchanged by the departments.</u></p>	<p><b>APM 220-80. a - Recommendations and Review: General Procedures</b>  <b>Formal considerations of appointments and reappointments, merit increases, appraisals, non-reappointments, and promotions are normally initiated by the department chair, after appropriate consultation with members of the departmental faculty. For actions affecting the chair, the vice chair, the Dean or Provost, or an appropriate officer may take the initiative.</b></p>	<p><b>PPM 230-220-80. a - Recommendations and Review: General Procedures</b>  <b>Formal considerations of appointments and reappointments, merit increases, appraisals, non-reappointments, and promotions are normally initiated by the department chair, after appropriate consultation with members of the departmental faculty. For actions affecting the chair, the vice chair, the Dean or Provost, or an appropriate officer may take the initiative.</b></p> <p>When an appointee holds joint appointments in two or more departments, all departments should be involved in the appointee’s academic review; however, only one academic review file should be submitted.</p> <p>Each department should act independently in arriving at its recommendation for inclusion in the academic review file.</p>

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Proposed Disposition of PPM 230-28. IV – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/General Advancement and Reappointment Policies

Present	n/a	Proposed
PPM 230-28. IV. G	n/a	n/a
<p><b><u>G. Interdisciplinary Programs/Units</u></b></p> <p><u>If an appointee has significant research, teaching, and/or service obligations in an interdisciplinary program or organized research unit (ORU), the chair of his or her department should ask the program coordinator or ORU director to evaluate the appointee’s contributions in these areas. If the appointee is eligible for promotion and his or her primary research and creative activity falls within the interdisciplinary area, the department chair should also ask the program coordinator to suggest appropriate external referees. However, the department chair will make the final selection of referees.</u></p>		

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Proposed Disposition of PPM 230-28. IX – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Submission of Advancement and Reappointment Files

Present	APM	Proposed
PPM 230-28. IX		n/a
<p><b><u>IX. SUBMISSION OF ADVANCEMENT AND REAPPOINTMENT FILES</u></b></p> <p><b><u>A. Timely Submission</u></b></p> <p><u>All academic review files must be submitted to the appropriate dean’s office by the dean’s established deadline.</u></p> <p><u>All academic review files are due in the UC San Diego Academic Personnel office on or before the due dates set forth in <a href="#">Campus File Deadlines</a> on the Academic Personnel Services Web site.</u></p> <p><u>Files received after the stipulated deadline will be returned to the department for submission the following year.</u></p> <p><u><a href="#">Instructions for preparing and submitting academic review files</a> are available on the Academic Personnel Web site.</u></p>		

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**Proposed Disposition of PPM 230-28. V – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Evaluation of Performance**

Present PPM 230-28. V	APM 210 – Review and Appraisal Committees	Proposed PPM 230-210 - Review and Appraisal Committees
<p><u>Advancement is contingent upon demonstration of achievement in each of the criteria specified for the appointee’s series.</u> A thorough assessment of the appointee’s performance is required when formulating the departmental recommendation and must be documented in the departmental letter of recommendation.</p> <p>Advancement of a part-time appointee in the Professor series will depend on the quality of performance, which should be at a level of distinction comparable to that expected of a full-time appointee, although, when circumstances warrant it, a lesser rate of scholarly accomplishment will be acceptable.</p> <p>Teaching assignments and departmental, committee, and other service are to be kept in proportion to the percentage of time of the appointment, but the same quality of performance is expected as for full-time appointees.</p> <p><u>The four main performance criteria at UC San Diego are research and creative activity, teaching, professional competence and activity, and University and public service. The chart below indicates the specific criteria required for each series used at UC San Diego. Accomplishments in each of these areas, as well as other performance-related information, must be discussed in the departmental recommendation letter.</u></p> <p>In addition to the information presented in this section, departments are encouraged to review <a href="#">APM 210, Review and Appraisal Committees</a>. This APM section sets forth the criteria and standards used by review committees when advising on actions concerning a number of academic series.</p> <p>The policies for evaluating Senate and non-Senate assistant-rank appointees are set forth in section VII. D. (Senate appointees), and E. (Non-Senate appointees).</p> <p><u>(Chart follows on next page.)</u></p> <p>...</p>	<p><b>APM 210-1. C. (1) Instructions to Review Committees Which Advise on Actions Concerning Appointees in the Professor and Corresponding Series – Procedures/General</b></p> <p>...The letter of recommendation should provide a comprehensive assessment of the candidate’s qualifications together with detailed evidence to support this evaluation...</p>	<p><b>PPM 230-210-1. C. (1) Instructions to Review Committees Which Advise on Actions Concerning Appointees in the Professor and Corresponding Series – Procedures/General</b> PPM unnecessary; rely upon APM 210-1. C. (1)</p>
	<p><b>APM 220 - Professor Series</b></p>	<p><b>Proposed PPM 230-220 - Professor Series</b></p>
	<p><b>APM 220-10 - Criteria</b> Advancement of a part-time appointee with a title in this series shall depend on quality of performance at a level of distinction comparable to that demanded of a full-time appointee, although, when circumstances warrant, a lesser rate of scholarly accomplishment or an extended time frame for review will be acceptable....</p> <p>... Teaching assignments and departmental, committee, and other service are to be kept in proportion to the percentage of time of the assignment, but the same quality of performance is expected as for a full-time appointee....</p>	<p><b>PPM 230-220-10 - Criteria</b> PPM unnecessary; rely upon APM 220-10.</p>

Notes: Highlighted sections will appear in *APS Appointment and Advancement Instructions*, with accompanying chart on page 2. Last two paragraphs are non-substantive.

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Proposed Disposition of PPM 230-28. V – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Evaluation of Performance

<b>PERFORMANCE REVIEW CRITERIA AT UC SAN DIEGO</b>				
	<b>Research &amp; Creative Activity</b>	<b>Teaching</b>	<b>Professional Competence &amp; Activity</b>	<b>University &amp; Public Service</b>
<u>Professor (Ladder-Rank) Series</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>
<u>Professor In Residence Series</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>
<u>Professor of Clinical X Series</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>
<u>Health Sciences Clinical Professor Series</u>	<u>X(a)</u>	<u>X</u>	<u>X</u>	<u>X</u>
<u>Adjunct Professor Series</u>	<u>X</u>	<u>X(b)</u>	<u>X</u>	<u>X</u>
<u>Professor of Practice</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>
<u>Lecturers with Security of Employment (SOE) Series</u>		<u>X</u>	<u>X</u>	<u>X</u>
<u>Professional Research (Research Scientist) Series</u>	<u>X</u>		<u>X</u>	<u>X(c)</u>
<u>Project Scientist Series</u>	<u>X</u>		<u>X</u>	
<u>Specialist Series</u>	<u>X</u>		<u>X</u>	
<u>Academic Administrator Series and Academic Coordinator Series</u>	<u>(d)</u>		<u>X</u>	<u>X</u>
<u>Librarian Series</u>	<u>X</u>		<u>X</u>	<u>X</u>
<u>Continuing Educator Series &amp; Program Coordinator Series</u>			<u>X</u>	<u>X</u>

(a) Appointees in this series are expected to engage in some scholarly or creative activity appropriate to the clinical discipline.

(b) Equivalent to at least one course per year.

(c) Appointees at the Associate and Full level are expected to engage in University and/or public service in accordance with Section V.I.

(d) Although an Academic Administrator or Coordinator may oversee a program involving research, responsibility for engaging in research, while desirable, is not required for this series.

Notes: This chart is a tool that illustrates substantive information found elsewhere in the APM and PPM. It will be moved in to the *APS Appointment and Advancement Instructions*. Footnote (b) below chart appears in error and is inconsistent with PPM 230-20.VII.A. 4. Which states, “For appointments in which research is the primary activity, the candidate need not teach a formal course, however meaningful contributions to the graduate or undergraduate instructional program are required and the candidate’s expected contributions in this area must be clearly articulated at the time of appointment. Clinical teaching may also satisfy the teaching requirement.” This notation will not be carried forward to the *APS Appointment and Advancement Instructions*.

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**Proposed Disposition of PPM 230-28. V – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Evaluation of Performance**

Present	APM 210-1 Instructions to Review Committees Which Advise on Actions Concerning Appointees in the Professor and Corresponding Series	Proposed
<p align="center">PPM 230.28. V. A</p>		<p align="center">PPM 230-210-1 - Instructions to Review Committees Which Advise on Actions Concerning Appointees in the Professor and Corresponding Series</p>
<p><del><b>Professor (Ladder Rank) Series and Professor in Residence Series</b></del></p> <p><del>The criteria set forth below are intended to serve as guides for minimum standards in judging the appointee, not to set boundaries to exclude other elements of performance that may be considered.</del></p> <p><del>The University of California is committed to excellence and equity in every facet of its mission. Teaching, research, and professional and public service contributions that promote diversity and equal opportunity are to be encouraged and given recognition in the evaluation of the appointee’s qualifications. These contributions to diversity and equal opportunity can take a variety of forms, including efforts to advance equitable access to education, public service that addresses the needs of California’s diverse population, or research in a scholar’s area of expertise that highlights inequalities. Mentoring and advising of students or new faculty members are to be encouraged and given recognition in the teaching or service categories of academic personnel actions.</del></p>	<p><b>APM 210-1. d Criteria for Appointment, Promotion and Appraisal</b></p> <p>...</p> <p><b>The University of California is committed to excellence and equity in every facet of its mission. Contributions in all areas of faculty achievement that promote equal opportunity and diversity should be given due recognition in the academic personnel process, and they should be evaluated and credited in the same way as other faculty achievements. These contributions to diversity and equal opportunity can take a variety of forms including efforts to advance equitable access to education, public service that addresses the needs of California’s diverse population, or research in a scholar’s area of expertise that highlights inequalities. Mentoring and advising of students and faculty members, particularly from underrepresented and underserved populations, should be given due recognition in the teaching or service categories of the academic personnel process.</b></p> <p><b>The criteria set forth below are intended to serve as guides for minimum standards in judging the candidate, not to set boundaries to exclude other elements of performance that may be considered.</b></p>	<p><b>PPM 230-210-1. d Criteria for Appointment, Promotion and Appraisal</b></p> <p>PPM unnecessary; rely upon APM 210-1. d.</p>

Notes: Heading is non-substantive. Substance of current PPM 230-28. V. A is contained in APM 210-1. d.

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Proposed Disposition of PPM 230-28. V – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Evaluation of Performance

Present	APM 210-1 Instructions to Review Committees	Proposed
<p>PPM 230-28. V. A. 1</p>	<p>Which Advise on Actions Concerning Appointees in the Professor and Corresponding Series</p>	<p>PPM 230-210-1 - Instructions to Review Committees Which Advise on Actions Concerning Appointees in the Professor and Corresponding Series</p>
<p><del><b>Research and Other Creative Activity</b></del>  <del>Research publications and other creative accomplishments should be evaluated, not merely enumerated. There should be evidence that the appointee is continuously and effectively engaged in research and creative activity of high quality and significance.</del></p> <p>When published work of joint authorship (or any other product of joint effort) is presented as evidence, the department should describe the appointee's role in the joint effort. This is crucial for work judged most significant to the case, or when much of the work submitted is multi-authored. When the appointee's contributions to collaborative work are unclear, the department may:</p> <ul style="list-style-type: none"> <li>-Request a personal statement from the appointee describing his or her individual contributions to collaborative research, and/or</li> <li>-Solicit feedback from the appointee's collaborators regarding the nature and extent of the appointee's contributions to specific works.</li> </ul> <p>The type and quality of creative activity normally expected in the candidate's field should be specified.</p> <p><del>Textbooks, reports, and similar publications normally are considered evidence of teaching ability or public service. However, contributions by faculty members to the professional literature or to the advancement of professional practice or professional education, including contributions to the advancement of equitable access and diversity in education, should be regarded as creative work when they present new ideas or original scholarly research.</del></p> <p>A mere listing of publications is inadequate; the work must be analyzed with regard to its nature, quality, importance, and impact on the appointee's field. Departmental recommendation letters for Health Sciences faculty should make clear whether clinical case reports are merely historical or whether they contain new ideas or results.</p>	<p><b>APM 210-1. d. (2) Research and Creative Work</b>  <b>...Publications in research and other creative accomplishment should be evaluated, not merely enumerated. There should be evidence that the candidate is continuously and effectively engaged in creative activity of high quality and significance. Work in progress should be assessed whenever possible.</b></p> <p><b>When published work in joint authorship (or other product of joint effort) is presented as evidence, it is the responsibility of the department chair to establish as clearly as possible the role of the candidate in the joint effort. It should be recognized that special cases of collaboration occur in the performing arts and that the contribution of a particular collaborator may not be readily discernible by those viewing the finished work. When the candidate is such a collaborator, it is the responsibility of the department chair to make a separate evaluation of the candidate's contribution and to provide outside opinions based on observation of the work while in progress. Account should be taken of the type and quality of creative activity normally expected in the candidate's field.</b></p> <p>...</p> <p><b>Textbooks, reports, circulars, and similar publications normally are considered evidence of teaching ability or public service. However, contributions by faculty members to the professional literature or to the advancement of professional practice or professional education, including contributions to the advancement of equitable access and diversity in education, should be judged creative work when they present new ideas or original scholarly research.</b></p>	<p><b>PPM 230-210-1. d. (2) Research and Creative Work</b>  <b>...Publications in research and other creative accomplishment should be evaluated, not merely enumerated. There should be evidence that the candidate is continuously and effectively engaged in creative activity of high quality and significance. Work in progress should be assessed whenever possible.</b></p> <p><b>When published work in joint authorship (or other product of joint effort) is presented as evidence, it is the responsibility of the department chair to establish as clearly as possible the role of the candidate in the joint effort.</b> This is crucial for work judged most significant to the case, or when much of the work submitted is multi-authored. When the appointee's contributions to collaborative work are unclear, the department may:</p> <ul style="list-style-type: none"> <li>• Request a personal statement from the appointee describing his or her individual contributions to collaborative research, and/or</li> <li>• Solicit feedback from the appointee's collaborators regarding the nature and extent of the appointee's contributions to specific works.</li> </ul> <p><b>It should be recognized that special cases of collaboration occur in the performing arts and that the contribution of a particular collaborator may not be readily discernible by those viewing the finished work. When the candidate is such a collaborator, it is the responsibility of the department chair to make a separate evaluation of the candidate's contribution and to provide outside opinions based on observation of the work while in progress. Account should be taken of the type and quality of creative activity normally expected in the candidate's field...Textbooks, reports, circulars, and similar publications normally are considered evidence of teaching ability or public service. However, contributions by faculty members to the professional literature or to the advancement of professional practice or professional education, including contributions to the advancement of equitable access and diversity in education, should be judged creative work when they present new ideas or original scholarly research.</b></p>

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Proposed Disposition of PPM 230-28. V – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Evaluation of Performance

Present	APM 210-1 Instructions to Review Committees Which Advise on Actions Concerning Appointees in the Professor and Corresponding Series	Proposed
<p align="center"><b>PPM 230-28. V. A. 1</b></p>		<p align="center"><b>PPM 230-210-1 - Instructions to Review Committees Which Advise on Actions Concerning Appointees in the Professor and Corresponding Series</b></p>
<p>In certain fields, such as art, dance, music, literature, and theater, distinguished creation should receive consideration equivalent to that accorded to distinction attained in research. In evaluating artistic creativity, the appointee's merit should be defined in the light of such criteria as originality, scope, richness, and depth of creative expression. It should be recognized that in music, theater, and dance, distinguished performance, including conducting and directing, is evidence of an appointee's creativity.</p> <p>Special cases of collaboration occur in the performing arts, and the contribution of a particular collaborator may not be readily discernible by those viewing the finished work. It is the responsibility of the department chair to provide an evaluation of the appointee's contribution to the work and to obtain outside opinions based on observation of the work while in progress.</p> <p>The departmental recommendation letter should indicate the standing of the journals in which publications have appeared; in particular, the letter should state whether the journals are refereed.</p> <p>Indices of the stature of journals (e.g., journal ratings by professional societies, acceptance/rejection rates, etc.) should be provided for key pieces of work, particularly if they are published in journals that are not likely to be familiar to campus reviewers.</p> <p>The appointee's success in obtaining support for research and other creative activity, including support for graduate students, should be addressed. The appointee's role on grants should be indicated (e.g., Principal Investigator, Co-Principal Investigator, or Co-Investigator, with the number of other co-investigators specified). While evidence of successful grant funding may be an <i>indicator</i> of research productivity or impact, grants are not required as a measure of productivity or impact.</p>	<p><b>APM 210-1. d. (2) Research and Creative Work</b>  <b>In certain fields such as art, architecture, dance, music, literature, and drama, distinguished creation should receive consideration equivalent to that accorded to distinction attained in research. In evaluating artistic creativity, an attempt should be made to define the candidate's merit in the light of such criteria as originality, scope, richness, and depth of creative expression. It should be recognized that in music, drama, and dance, distinguished performance, including conducting and directing, is evidence of a candidate's creativity.</b></p>	<p><b>PPM 230-210-1. d. (2) Research and Creative Work</b>  <b>In certain fields such as art, architecture, dance, music, literature, and drama, distinguished creation should receive consideration equivalent to that accorded to distinction attained in research. In evaluating artistic creativity, an attempt should be made to define the candidate's merit in the light of such criteria as originality, scope, richness, and depth of creative expression. It should be recognized that in music, drama, and dance, distinguished performance, including conducting and directing, is evidence of a candidate's creativity.</b></p> <p>The departmental recommendation letter should indicate the standing of the journals in which publications have appeared; in particular, the letter should state whether the journals are refereed.</p> <p>Indices of the stature of journals (e.g., journal ratings by professional societies, acceptance/rejection rates, etc.) should be provided for key pieces of work, particularly if they are published in journals that are not likely to be familiar to campus reviewers.</p> <p>The appointee's success in obtaining support for research and other creative activity, including support for graduate students, should be addressed. The appointee's role on grants should be indicated (e.g., Principal Investigator, Co-Principal Investigator, or Co-Investigator, with the number of other co-investigators specified). While evidence of successful grant funding may be an <i>indicator</i> of research productivity or impact, grants are not required as a measure of productivity or impact.</p> <p>...</p>

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**Proposed Disposition of PPM 230-28. V – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Evaluation of Performance**

Present	APM 210-1 Instructions to Review Committees Which Advise on Actions Concerning Appointees in the Professor and Corresponding Series	Proposed
<p align="center"><b>PPM 230-28. V. A. 1</b></p>		<p align="center"><b>PPM 230-210-1 - Instructions to Review Committees Which Advise on Actions Concerning Appointees in the Professor and Corresponding Series</b></p>
<p>Although Assistant-level faculty must demonstrate independence from early-career mentors or advisors in order to advance to the Associate level, evidence is not restricted to independent research papers, other independent creative accomplishments, or garnering sole-P.I. grants, particularly if the faculty member’s research or creative activity takes place in a large-scale, collaborative team. However, if a traditional demonstration of independence is absent, more substantial documentation is needed to explain and support the case that promotion to the Associate level is warranted. In such a case, letters from non-independent referees (e.g., research team members) may be provided in addition to the usual complement of independent letters.</p> <p>If the department chair is not able to evaluate the appointee’s research and other creative accomplishments, assistance should be secured from someone within the department or University, or from experts outside the University.</p> <p>A mere listing of publications is inadequate; the work must be analyzed with regard to its nature, quality, importance, and impact on the appointee’s field. Departmental recommendation letters for Health Sciences faculty should make clear whether clinical case reports are merely historical or whether they contain new ideas or results.</p>		<p><b>PPM 230-210-1. d. (2) Research and Creative Work</b></p> <p>Although Assistant-level faculty must demonstrate independence from early-career mentors or advisors in order to advance to the Associate level, evidence is not restricted to independent research papers, other independent creative accomplishments, or garnering sole-P.I. grants, particularly if the faculty member’s research or creative activity takes place in a large-scale, collaborative team. However, if a traditional demonstration of independence is absent, more substantial documentation is needed to explain and support the case that promotion to the Associate level is warranted. In such a case, letters from non-independent referees (e.g., research team members) may be provided in addition to the usual complement of independent letters.</p> <p>If the department chair is not able to evaluate the appointee’s research and other creative accomplishments, assistance should be secured from someone within the department or University, or from experts outside the University.</p> <p>A mere listing of publications is inadequate; the work must be analyzed with regard to its nature, quality, importance, and impact on the appointee’s field. Departmental recommendation letters for Health Sciences faculty should make clear whether clinical case reports are merely historical or whether they contain new ideas or results.</p>

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Proposed Disposition of PPM 230-28. V – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Evaluation of Performance

Present	APM 210-1 Instructions to Review Committees Which Advise on Actions Concerning Appointees in the Professor and Corresponding Series	Proposed
<p align="center"><b>PPM 230-28. V.A.2</b></p>		<p align="center"><b>PPM 230-210-1 - Instructions to Review Committees Which Advise on Actions Concerning Appointees in the Professor and Corresponding Series</b></p>
<p>Clear evidence of high quality teaching is required for advancement and promotion in the Professor and Professor in Residence series. Departments should develop appropriate procedures for evaluating the teaching performance of faculty at the undergraduate, graduate, and postdoctoral levels.</p> <p><del>a. Definition of Teaching</del> By its broadest definition, teaching is the transmission of knowledge. This embraces a wide range of activities, including classroom and laboratory training, mentoring students outside the classroom, directing or participating in graduate student dissertation work, directing reading groups, and overseeing clinical apprenticeships in Health Sciences. It also includes studio teaching, seminar and symposium presentations, tutorials, supervision and training of teaching assistants, and independent study endeavors, as well as the writing of textbooks and software.</p> <p><del>b. Assessing Quality of Teaching: In assessing the effectiveness of teaching, consideration should be given to the appointee's:</del></p> <p><del>(1) Command of the subject</del> <del>(2) Continuous growth in the subject field</del> <del>(3) Ability to effectively organize and present material</del> <del>(4) Capacity to awaken in students an awareness of the relationship of the subject to other fields of knowledge</del> <del>(5) Ability to foster student independence and capacity to reason</del> <del>(6) Spirit and enthusiasm, which vitalize the appointee's teaching</del> <del>(7) Ability to arouse curiosity in beginning students</del> <del>(8) Ability to encourage high standards</del> <del>(9) Ability to stimulate superior students to pursue graduate work</del> <del>(10) Personal attributes as they affect teaching and students</del> <del>(11) Quality of participation in the general guidance, mentoring and advising of students</del> <del>(12) Effectiveness in creating an academic environment that is open and encouraging to all students, including development of particularly effective strategies for the educational advancement of students in various underrepresented groups.</del></p>	<p><b>APM 210-1. d. (1) Teaching</b> <b>Clearly demonstrated evidence of high quality in teaching is an essential criterion for appointment, advancement, or promotion. Under no circumstances will a tenure commitment be made unless there is clear documentation of ability and diligence in the teaching role.</b></p> <p><b>In judging the effectiveness of a candidate's teaching, the committee should consider such points as the following: the candidate's command of the subject; continuous growth in the subject field; ability to organize material and to present it with force and logic; capacity to awaken in students an awareness of the relationship of the subject to other fields of knowledge; fostering of student independence and capability to reason; spirit and enthusiasm which vitalize the candidate's learning and teaching; ability to arouse curiosity in beginning students, to encourage high standards, and to stimulate advanced students to creative work; personal attributes as they affect teaching and students; extent and skill of the candidate's participation in the general guidance, mentoring, and advising of students; effectiveness in creating an academic environment that is open and encouraging to all students, including development of particularly effective strategies for the educational advancement of students in various underrepresented groups.</b></p> <p>...</p>	<p><b>PPM 230-210-1. d. (1) Teaching</b> <b>Clearly demonstrated evidence of high quality in teaching is an essential criterion for appointment, advancement, or promotion.</b> Departments should develop appropriate procedures for evaluating the teaching performance of faculty at the undergraduate, graduate, and postdoctoral levels.</p> <p>By its broadest definition, teaching is the transmission of knowledge. This embraces a wide range of activities, including classroom and laboratory training, mentoring students outside the classroom, directing or participating in graduate student dissertation work, directing reading groups, and overseeing clinical apprenticeships in Health Sciences. It also includes studio teaching, seminar and symposium presentations, tutorials, supervision and training of teaching assistants, and independent study endeavors, as well as the writing of textbooks and software.</p> <p><b>In judging the effectiveness of a candidate's teaching, the committee should consider such points as the following: the candidate's command of the subject; continuous growth in the subject field; ability to organize material and to present it with force and logic; capacity to awaken in students an awareness of the relationship of the subject to other fields of knowledge; fostering of student independence and capability to reason; spirit and enthusiasm which vitalize the candidate's learning and teaching; ability to arouse curiosity in beginning students, to encourage high standards, and to stimulate advanced students to creative work; personal attributes as they affect teaching and students; extent and skill of the candidate's participation in the general guidance, mentoring, and advising of students; effectiveness in creating an academic environment that is open and encouraging to all students, including development of particularly effective strategies for the educational advancement of students in various underrepresented groups.</b></p> <p>...</p>

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Proposed Disposition of PPM 230-28. V – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Evaluation of Performance

Present	APM 210-1 Instructions to Review Committees Which Advise on Actions Concerning Appointees in the Professor and Corresponding Series	Proposed PPM 230-210-1 - Instructions to Review Committees Which Advise on Actions Concerning Appointees in the Professor and Corresponding Series
<p data-bbox="304 215 504 240">PPM 230-28. V. A. 2</p> <p data-bbox="94 272 709 703"><u>The departmental recommendation letter should include a meaningful assessment of the candidate's teaching effectiveness at both the undergraduate and graduate levels of instruction, accompanied by a concise statement of the amount and type of undergraduate and graduate teaching done during each year of the review period, and a statement of whether this is a normal pattern of teaching for someone at that rank and step in that department. Any extraordinary effort or extenuating circumstances, such as the newness, difficulty, or popularity of the course or its content, also should be evaluated. If the teaching assignment appears unusually heavy or light, the letter should explain why. In Health Sciences, the departmental recommendation letter should indicate the number of students for each elective course offered by the appointee.</u></p> <p data-bbox="94 711 541 735"><del>e. Evidence of Teaching Effectiveness</del></p> <p data-bbox="94 743 709 816"><u>At least one kind of evaluation each for undergraduate and graduate teaching, such as Course and Professor Evaluations (CAPE) reports, is required in each academic review file.</u> <del>More</del></p> <p data-bbox="94 824 709 873"><del>than one form of evaluation is encouraged and may be particularly critical in career reviews.</del></p>	<p data-bbox="741 272 1008 297"><b>APM 210-1. d. (1) Teaching</b></p> <p data-bbox="741 305 1354 646">The committee should pay due attention to the variety of demands placed on instructors by the types of teaching called for in various disciplines and at various levels, and should judge the total performance of the candidate with proper reference to assigned teaching responsibilities. The committee should clearly indicate the sources of evidence on which its appraisal of teaching competence has been based... ...It is the responsibility of the department chair to submit meaningful statements, accompanied by evidence, of the candidate's teaching effectiveness at lower-division, upper-division, and graduate levels of instruction. More than one kind of evidence shall accompany each review file.</p>	<p data-bbox="1386 272 1696 297"><b>PPM 230-210-1. d. (1) Teaching</b></p> <p data-bbox="1386 305 2001 703">The committee should pay due attention to the variety of demands placed on instructors by the types of teaching called for in various disciplines and at various levels, and should judge the total performance of the candidate with proper reference to assigned teaching responsibilities. The committee should clearly indicate the sources of evidence on which its appraisal of teaching competence has been based... ...It is the responsibility of the department chair to submit meaningful statements, accompanied by evidence, of the candidate's teaching effectiveness at lower-division, upper-division, and graduate levels of instruction. At least one kind of evaluation each for undergraduate and graduate teaching, such as Course and Professor Evaluations (CAPE) reports, is required in each academic review file.</p>

Note: Heading is non-substantive. Last sentence was deleted for compliance with APM 210-1.

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Proposed Disposition of PPM 230-28. V – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Evaluation of Performance

Present	APM 210-1 Instructions to Review Committees	Proposed
<p align="center">PPM 230-28. V. A. 2</p>	<p align="center">Which Advise on Actions Concerning Appointees in the Professor and Corresponding Series</p>	<p align="center">PPM 230-210-1 - Instructions to Review Committees Which Advise on Actions Concerning Appointees in the Professor and Corresponding Series</p>
<p>In addition to evaluations, other significant evidence of teaching effectiveness includes:</p> <p><del>(1) Opinions of other faculty members knowledgeable in the appointee’s field, particularly if based on class visits, on attendance at public lectures or lectures before professional societies given by the appointee, or on the performance of students taught by the appointee in courses that are prerequisite to those of the assessor.</del></p> <p><del>(2) Opinions of current graduate and undergraduate students (non CAPE evaluations).</del></p> <p><del>(3) Opinions of graduates who have achieved notable professional success since leaving the University.</del></p> <p><del>(4) Creation of new and effective techniques of instruction, including techniques that meet the needs of students from groups that are underrepresented in the field of instruction.</del></p> <p><del>(5) <u>Course materials such as the syllabus and reading lists, a description of the course and its goals, and a self-evaluation statement on the achievement of these goals by the appointee. The input of colleagues in team-teaching situations also would be valuable.</u></del></p> <p><del>(6) Documentation of any teaching awards received during the review period.</del></p> <p><del><u>Note: Those who provide opinions on teaching should first be solicited and provided with the University’s confidentiality statement.</u></del></p> <p><u>In addition to an evaluation of regularly scheduled undergraduate and graduate classes, the departmental recommendation letter should include an assessment of the appointee’s non-structured activities, which the appointee has documented on the biobib form, including discussion of: undergraduate research students, master’s and doctoral candidates, postdoctoral or medical fellows, interns and residents, and any other students mentored outside of the structured classroom setting; and the appointee’s role (e.g., thesis adviser, research adviser) for each student.</u></p>	<p><b>APM 210-1. d. (1) Teaching</b></p> <p>Among significant types of evidence of teaching effectiveness are the following: (a) opinions of other faculty members knowledgeable in the candidate’s field, particularly if based on class visitations, on attendance at public lectures or lectures before professional societies given by the candidate, or on the performance of students in courses taught by the candidate that are prerequisite to those of the informant; (b) opinions of students; (c) opinions of graduates who have achieved notable professional success since leaving the University; (d) number and caliber of students guided in research by the candidate and of those attracted to the campus by the candidate’s repute as a teacher; and (e) development of new and effective techniques of instruction, including techniques that meet the needs of students from groups that are underrepresented in the field of instruction. All cases for advancement and promotion normally will include: (a) evaluations and comments solicited from students for most, if not all, courses taught since the candidate’s last review; (b) a quarter-by-quarter or semester-by-semester enumeration of the number and types of courses and tutorials taught since the candidate’s last review; (c) their level; (d) their enrollments; (e) the percentage of students represented by student course evaluations for each course; (f) brief explanations for abnormal course loads; (g) identification of any new courses taught or of old courses when there was substantial reorganization of approach or content; (h) notice of any awards or formal mentions for distinguished teaching; (i) when the faculty member under review wishes, a self-evaluation of his or her teaching; and (j) evaluation by other faculty members of teaching effectiveness. When any of the information specified in this paragraph is not provided, the department chair will include an explanation for that omission in the candidate’s dossier. If such information is not included with the letter of recommendation and its absence is not adequately accounted for, it is the review committee chair’s responsibility to request it through the Chancellor.</p>	<p><b>PPM 230-210-1. d. (1) Teaching</b></p> <p>PPM unnecessary; rely upon APM 210-1. d. (1).</p>

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Proposed Disposition of PPM 230-28. V – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Evaluation of Performance

Present	APM 210-1 Instructions to Review Committees Which Advise on Actions Concerning Appointees in the Professor and Corresponding Series	Proposed
<p align="center">PPM 230-28. V. A. 3</p>		<p align="center">PPM 230-210-1 - Instructions to Review Committees Which Advise on Actions Concerning Appointees in the Professor and Corresponding Series</p>
<p><b>Professional Competence and Activity</b>  <del>In the professional schools, such as Engineering, Health Sciences, etc., a demonstrated distinction in the special competencies appropriate to the field and its characteristic activities should be recognized as a criterion for advancement. The appointee's professional activities should be scrutinized for evidence of achievement and leadership in the field and of demonstrated progressiveness in the development or utilization of new approaches and techniques for the solution of professional problems, including those that specifically address the professional advancement of individuals in underrepresented groups in the appointee's field. It is the responsibility of the department chair to provide evidence of the appointee's achievements in this area.</del></p> <p>In the Health Sciences, faculty at the Associate rank or above who have clinical responsibilities should be certified by one of the medical specialty boards or demonstrate equivalent achievement and recognition.</p>	<p><b>APM 210-1. d (3) Professional Competence and Activity</b>  <b>In certain positions in the professional schools and colleges, such as architecture, business administration, dentistry, engineering, law, medicine, etc., a demonstrated distinction in the special competencies appropriate to the field and its characteristic activities should be recognized as a criterion for appointment or promotion. The candidate's professional activities should be scrutinized for evidence of achievement and leadership in the field and of demonstrated progressiveness in the development or utilization of new approaches and techniques for the solution of professional problems, including those that specifically address the professional advancement of individuals in underrepresented groups in the candidate's field. It is responsibility of the department chair to provide evidence that the position in question is of the type described above and that the candidate is qualified to fill it.</b></p>	<p><b>PPM 230-210-1. d (3) Professional Competence and Activity</b>  <b>In certain positions in the professional schools and colleges, such as architecture, business administration, dentistry, engineering, law, medicine, etc., a demonstrated distinction in the special competencies appropriate to the field and its characteristic activities should be recognized as a criterion for appointment or promotion. The candidate's professional activities should be scrutinized for evidence of achievement and leadership in the field and of demonstrated progressiveness in the development or utilization of new approaches and techniques for the solution of professional problems, including those that specifically address the professional advancement of individuals in underrepresented groups in the candidate's field. It is responsibility of the department chair to provide evidence that the position in question is of the type described above and that the candidate is qualified to fill it.</b></p> <p>In the Health Sciences, faculty at the Associate rank or above who have clinical responsibilities should be certified by one of the medical specialty boards or demonstrate equivalent achievement and recognition.</p>

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Proposed Disposition of PPM 230-28. V – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Evaluation of Performance

Present	APM 210-1 Instructions to Review Committees Which Advise on Actions Concerning Appointees in the Professor and Corresponding Series	Proposed
<p style="text-align: center;">PPM 230-28. V. A. 4</p>		<p style="text-align: center;">PPM 230-210-1 - Instructions to Review Committees Which Advise on Actions Concerning Appointees in the Professor and Corresponding Series</p>
<p><del><b>University and Public Service</b></del> Academic appointees play an important role in the administration of the University and in the formulation of its policies. Recognition should therefore be given to scholars who prove themselves to be able administrators and who participate effectively and imaginatively in faculty government, University committees, and the formulation of departmental, college, divisional, school, and University policies.</p> <p>Service by appointees to the community, state, and nation, both in their special capacities as scholars and in areas beyond those special capacities when the work done is at a sufficiently high level and of sufficiently high quality, should likewise be recognized as evidence for advancement. Academic service activities related to the improvement of elementary and secondary education represent one example of this kind of service. Similarly, contributions to student welfare through service on student-faculty committees and as advisors to student organizations should be recognized as evidence, as should contributions furthering diversity and equal opportunity within the University through participation in such activities as recruitment, retention, and mentoring of scholars and students.</p> <p>...</p>	<p><b>APM 210-1. d (4) University and Public Service</b> The faculty plays an important role in the administration of the University and in the formulation of its policies. Recognition should therefore be given to scholars who prove themselves to be able administrators and who participate effectively and imaginatively in faculty government and the formulation of departmental, college, and University policies. Services by members of the faculty to the community, State, and nation, both in their special capacities as scholars and in areas beyond those special capacities when the work done is at a sufficiently high level and of sufficiently high quality, should likewise be recognized as evidence for promotion. Faculty service activities related to the improvement of elementary and secondary education represent one example of this kind of service. Similarly, contributions to student welfare through service on student-faculty committees and as advisers to student organizations should be recognized as evidence, as should contributions furthering diversity and equal opportunity within the University through participation in such activities as recruitment, retention, and mentoring of scholars and students.</p>	<p><b>APM 210-1. d (4) University and Public Service</b> PPM unnecessary; rely upon APM 210-1. d. (4).</p>

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Proposed Disposition of PPM 230-28. V – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Evaluation of Performance

Present PPM 230-28. V. A. 4	APM 220 – Professor Series	Proposed PPM 230-220 – Professor Series
<p><u>The departmental recommendation-letter should also indicate whether the appointee holds appointed or elective office in professional organizations, on professional publications, or within community, state, national, or international organizations in which professional standing is a prime consideration for appointment.</u></p> <p>The departmental recommendation letter should specify and evaluate the appointee’s administrative service within the department, on the campus, and within the University of California.</p>	<p><b>APM 220-80. - Recommendations and Review: General Procedures</b></p> <p>e. The departmental recommendation is made in accordance with the procedural regulations of the Academic Senate and established governance practices of the department. The chair initiates a personnel action for an appointment, promotion, merit increase, appraisal, reappointment, non-reappointment, or terminal appointment by addressing a letter setting forth the departmental recommendation to the Chancellor (or to the Dean, Provost, or Vice Chancellor, according to the applicable campus procedure). This departmental letter shall discuss the proposed personnel action in the light of the criteria set forth in APM - 220-10, and shall be accompanied by supporting evidence. The chair shall report the nature and extent of consultation on the matter within the department (including any vote taken) and present any significant evidence and differences of opinion which would support a contrary recommendation. The chair should ensure that individuals who have provided confidential letters of evaluation are not identified in the departmental letter except by code. The department shall adopt procedures under which the letter setting forth the departmental recommendation shall be available, before being forwarded, for inspection by all those members of the department eligible to vote on the matter or by a designated committee or other group of such members. Pursuant to campus procedures, the chair may also, in a separate letter, make an independent evaluation and recommendation, which may differ from the departmental recommendation.</p>	<p><b>PPM 230-220-80 - Recommendations and Review: General Procedures</b></p> <p>e. The departmental recommendation is made in accordance with the procedural regulations of the Academic Senate and established governance practices of the department, <u>and is based upon the evaluation of the appointee by all eligible members of the department.</u> The chair initiates a personnel action for an appointment, promotion, merit increase, appraisal, reappointment, non-reappointment, or terminal appointment by addressing a letter setting forth the departmental recommendation to <u>the approval authority.</u></p> <p>This departmental letter shall:</p> <ol style="list-style-type: none"> <li>1. Discuss the proposed personnel action in the light of the criteria set forth in APM - 220-10 and shall be accompanied by supporting evidence.             <ol style="list-style-type: none"> <li>a. <u>For appointments, the letter should provide a thorough evaluation of the candidate’s qualifications in accordance with the specific criteria established for the proposed series. This includes a full and detailed evaluation of the candidate's scholarly and creative achievements, a description and evaluation of the candidate’s teaching experience and effectiveness, and assessment of his or her professional reputation in the academic community.</u></li> <li>b. <u>For all actions but appointments:</u> the appointee’s performance in each area should be evaluated in terms of the department’s established performance norms and expectations, using established departmental evaluation methods.</li> </ol> </li> <li>2. Report the nature and extent of consultation on the</li> </ol>

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Proposed Disposition of PPM 230-28. V – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Evaluation of Performance

		<p><b>matter within the department (including any vote taken) and present any significant evidence and differences of opinion which would support a contrary opinion.</b></p> <ol style="list-style-type: none"> <li>3. <b>Discuss the proposed title, rank, step, salary, effective appointment date(s).</b></li> <li>4. [Justify] the recommended rank, step, and salary based on the criteria specified for the series, including justification for an <del>market</del> off-scale salary, if applicable.</li> <li>5. <u>Include verification</u> that a complete file was presented for voting members' consideration</li> <li>6. <u>Provide information about</u> the nature and extent of consultation on the matter within the department (including the results of any vote taken and the reasons (if known) for any negative votes.)</li> <li>7. <u>Include a</u> statement regarding external referees' recommendations, <b>ensuring that individuals who have provided confidential letters of evaluation are not identified in the departmental letter except by code.</b></li> <li>8. <u>Include a</u> statement from the chair regarding any conflicts of interest.</li> </ol> <p><u>For appointments, the letter should include:</u></p> <ol style="list-style-type: none"> <li>1. The proposed title, rank, step, salary, effective appointment date(s), and any funding contingencies</li> <li>2. A brief description of the open recruitment conducted by the department for the position and how the candidate was selected. (Other applicants should not be identified in this description.)</li> <li>3. <u>Documentation of the participation and membership</u> of the departmental ad hoc committee</li> <li>4. A description of the candidate's expected role in the department: research to be conducted and/or classes the candidate will teach; the candidate's anticipated contribution to the department's instructional mission at both the undergraduate and graduate levels; and a description of the department's teaching requirements and how the candidate's teaching load meets those requirements (for applicable titles).</li> </ol>
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Proposed Disposition of PPM 230-28. V – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Evaluation of Performance

		<p><u>For Visiting Titles:</u> The departmental recommendation letter should describe clearly the special expertise that the visitor brings to the campus and should clearly state that the individual will be returning to the home institution upon completion of the visiting appointment.</p>
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Notes: Language in **blue** is from PPM 230-20.V.A.4 and PPM 230-20. VII; Visiting Title language is from PPM 230-28.V.N.

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**Proposed Disposition of PPM 230-28. V – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Evaluation of Performance**

Present		Proposed
PPM 230-28. V. B	PPM 230-210-2 - Instructions to Review Committees Which Advise on Actions Concerning Appointees in the Professor of Clinical (e.g., Medicine) Series	PPM 230-210-2 Instructions to Review Committees Which Advise on Actions Concerning Appointees in the Professor of Clinical (e.g., Medicine) Series
<p><del><b>Professor of Clinical X (e.g., Medicine) Series</b></del>  <del>The departmental recommendation letter must document the appointee's division of effort among the four areas of activity listed below and indicate the appropriateness of this division to the position. Clinical teaching, professional activity, and creative work may differ from standard professorial activities, but can be judged on the basis of professional competence, intellectual contribution, and originality.</del></p>	<p><b>APM 210-2. b</b>  <b>The department chair is responsible for documenting the faculty member's division of effort among the four areas of activity. The chair should also indicate the appropriateness of this division to the position that the individual fills in the department, school, or clinical teaching faculty.</b>          ...  <b>Clinical teaching, professional activity, and creative work may differ from standard professorial activities in the University, but can be judged on the basis of professional competence, intellectual contribution, and originality.</b></p>	<p><b>PPM 230-210-2. b</b>          PPM unnecessary; rely upon APM 210-2. b</p>

Notes: Heading is non-substantive. Substance of all other deleted sections appears in APM 210-2. b.1

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Proposed Disposition of PPM 230-28. V – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Evaluation of Performance

Present		Proposed
<p align="center">PPM 230-28.V. B and V. B. 1</p>	<p align="center">PPM 230-210-2 - Instructions to Review Committees Which Advise on Actions Concerning Appointees in the Professor of Clinical (e.g., Medicine) Series</p>	<p align="center">PPM 230-210-2 Instructions to Review Committees Which Advise on Actions Concerning Appointees in the Professor of Clinical (e.g., Medicine) Series</p>
<p><b>1. Teaching</b>  <del>Excellent teaching is an essential criterion for advancement. Clinical teaching is intensive tutorial instruction carried on amid the demands of patient care and is usually characterized by pressure on the teacher to cope with unpredictably varied problems, by patient-centered immediacy of the subject matter, and by the necessity of preparing the student to take action because of the interchange. Nevertheless, the teaching criteria listed for the regular professor series above are applicable.</del></p> <p><del>In addition, the clinical teacher should be successful in applying knowledge of basic health science and clinical procedures to the diagnosis, treatment, and care of a patient in a manner that will not only assure the best educational opportunity for the student but also provide high quality care for the patient.</del></p> <p><del>For promotion to the Professor rank, the appointee should be recognized as an outstanding clinical teacher. Most appointees will have designed educational programs at a local level, and some will have designed such programs at a national level.</del></p>	<p><b>APM 210-2. b (1)</b>  <b>Excellent teaching is an essential criterion for appointment or advancement. Clinical teaching is intensive tutorial instruction, carried on amid the demands of patient care and usually characterized by pressure on the teacher to cope with unpredictably varied problems, by patient-centered immediacy of the subject matter, and by the necessity of preparing the student to take action as a result of the interchange.</b>  <b>Nevertheless, the criteria suggested in the instructions for the regular Professor series (see APM - 210-1) are applicable:</b>          ...  <b>In addition, the clinical teacher should be successful in applying knowledge of basic health science and clinical procedures to the diagnosis, treatment, and care of a patient in a manner that will not only assure the best educational opportunity for the student, but also provide high quality care for the patient.</b>          ...  <b>For promotion to or appointment at the Professor rank, the appointee should be recognized as an outstanding clinical teacher. Most candidates will have designed educational programs at a local level, and some will have designed such programs at a national level.</b></p>	<p><b>PPM-230-210-2. b (1)</b>          PPM unnecessary; rely upon APM 210-2. b (1)</p>

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**Proposed Disposition of PPM 230-28. V – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Evaluation of Performance**

Present		Proposed
PPM 230-28. V.B.2	PPM 230-210-2 - Instructions to Review Committees Which Advise on Actions Concerning Appointees in the Professor of Clinical (e.g., Medicine) Series	PPM 230-210-2 Instructions to Review Committees Which Advise on Actions Concerning Appointees in the Professor of Clinical (e.g., Medicine) Series
<p><del><b>2. Professional Competence and Activity</b></del>  <del>There must be appropriate recognition and evaluation of professional activity. Exemplary professional practice, organization of training programs for health professionals, and supervision of health care facilities and operations comprise a substantial proportion of the academic effort of many health sciences faculty. In decisions on academic advancement, these are essential contributions to the mission of the University and deserve critical consideration and weighting comparable to those for teaching and creative activity.</del></p> <p>In the Health Sciences, faculty at the Associate rank or above who have clinical responsibilities should be certified by one of the medical specialty boards or demonstrate equivalent achievement and recognition.</p>	<p><b>APM 210-2. b (2)</b>  <b>There must be appropriate recognition and evaluation of professional activity. Exemplary professional practice, organization of training programs for health professionals, and supervision of health care facilities and operations comprise a substantial proportion of the academic effort of many health sciences faculty. In decisions on academic advancement, these are essential contributions to the mission of the University and deserve critical consideration and weighting comparable to those of teaching and creative activity.</b></p>	<p><b>PPM 230-210-2. b (2)</b>  <b>There must be appropriate recognition and evaluation of professional activity. Exemplary professional practice, organization of training programs for health professionals, and supervision of health care facilities and operations comprise a substantial proportion of the academic effort of many health sciences faculty. In decisions on academic advancement, these are essential contributions to the mission of the University and deserve critical consideration and weighting comparable to those of teaching and creative activity.</b></p> <p>In the Health Sciences, faculty at the Associate rank or above who have clinical responsibilities should be certified by one of the medical specialty boards or demonstrate equivalent achievement and recognition.</p>

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Proposed Disposition of PPM 230-28. V – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Evaluation of Performance

Present PPM 230-28. V. B. 2	APM 220-2	Proposed PPM 230-210-2. b(2)(a) and 230-210-2. b(2)(b)
<p><b>a. Standards for Promotion</b></p> <p><del>For promotion to the Associate Professor rank, an appointee should be recognized at least in the local metropolitan health care community as an authority within a clinical specialty. A clinician normally will have a regional reputation as a referral physician; another health professional normally will have a regional reputation as evidenced in such work as that of a consultant.</del></p> <p><del>For promotion to the Professor rank, the appointee will have a national reputation for superior accomplishments within a clinical specialty and may have a leadership role in a department or medical center. The appointee may receive patients on referral from considerable distances, serve as a consultant on a nationwide basis, serve on specialty boards, or be a member or officer of clinical and/or professional societies.</del></p> <p><b>b. Evaluation of Clinical Achievement</b></p> <p><del>Evaluation of clinical achievement is both difficult and sensitive. In many cases, evidence will be testimonial in nature, and therefore its validity should be subject to critical scrutiny. The specificity and analytic nature of such evidence should be examined; the expertise and sincerity of the informant should be weighed.</del></p> <p><del>Comparison of the individual with peers at the University of California and elsewhere should form part of the evidence provided. Letters from external authorities, when based on adequate knowledge of the individual and written to conform to the requirements cited above, are valuable contributions. External evaluation or review by peers within the institution is necessary; <u>evaluation by departmental members is not considered an appropriate or acceptable substitute for external/independent evaluation.</u> The department chair also should seek evaluations from advanced clinical students and former students in academic positions or clinical practice.</del></p>	<p><b>APM 210-2. b(2)(a)</b>  <b>...For promotion to or appointment at the Associate Professor rank, an appointee should be recognized at least in the local metropolitan health care community as an authority within a clinical specialty. A physician normally will have a regional reputation as a referral physician; another health professional normally will have a regional reputation as evidenced in such work as that of a consultant.</b></p> <p><b>For promotion to or appointment at the Professor rank, the appointee will have a national reputation for superior accomplishments within a clinical specialty and may have a leadership role in a department or hospital. Appointees may receive patients on referral from considerable distances, serve as consultants on a nationwide basis, serve on specialty boards, or be members or officers of clinical and/or professional societies.</b></p> <p><b>APM 210-2. b(2)(b)</b>  <b>Evaluation of clinical achievement is both difficult and sensitive. In many cases, evidence will be testimonial in nature and, therefore, its validity should be subject to critical scrutiny. The specificity and analytic nature of such evidence should be examined; the expertise and sincerity of the informant should be weighed.</b></p> <p>...</p> <p><b>Comparison of the individual with peers at the University of California and elsewhere should form part of the evidence provided. Letters from outside authorities, when based on adequate knowledge of the individual and written to conform to the requirements cited above, are valuable contributions. Evaluation or review by peers within the institution is necessary. The chair should also seek evaluations from advanced clinical students and former students in academic positions or clinical practice.</b></p>	<p><b>PPM 230-210-2. b(2)(a)</b>  PPM unnecessary; rely upon APM 210-2. b. (2) (a).</p> <p><b>PPM 230-210-2. b(2)(b)</b>  PPM unnecessary; rely upon APM 210-2. b. (2) (b.)</p>

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Proposed Disposition of PPM 230-28. V – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Evaluation of Performance

Present		Proposed
<p align="center">PPM 230-28. V.B.3</p>	<p align="center">PPM 230-210-2 - Instructions to Review Committees Which Advise on Actions Concerning Appointees in the Professor of Clinical (e.g., Medicine) Series</p>	<p align="center">PPM 230-210-2 Instructions to Review Committees Which Advise on Actions Concerning Appointees in the Professor of Clinical (e.g., Medicine) Series</p>
<p><b>3.Creative Work</b>  <del>Many faculty in the health sciences devote a great proportion of their time to the inseparable activities of teaching and clinical service and therefore have less time for formal creative work than most other scholars in the University. Some clinical faculty devote this limited time to academic research activities; others utilize their clinical experience as the basis of their creative work. An appointee is expected to participate in investigation in basic, applied, or clinical sciences. In order to be promoted to the Associate or Full Professor rank, an appointee must have made a significant contribution to knowledge and/or practice in the field. The appointee's creative work must have been disseminated, for example, in a body of publications, in teaching materials used in other institutions, or in improvements or innovations in professional practice adopted elsewhere.</del></p> <p><del>Evidence of achievement in this area may include clinical case reports. Clinical observations are an important contribution to the advancement of knowledge in the health sciences and should be judged by their accuracy, scholarship, and utility. Improvements in the practice of health care result from the development and evaluation of techniques and procedures by clinical investigators. In addition, creative achievement may be demonstrated by the development of innovative programs in health care itself or in transmitting knowledge associated with new fields or other professions.</del></p> <p><del>Textbooks and similar publications, or contributions by appointees to the professional literature and the advancement of professional practice or of professional education, should be judged as creative work when they represent new ideas or incorporate scholarly research. The development of new or better ways of teaching the basic knowledge and skills required by students in the health sciences may be considered evidence of creative work. The quantitative productivity level achieved by an appointee should be assessed with the knowledge of the time and institutional resources allotted to the individual for creative work</del></p>	<p><b>APM 210-2. b (3)</b>  <b>Many faculty in the health sciences devote a great proportion of their time to the inseparable activities of teaching and clinical service and, therefore, have less time for formal creative work than most other scholars in the University. Some clinical faculty devote this limited time to academic research activities; others utilize their clinical experience as the basis of their creative work. An appointee is expected to participate in investigation in basic, applied, or clinical sciences. In order to be appointed or promoted to the Associate or full Professor rank, an appointee shall have made a significant contribution to knowledge and/or practice in the field. The appointee's creative work shall have been disseminated, for example, in a body of publications, in teaching materials used in other institutions, or in improvements or innovations in professional practice which have been adopted elsewhere.</b></p> <p><b>Evidence of achievement in this area may include clinical case reports. Clinical observations are an important contribution to the advancement of knowledge in the health sciences and should be judged by their accuracy, scholarship, and utility. Improvements in the practice of health care result from the development and evaluation of techniques and procedures by clinical investigators. In addition, creative achievement may be demonstrated by the development of innovative programs in health care itself or in transmitting knowledge associated with new fields or other professions.</b></p> <p><b>Textbooks and similar publications, or contributions by candidates to the professional literature and the advancement of professional practice or of professional education, should be judged as creative work when they represent new ideas or incorporate scholarly research. The development of new or better ways of teaching the basic knowledge and skills required by students in the health sciences may be considered evidence of creative work.</b></p> <p><b>The quantitative productivity level achieved by a faculty member should be assessed realistically, with knowledge of the time and institutional resources allotted to the individual for creative work.</b></p>	<p><b>PPM 230-210-2. b (3)</b>  PPM unnecessary; rely upon APM 210-2. b (3)</p>

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**Proposed Disposition of PPM 230-28. V – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Evaluation of Performance**

Present		Proposed
PPM 230-28. V.B.4	PPM 230-210-2 - Instructions to Review Committees Which Advise on Actions Concerning Appointees in the Professor of Clinical (e.g., Medicine) Series	PPM 230.210-2 Instructions to Review Committees Which Advise on Actions Concerning Appointees in the Professor of Clinical (e.g., Medicine) Series
<p><del><b>4. University and Public Service</b></del>  <del>Both the amount and the quality of the appointee’s service to the department, the school, the campus, the University of California, and the public must be evaluated, paying particular attention to service that is directly related to the appointee’s professional expertise and achievement. The departmental recommendation letter must provide both a list of service activities and an analysis of the quality of this service.</del></p> <p>For more information on the Professor of Clinical X series, please see Supplement II, <a href="#">“Guidelines for the Professor of Clinical X (e.g., Medicine) Series.”</a></p>	<b>APM 210-2. b (4)</b>	<p><b>PPM 230-210-2. b (4)</b>                      PPM unnecessary; rely upon APM 210-2. b (4)</p>
	APM 275- Professor of Clinical (e.g., Medicine) Series	<b>Proposed</b>
		<b>PPM 230-275 Professor of Clinical (e.g., Medicine) Series</b>
		<p><b>PPM 230-275-4 – Definition</b>                      For more information on the Professor of Clinical X series, please see PPM 230-275, Appendix A, <a href="#">Guidelines for the Professor of Clinical X (e.g., Medicine) Series</a>, and Appendix B, <a href="#">Guidelines for the Professor of Clinical X (e.g., Pharmacy) Series</a></p>

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**Proposed Disposition of PPM 230-28. V – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Evaluation of Performance**

Present PPM 230-28. V. C	APM 280 Adjunct Professor Series	Proposed PPM 230-280 Adjunct Professor Series
<p><b>Adjunct Professor Series</b> The performance criteria for the Adjunct Professor series are the same as for the Professor series (teaching, research and creative work, professional competence and activity, and university and public service). However, evaluation of the appointee with respect to these criteria will appropriately take into account the nature of the University assignment of duties and responsibilities, and the emphasis to be placed on each of the criteria will be adjusted accordingly. For example, an appointee may have a heavy workload in research and a relatively light workload in teaching.</p> <p><u>The departmental recommendation letter must describe and document clearly how the appointee has fulfilled each of the performance criteria.</u></p> <p>The productivity rate expected for advancement and promotion is proportionate to the percentage of appointment, and the relative distribution of responsibilities among the four review criteria as defined for the individual at the time of appointment.</p> <p><del>In accordance with PPM 230-20,</del> for Adjunct Professors whose appointments are primarily based on their professional distinction, the continuing value of their professional distinction to the University’s teaching mission may be considered in the evaluation of an appointee’s research and creative work.</p> <p>In the Health Sciences, faculty at the Associate rank or above who have clinical responsibilities should be certified by one of the medical specialty boards or demonstrate equivalent achievement and recognition.</p>	<p><b>APM 280-10 - Criteria</b> A candidate for appointment or advancement in this series shall be judged by the four criteria specified below. Evaluation of the candidate with respect to these criteria shall take appropriately into account the nature of the University assignment of duties and responsibilities and shall adjust accordingly the emphasis to be placed on each of the criteria. For example, a candidate may have a heavy workload in research and a relatively light workload in teaching. The four criteria are: a. Teaching b. Research and creative work c. Professional competence and activity d. University and public service</p>	<p><b>PPM 230-280 - 10 Criteria</b> A candidate for appointment or advancement in this series shall be judged by the four criteria specified below. Evaluation of the candidate with respect to these criteria shall take appropriately into account the nature of the University assignment of duties and responsibilities and shall adjust accordingly the emphasis to be placed on each of the criteria. For example, a candidate may have a heavy workload in research and a relatively light workload in teaching. The four criteria are: a. Teaching b. Research and creative work c. Professional competence and activity d. University and public service</p> <p>The productivity rate expected for advancement and promotion is proportionate to the percentage of appointment, and the relative distribution of responsibilities among the four review criteria as defined for the individual at the time of appointment.</p> <p>For Adjunct Professors whose appointments are primarily based on their professional distinction, the continuing value of their professional distinction to the University’s teaching mission may be considered in the evaluation of an appointee’s research and creative work.</p> <p>In the Health Sciences, faculty at the Associate rank or above who have clinical responsibilities should be certified by one of the medical specialty boards or demonstrate equivalent achievement and recognition.</p>

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Proposed Disposition of PPM 230-28. V – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Evaluation of Performance

Present	APM 278 Health Sciences Clinical Professor Series	Proposed
PPM 230-28.V. D		PPM 230-278 Health Sciences Clinical Professor Series
<p><del>D. Health Sciences Clinical Professor Series</del></p> <p>The criteria for the Health Sciences Clinical Professor series and information on evaluating the criteria are detailed in Supplement II, <u>“Guidelines for the Health Sciences Clinical Professor Series.”</u></p>		<p><b>PPM 230-278-10 - Criteria</b></p> <p>The criteria for the Health Sciences Clinical Professor series and information on evaluating the criteria are detailed in <u>PPM 230-278, Appendix A, <i>Guidelines for the Health Sciences Clinical Professor Series.</i></u>”</p>

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Proposed Disposition of PPM 230-28. V – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Evaluation of Performance

Present	APM 279 - Clinical Professor, Volunteer Series	Proposed
PPM 230-28. V. E		PPM 230-279 Clinical Professor, Volunteer Series
<p><del>Clinical Professor, Voluntary Series</del>  <del>Clinical competence and excellence in teaching are the primary criteria for reappointment and promotion in this series.</del></p>	<p><b>APM 279-10</b>  <b>Clinical competence and excellence in teaching will be the primary basis for appointment, reappointment, and promotion in this series....</b></p>	<p><b>PPM 230-279</b>            PPM unnecessary; rely upon APM 279</p>

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**Proposed Disposition of PPM 230-28. V – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Evaluation of Performance**

Present PPM 230-28. F	n/a	Proposed PPM 230-281 Professor of Practice Series
<p><b>Professor of Practice</b></p> <p>Criteria for advancement and reappointment in this series are:</p> <p>1. Professional competence and activity</p> <p>The appointee’s professional competence and activity and exemplary professional practice and leadership in the field should be evaluated by comparison to peers in the field and with regard to the viewpoints, skills, and experience the appointee brings to the teaching mission (including research training).</p> <p>At the time of review, the department must demonstrate the appointee’s continued trajectory of professional competence and activity, exemplary professional practice, and leadership in the field.</p> <p>2. Teaching of truly exceptional quality and so specialized in character that it cannot be done with equal effectiveness by ladder-rank faculty members or by strictly temporary appointees.</p> <p>The teaching requirements may be satisfied by meaningful engagement in and significant contributions to the graduate or undergraduate instructional program, including efforts in the research and professional training of students, and/or the development and instruction of specialized courses.</p> <p>Appointees in the Professor of Practice series teach primarily at the graduate level. Instruction at the undergraduate level is permissible when an appointee’s individual expertise and professional skills warrant such a teaching assignment; however, it is not expected that Professors of Practice teach core courses at the undergraduate level.</p> <p>3. Contributions to the research and/or creative mission of the University, with emphasis on professional practice and leadership contributions.</p> <p>4. Service contributions</p> <p>The departmental recommendation letter must provide a description of service activities and an analysis of the quality of this service, paying particular attention to that service which is directly related to the appointee’s professional expertise and achievement.</p>		<p><b>PPM 230-281-10 Criteria</b></p> <p>Criteria for advancement and reappointment in this series are:</p> <p>1. Professional competence and activity</p> <p>The appointee’s professional competence and activity and exemplary professional practice and leadership in the field should be evaluated by comparison to peers in the field and with regard to the viewpoints, skills, and experience the appointee brings to the teaching mission (including research training). At the time of review, the department must demonstrate the appointee’s continued trajectory of professional competence and activity, exemplary professional practice, and leadership in the field.</p> <p>2. Teaching of truly exceptional quality and so specialized in character that it cannot be done with equal effectiveness by ladder-rank faculty members or by strictly temporary appointees.</p> <p>The teaching requirements may be satisfied by meaningful engagement in and significant contributions to the graduate or undergraduate instructional program, including efforts in the research and professional training of students, and/or the development and instruction of specialized courses.</p> <p>Appointees in the Professor of Practice series teach primarily at the graduate level. Instruction at the undergraduate level is permissible when an appointee’s individual expertise and professional skills warrant such a teaching assignment; however, it is not expected that Professors of Practice teach core courses at the undergraduate level.</p> <p>3. Contributions to the research and/or creative mission of the University, with emphasis on professional practice and leadership contributions.</p> <p>4. Service contributions</p> <p>The departmental recommendation letter must provide a description of service activities and an analysis of the quality of this service, paying particular attention to that service which is directly related to the appointee’s professional expertise and achievement.</p>

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**Proposed Disposition of PPM 230-28. V – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Evaluation of Performance**

<p align="center"><b>Present</b> <b>PPM 230-28. F</b></p>	<p align="center"><b>n/a</b></p>	<p align="center"><b>Proposed</b> <b>PPM 230-281 Professor of Practice Series</b></p>
<p>Professional activity, teaching, and creative contributions may differ from standard ladder-rank professorial activities, and can also be judged on the basis of professional competence, intellectual contribution, originality, and the total value of the appointee’s engagement with the department. Evaluation of the candidate with respect to these criteria should take into account the nature of the University assignment of duties and responsibilities. Appointees in the Professor of Practice series may contribute predominantly to the University’s instructional program, with lesser contributions to the University’s research and/or creative programs; or, they may contribute primarily to the University’s research and/or creative programs, and have limited responsibility in teaching. In all cases, however, successful reappointment and/or advancement in the Professor of Practice series is contingent upon documented contributions in all four criteria as listed above (professional competence and activity, teaching, research and/or creative activity, and service). At the time of review, the department must demonstrate that the appointee has maintained a significant presence in the department during all periods of active service. Active and meaningful participation and excellence with respect to the duties assigned upon appointment are essential for reappointment and eligibility for a merit increase. The department must fully document the appointee’s contributions and demonstrate the quality of work performed and its impact on the department. A change of duties to a different mixture from those within the above categories may be requested as part of consideration for reappointment.</p> <p>Upon successful performance as Professor of Practice, the appointee will be eligible for a standard salary increase of 5% of the current salary.</p> <p>Visiting Professors of Practice may serve a maximum of two consecutive years and may not be reappointed.</p>		<p><b>PPM 230-281-10 Criteria</b> Professional activity, teaching, and creative contributions may differ from standard ladder-rank professorial activities, and can also be judged on the basis of professional competence, intellectual contribution, originality, and the total value of the appointee’s engagement with the department. Evaluation of the candidate with respect to these criteria should take into account the nature of the University assignment of duties and responsibilities. Appointees in the Professor of Practice series may contribute predominantly to the University’s instructional program, with lesser contributions to the University’s research and/or creative programs; or, they may contribute primarily to the University’s research and/or creative programs, and have limited responsibility in teaching. In all cases, however, successful reappointment and/or advancement in the Professor of Practice series is contingent upon documented contributions in all four criteria as listed above (professional competence and activity, teaching, research and/or creative activity, and service). At the time of review, the department must demonstrate that the appointee has maintained a significant presence in the department during all periods of active service. Active and meaningful participation and excellence with respect to the duties assigned upon appointment are essential for reappointment and eligibility for a merit increase. The department must fully document the appointee’s contributions and demonstrate the quality of work performed and its impact on the department. A change of duties to a different mixture from those within the above categories may be requested as part of consideration for reappointment.</p> <p><b>PPM 230-280-17 Terms of Service</b> Visiting Professors of Practice may serve a maximum of two consecutive years and may not be reappointed.</p> <p><b>PPM 230-280-18 Salary</b> Upon successful performance as Professor of Practice, the appointee will be eligible for a standard salary increase of 5% of the current salary.</p>

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Proposed Disposition of PPM 230-28. V – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Evaluation of Performance

Present PPM 230-28. V. G	APM 285 – Lecturer with Security of Employment Series	Proposed PPM 230-285 - Lecturer with Security of Employment Series
<p><b>Lecturer with Security of Employment (Teaching Professor) Series</b></p> <p><b>Criteria</b> The criteria for advancement in this series are:</p> <ul style="list-style-type: none"> <li>• Teaching of truly exceptional quality and so specialized in character that it cannot be done with equal effectiveness by ladder-rank faculty members or by strictly temporary appointees</li> <li>• Professional achievement and activity</li> <li>• University and public service</li> <li>• Educational leadership recognized beyond the campus and contributions to instruction-related activities (e.g., conducting teaching assistant training, supervision of student affairs, development of instructional materials)</li> </ul> <p>Advancement of a part-time appointee in this series will depend on performance at a level of distinction comparable to that demanded of a full-time appointee; however, when circumstances warrant it, a lesser rate of professional achievement and activity will be acceptable. Teaching assignments and departmental, committee, and other service should be in proportion to the percentage of time of the position, but the same quality of performance is expected as for a full-time appointee.</p> <ul style="list-style-type: none"> <li>•</li> </ul>	<p><b>APM 285-10 - Criteria</b> a. A candidate for appointment, merit increase, or promotion in this series shall be judged by achievements in the following areas: teaching, professional achievement and activity, and University and public service</p> <p>See also, <b>APM 210-3.c (1)</b> Clearly demonstrated evidence of excellent teaching is an essential criterion for appointment, advancement, or promotion. Under no circumstances will security of employment be conferred unless there is clear documentation of outstanding teaching.</p> <p><b>APM 285-10 - Criteria</b> ... c. Appointment and advancement of a part-time appointee with a title in this series shall depend on the quality of performance at a level of distinction comparable to that demanded of a full-time appointee; however, when circumstances warrant, a lesser rate of professional achievement and activity will be acceptable. Teaching assignments and departmental, committee, and other service should be in proportion to the percentage of time of the position, but the same quality of performance is expected as for a full-time appointee.</p>	<p><b>PPM 230-285-10. a.</b> A candidate for appointment, merit increase, or promotion in this series shall be judged by the following criteria:</p> <ul style="list-style-type: none"> <li>• <b>Teaching</b>, of truly exceptional quality and so specialized in character that it cannot be done with equal effectiveness by Professor (Ladder-Rank)</li> <li>• <b>Professional achievement and activity</b>; ; an appointee in the LSOE series is expected to maintain currency in the profession and pedagogy</li> <li>• <b>University and public service.</b></li> <li>• Educational leadership beyond the campus and contributions to instruction-related activities (i.e., conducting TA training, supervision of student affairs, development of instructional materials/multimedia)</li> </ul> <p>The departmental recommendation letter should state what the candidate's teaching load will be and how it compares with the normal load for professors in the department.</p> <p>Criteria for examining achievement in these areas are set forth in <u>PPM 230-210-3, Instructions to Review Committees Which Advise on Actions Concerning the Lecturer with Security of Employment (SOE) Series.</u></p> <p><b>PPM 230-285-10. c</b> PPM unnecessary; rely upon APM 285-10. c.</p>

Notes: Headings are non-substantive. Language in blue is from PPM 230-20. VII.

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Proposed Disposition of PPM 230-28. V – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Evaluation of Performance

	<p><b>APM-285-4 - Definition -</b>  <b>a. These titles are assigned to individuals who engage in teaching, professional activities, and University and public service.</b>  <b>b. The Lecturer with Security of Employment series should not be confused with Regents’ Lecturer (see APM - 290), or with Lecturer and Senior Lecturer (see Memorandum of Understanding: Non-Senate Instructional Unit).</b></p> <p><b>APM 285-8 Titles</b>  <b>a. Titles in the Lecturer with Security of Employment series are:</b>  <b>(1) Lecturer with Potential for Security of Employment (PSOE);</b>  <b>(2) Senior Lecturer with Potential for Security of Employment (PSOE)</b>  <b>(3) Lecturer with Security of Employment (SOE)</b>  <b>(4) Senior Lecturer with Security of Employment (SOE)</b></p> <p><b>APM 285-10 - Criteria</b>  <b>a. A candidate for appointment, merit increase, or promotion in this series shall be judged by achievements in the following areas: teaching, professional achievement and activity, and University and public service</b></p> <p><b>See also, APM 210-3.c (1)</b>  <b>Clearly demonstrated evidence of excellent teaching is an essential criterion for appointment, advancement, or promotion. Under no circumstances will security of employment be conferred unless there is clear documentation of outstanding teaching.</b></p>	<p><b>PPM 230-285-4 - Definition -</b>  <b>a. These titles are assigned to individuals who engage in teaching, professional activities, and University and public service.</b>  <b>b. The Lecturer with Security of Employment series should not be confused with Regents’ Lecturer (see APM - 290), or with Lecturer and Senior Lecturer (see Memorandum of Understanding: Non-Senate Instructional Unit).</b>  <b>c. Appointees in the Lecturer with Security of Employment series may use the working title “Teaching Professor,” as indicated in PPM 230-285-8, below.</b></p> <p><b>PPM 230-285-8 - Titles</b>  <b>a. Titles in the Lecturer with Security of Employment series are:</b>  <b>(1) Lecturer with Potential for Security of Employment (LPSOE) (Assistant Teaching Professor)</b>  <b>(2) Senior Lecturer with Potential for Security of Employment (LPSOE) (Assistant Teaching Professor)</b>  <b>(3) Lecturer with Security of Employment (LSOE) (Associate Teaching Professor)</b>  <b>(4) Senior Lecturer with Security of Employment (Senior LSOE) (Teaching Professor)</b></p> <p>Lecturer PSOE and Senior Lecturer PSOE positions are “security of employment–track” positions in the same way that the Assistant Professor position is a “tenure-track” position.</p> <p><b>b. A promotion is an advancement from one rank to a higher rank within the Lecturer SOE series. Upon promotion, a Lecturer PSOE becomes a Lecturer SOE, and a Senior Lecturer PSOE becomes a Senior Lecturer SOE. A Lecturer SOE may be promoted to Senior Lecturer SOE.</b></p>
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**Proposed Disposition of PPM 230-28. V – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Evaluation of Performance**

Present PPM 230-28. V. G	APM 285 – Lecturer with Security of Employment Series	Proposed PPM 230-285 - Lecturer with Security of Employment Series
<p><del>a. Lecturer and Senior Lecturer with Potential for Security of Employment (LPSOE)</del></p> <p><del>An appointee with the title of Lecturer or Senior Lecturer with Potential for Security of Employment (LPSOE or Senior LPSOE) is subject to and should be evaluated in accordance with the provisions of Section VII. D., Evaluation of Senate Assistant-Rank Appointees.</del></p> <p><del>For merit advancements, there should be evidence of the professional achievement required for an equivalent salary in the Professor series.</del></p> <p><del>For advancement to Senior LPSOE, the proposed salary must be equal to or above that of a Professor, Step I. The appointee's services must be of exceptional value to the University.</del></p> <p><del>For promotion from Senior LPSOE to Senior Lecturer with Security of Employment, the appointee's services must be of exceptional value to the University, and the proposed salary must be at the Professor level. An appointee with the title of Lecturer with Potential for Security of Employment (LPSOE) may use the working title "Assistant Teaching Professor."</del></p>	<p><b>285-4 Definition -</b></p> <p><b>a. These titles are assigned to individuals who engage in teaching, professional activities, and University and public service.</b></p> <p><b>b. The Lecturer with Security of Employment series should not be confused with Regents' Lecturer (see APM - 290), or with Lecturer and Senior Lecturer (see Memorandum of Understanding: Non-Senate Instructional Unit).</b></p> <p><b>APM-285-18 Salary</b></p> <p>...</p> <p><b>Senior Lecturer SOE titles should be paid at a level no less than Professor, Step I. Normally, an appointee shall be reviewed every three years for a merit increase, until the salary is equivalent to that of Professor Step V. Service at that level and higher may be of indefinite duration, and review for advancement will not usually occur after less than four years.</b></p>	<p><b>PPM 230-285-4 - Definition -</b></p> <p><b>a. These titles are assigned to individuals who engage in teaching, professional activities, and University and public service.</b></p> <p><b>b. The Lecturer with Security of Employment series should not be confused with Regents' Lecturer (see APM - 290), or with Lecturer and Senior Lecturer (see Memorandum of Understanding: Non-Senate Instructional Unit).</b></p> <p><b>c. Appointees in the Lecturer with Security of Employment series may use the working title "Teaching Professor," as indicated in PPM 230-285-8, below.</b></p> <p><b>PPM 230-285-8 - Titles</b></p> <p><b>a. Titles in the Lecturer with Security of Employment series are:</b></p> <p><b>(1) Lecturer with Potential for Security of Employment (LPSOE) (Assistant Teaching Professor)</b></p> <p><b>(2) Senior Lecturer with Potential for Security of Employment (LPSOE) (Assistant Teaching Professor)...</b></p> <p><b>PPM 230-285-10. b</b></p> <p><b>Lecturer and Senior Lecturer with Potential for Security of Employment (LPSOE)</b></p> <p>...</p> <p>For merit advancements, there should be evidence of the professional achievement required for an equivalent salary in the Professor series.</p> <p><b>The title Senior Lecturer with Potential for Security of Employment (PSOE) or Senior Lecturer with Security of Employment (SOE) may be assigned to an appointee who provides services of exceptional value to the University and whose excellent teaching and professional accomplishments have made him or her a recognized leader in his or her professional field and/or in education.</b></p> <p>...</p> <p><b>PPM 230-85-18 Salary</b></p> <p>PPM unnecessary; rely upon APM 285-18.</p>

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Proposed Disposition of PPM 230-28. V – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Evaluation of Performance

Present PPM 230-28. V. G	APM 285 – Lecturer with Security of Employment Series	Proposed PPM 230-285 - Lecturer with Security of Employment Series
<p><del>b. Lecturer with Security of Employment (LSOE)</del></p> <p><u>Appointees with the title of Lecturer or Senior Lecturer with Security of Employment (LSOE or Senior LSOE) should be reviewed for salary advancement every two to four years, depending upon the normal period of service for the rank and step in the Professor series to which their current salaries correspond. For example, an LSOE paid a salary equivalent to that of an Associate Professor, Step II, should be reviewed for salary advancement every two years. An appointee with the title of Lecturer with Security of Employment (LSOE) may use the working title “Associate Teaching Professor.”</u></p> <p><del>c. Senior Lecturer with Security of Employment (Senior LSOE)</del></p> <p>Promotion to Senior LSOE is not normally expected, but may occur when warranted. Review for promotion to the Senior LSOE title will normally occur only after a minimum of six years in the title of LSOE.</p> <p>Senior LSOEs will be reviewed every three years for merit advancements, until the salary is equivalent to that of Professor, Step V. Service at that level and higher may be of indefinite duration, and review for advancement will not usually occur after less than four years. An appointee with the title of Senior Lecturer with Security of Employment (LSOE) may use the working title “Teaching Professor.”</p> <p>Advancement to a salary level equivalent to that of Professor, Step VI, may be granted on evidence of great distinction, recognized nationally or internationally, in the areas of professional achievement and educational leadership, teaching, and University and public service.</p>	<p><b>APM 285-18 – Salary</b> The Office of the President publishes a salary range for this series. The rate of advancement may be more variable, and in many cases slower, than for professorial positions.</p> <p>For a Lecturer SOE, the normal period of service before review for advancement for a merit increase is three years. The period of service in the rank of Lecturer SOE may be of indefinite duration. Promotion to Senior Lecturer SOE is not normally expected, but may occur when warranted. Review for promotion to the Senior Lecturer SOE title will normally occur only after a minimum of six years in the title of Lecturer SOE.</p> <p>Senior Lecturer SOE titles should be paid at a level no less than Professor, Step I. Normally, an appointee shall be reviewed every three years for a merit increase, until the salary is equivalent to that of Professor Step V. Service at that level and higher may be of indefinite duration, and review for advancement will not usually occur after less than four years.</p>	<p><b>PPM 285-18 - Salary</b> The Office of the President publishes a salary range for this series. The rate of advancement may be more variable, and in many cases slower, than for professorial positions. Salaries for Lecturer PSOE will normally begin in a range approximately equivalent to that for Assistant Professors, with academic review occurring every two years. The salary for a Senior Lecturer PSOE must be equal to or above that of a Professor, Step I. Salaries for Lecturer SOEs normally begin in a range approximately equivalent to that for Associate Professors, with academic review occurring every two years. If a Lecturer SOE is being paid at a level equivalent to the salary of a Professor, the academic review will occur every three or four years. Advancement of an LSOE to a salary level equivalent to that of Professor, Step VI, may be granted on evidence of great distinction, recognized nationally or internationally, in the areas of professional achievement and educational leadership, teaching, and University and public service.</p> <p>The period of service in the rank of Lecturer SOE may be of indefinite duration. Promotion to Senior Lecturer SOE is not normally expected, but may occur when warranted. Review for promotion to the Senior Lecturer SOE title will normally occur only after a minimum of six years in the title of Lecturer SOE.</p> <p>Senior SOE titles should be paid at a level no less than Professor, Step I. Normally, an appointee shall be reviewed every three years for a merit increase, until the salary is equivalent to that of Professor Step V. Service at that level and higher may be of indefinite duration, and review for advancement will not usually occur after less than four years. Advancement of an LSOE to a salary level equivalent to that of Professor, Step VI, may be granted on evidence of great distinction, recognized nationally or internationally, in the areas of professional achievement and educational leadership, teaching, and University and public service.</p>

Notes: Headings are non-substantive. Text in blue is from PPM 230-20. VII A. 7. Working title information is addressed in Proposed PPM 230-285-4 (see above).

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**Proposed Disposition of PPM 230-28. V – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Evaluation of Performance**

Present PPM 230-28. V. G	APM 285 – Lecturer with Security of Employment Series	Proposed PPM 230-285 - Lecturer with Security of Employment Series
<p><del>d. Senior Lecturer with Security of Employment Above Scale</del> Senior LSOEs of the highest distinction, whose work has been nationally or internationally acclaimed and who demonstrate a level of distinction equivalent to that required of Distinguished Professors, are eligible for salaries above the top of the range. <b>Files for such actions must contain an analysis of the appointee’s achievements throughout his or her career, as well as an assessment of recent achievements; evidence of documented and assessable work of the highest distinction that contributes to the development of the field and/or pedagogy; and letters from external referees.</b> Mere length of service and continued good performance at the top of the salary range are not a justification for further salary advancement. The academic review file must reflect a critical career review.</p> <p>Except in rare and compelling cases, advancement to a base salary above the top of the salary range should not occur after less than four years at the top of the salary range. Further, acceleration to this high level should be a rare event requiring evidence of extraordinary performance beyond the already exceptional standard required for advancement to the top of the range.</p> <p>Files proposing a full merit advancement to a base salary above the top of the salary range, or a full merit advancement further above the top of the salary range, must demonstrate exemplary performance in all areas (teaching, service, educational development and professional competence and activity). <b>Instructions for calculating salary increases for Senior LSOEs above the salary range are available on the Academic Personnel Services website.</b></p> <p>An appointee with the title of Senior Lecturer with Security of Employment with a base salary above the top of the salary range may use the working title “Distinguished Senior Lecturer with Security of Employment,” or “Distinguished Teaching Professor.”</p>	<p><b>APM 285-18 – Salary</b> <b>Senior Lecturers SOE of the highest distinction, whose work has been internationally acclaimed, are eligible for salaries above the top of the range.</b></p>	<p><b>PPM 285-18 - Salary</b> <b>Senior Lecturer SOE titles should be paid at a level no less than Professor, Step I. Normally, an appointee shall be reviewed every three years for a merit increase, until the salary is equivalent to that of Professor Step V. Service at that level and higher may be of indefinite duration, and review for advancement will not usually occur after less than four years. Senior Lecturers SOE of the highest distinction, whose work has been nationally or internationally acclaimed, and who demonstrate a level of distinction equivalent to that required of Distinguished Professors in the areas of professional achievement and educational leadership, teaching, and University and public service are eligible for salaries above the top of the range.</b> In these cases, the departmental recommendation letter must provide an analysis of the candidate’s achievements throughout his or her career and evidence of work of great distinction. Mere length of service and continued good performance at the top of the salary range are not a justification for further salary advancement. The academic review file must reflect a critical career review.</p> <p>Except in rare and compelling cases, advancement to a base salary above the top of the salary range should not occur after less than four years at the top of the salary range. Further, acceleration to this high level should be a rare event requiring evidence of extraordinary performance beyond the already exceptional standard required for advancement to the top of the range.</p> <p>Files proposing a full merit advancement to a base salary above the top of the salary range, or a full merit advancement further above the top of the salary range, must demonstrate exemplary performance in all areas (teaching, service, educational development and professional competence and activity). The honorary title “Distinguished Senior Lecturer with Security of Employment” may be conferred upon Senior LSOEs with a salary above the top of the range who demonstrate a level of distinction equivalent to that required of Distinguished Professors.</p>

Notes: Language in Proposed PPM 230-285-18 is a combination of language from PPM 230-20. VII. A. 7. f and PPM 230-28. V. G. d.

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**Proposed Disposition of PPM 230-28. V – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Evaluation of Performance**

Present	APM 283- Lecturer and Senior Lecturer	Proposed
PPM 230-28. V. H		PPM 230-283- Lecturer and Senior Lecturer
<p><del>H. Lecturer and Senior Lecturer Series (Unit 18)</del></p> <p>The terms and conditions of appointment in the Lecturer and Senior Lecturer series are covered by a <u>Memorandum of Understanding</u> (MOU) entered into by the Regents of the University of California and the University Council, American Federation of Teachers (UC-AFT).</p>	n/a	<p><b>PPM 230-283-17 - Eligibility</b></p> <p>The terms and conditions of appointment in the Lecturer and Senior Lecturer series are covered by a <u>Memorandum of Understanding</u> (MOU) entered into by the Regents of the University of California and the University Council, American Federation of Teachers (UC-AFT).</p>

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Proposed Disposition of PPM 230-28. V – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Evaluation of Performance

Present		Proposed
PPM 230-28. V. I	APM 310 – Professional Research Series	PPM 230-310 – Professional Research (Research Scientist) Series
<p><b>Professional Research (Research Scientist) Series</b>  <del>The performance criteria for the Professional Research (Research Scientist) series (hereafter referred to as the Research Scientist series) are the same as for the Professor (Ladder Rank) series in the area of research and creative activity. The appointee must be continuously and effectively engaged in independent research and creative activity of high quality and significance, equivalent to that expected of the Professor series.</del></p> <p>Associate and Full Research Scientists are expected to engage in University and/or professional service, within the constraints of the applicable funding source(s). This service requirement can be interpreted flexibly; service activities may be focused on the professional development of the appointee. If there are limitations on potential service contributions due to constraints imposed by a funding source, this should be discussed.</p> <p><del>Assistant Research Scientists are not required to participate in service activities.</del></p> <p><u>Departments and ORUs should establish voting procedures for academic review actions for Research Scientists.</u></p>	<p><b>APM 310-10 Criteria</b>  <b>“...A candidate for appointment, reappointment, merit increase, or promotion in this series shall be judged by the criteria specified below:</b>  <b>a. Research qualifications and accomplishments equivalent to those for the Professor series</b>  <b>b. Professional competence and activity equivalent to those for the Professor series</b>  <b>c. University and/or public service</b></p> <p><b>An Assistant Research (e.g., <i>Physicist</i>) is not required to participate in service activities. An Associate Research (e.g., <i>Physicist</i>) and a Research (e.g., <i>Physicist</i>) are expected to engage in University and/or public service, such as service on research review boards.</b></p> <p><b>An appointee in this series must demonstrate continuous and effective engagement in independent and creative research activity of high quality and significance, equivalent to that expected of the Professor series. Proposed merit increases and promotions in the Professional Research series shall be reviewed with the same rigor accorded to proposed merits and promotions in the Professor series. See APM - 210-1.”</b></p>	<p><b>PPM 230-310-10.c Criteria/University and/or Public Service</b>  <b>An Assistant Research (e.g., <i>Physicist</i>) is not required to participate in service activities. An Associate Research (e.g., <i>Physicist</i>) and a Research (e.g., <i>Physicist</i>) are expected to engage in University and/or public service, such as service on research review boards.</b></p> <p>Associate and Full Research Scientists are expected to engage in University and/or professional service, within the constraints of the applicable funding source(s). This service requirement can be interpreted flexibly; service activities may be focused on the professional development of the appointee. If there are limitations on potential service contributions due to constraints imposed by a funding source, this should be discussed.</p>

Notes: Heading is non-substantive. Substance of all other deleted sections appears in APM 310-10.

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**Proposed Disposition of PPM 230-28. V – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Evaluation of Performance**

Present	APM 311 – Project (e.g., Scientist) Series	Proposed
PPM 230-28. V. J		PPM 230-311 – Project (e.g., Scientist) Series
<p><b>Project Scientist Series</b>                      Criteria for advancement and reappointment in this series are demonstrated significant, original contributions to a research project or creative program. Appointees in this series need not demonstrate the same leadership ability, independence, or scholarly breadth as members of the Research Scientist or Professor series. University and public service are encouraged but not required.</p> <p><u>At the time of academic review, the Project Scientist's supervisor (normally the principal investigator) should evaluate the Project Scientist and submit his or her written evaluation and recommendation to the department chair.</u></p>	<p><b>APM 311-10 Criteria</b>  <b>A candidate for appointment, reappointment, merit increase, or promotion in this series shall be judged by the criteria specified below:</b></p> <p><b>a. Demonstrated significant, original, and creative contributions to a research or creative program or project</b></p> <p><b>b. Professional competence and activity</b></p> <p>Appointees in this series need not demonstrate the same independence or scholarly breadth as members of the Professor or Professional Research series. University and public service are encouraged but not required.</p>	<p><b>PPM 230-311-10 Criteria</b>                      PPM unnecessary; rely upon APM 311-10.</p>

Notes: Heading is non-substantive. PPM 230-28. V. J APM 310-17. d

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Proposed Disposition of PPM 230-28. V – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Evaluation of Performance

Present PPM 230-28. V. K	APM 330 – Specialist Series	Proposed PPM 230-330 – Specialist Series
<p><b>Specialist Series – Criteria for advancement and reappointment in this series are:</b></p> <ul style="list-style-type: none"> <li>● Performance of research in specialized areas</li> <li>● Professional competence and activity</li> </ul> <p>At UC San Diego, advancement to Specialist, Above Scale, is reserved for Specialists with records of outstanding, distinguished performance, judged in an arena substantially broader than the particular research groups with which they are associated. Testimonials from outstanding extramural research groups in the same or related fields will be necessary in order to document the level of performance required for advancement to Specialist, Above Scale. In some instances, advancement to the Above Scale level may be justified on the basis of the Specialist’s publications, or on his or her own scientific, technical, or otherwise creative contributions (as compared to contributions to a group effort).</p> <p><del>Mere length of service and continued meritorious performance at the top step of the Specialist series are not sufficient justification for further salary advancement. There must be demonstration of exceptional merit and distinction beyond the performance on which advancement to Step V was based. Advancement to Specialist, Above Scale, following service of less than three years as Specialist, Step V, will be considered an acceleration. Once an appointee has been advanced to Above Scale, a merit advancement occurring at an interval of less than four years is considered an acceleration. Appointees in the Specialist series are not eligible for off-scale salaries.</del></p> <p><u>At the time of academic review, the Specialist’s supervisor (normally the principal investigator) should evaluate the Specialist and submit his or her written evaluation and recommendation to the department chair.</u></p> <p><u>The department chair must specify in the departmental recommendation letter the role of the Specialist in the research project.</u></p>	<p><b>APM 330-10 – Criteria</b></p> <p><b>A candidate for appointment or advancement in this series is evaluated using a process of academic peer review according to the following guidelines for specialized research, professional competence and activity, and, if appropriate, University and/or public service. The degree of responsibility in each criteria is dependent on multiple factors, including funding source for the position and level of independence required to fulfill the duties of the position.</b></p> <p><b>330-80 Recommendation and Review</b></p> <p>...</p> <p><b>c. Advancement to Above-Scale Advancement to Above-Scale status involves an overall career review and is reserved for only the most highly distinguished Specialists whose (1) work of sustained and continuing excellence has attained national and international recognition and broad acclaim reflective of its significant impact, (2) professional achievement is outstanding, and (3) service is highly meritorious. Advancement requires demonstration of additional merit and distinction beyond the performance on which advancement to Step V was based. Except in rare and compelling cases, advancement will not occur in less than four years at Step V; mere length of service and continued performance at Step V is not justification for further advancement. A further merit increase for an individual already serving at Above-Scale salary level must be justified by new evidence of distinguished achievement; continued performance is not an adequate justification. Only in the most superior cases with strong and compelling evidence will a further increase be approved at an interval shorter than four years.</b></p>	<p><b>PPM 230-330-10 – Criteria</b></p> <p>PPM unnecessary; rely upon APM 330-10</p> <p><b>PPM 230-330-80 Recommendation and Review</b></p> <p>...</p> <p><b>c. Advancement to Above-Scale Advancement to Above-Scale status involves an overall career review and is reserved for only the most highly distinguished Specialists whose (1) work of sustained and continuing excellence has attained national and international recognition and broad acclaim reflective of its significant impact, (2) professional achievement is outstanding, and (3) service is highly meritorious. Advancement requires demonstration of additional merit and distinction beyond the performance on which advancement to Step V was based.</b></p> <p>At UC San Diego, advancement to Specialist, Above Scale, is reserved for Specialists with records of outstanding, distinguished performance, judged in an arena substantially broader than the particular research groups with which they are associated. Testimonials from outstanding extramural research groups in the same or related fields will be necessary in order to document the level of performance required for advancement to Specialist, Above Scale. In some instances, advancement to the Above Scale level may be justified on the basis of the Specialist’s publications, or on his or her own scientific, technical, or otherwise creative contributions (as compared to contributions to a group effort).</p> <p><b>Except in rare and compelling cases, advancement will not occur in less than four years at Step V; mere length of service and continued performance at Step V is not justification for further advancement. A further merit increase for an individual already serving at Above-Scale salary level must be justified by new evidence of distinguished achievement; continued performance is not an adequate justification. Only in the most superior cases with strong and compelling evidence will a further increase be approved at an interval shorter than four years.</b></p>

Notes: Heading is non-substantive. Statement, “Appointees in the Specialist series are not eligible for off-scale salaries,” appears in error; 7/1/14 update to APM 620 provided off-scale eligibility to Specialists. PPM 230-28.V K has not been updated since APM 330 was revised in 2015; adopting APM language for compliance.

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Proposed Disposition of PPM 230-28. V – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Evaluation of Performance

Present PPM 230-28. V. L	APM 370 – Academic Administrator Series	Proposed PPM 230-370 – Academic Administrator Series
<p>Academic Administrator Series</p> <p><del>a. Criteria for Evaluating Performance</del> Merit advancements and promotions are based on administrative performance, professional competence and activity, and University and public service. Although the function of an Academic Administrator may include oversight of a program involving research, responsibility for engaging in research, while desirable, is not implied by appointment to this series. <b>The Level of Administrative Responsibility form should be included in all Academic Administrator review files. A job description must be provided, along with an explanation of the appointee’s role in the program and within a larger unit, if appropriate.</b></p> <p><del>There are three separate title codes for this series with ascending levels of responsibility. Promotion from one title code to another within the series will not normally occur until the appointee has served at least six years in the lower title code, including at least two years at the top step for that title code. A performance review, in the absence of a merit advancement or promotion review, must take place at least every four years. Formal review by the appropriate campus committee is required every six years.</del></p> <p><del>b. Normal Periods of Service at Salary Steps</del> Recommendations for merits and advancements normally will be reviewed every second year until an appointee reaches the level of Academic Administrator IV, Step 5, after which review for merit advancement will take place every three years. Once the appointee reaches the level of Academic Administrator VI, Step 7.0, review for merit advancement will take place every four years. Service as Academic administrator VII, Step 8.0, may be of indefinite duration, and appointees at this step will be reviewed every four years for reappointment.</p>	<p><b>APM 370-10-Criteria</b> ... <b>c. Merit increases and promotions are based on administrative experience, professional competence and activity, and University and public service.</b> <b>d. Although the function of an Academic Administrator may include the overseeing of a program involving research, responsibility for engaging in research, while desirable, is not implied by appointment to this series.</b></p> <p><b>APM 370-4. B - Definition</b> <b>Appointment to the Academic Administrator series may be at any one of seven titles, i.e., Academic Administrator I through VII, each of which will be identified by a separate title code.</b></p> <p><b>APM 370-19 – Normal Periods of Service at Salary Steps</b> ... <b>c. If promotion of an appointee from one title to another within the series is justified, such promotion shall not normally occur until the individual has served at least six years with the lower title, including at least two years at the top step for that title.</b> <b>d. A performance review, in the absence of a merit or promotion review, shall take place at least every four years.</b></p>	<p><b>PPM 230-370-4</b> PPM unnecessary; rely upon APM 370-4</p> <p><b>PPM 230-370-10</b> PPM unnecessary; rely upon APM 370-10</p> <p><b>PPM 230-370-19</b> PPM 230-370-19. a, unnecessary; rely upon APM 370-19. a PPM 230-370-19. b, unnecessary; rely upon APM 370-19. b PPM 230-370-19. c, unnecessary; rely upon APM 370-19.c</p> <p><b>PPM 230-370-19. d.</b> Recommendations for merits and advancements normally will be reviewed every second year until an appointee reaches the level of Academic Administrator IV, Step 5, after which review for merit advancement will take place every three years. Once the appointee reaches the level of Academic Administrator VI, Step 7.0, review for merit advancement will take place every four years. Service as Academic administrator VII, Step 8.0, may be of indefinite duration, and appointees at this step will be reviewed every four years for reappointment. Formal review by the appropriate campus committee is required every six years. <b>A performance review, in the absence of a merit or promotion review, shall take place at least every four years.</b></p>

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**Proposed Disposition of PPM 230-28. V – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Evaluation of Performance**

Present PPM 230-28. V. L. 2.a	APM 375 – Academic Coordinator Titles	Proposed PPM 230-375 – Academic Coordinator Titles
<p><b>Academic Coordinator Series Criteria for Evaluating Performance</b></p> <p>Merit advancements are based on administrative performance, professional competence and activity, and University and public service. Professional accomplishment and scholarly achievement should also be considered, if required by the position. <u>The Level of Administrative Responsibility form should be included in all Academic Coordinator review files.</u></p> <p>Materials submitted in support of merit advancement or a change in level must provide a comprehensive assessment of the appointee’s qualifications and performance in the areas specified below. A job description must be provided, along with an explanation of the appointee’s role in the program and within a larger unit, if appropriate.</p> <p>(1) Coordination of Academic Programs In most instances, Academic Coordinators will have primary responsibility for the administration and coordination of one or more programs. This may include academic program planning and development, assessment of program and constituency needs, evaluation of academic program activities and functions, development of proposals for extramural funding of campus programs and identification of support resources, serving as liaison with other agencies and institutions in the public and private sector, and supervision and leadership of other academic appointees or staff.</p> <p>(2) Professional Competence Academic Coordinators will provide intellectual leadership and scholarship to their programs.</p> <p>(3) University and Public Service Academic Coordinators will participate in the administration of their units and the University through appropriate roles in governance and policy formulation. In addition, they may represent the University in their special capacity as scholars during the discharge of their responsibilities.</p>	<p><b>APM 375-11 Criteria for Evaluating Performance</b> <b>Merit increases are based on administrative performance, professional competence and activity, and University and public service. Professional accomplishment and scholarly achievement should also be considered, if required by the position.</b> <b>Materials submitted in support of an appointment, merit increase, or a change in level shall provide a comprehensive assessment of the candidate’s qualifications and performance in the areas specified below. A job description must be provided, along with an explanation of the candidate’s role in the program and within a larger unit, if appropriate.</b></p> <p><b>a. Coordination of Academic Programs</b> <b>In most instances, Academic Coordinators will have primary responsibility for the administration and coordination of one or more programs and may have responsibility for directing the activities of other academic appointees or staff.</b> <b>Types of activities:</b> <b>(1) Academic program planning and development.</b> <b>(2) Assessment of program and constituency needs.</b> <b>(3) Evaluation of academic program activities and functions.</b> <b>(4) Development of proposals for extramural funding of campus programs and identification of support resources.</b> <b>(5) Liaison representation with other agencies and institutions in the public and private sectors.</b> <b>(6) Supervision and leadership of other academic appointees or staff.</b></p> <p><b>b. Professional Competence</b> <b>Academic Coordinators will provide intellectual leadership and scholarship to their programs.</b></p> <p><b>c. University and Public Service</b> <b>Academic Coordinators participate in the administration of their units and the University through appropriate roles in governance and policy formulation. In addition, they may represent the University in their special capacity as scholars during the discharge of their responsibilities.</b></p>	<p><b>PPM 230-375-11 Criteria</b> PPM unnecessary; rely upon APM 375-11</p>

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**Proposed Disposition of PPM 230-28. V – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Evaluation of Performance**

Present PPM 230-28. V. L. 2. b	APM 375 – Academic Coordinator Titles	Proposed PPM 230-375 – Academic Coordinator Titles
<p><del><b>b. Normal Periods of Service at Salary Steps</b></del>                      Temporary appointments of Academic Coordinators may be made for up to a one-year period and may not exceed a total of two consecutive years without formal campus review.</p> <p><del>Recommendations for merit advancements will be reviewed every second year for an Academic Coordinator I or II, and every third year for an Academic Coordinator III. A performance review must precede any reappointment. There is no expectation of movement between levels without significant changes in the scope and complexity of the program being administered. Academic Coordinator appointments may be made for up to a three-year period (depending on the level) and may not exceed a total of two consecutive appointments/reappointments without formal campus review.</del></p>	<p><b>APM 375-19 Normal Periods of Service at Salary Steps</b>  <b>a. Appointments to an Academic Coordinator title may be for one year or less, for longer periods, and/or for an indefinite period, according to campus practice or guidelines. Appointments may be renewed, at campus discretion, with or without a limit on the number of renewals.</b></p> <p><b>b. Recommendations for merit increases normally shall be reviewed every second year for Academic Coordinator I and II, and every third year for Academic Coordinator III.” There is no expectation of movement between the levels without significant changes in the scope and complexity of the program being administered.</b></p> <p><b>c. There is no expectation of movement between the levels without significant changes in the scope and complexity of the program being administered.</b></p> <p><b>d. In the absence of a reappointment, a merit, or a change in level review, a performance review shall take place at least every two years for an Academic Coordinator I and II and at least every three years for an Academic Coordinator III. A performance review shall precede any reappointment.</b></p>	<p><b>PPM 230-375-19 Normal Periods of Service at Salary Steps</b>  <b>a. Appointments to an Academic Coordinator title may be for one year or less, for longer periods, and/or for an indefinite period, according to campus practice or guidelines. Appointments may be renewed, at campus discretion, with or without a limit on the number of renewals.</b></p> <p>Academic Coordinator appointments may be made for up to a three-year period (depending on the level) and may not exceed a total of two consecutive appointments/reappointments without formal campus review.</p> <p>Temporary appointments of Academic Coordinators may be made for up to a one-year period and may not exceed a total of two consecutive years without formal campus review.</p> <p>PPM 375-19. b unnecessary; rely upon APM 375-19. b                      PPM 375-19.c unnecessary; rely upon APM 375-19.c                      PPM 375-19.d unnecessary; rely upon APM 375-19. d</p>

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**Proposed Disposition of PPM 230-28. V – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Evaluation of Performance**

Present	APM 360 – Librarian Series	Proposed
PPM 230-28. V.L.3		PPM 230-360 – Librarian Series
<p><del><b>Librarian Series</b></del>  <del>The Executive Vice Chancellor for Academic Affairs has delegated responsibility for the Librarian Series to the University Librarian.</del></p> <p>Refer to <u>APM 360</u> for the Librarian Series advancement and reappointment policies.</p> <p>For those appointees in the Librarian series covered by the <u>Memorandum of Understanding</u> (MOU) entered into by the Regents of the University of California and University Council, American Federation of Teachers (UC-AFT), the terms and conditions of appointment may be found in the MOU.</p>	<p><b>APM 360-24 Authority</b>  <b>a. Each Chancellor is authorized to approve appointments, promotions, career status actions, and merit increases consistent with the published salary scales after appropriate review, subject to the provisions of APM - 360-24-c.</b></p>	<p><b>PPM 230-360-17 - Eligibility</b>  For those appointees in the Librarian series covered by the <u>Memorandum of Understanding</u> (MOU) entered into by the Regents of the University of California and University Council, American Federation of Teachers (UC-AFT), the terms and conditions of appointment may be found in the MOU.</p> <p><b>PPM 230-360-24 Authority</b>  No appointment, reappointment <u>or academic review action</u> is final until there has been an academic review and the individual with final authority has approved the <u>action</u>.</p> <p>The UC San Diego Authority and Review Chart sets forth the individual(s) and/or committees responsible for review, as well as the final authority for approval.</p>

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**Proposed Disposition of PPM 230-28. V – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Evaluation of Performance**

Present	APM 340 – Continuing Educator	Proposed
PPM 230-28. V. L.4		PPM 230-340 – Continuing Educator
<p><del><b>Continuing Educator Series and Coordinator of Public Programs Series</b></del></p> <p><del>The Executive Vice Chancellor for Academic Affairs has delegated responsibility for the Continuing Educator Series and Coordinator of Public Programs Series to the Associate Vice Chancellor for Public Programs and Dean of University Extension.</del></p> <p><del>Refer to <a href="#">APM 340</a> for the Continuing Educator advancement and reappointment policies.</del></p> <p>Information about the Continuing Educator series and Coordinator of Public Programs series may be obtained from Extended Studies and Public Programs.</p>	n/a	<p><b>PPM 230-340-24 Academic File Review and Final Authority</b></p> <p>No appointment, reappointment <u>or academic review action</u> is final until there has been an academic review and the individual with final authority has approved the <u>action</u>.</p> <p>The UC San Diego Authority and Review Chart sets forth the individual(s) and/or committees responsible for review, as well as the final authority for approval.</p> <p>Information about the Continuing Educator series and Coordinator of Public Programs series may be obtained from Extended Studies and Public Programs.</p>

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**Proposed Disposition of PPM 230-28. V – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Evaluation of Performance**

Present PPM 230-28.V.M	APM 235 – Acting Appointments	Proposed PPM 230-235 – Acting Appointments
<p><b>Acting Titles</b></p> <p><u>An academic review file must be submitted in order to reappoint an individual to a new term under an Acting title.</u></p> <p>Since the Acting prefix may be used only in the Professor (Ladder Rank) series, the departmental recommendation letter should discuss the individual's performance based on the criteria for the Professor series.</p>	<p><b>APM 235-10 Criteria</b></p> <p>Inasmuch as Acting appointees are under consideration for appointment to a title in the professorial series, reference should be made to criteria set forth in sections concerning the particular professorial title involved.</p>	<p><b>PPM 230-235-10 - Criteria</b></p> <p>PPM unnecessary; rely upon APM 235-10</p>

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Proposed Disposition of PPM 230-28. V – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Evaluation of Performance

Present PPM 230-28. V. N	APM 230 – Visiting Appointments	Proposed PPM 230-230 – Visiting Appointments
<p><b>Visiting Titles</b>  <u>An academic review file must be submitted to reappoint an individual to a new term under a Visiting title.</u></p> <p>Although no steps are assigned to Visiting appointees, the departmental recommendation letter must justify the salary level recommended. <del>Visiting appointments may be made for a period of up to one year; total service is limited to two consecutive years.</del></p> <p><del>The criteria for evaluation of an appointee for reappointment in a Visiting title are the same as for the corresponding regular title. Because the appointment is temporary, reasonable flexibility may be employed in the application of these criteria.</del></p> <p><del>The departmental recommendation letter should describe clearly the special expertise that the visitor brings to the campus and should clearly state that the individual will be returning to the home institution upon completion of the visiting appointment.</del></p>	<p><b>APM 230-10 Criteria</b>  <b>The criteria for evaluation of a candidate for appointment with a Visiting title shall be the same as for the corresponding regular title. Because the appointment is temporary, reasonable flexibility may be employed in the application of these criteria. Care should be taken to inform the appointee of the provisions of Section 230-4-d.</b></p> <p><b>APM 230-17 Terms of Service</b>  <b>Each appointment or reappointment with a Visiting title shall be for a specified term not to exceed one year. The total period of consecutive service with a Visiting title shall not exceed two years, unless a longer period is approved by the Chancellor.</b></p> <p><b>In the case of Visiting Assistant Professor Programs in Mathematics, the total period of consecutive service shall not exceed three years, unless a longer period is approved by the Chancellor.</b></p> <p><b>230-230-18 Salary</b>  <b>a. The salary of an appointee with a Visiting title shall be determined according to the special circumstances of the case, with due consideration given to the individual’s regular salary or professional income. In some cases, it will be appropriate to separate considerations of rank from those of salary.</b></p>	<p><b>PPM 230-230-10 Criteria</b>  <b>The criteria for evaluation of a candidate for appointment with a Visiting title shall be the same as for the corresponding regular title. Because the appointment is temporary, reasonable flexibility may be employed in the application of these criteria. Care should be taken to inform the appointee of the provisions of Section 230-4-d.</b></p> <p>The visitor should bring special expertise to the campus and should be returning to the home institution upon completion of the visiting appointment.</p> <p><b>PPM 230-230-17 Terms of Service</b>  PPM unnecessary; rely upon APM 230-17</p> <p><b>PPM 230-230-18 Salary</b>  <b>a. The salary of an appointee with a Visiting title shall be determined according to the special circumstances of the case, with due consideration given to the individual’s regular salary or professional income. In some cases, it will be appropriate to separate considerations of rank from those of salary. Although no steps are assigned to Visiting appointees, the departmental recommendation letter must justify the salary level recommended.</b></p>

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**Proposed Disposition of PPM 230-28. V – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Evaluation of Performance**

Present	APM 220- Professor Series	Proposed
PPM 230-28. V. N		PPM 230-220 – Professor Series
	<p><b>APM 220-80. - Recommendations and Review: General Procedures</b></p>	<p><b>PPM 230-220-80 - Recommendations and Review: General Procedures</b></p> <p><b>e. The departmental recommendation is made in accordance with the procedural regulations of the Academic Senate and established governance practices of the department, <u>and is based upon the evaluation of the appointee by all eligible members of the department.</u> The chair initiates a personnel action for an appointment, promotion, merit increase, appraisal, reappointment, non-reappointment, or terminal appointment by addressing a letter setting forth the departmental recommendation to <u>the approval authority.</u></b></p> <p>...</p> <p><u>For appointments, the letter should include:</u></p> <ol style="list-style-type: none"> <li>1. The proposed title, rank, step, salary, effective appointment date(s), and any funding contingencies</li> <li>2. A brief description of the open recruitment conducted by the department for the position and how the candidate was selected. (Other applicants should not be identified in this description.)</li> <li>3. <u>Documentation of the participation and membership of the departmental ad hoc committee</u></li> <li>4. A description of the candidate's expected role in the department: research to be conducted and/or classes the candidate will teach; the candidate's anticipated contribution to the department's instructional mission at both the undergraduate and graduate levels; and a description of the department's teaching requirements and how the candidate's teaching load meets those requirements (for applicable titles).</li> </ol> <p><u>For Visiting Titles:</u> The departmental recommendation letter should describe clearly the special expertise that the visitor brings to the campus and should clearly state that the individual will be returning to the home institution upon completion of the visiting appointment.</p>

Note: Substance of deleted sections appears in APM 230-10 and APM 230-17.

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**Proposed Disposition of PPM 230-28. V – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Evaluation of Performance**

Present	APM 205 – Recall for Academic Appointees	Proposed
PPM 230-28.V. O		PPM 230-205 – Recall for Academic Appointees
<p><b>Recall Titles</b></p> <p>The policies and procedures for recall appointments are set forth in <u>PPM 230-20, Appointment of Academic Personnel</u>.</p>		<p><b>PPM 230-230-205</b> PPM unnecessary; rely upon APM 230-205</p>

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**Proposed Disposition of PPM 230-28. V – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Evaluation of Performance**

Present		Proposed
PPM 230-28. V. P		PPM 230-255 – Non-Instructional Titles (New)
<p>Non-salaried Instructional Titles For individuals whose primary employment is not at the University: Reappointment may be made for a period of two or three years, depending on the appointee’s rank (e.g., two years for the Assistant rank).</p> <p><u>Reappointment files should include the same documentation required for salaried appointees in the title or series.</u></p> <p>For individuals with full-time salaried positions at the University: Reappointment may be made for two to three years, corresponding to the appointment period in the appointee’s salaried title. <u>In such instances, only one academic review file should be submitted for both the reappointment in the non-salaried instructional title and the recommendation for action in the salaried title.</u> The departmental recommendation letter must evaluate the service in each area and clearly outline the type and amount of teaching the appointee will do.</p>		<p><b>Error! Bookmark not defined.</b></p> <p>1. For individuals whose primary employment is not at the University, reappointment may be made for a period of two or three years, depending on the appointee’s rank (e.g., two years for the Assistant rank).</p> <p>2. For individuals with full-time salaried positions at the University, reappointment may be made for two to three years, corresponding to the appointment period in the appointee’s salaried title</p> <p><b>PPM 230-255 -10 – Criteria</b> The departmental recommendation letter must evaluate the service in each area and clearly outline the type and amount of teaching the appointee will do.</p>

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Proposed Disposition of PPM 230-28. VI – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Preparing the Academic Review File

Present PPM 230-28.VI	APM	Proposed
<p><b>VI. PREPARING THE ACADEMIC REVIEW FILE</b></p> <p><u>An academic review file is first prepared by the candidate and the department for departmental review. Once a decision regarding the departmental recommendation is reached, the file, with the department recommendation letter, is submitted for campus review and decision. The department is responsible for preparing the academic review file for department consideration, and for submitting the file for campus review. If the academic review file is not submitted for campus review by the established deadline, the academic review file will not be considered until the next academic review cycle.</u></p> <p><u>The department chair is responsible for ensuring compliance with <a href="#">PPM 230-29, Policies and Procedures to Assure Fairness in the Academic Personnel Review Process.</a></u></p> <p><u>The required documentation (which varies depending upon the proposed action) is set forth in the chart below.</u></p> <p><del>Detailed instructions on preparing academic advancement and reappointment review files are available on the Academic Personnel Web site.</del></p>		<p><i>No substantive information to include in PPM</i></p>

Notes: Paragraphs 1, 3, and accompanying chart on page 2 to be included in APS Appointment and Advancement Instructions. Substance of Paragraph 2 addressed in Proposed Disposition of PPM 230-29. Paragraph 4 is non-substantive and will be stricken.

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Proposed Disposition of PPM 230-28. VI – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Preparing the Academic Review File

<u>FILE DOCUMENTS</u>	<u>REAPPOINTMENT</u>	<u>MERIT</u>	<u>ACCELERATED MERIT</u>	<u>PROMOTION/ CAREER REVIEW</u>
<u>Academic Recommendation Summary</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>
<u>UC Academic Employment History</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>
<u>Departmental Recommendation Letter</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>
<u>Certification A/ Certification B</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>
<u>Departmental Ad Hoc Report</u>	<u>To be submitted whenever a departmental ad hoc is convened</u>			
<u>Appointee's Personal Statement (if any)</u>	<u>Optional</u>	<u>Optional</u>	<u>Optional</u>	<u>Optional</u>
<u>External Referee Solicitation Letter (1 copy)</u>				<u>X**</u>
<u>Identification and Qualifications of External referees</u>				<u>X</u>
<u>Number of External Referee Letters</u>				<u>5 for promotion to Associate 3 for promotion to Full and advancement to Above Scale; optional for advancement to Step VI</u>
<u>Course Load/ Case Load Form</u>	<u>X*</u>	<u>X</u>	<u>X</u>	<u>X</u>
<u>Teaching Evaluations</u>	<u>Required for all instructional titles</u>			
<u>Level of Administrative Responsibility (LAR) Form</u>	<u>Required for Academic Administrators and Academic Coordinators</u>			
<u>Updated Biography and Bibliography Form</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>
<u>Sabbatical Leave Report, if applicable</u>	<u>X*</u>	<u>X</u>	<u>X</u>	<u>X</u>
<u>Publications/ Reviews/Creative Work</u>	<u>X*</u>	<u>X</u>	<u>X</u>	<u>X</u>

\* Not required for temporary files

\*\* External referee letters are not required if the departmental recommendation is termination.

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Proposed Disposition of PPM 230-28. VII – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Determining Departmental Recommendations

Present	APM 220-Professor Series	Proposed
PPM 230-28. VII.A		PPM 230-220-Professor Series
<p>Computation of Rank and Step to Determine Eligibility for Advancement</p> <p>Normal periods of service are assigned to the various steps in the published academic salary schedules. <u>When reviewing each academic appointee within a department, the department chair is responsible for computing the number of years the appointee has served at rank and step in order to determine whether he or she is eligible for normal advancement.</u></p>	<p><b>APM 220-80. - Recommendations and Review/General Procedures</b></p> <p><b>b. The department chair is responsible for making certain that within the department there is an annual review of the status and performance of each faculty member in the department. Cases of possible eligibility for merit increase or promotion shall be examined. Likewise, cases of unsatisfactory performance and of less than desirable excellence shall be examined. Special attention shall be given to ending dates of all appointments of Instructors and Assistant Professors, to provisions governing notices not to reappoint, and to procedures for formal appraisal of Assistant Professors.</b></p>	<p><b>PPM 230 220-80. b. - Recommendations and Review/General Procedures</b></p> <p>PPM unnecessary; rely upon APM 220-80. b</p>
Present	APM - APM 200-0 - Appointment and Promotion/General	Proposed
PPM 230-28. VII.A		PPM 230 - 200-0 Appointment and Promotion/General
<p>Every academic appointee must be reviewed at least every five years.</p>	<p><b>...Every faculty member shall be reviewed at least every five years.</b></p>	<p><b>PPM 230-200-0 - Appointment and Promotion/General</b></p> <p><b>...Every academic appointee shall be reviewed at least every five years.</b></p>

Notes: Heading and first sentence are non-substantive.

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Proposed Disposition of PPM 230-28. VII – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Determining Departmental Recommendations

Present	APM 220-18 – Professor Series - Salary	Proposed
PPM 230-28.VII.A.1 – Computation of Rank and Step		PPM 230-220-18 – Professor Series - Salary
<p><b>1. Normal Periods of Service</b>                      The normal period of service at each step in the Assistant Professor rank is two years, although it may be one year at steps V and VI. <u>In most cases, promotion to the Associate level occurs following two years of service at step IV; however, when an Assistant-level appointee completing service at step IV is not ready for promotion, but is otherwise performing adequately, he or she may be considered for advancement to step V or step VI. In case of subsequent promotion to Associate Professor, previous service at steps V or VI and the conclusions of a career review are used to determine the entry step in the Associate rank.</u> Service at Assistant, Step V, may be in lieu of service at Associate, Step I; service at Assistant, Step VI, may be in lieu of service at Associate, Step II.</p> <p>The normal total period of service at the Associate rank is six years. The normal period of service at any of the first three steps in the Associate rank is two years. <u>In most cases, promotion to the Full level occurs following two years of service at step III; however, when an Associate-level appointee completing service at step III is not ready for promotion, but is otherwise performing adequately, he or she may be considered for advancement to step IV or step V. The normal period of service at steps IV and V is three years. In case of subsequent promotion to the Full level, previous service at steps IV or V and the conclusions of a career review determine the entry step in the Full rank.</u> Service at Associate, Step IV, may be in lieu of service at the Full level, Step I; service at Associate, Step V, may be in lieu of service at the Full level, Step II.</p>	<p><b>APM 220-18. b (2)</b>                      ... The normal period of service at a given step in this rank is two years. The first four steps in rank and corresponding salary levels are for normal use. Steps V and VI may be used in exceptional situations and with proper justification. Service at Assistant Professor, Step V, may be in lieu of service at Associate Professor, Step I, for which the published salary is slightly higher. Likewise, service at Assistant Professor, Step VI, may be in lieu of service at Associate Professor, Step II.</p> <p>In those instances of service at Assistant Professor, Step V, followed by service at Associate Professor, Step I, the normal period of combined service with both titles at the steps indicated is two years. The same normal two-year period of combined service applies when service at Assistant Professor, Step VI, is followed by service at Associate Professor, Step II.</p> <p><b>APM 220-18. b. (3)</b>                      Associate Professor: The normal period of service in rank of Associate Professor is six years. The normal period of service at any one of the first three steps of the rank is two years. Steps IV and V may be used in exceptional situations and with proper justification. Service at Associate Professor, Step IV, may be partly or entirely in lieu of service at Professor, Step I, for which the published salary is slightly higher.</p> <p>Likewise, service at Associate Professor, Step V, may be partly or entirely in lieu of service at Professor, Step II. The normal period of service at Associate Professor, Step IV, is three years if such service is fully in lieu of service as Professor, Step I. In those instances of service at Associate Professor, Step IV, followed by service at Professor, Step I, the normal period of combined service is three years. The situation for Associate Professor, Step V, and Professor, Step II, is exactly analogous to that for Associate Professor, Step IV, and Professor, Step I.</p>	<p><b>PPM 230-220-18-b (2)</b>                      PPM unnecessary; rely upon APM 220-18 b. (2)</p> <p><b>PPM 230-220-18-b (3)</b>                      PPM unnecessary; rely upon APM 220-18 b. (3)</p>

Notes: Heading is non-substantive. Substance of deleted sections is contained in APM 220-18 and is redundant; specifics of implementation will appear in *APS Appointment and Advancement Instructions*.

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Proposed Disposition of PPM 230-28. VII – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Determining Departmental Recommendations

Present	APM 220-18 – Professor Series - Salary	Proposed
PPM 230-28.VII.A.1 – Computation of Rank and Step		PPM 230-220-18 – Professor Series - Salary
<p><del>For the Full rank, the normal period of service is three years in each of the first eight steps. A career review is required for advancement beyond Step V. Service at Step V may be of indefinite duration, though a review must be conducted every three years. Advancement to Step VI usually will not occur after less than three years of service at Step V and will be granted on evidence of highly distinguished scholarship, highly meritorious service, and excellent University teaching. There must be evidence of continuing achievement in all areas at the prescribed level. Continuing great distinction in scholarly and creative achievement should be recognized <u>nationally or internationally</u>. Advancement to Steps VII, VIII, and IX usually will not occur after less than three years of service at the previous step and only will be granted on evidence of continuing achievement at the level required for advancement to Step VI. Advancement to Above Scale is reserved for scholars and teachers of the highest distinction whose work has been internationally recognized and acclaimed and whose performance in all areas is excellent. (The honorary title of Distinguished Professor will be conferred on those who advance to Above Scale in the Professor [Ladder Rank] Series; the title “Distinguished Research Scientist” will be conferred on those who advance to Above Scale in the Research Scientist Series; and the title “Distinguished Senior Lecturer with Security of Employment” (“Distinguished Teaching Professor”) will be conferred upon those who advance above the top of the salary range in the LSOE series.) Except in rare and compelling cases, advancement will not occur after less than four years at the top of the salary scale (Step IX in the Professor and Research Scientist Series). Moreover, mere length of service and continued good performance at the top of the salary scale are not a justification for further salary advancement. There must be demonstration of additional merit and distinction beyond the performance on which advancement to Step IX was based. The academic review file must reflect a critical career review.</del></p>	<p><b>APM 220-18. b (4)</b>  <b>Professor: The normal period of service at step is three years in each of the first four steps. Service at Step V may be of indefinite duration.</b></p> <p><b>Advancement to Step VI usually will not occur after less than three years of service at Step V. This involves an overall career review and will be granted on evidence of sustained and continuing excellence in each of the following three categories: (1) scholarship or creative achievement, (2) University teaching, and (3) service. Above and beyond that, great academic distinction, recognized nationally, will be required in scholarly or creative achievement or teaching. Service at Professor, Step VI or higher may be of indefinite duration. Advancement from Professor, Step VI to Step VII, from Step VII to Step VIII, and from Step VIII to Step IX 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.</b></p> <p>...</p> <p><b>Advancement to an above-scale rank involves an overall career review and is reserved only for the most highly distinguished faculty (1) whose work of sustained and continuing excellence has attained national and international recognition and broad acclaim reflective of its significant impact; (2) whose University teaching performance is excellent; and (3) whose service is highly meritorious. Except in rare and compelling cases, advancement will not occur after less than four years at Step IX. Moreover, mere length of service and continued good performance at Step IX is not justification for further salary advancement. There must be demonstration of additional merit and distinction beyond the performance on which advancement to Step IX was based.</b></p>	<p><b>PPM 230- 220-18. b (4)</b>  PPM unnecessary; rely upon APM 220-18. b (4)</p>

Notes: Statement, “a thorough review must be conducted every three years” is non-substantive/inaccurate (deferrals are possible). Working title information is redundant and appears the relevant PPM for in each series. Remainder of strikethrough text appears in APM 220-18. b (4).

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Proposed Disposition of PPM 230-28. VII – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Determining Departmental Recommendations

Present	APM 220-18 – Professor Series - Salary	Proposed
PPM 230 28. VII.A.1 – Computation of Rank and Step		PPM 230-220-18 – Professor Series - Salary
<p><del>A further merit increase in salary for a person already serving at an above-scale salary level must be justified by new evidence of merit and distinction. Continued good service is not adequate justification. Intervals between such salary increases may be indefinite, and only in the most superior cases where there is strong and compelling evidence will increase at intervals shorter than four years be approved.</del></p> <p>The normal salary increase for a person in the Above Scale category is either 50% or 100% of the difference between the top two steps of the salary scale (i.e., 50% or 100% of the salary increase between Steps VIII and IX for the Professor and Research Scientist series.) Files proposing 100% of the difference between the top two steps must demonstrate exemplary performance in all areas (research and creative activity, teaching, service, and professional competence and activity). Files proposing more than 100% of the difference between the top two steps will be considered acceleration files.</p>	<p><b>APM- 220-18. b (4)</b>  <b>A further merit increase in salary for a person already serving at an above-scale salary level must be justified by new evidence of merit and distinction. Continued good service is not an adequate justification. Intervals between such salary increases may be indefinite, and only in the most superior cases where there is strong and compelling evidence will increase at intervals shorter than four years be approved.</b></p>	<p><b>PPM 230- 220-18. b (4)</b>  <b>A further merit increase in salary for a person already serving at an above-scale salary level must be justified by new evidence of merit and distinction. Continued good service is not an adequate justification. Intervals between such salary increases may be indefinite, and only in the most superior cases where there is strong and compelling evidence will increase at intervals shorter than four years be approved.</b></p> <p>The normal salary increase for a person in the Above Scale category is either 50% or 100% of the difference between the top two steps of the salary scale (i.e., 50% or 100% of the salary increase between Steps VIII and IX for the Professor and Research Scientist series.) Files proposing 100% of the difference between the top two steps must demonstrate exemplary performance in all areas (research and creative activity, teaching, service, and professional competence and activity). Files proposing more than 100% of the difference between the top two steps will be considered acceleration files.</p>

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Proposed Disposition of PPM 230-28. VII – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Determining Departmental Recommendations

Present	APM	Proposed																																																
PPM 230 28. VII.A		n/a																																																
<table border="1"> <tr> <td colspan="2" data-bbox="184 256 745 282"><b>Assistant Professor:</b></td> </tr> <tr> <td data-bbox="184 282 438 308">Assistant Professor I</td> <td data-bbox="438 282 745 308"></td> </tr> <tr> <td data-bbox="184 308 438 334">Assistant Professor II</td> <td data-bbox="438 308 745 334">Two years at each step</td> </tr> <tr> <td data-bbox="184 334 438 360">Assistant Professor III</td> <td data-bbox="438 334 745 360"></td> </tr> <tr> <td data-bbox="184 360 438 386">Assistant Professor IV</td> <td data-bbox="438 360 745 386"></td> </tr> <tr> <td data-bbox="184 386 438 412">Assistant Professor V</td> <td data-bbox="438 386 745 412">1 or 2 years</td> </tr> <tr> <td data-bbox="184 412 438 438">Assistant Professor VI</td> <td data-bbox="438 412 745 438"></td> </tr> <tr> <td colspan="2" data-bbox="184 438 745 464"><b>Associate Professor:</b></td> </tr> <tr> <td data-bbox="184 464 438 490">Associate Professor I</td> <td data-bbox="438 464 745 490"></td> </tr> <tr> <td data-bbox="184 490 438 516">Associate Professor II</td> <td data-bbox="438 490 745 516">Two years at each step</td> </tr> <tr> <td data-bbox="184 516 438 542">Associate Professor III</td> <td data-bbox="438 516 745 542"></td> </tr> <tr> <td data-bbox="184 542 438 568">Associate Professor IV</td> <td data-bbox="438 542 745 568">1, 2 or 3 years</td> </tr> <tr> <td data-bbox="184 568 438 594">Associate Professor V</td> <td data-bbox="438 568 745 594"></td> </tr> <tr> <td colspan="2" data-bbox="184 594 745 620"><b>Professor:</b></td> </tr> <tr> <td data-bbox="184 620 438 646">Professor I</td> <td data-bbox="438 620 745 646"></td> </tr> <tr> <td data-bbox="184 646 438 672">Professor II</td> <td data-bbox="438 646 745 672">Three years at step</td> </tr> <tr> <td data-bbox="184 672 438 698">Professor III</td> <td data-bbox="438 672 745 698"></td> </tr> <tr> <td data-bbox="184 698 438 724">Professor IV</td> <td data-bbox="438 698 745 724"></td> </tr> <tr> <td data-bbox="184 724 438 750">Professor V</td> <td data-bbox="438 724 745 750"></td> </tr> <tr> <td data-bbox="184 750 438 776">Professor VI</td> <td data-bbox="438 750 745 776">3 years or indefinite</td> </tr> <tr> <td data-bbox="184 776 438 802">Professor VII</td> <td data-bbox="438 776 745 802"></td> </tr> <tr> <td data-bbox="184 802 438 828">Professor VIII</td> <td data-bbox="438 802 745 828"></td> </tr> <tr> <td data-bbox="184 828 438 854">Professor IX</td> <td data-bbox="438 828 745 854">4 years or indefinite</td> </tr> <tr> <td data-bbox="184 854 438 880">Professor, Above Scale</td> <td data-bbox="438 854 745 880">4 years at each salary level or indefinite</td> </tr> </table>	<b>Assistant Professor:</b>		Assistant Professor I		Assistant Professor II	Two years at each step	Assistant Professor III		Assistant Professor IV		Assistant Professor V	1 or 2 years	Assistant Professor VI		<b>Associate Professor:</b>		Associate Professor I		Associate Professor II	Two years at each step	Associate Professor III		Associate Professor IV	1, 2 or 3 years	Associate Professor V		<b>Professor:</b>		Professor I		Professor II	Three years at step	Professor III		Professor IV		Professor V		Professor VI	3 years or indefinite	Professor VII		Professor VIII		Professor IX	4 years or indefinite	Professor, Above Scale	4 years at each salary level or indefinite		
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Notes: Chart is a tool that illustrates information stated elsewhere in policy and/or on the UCOP published salary scales and provides no additional substantive information.

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Proposed Disposition of PPM 230-28. VII – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Determining Departmental Recommendations

Present		Proposed
PPM 230 28. VII.A. 2 – Special Considerations	APM 610 – Salary Administration – Salary Increases	PPM 230 - 610– Salary Administration – Salary Increases
<p>Special Considerations</p> <p><del>a. Academic year: An academic-year appointee who has served at least two full quarters in any fiscal year (July 1 through June 30) will receive credit for one year of service at rank and step. An academic-year appointee who has served just one quarter in any fiscal year (July 1 through June 30) will not receive credit for that year's service at rank and step.</del></p> <p>b. Fiscal year: A fiscal-year appointee who is appointed during the period July 1 through January 1 will receive credit for one year of service at rank and step. A fiscal-year appointee who is appointed during the period January 2 through June 30 will not receive credit for that year's service at rank and step.</p> <p>Refer to <a href="#">PPM 230-20</a> for additional information on calculating years at rank and step.</p>	<p><b>APM 610-9.c - Merit and Promotion Increases/ Normal Periods of Service at Salary Steps</b></p> <p><b>(1) Two or more full quarters of service at 50 percent time or more by an academic-year appointee in any one academic year (from the beginning of the fall quarter to the end of the spring quarter, as set forth in the academic calendar) count as one full year of a normal period of service. Fewer than two full quarters at 50 percent time or more in any one academic year does not count.</b></p> <p>....</p> <p><b>(3) Six months or more of service at 50 percent time or more by a fiscal-year appointee in any one fiscal year (July 1 to June 30) count as one full year of a normal period of service; fewer than six months of service at 50 percent time or more in any one fiscal year does not count.</b></p>	<p><b>PPM 230-610-9.c Merit and Promotion Increases/Normal Periods of Service at Salary Steps</b></p> <p><b>(1).Two or more full quarters of service at 50 percent time or more by an academic-year appointee in any one academic year (from the beginning of the fall quarter to the end of the spring quarter, as set forth in the academic calendar) count as one full year of a normal period of service. Fewer than two full quarters at 50 percent time or more in any one academic year does not count.</b></p> <p>...</p> <p><b>(3) A fiscal-year appointee who is appointed during the period July 1 through January 1 will receive credit for one year of service at rank and step. A fiscal-year appointee who is appointed during the period January 2 through June 30 will not receive credit for that year's service at rank and step.</b></p>

Notes: Heading is non-substantive. Last sentence refers to PPM proposed for rescission and is non-substantive.

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Proposed Disposition of PPM 230-28. VII – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Determining Departmental Recommendations

Present	APM 220-8 – Professor Series/Types	Proposed
PPM 230-28. VII.B and PPM 230-28. VII.B. 1		PPM 230- 220-8 – Professor Series/Types
<p>B. Formal Recommendation</p> <p>After determining the years at rank and step and complying with the requirement for consultation with other members of the faculty or with the principal investigator, etc., a department chair may recommend one of the following actions:</p> <p>1. Deferral</p> <p>With appropriate justification, an appointee may request that his or her regularly scheduled academic review be deferred. An appointee may request a maximum of two consecutive deferrals. <u>Obtaining approval of a deferral request is the only alternative to recommending a no-change action.</u></p>	<p>a. Titles (and ranks) in the Professor series are:</p> <p>(1) Instructor  (2) Assistant Professor  (3) Associate Professor  (4) Professor</p> <p>b. An appointment (as distinguished from a promotion) occurs when a person is employed in one of the four ranks above, if the individual’s immediately previous status was:</p> <p>(1) not in the employ of the University; or  (2) in the employ of the University but not with a title in this series.</p> <p>c. A promotion is an advancement from one rank to a higher rank within this series, usually the next rank as listed above. A change from a title in another series to a title in this series (possibly involving an increase in salary) is not defined as a promotion or merit increase, but as an appointment.</p> <p>d. A merit increase is an advancement in salary step or to an above-scale salary rate without change of rank and is dealt with in APM - 610.</p> <p>e. The term reappointment is used for the renewal of a previous appointment immediately following the ending of the previous appointment in this series. A reappointment may or may not be accompanied by a promotion or merit increase.</p>	<p>a. Titles (and ranks) in the Professor series are:</p> <p>(1) Instructor  (2) Assistant Professor  (3) Associate Professor  (4) Professor</p> <p>b. An appointment (as distinguished from a promotion) occurs when a person is employed in one of the four ranks above, if the individual’s immediately previous status was:</p> <p>(1) not in the employ of the University; or  (2) in the employ of the University but not with a title in this series.</p> <p>c. A promotion is an advancement from one rank to a higher rank within this series, usually the next rank as listed above. A change from a title in another series to a title in this series (possibly involving an increase in salary) is not defined as a promotion or merit increase, but as an appointment.</p> <p>d. A merit increase is an advancement in salary step or to an above-scale salary rate without change of rank and is dealt with in APM - 610.</p> <p>e. The term reappointment is used for the renewal of a previous appointment immediately following the ending of the previous appointment in this series. A reappointment may or may not be accompanied by a promotion or merit increase.</p> <p>f. A retention occurs when a department prepares an academic review file for a faculty member who is being recruited by another institution.</p> <p>g. A deferral occurs when an appointee delays the regularly scheduled academic review for one year by request.</p>

Notes: First sentence is non-substantive. Language in blue in Proposed PPM 230-220-8 is from PPM 230-28. IV. E Two-year maximum is addressed in Proposed PPM 230-220-86 on following page..

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Proposed Disposition of PPM 230-28. VII – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Determining Departmental Recommendations

Present		Proposed
<p align="center"><b>PPM 230-28. VII.B and PPM 230-28. VII.B. 1</b></p>	<p align="center"><b>APM 220 – Professor Series</b></p>	<p align="center"><b>PPM 230-220-86 (new) - Procedure for Deferral of the Academic Review</b></p>
<p>1. Deferral With appropriate justification, an appointee may request that his or her regularly scheduled academic review be deferred. An appointee may request a maximum of two consecutive deferrals. <u>Obtaining approval of a deferral request is the only alternative to recommending a no-change action.</u></p> <p>An appointee may request a deferral of his or her academic review when:</p> <p>1. there is evidence that work in progress will come to fruition within the year and that having the additional year will make a difference in the result of the next review; or</p> <p>2. circumstances beyond the appointee’s control have impacted his or her productivity (i.e., illness, family member’s illness, etc.).</p> <p><u>The appropriate dean has the authority to approve the first deferral request. The Executive Vice Chancellor must approve a second consecutive deferral request.</u> In general, the following appointees are not eligible to defer academic reviews: Assistant-rank appointees (except when approved as a family accommodation; see <a href="#">PPM 230-15, Family Accommodations</a>), non-salaried Adjunct Professors, and appointees with established ending dates (term appointments).</p> <p>Deferral requests must be submitted to the appointee’s department(s) no later than October 15.</p>	<p align="center">n/a</p>	<p>Procedure for Deferral of the Academic Review</p> <p>A. deferral occurs when an appointee delays the regularly scheduled academic review for one year by request. An appointee may request a deferral of his or her academic review when:</p> <p>1. there is evidence that work in progress will come to fruition within the year and that having the additional year will make a difference in the result of the next review; or</p> <p>2. circumstances beyond the appointee’s control have impacted his or her productivity (i.e., illness, family member’s illness, etc.).</p> <p>In general, the following appointees are not eligible to defer academic reviews: Assistant-rank appointees (except when approved as a family accommodation; see <a href="#">Link to PPM 230-760</a>), non-salaried Adjunct Professors, and appointees with established ending dates (term appointments).</p> <p>Deferral requests must be submitted to the appointee’s department(s) no later than October 15.</p> <p>An appointee may request a maximum of two consecutive deferrals.</p>

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Proposed Disposition of PPM 230-28. VII – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Determining Departmental Recommendations

Present PPM 230-28. VII. B. 2	APM 220-8 – Professor Series/Types	Proposed PPM 230-220-8 – Professor Series/Types
<p>2.Appointee Not Recommended for Advancement (No Change)</p> <p>An academic review file must be prepared and submitted for review for an appointee serving in the final year of the normal period at step 1, even if the appointee is not recommended for advancement. A department should propose a no-change action if productivity is not sufficient to justify advancement, or if the appointee is unresponsive to departmental requests to submit updated file materials.</p>	<p>a. Titles (and ranks) in the Professor series are:                      (1) Instructor                      (2) Assistant Professor                      (3) Associate Professor                      (4) Professor</p> <p>b. An appointment (as distinguished from a promotion) occurs when a person is employed in one of the four ranks above, if the individual’s immediately previous status was:                      (1) not in the employ of the University; or                      (2) in the employ of the University but not with a title in this series.</p> <p>c. A promotion is an advancement from one rank to a higher rank within this series, usually the next rank as listed above. A change from a title in another series to a title in this series (possibly involving an increase in salary) is not defined as a promotion or merit increase, but as an appointment.</p> <p>d. A merit increase is an advancement in salary step or to an above-scale salary rate without change of rank and is dealt with in APM - 610.</p> <p>e. The term reappointment is used for the renewal of a previous appointment immediately following the ending of the previous appointment in this series. A reappointment may or may not be accompanied by a promotion or merit increase.</p>	<p>a. Titles (and ranks) in the Professor series are:                      (1) Instructor                      (2) Assistant Professor                      (3) Associate Professor                      (4) Professor</p> <p>b. An appointment (as distinguished from a promotion) occurs when a person is employed in one of the four ranks above, if the individual’s immediately previous status was:                      (1) not in the employ of the University; or                      (2) in the employ of the University but not with a title in this series.</p> <p>c. A promotion is an advancement from one rank to a higher rank within this series, usually the next rank as listed above. A change from a title in another series to a title in this series (possibly involving an increase in salary) is not defined as a promotion or merit increase, but as an appointment.</p> <p>d. A merit increase is an advancement in salary step or to an above-scale salary rate without change of rank and is dealt with in APM - 610.</p> <p>e. The term reappointment is used for the renewal of a previous appointment immediately following the ending of the previous appointment in this series. A reappointment may or may not be accompanied by a promotion or merit increase.</p> <p>f. A retention occurs when a department prepares an academic review file for a faculty member who is being recruited by another institution.</p> <p>g. A deferral occurs when an appointee delays the regularly scheduled academic review for one year by request.</p> <p>h. A no change action occurs when, following an academic review, a faculty member does not advance because productivity is not sufficient to justify advancement, or if the appointee is unresponsive to departmental requests to submit updated file materials.</p>

Notes: Language in blue in Proposed PPM 230-220-8 is from PPM 230-28. IV. E. and PPM 230-28. VII. B.1

<sup>1</sup> For appointees subject to APM 137, this applies only if the appointee is to be reappointed.

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Proposed Disposition of PPM 230-28. VII – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Determining Departmental Recommendations

Present		Proposed
PPM 230-28. VII. B. 2	APM 220 – Professor Series	PPM 230-220-87 (new) – Professor Series/Procedure for No Change Action
<p>2.Appointee Not Recommended for Advancement (No Change)</p> <p><u>An academic review file must be prepared and submitted for review for an appointee serving in the final year of the normal period at step 2, even if the appointee is not recommended for advancement.</u> A department should propose a no-change action if productivity is not sufficient to justify advancement, or if the appointee is unresponsive to departmental requests to submit updated file materials. For appointees subject to <a href="#">APM 137, Non-Senate Appointees/Term Appointment</a>, the department may allow the appointment to expire instead of recommending a no-change action.</p> <p><u>If the appointee has an off-scale salary, its disposition should be discussed in the departmental letter.</u></p> <p>After a no-change action takes effect, the appointee’s review cycle will be reset for the normal two-, three-, or four-year cycle. Should the department propose advancement prior to the end of the appointee’s normal review cycle, this action will not be considered an acceleration.</p> <p><u>The appropriate dean has the authority to approve the first no-change action.</u></p>	<p>n/a</p>	<p>The general Rules of PPM 230-220-80/APM 220-80 apply here. In addition:</p> <p>An academic review file must be prepared and submitted for review for an appointee serving in the final year of the normal period at step3, even if the appointee is not recommended for advancement. A department should propose a no-change action if productivity is not sufficient to justify advancement, or if the appointee is unresponsive to departmental requests to submit updated file materials. For appointees subject to <a href="#">APM 137, Non-Senate Appointees/Term Appointment</a>, the department may allow the appointment to expire instead of recommending a no-change action.</p> <p>After a no-change action takes effect, the appointee’s review cycle will be reset for the normal two-, three-, or four-year cycle. Should the department propose advancement prior to the end of the appointee’s normal review cycle, this action will not be considered an acceleration.</p>

Notes: Heading is non-substantive.

<sup>2</sup> For appointees subject to APM 137, this applies only if the appointee is to be reappointed.

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**Proposed Disposition of PPM 230-28. VII – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Determining Departmental Recommendations**

Present		Proposed
PPM 230-28. VII. B. 2	APM 220 – Professor Series	PPM 230-220-87 (new) – Professor Series/Procedure for No Change Action
<p>Consecutive No Change Actions</p> <p>In cases in which an appointee is proposed for a consecutive no change action, the department must discuss the reasons for the no change action in the departmental letter. Potential reasons include:</p> <p>Full Service at a Barrier Step An appointee’s failure to advance resulting from insufficient career accomplishments to pass through a barrier step, while continuing to provide full service to the University. For example, an appointee may continue to be productive in research and/or creative activities, teaching, and service at a level that would support normal merit advancement, but may not be sufficiently productive at a level that would support promotion, advancement to Step VI, or advancement to Above Scale.</p> <p>Extenuating Circumstances An appointee’s failure to advance resulting from extenuating circumstances, such as the appointee’s own illness, the illness of a family member, or other significant event outside of his or her control that impacted productivity and/or performance.</p> <p>Insufficient Contributions In the absence of extenuating circumstances, an appointee’s failure to advance resulting from contributions which are insufficient in quality and/or quantity to support normal advancement.</p>	n/a	<p>The general Rules of PPM 230-220-80/APM 220-80 apply here. In addition:</p> <p>Consecutive No Change Actions</p> <p>In cases in which an appointee is proposed for a consecutive no change action, the department must discuss the reasons for the no change action in the departmental letter. Potential reasons include:</p> <p>Full Service at a Barrier Step An appointee’s failure to advance resulting from insufficient career accomplishments to pass through a barrier step, while continuing to provide full service to the University. For example, an appointee may continue to be productive in research and/or creative activities, teaching, and service at a level that would support normal merit advancement, but may not be sufficiently productive at a level that would support promotion, advancement to Step VI, or advancement to Above Scale.</p> <p>Extenuating Circumstances An appointee’s failure to advance resulting from extenuating circumstances, such as the appointee’s own illness, the illness of a family member, or other significant event outside of his or her control that impacted productivity and/or performance.</p> <p>Insufficient Contributions In the absence of extenuating circumstances, an appointee’s failure to advance resulting from contributions which are insufficient in quality and/or quantity to support normal advancement.</p>

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**Proposed Disposition of PPM 230-28. VII – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Determining Departmental Recommendations**

<b>Present</b>		<b>Proposed</b>
<b>PPM 230-28. VII. B. 2</b>	<b>APM 220 – Professor Series</b>	<b>PPM 230-220-87 (new) – Professor Series/Procedure for No Change Action</b>
<p>When an appointee is proposed for a consecutive no change action due to insufficient contributions, the department or subsequent reviewers may propose the reduction or elimination of a market off-scale salary component at the time of future range adjustment actions. See PPM 230-28.VII.B.5.</p> <p>In cases in which an appointee receives a second consecutive no change action due to insufficient contributions: The department chair, in consultation with the dean, must meet with the appointee to develop a plan to correct the deficiencies in the record contributing to the lack of advancement. This plan must be included in the next academic review file.</p> <p>The appointee is ineligible to defer a regularly scheduled review until deficiencies in the record are corrected and the appointee advances.</p> <p><u>Proposals for consecutive no change actions generally require committee review. See the UC San Diego Authority and Review Chart for complete information.</u></p>	<p align="center">n/a</p>	<p>When an appointee is proposed for a consecutive no change action due to insufficient contributions, the department or subsequent reviewers may propose the reduction or elimination of a market off-scale salary component at the time of future range adjustment actions. See <a href="#">[Link to PPM 230-620]</a>.</p> <p>In cases in which an appointee receives a second consecutive no change action due to insufficient contributions: The department chair, in consultation with the dean, must meet with the appointee to develop a plan to correct the deficiencies in the record contributing to the lack of advancement. This plan must be included in the next academic review file.</p> <p>The appointee is ineligible to defer a regularly scheduled review until deficiencies in the record are corrected and the appointee advances.</p>

Notes: Highlighted section will appear in *APS Appointment and Advancement Instructions* (Review information linked in *Authority and Review Chart*.)

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Proposed Disposition of PPM 230-28. VII – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Determining Departmental Recommendations

Present	APM 220-8 – Professor Series/Types	Proposed
PPM 230-28. VII.B. 3		PPM 230-220-8 – Professor Series/Types
<p>3. <del>Appointee Recommended for Merit Advancement or Promotion</del></p> <p><u>If an appointee is serving in the final year of the normal period at step, he or she is eligible for a merit advancement (or promotion, if applicable and if the appointee has met the criteria) on the following July 1.</u></p> <p><del>A merit advancement is an advancement in step and salary rate (or advancement to a further above scale salary) without a change in title or rank. Normal years at rank and step are outlined above and in the Academic Salary Scales located on the <a href="#">Academic Personnel Services</a> Web site.</del></p> <p><del>A promotion is an advancement from one rank to a higher rank within a series and requires a full career review. Other advancements that require career reviews include advancement to and through Professor, Step VI (and comparable titles), and to Above Scale.</del></p>	<p>a. Titles (and ranks) in the Professor series are:                      (1) Instructor                      (2) Assistant Professor                      (3) Associate Professor                      (4) Professor</p> <p>b. An appointment (as distinguished from a promotion) occurs when a person is employed in one of the four ranks above, if the individual’s immediately previous status was:                      (1) not in the employ of the University; or                      (2) in the employ of the University but not with a title in this series.</p> <p>c. A promotion is an advancement from one rank to a higher rank within this series, usually the next rank as listed above. A change from a title in another series to a title in this series (possibly involving an increase in salary) is not defined as a promotion or merit increase, but as an appointment.</p> <p>d. A merit increase is an advancement in salary step or to an above-scale salary rate without change of rank and is dealt with in APM - 610.</p> <p>e. The term reappointment is used for the renewal of a previous appointment immediately following the ending of the previous appointment in this series. A reappointment may or may not be accompanied by a promotion or merit increase.</p>	<p>a. Titles (and ranks) in the Professor series are:                      (1) Instructor                      (2) Assistant Professor                      (3) Associate Professor                      (4) Professor</p> <p>b. An appointment (as distinguished from a promotion) occurs when a person is employed in one of the four ranks above, if the individual’s immediately previous status was:                      (1) not in the employ of the University; or                      (2) in the employ of the University but not with a title in this series.</p> <p>c. A promotion is an advancement from one rank to a higher rank within this series, usually the next rank as listed above. A change from a title in another series to a title in this series (possibly involving an increase in salary) is not defined as a promotion or merit increase, but as an appointment.</p> <p>d. A merit increase is an advancement in salary step or to an above-scale salary rate without change of rank and is dealt with in APM - 610.</p> <p>e. The term reappointment is used for the renewal of a previous appointment immediately following the ending of the previous appointment in this series. A reappointment may or may not be accompanied by a promotion or merit increase.</p> <p>f. <u>A retention occurs when a department prepares an academic review file for a faculty member who is being recruited by another institution.</u></p> <p>g. <u>A deferral occurs when an appointee delays the regularly scheduled academic review for one year by request.</u></p> <p>h. <u>A no change action occurs when, following an academic review, a faculty member does not advance because productivity is not sufficient to justify advancement, or if the appointee is unresponsive to departmental requests to submit updated file materials.</u></p>

Notes: Heading is non-substantive. Substance of first sentence of second paragraph is stated in APM 220-8. d. Second sentence of second paragraph is non substantive. Substance of first sentence of third paragraph is stated in APM 220-8. c. Second sentence of third paragraph is restatement/non substantive. Language in blue in Proposed PPM 230-220-8 is from PPM 230-28. IV. E., PPM 230-28, and PPM 230-28. VII B. 3.

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Proposed Disposition of PPM 230-28. VII – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Determining Departmental Recommendations

Present	APM 220-8 – Professor Series/Types	Proposed
PPM 230-28. VII.B. 4		PPM 230-220-8 – Professor Series/Types
<p><del>Appointee Recommended for Accelerated Merit Advancement or Accelerated Promotion</del></p> <p>Accelerated advancement is early advancement to a higher step and/or rank. For series lacking established ranks and/or steps, accelerated advancement is an early increase in salary, or an increase greater than is expected based on the time since the appointee’s last review.</p>	<p><b>APM-220-8 – Types</b></p> <p>...</p> <p><b>b. An appointment (as distinguished from a promotion) occurs when a person is employed in one of the four ranks above, if the individual’s immediately previous status was:</b></p> <p><b>(1) not in the employ of the University; or</b></p> <p><b>(2) in the employ of the University but not with a title in this series.</b></p> <p><b>c. A promotion is an advancement from one rank to a higher rank within this series, usually the next rank as listed above. A change from a title in another series to a title in this series (possibly involving an increase in salary) is not defined as a promotion or merit increase, but as an appointment.</b></p> <p><b>d. A merit increase is an advancement in salary step or to an above-scale salary rate without change of rank and is dealt with in APM - 610.</b></p> <p><b>e. The term reappointment is used for the renewal of a previous appointment immediately following the ending of the previous appointment in this series. A reappointment may or may not be accompanied by a promotion or merit increase.</b></p>	<p><b>PPM 230-220-8 – Types</b></p> <p>...</p> <p><b>b. An appointment (as distinguished from a promotion) occurs when a person is employed in one of the four ranks above, if the individual’s immediately previous status was:</b></p> <p><b>(1) not in the employ of the University; or</b></p> <p><b>(2) in the employ of the University but not with a title in this series.</b></p> <p><b>c. A promotion is an advancement from one rank to a higher rank within this series, usually the next rank as listed above. A change from a title in another series to a title in this series (possibly involving an increase in salary) is not defined as a promotion or merit increase, but as an appointment.</b></p> <p><b>d. A merit increase is an advancement in salary step or to an above-scale salary rate without change of rank and is dealt with in APM - 610.</b></p> <p><b>e. The term reappointment is used for the renewal of a previous appointment immediately following the ending of the previous appointment in this series. A reappointment may or may not be accompanied by a promotion or merit increase.</b></p> <p><u>f. A retention occurs when a department prepares an academic review file for a faculty member who is being recruited by another institution.</u></p> <p><u>g. A deferral occurs when an appointee delays the regularly scheduled academic review for one year by request.</u></p> <p><u>h. A no change action occurs when, following an academic review, a faculty member does not advance because productivity is not sufficient to justify advancement, or if the appointee is unresponsive to departmental requests to submit updated file materials.</u></p> <p>i. Accelerated advancement is early advancement to a higher step and/or rank. For series lacking established ranks and/or steps, accelerated advancement is an early increase in salary, or an increase greater than is expected based on the time since the appointee’s last review.</p>

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**Proposed Disposition of PPM 230-28. VII – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Determining Departmental Recommendations**

Present		Proposed
<b>PPM 230-28. VII.B. 4</b>	<b>APM 220 – Professor Series</b>	<b>PPM 230-220-88 (new) – Professor Series/Procedure for Accelerated Advancement</b>
<p>Criteria for Accelerated Advancement</p> <p>An appointee whose performance is at an exceptional level over a period may be considered for accelerated advancement. Exceptional performance is defined as work that significantly exceeds the normal departmental expectations in one or more of the areas of review: research and other creative activities, teaching, professional competence and activities, and university and public service. The candidate for acceleration must also meet the departmental criteria for advancement in every area of review. Acceleration proposals should not be made if there is any evident weakness in the case.</p> <p>Acceleration proposals must address the department standards for normal merit advancement and articulate the manner in which the candidate’s performance is exceptional. In parallel with normal merit advancement progress, the criteria for both good and exceptional performance become more rigorous with rank and step.</p> <p>Series requiring research and/or creative activity: For series in which research and/or creative activity is among the performance criteria, above-average research and/or creative activity is a prerequisite to accelerated advancement. ...</p>	n/a	<p><b>PPM 230-220-88 (new) - Procedure for Accelerated Advancement</b></p> <p>The general Rules of PPM 230-220-80/APM 220-80 apply here. In addition:</p> <p>Criteria for Accelerated Advancement</p> <p>An appointee whose performance is at an exceptional level over a period may be considered for accelerated advancement. Exceptional performance is defined as work that significantly exceeds the normal departmental expectations in one or more of the areas of review: research and other creative activities, teaching, professional competence and activities, and university and public service. The candidate for acceleration must also meet the departmental criteria for advancement in every area of review. Acceleration proposals should not be made if there is any evident weakness in the case.</p> <p>Acceleration proposals must address the department standards for normal merit advancement and articulate the manner in which the candidate’s performance is exceptional. In parallel with normal merit advancement progress, the criteria for both good and exceptional performance become more rigorous with rank and step.</p> <p>Series requiring research and/or creative activity: For series in which research and/or creative activity is among the performance criteria, above-average research and/or creative activity is a prerequisite to accelerated advancement. ...</p>

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**Proposed Disposition of PPM 230-28. VII – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Determining Departmental Recommendations**

<b>Present</b>		<b>Proposed</b>
<b>PPM 230-28. VII.B. 4</b>	<b>APM 220 – Professor Series</b>	<b>PPM 230-220-88 (new) – Professor Series/Procedure for Accelerated Advancement</b>
<p>...Evidence that a candidate’s productivity is double that which is expected for normal advancement in the review period is typically sufficient to demonstrate a candidate’s performance is exceptional for purposes of a one-step acceleration. In cases in which research productivity is greater than that required for normal advancement, but falls short of twice the expected rate, extraordinary achievements in additional performance criteria are necessary to justify accelerated advancement.</p> <p>An acceleration case based on exceptional productivity in research must be documented with evidence of the appointee’s contributions and their impact using norms appropriate to the research field. The department recommendation should articulate the grounds for acceleration beyond simple numerical tabulation of papers and citations; for example, demonstration of the special impact of research, the quality of publications, the awarding of prizes or election to national or international learned academies.</p> <p>Other series:</p> <p>An acceleration proposal based primarily on the quality and quantity of contributions other than research and/or creative activity must contain documentation and evidence of these extraordinary achievements and of their impact characterizing their exceptional nature of effort and outcomes. Documentation substantiating the significant and extraordinary nature of the achievements and their impact is needed; for example, the awarding of prizes, exceptional service of significant duration and/or importance (not otherwise rewarded or compensated), or professional recognition of contributions.</p>	n/a	<p>- Evidence that a candidate’s productivity is double that which is expected for normal advancement in the review period is typically sufficient to demonstrate a candidate’s performance is exceptional for purposes of a one-step acceleration. In cases in which research productivity is greater than that required for normal advancement, but falls short of twice the expected rate, extraordinary achievements in additional performance criteria are necessary to justify accelerated advancement.</p> <p>- An acceleration case based on exceptional productivity in research must be documented with evidence of the appointee’s contributions and their impact using norms appropriate to the research field. The department recommendation should articulate the grounds for acceleration beyond simple numerical tabulation of papers and citations; for example, demonstration of the special impact of research, the quality of publications, the awarding of prizes or election to national or international learned academies.</p> <p>Other series:</p> <p>An acceleration proposal based primarily on the quality and quantity of contributions other than research and/or creative activity must contain documentation and evidence of these extraordinary achievements and of their impact characterizing their exceptional nature of effort and outcomes. Documentation substantiating the significant and extraordinary nature of the achievements and their impact is needed; for example, the awarding of prizes, exceptional service of significant duration and/or importance (not otherwise rewarded or compensated), or professional recognition of contributions.</p>

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<b>Present</b>		<b>Proposed</b>
<b>PPM 230-28. VII.B. 4</b>	<b>APM 220 – Professor Series</b>	<b>PPM 230-220-88 (new) – Professor Series/Procedure for Accelerated Advancement</b>
<p>Timing of Accelerated Advancement</p> <p>Except in remarkable circumstances (such as in the case of the appointee’s receipt of an extraordinary award during the review period, or in the case of a parallel retention review) accelerated advancement should be proposed only at the time of the regularly scheduled review.</p> <p>Normally, the activities considered for acceleration pertain to the complete review period only. Acceleration proposals occurring before the normal time for a merit review are discouraged unless extraordinary circumstances, such as the awarding of a major prize or an off-cycle review due to retention, warrant their consideration.</p> <p>Accelerations may also be proposed as part of a case for recalibration of rank and step at the time of career review; e.g., tenure, promotion, or advancement to Step VI. Such a case requires documentation of activity and impact spanning the expanded review period and must contain evidence supporting the case for acceleration.</p> <p>Normally, either the candidate or the department will propose accelerated advancement. When a candidate requests to be considered for acceleration, this must be stated in the departmental recommendation letter. In addition, any campus reviewer may propose acceleration and all subsequent campus reviewers must provide comment on this proposal with regard to these acceleration criteria.</p>	n/a	<p>Timing of Accelerated Advancement</p> <p>Except in remarkable circumstances (such as in the case of the appointee’s receipt of an extraordinary award during the review period, or in the case of a parallel retention review) accelerated advancement should be proposed only at the time of the regularly scheduled review.</p> <p>Normally, the activities considered for acceleration pertain to the complete review period only. Acceleration proposals occurring before the normal time for a merit review are discouraged unless extraordinary circumstances, such as the awarding of a major prize or an off-cycle review due to retention, warrant their consideration.</p> <p>Accelerations may also be proposed as part of a case for recalibration of rank and step at the time of career review; e.g., tenure, promotion, or advancement to Step VI. Such a case requires documentation of activity and impact spanning the expanded review period and must contain evidence supporting the case for acceleration.</p> <p>Normally, either the candidate or the department will propose accelerated advancement. When a candidate requests to be considered for acceleration, this must be stated in the departmental recommendation letter. In addition, any campus reviewer may propose acceleration and all subsequent campus reviewers must provide comment on this proposal with regard to these acceleration criteria.</p>

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**Proposed Disposition of PPM 230-28. VII – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Determining Departmental Recommendations**

<b>Present</b>		<b>Proposed</b>
<b>PPM 230-28. VII.B. 4</b>	<b>APM 220 – Professor Series</b>	<b>PPM 230-220-88 (new) – Professor Series/Procedure for Accelerated Advancement</b>
<p>General Considerations</p> <p>The previous award of bonus off-scale salary is immaterial to the consideration of any acceleration proposal.</p> <p>Acceleration proposals based on unpublished work or work yet to be evaluated by scholarly review are inappropriate.</p> <p>Acceleration is an inappropriate mechanism to address purely salary-related issues.</p> <p>Promotion from the Assistant level to the Associate level, regardless of when proposed, is not considered an acceleration. Assistant-level appointees should be proposed for promotion whenever they are deemed ready for such advancement. However, a promotion to a higher-than-normal step at the Associate level is considered an acceleration.</p> <p>If an Associate Professor is promoted to Professor after two years at Step III, it is considered a normal promotion even if the individual has not spent six years as Associate Professor.</p> <p>For Professors at Step IX and Above Scale, a merit advancement is an acceleration if it becomes effective after the individual has spent less than four years at the current step. There must be rare and compelling reasons for accelerated advancement to or as Professor, Above Scale, and departments must address the rare and compelling reasons when proposing such advancement.</p>	n/a	<p>General Considerations</p> <p>The previous award of bonus off-scale salary is immaterial to the consideration of any acceleration proposal.</p> <p>Acceleration proposals based on unpublished work or work yet to be evaluated by scholarly review are inappropriate.</p> <p>Acceleration is an inappropriate mechanism to address purely salary-related issues.</p> <p>Promotion from the Assistant level to the Associate level, regardless of when proposed, is not considered an acceleration. Assistant-level appointees should be proposed for promotion whenever they are deemed ready for such advancement. However, a promotion to a higher-than-normal step at the Associate level is considered an acceleration.</p> <p>If an Associate Professor is promoted to Professor after two years at Step III, it is considered a normal promotion even if the individual has not spent six years as Associate Professor.</p> <p>For Professors at Step IX and Above Scale, a merit advancement is an acceleration if it becomes effective after the individual has spent less than four years at the current step. There must be rare and compelling reasons for accelerated advancement to or as Professor, Above Scale, and departments must address the rare and compelling reasons when proposing such advancement.</p>

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Proposed Disposition of PPM 230-28. VII – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Determining Departmental Recommendations

Present		Proposed
<p><b>PPM 230-28. VII.B. 5</b></p>	<p><b>APM 620 - Salary Administration/Off-Scale Salaries for Appointments and Advancement</b></p>	<p><b>PPM 230- 620 - Salary Administration/Off-Scale Salaries for Appointments and Advancement</b></p>
<p><del>Appointee Recommended for a Bonus or Market Off-Scale</del></p> <p><del>Salaries should be on scale to the greatest extent feasible. Nevertheless, off-scale salaries are a necessary component of the University of California salary structure, as they allow flexibility in recruiting and retaining faculty and rewarding outstanding performance. Appointees in all academic series covered by PPM 230-28 are eligible for off-scale salary components, except as excluded in PPM230-28.ii.</del></p>	<p><b>620-0 Policy</b>  <b>In order to preserve the significance and value of the salary scales, salaries should be on-scale to the greatest extent feasible. However, when justified, appointment or advancement to a position with an off-scale salary may be approved when necessary to meet conditions described below.</b></p> <p><b>620-14 Eligibility</b>  <b>All academic titles except student titles may be considered eligible for off-scale salary. For academic appointees covered by a Memorandum of Understanding (MOU), eligibility for off-scale salaries is determined by the terms of the MOU. Generally, off-scale salaries are not awarded to Health Sciences Compensation Plan faculty.</b></p>	<p><b>PPM 230-620-0 Policy</b>  PPM 230-620-0 unnecessary; rely upon APM 620-0.</p> <p><b>PPM 230-620-14 Eligibility</b>  PPM 230-620-14 unnecessary; rely upon APM 620-14.</p>

Notes: Heading is non-substantive. First sentence of paragraph 1 is stated in APM 620-0. Substance of second sentence of paragraph 1 stated in PM 620-14. Reference to section of current PPM 230-28 (proposed for rescission) deleted.

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Proposed Disposition of PPM 230-28. VII – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Determining Departmental Recommendations

Present PPM 230-28. VII.B. 5	APM 620 - Salary Administration/Off-Scale Salaries for Appointments and Advancement	Proposed PPM 230- 620 - Salary Administration/Off-Scale Salaries for Appointments and Advancement
<p>Bonus Off-Scale A bonus off-scale is a temporary increase in salary which is generally awarded in recognition of outstanding achievements exceeding what is required for normal merit advancement, but insufficient to support accelerated advancement. <del>See PPM 230-28.VII.B.4</del>. In limited circumstances, a bonus off-scale may be awarded in conjunction with a no change action, when an appointee’s achievements in the review period demonstrate both full service to the University and progress in all series criteria, but fall short of what is required for advancement.</p> <p>Bonus off-scale proposals must address the department’s standards for normal merit advancement and articulate the manner in which the appointee’s achievements warrant the award of a bonus off-scale salary component.</p> <p>Bonus off-scales are equivalent to half of the amount of the salary increase associated with normal advancement to the next higher step (or equivalent in series without formal steps). <u>Bonus off-scales are paid over a single review period. Payments occur monthly for each year of the review period, and end on the effective date of the next review.</u></p> <p><u>For bonus off-scale salary components awarded 7/1/15 or earlier, if an appointee is not advanced at the next review, the bonus off-scale will be reduced at the time of annual salary range adjustments and/or future advancements until it is eliminated.</u></p> <p><u>For bonus off-scale components awarded 7/1/2016 or later, if an appointee is not advanced at the next review, the bonus off-scale will end as scheduled, which may result in a reduction in salary.</u></p> <p>Information regarding the calculation and implementation of off-scale salary components may be found on the <a href="#">Academic Personnel Services website</a>.</p>	<p><b>620-80 Campus Procedures</b> <b>The Chancellor or the Executive Vice Chancellor and Provost, in consultation with the appropriate committee(s) of the divisional Academic Senate, shall develop local procedures for implementation of the off-scale policy. Procedures shall include the criteria for appointment or advancement to a position with an off-scale salary, as well as for an appointee’s continuation with an off-scale salary or return to an on-scale salary. When an individual is placed on an off-scale salary, the appointee must be notified of this action and any limitation.</b></p>	<p><b>620-80 Campus Procedures</b> <b>The Chancellor or the Executive Vice Chancellor and Provost, in consultation with the appropriate committee(s) of the divisional Academic Senate, shall develop local procedures for implementation of the off-scale policy. Procedures shall include the criteria for appointment or advancement to a position with an off-scale salary, as well as for an appointee’s continuation with an off-scale salary or return to an on-scale salary. When an individual is placed on an off-scale salary, the appointee must be notified of this action and any limitation.</b></p> <p>a. Bonus Off-Scale</p> <p>A bonus off-scale is a temporary increase in salary which is generally awarded in recognition of outstanding achievements exceeding what is required for normal merit advancement, but insufficient to support accelerated advancement. In limited circumstances, a bonus off-scale may be awarded in conjunction with a no change action, when an appointee’s achievements in the review period demonstrate both full service to the University and progress in all series criteria, but fall short of what is required for advancement.</p> <p>Bonus off-scale proposals must address the department’s standards for normal merit advancement and articulate the manner in which the appointee’s achievements warrant the award of a bonus off-scale salary component.</p> <p>Bonus off-scales are equivalent to half of the amount of the salary increase associated with normal advancement to the next higher step (or equivalent in series without formal steps).</p> <p>...</p>

Notes: Heading and last sentence are non-substantive. Reference to section of current PPM 230-28 (proposed for rescission) deleted.

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**Proposed Disposition of PPM 230-28. VII – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Determining Departmental Recommendations**

Present		Proposed
PPM 230-28. VII.B. 5	APM 620 - Salary Administration/Off-Scale Salaries for Appointments and Advancement	PPM 230- 620 - Salary Administration/Off-Scale Salaries for Appointments and Advancement
<p>Market Off-Scale A market off-scale may be proposed for an existing appointee when marketplace conditions necessitate such measures to keep UC San Diego salaries competitive.</p> <p>Departments may propose a market off-scale when an academic appointee receives a competing offer from a peer academic institution for appointment in a similar position. Departments should specifically address how the competing institution compares to UC San Diego and take this information into consideration when determining the proposed value of a market off-scale salary component. Whenever possible, departments should discuss the ranking of the department of the competing institution relative to their own ranking. <del>[See PPM 230-28.IV.E.]</del></p> <p>Market considerations within a specific discipline may also justify an off-scale salary. Supporting information may include salary data from academic institutions of comparable stature and/or discipline-based salary studies by national organizations.</p> <p>Market off-scale salary components are typically maintained indefinitely and do not require rejustification following the initial award; however, when there is evidence that an academic appointee with a market off-scale salary component has failed to sustain his or her career trajectory or stature in the field, the department or subsequent reviewers may propose reduction or elimination of the market off-scale salary component. <del>[See PPM 230-28.VII.B.2.]</del></p> <p>When an appointee whose salary includes a market off-scale salary component advances to Above Scale, the market off-scale salary component is folded into the new above-scale salary.</p>	<p><b>620-80 Campus Procedures</b></p>	<p><b>620-80 Campus Procedures</b></p> <p>...</p> <p>b. Market Off-Scale A market off-scale may be proposed for an existing appointee when marketplace conditions necessitate such measures to keep UC San Diego salaries competitive.</p> <p>Departments may propose a market off-scale when an academic appointee receives a competing offer from a peer academic institution for appointment in a similar position. Departments should specifically address how the competing institution compares to UC San Diego and take this information into consideration when determining the proposed value of a market off-scale salary component. Whenever possible, departments should discuss the ranking of the department of the competing institution relative to their own ranking.</p> <p>Market considerations within a specific discipline may also justify an off-scale salary. Supporting information may include salary data from academic institutions of comparable stature and/or discipline-based salary studies by national organizations.</p> <p>Market off-scale salary components are typically maintained indefinitely and do not require rejustification following the initial award; however, when there is evidence that an academic appointee with a market off-scale salary component has failed to sustain his or her career trajectory or stature in the field, the department or subsequent reviewers may propose reduction or elimination of the market off-scale salary component.</p> <p>When an appointee whose salary includes a market off-scale salary component advances to Above Scale, the market off-scale salary component is folded into the new above-scale salary.</p>

Notes: References to sections of current PPM 230-28 (proposed for rescission) deleted.

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Proposed Disposition of PPM 230-28. VII – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Determining Departmental Recommendations

Present		Proposed
PPM 230-28. VII.B. 5	APM 620 - Salary Administration/Off-Scale Salaries for Appointments and Advancement	PPM 230- 620 - Salary Administration/Off-Scale Salaries for Appointments and Advancement
<p><del>An off-scale salary must be a multiple of \$100 when the scale salaries of the relevant title series are multiples of \$100. A market off-scale salary may not be the same as any salary on the published salary scale for the particular title or series. Information regarding the calculation and implementation of off-scale salary components, including information regarding proposals to reduce or eliminate a market off-scale may be found on the <a href="#">Academic Personnel Services</a> website.</del></p>	<p><b>620-4 Definition</b>  <b>A salary for an appointee at a certain rank and step is designated off-scale if the salary is above that associated with the given rank and step in the published salary scale for the relevant title series.</b></p> <p><b>An off-scale salary shall be a multiple of \$100 when the scale salaries of the relevant title series are multiples of \$100.</b></p>	<p><b>PPM 230-620-4 Definition</b>  PPM 230-620-4 unnecessary; rely upon APM 620-</p>

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Proposed Disposition of PPM 230-28. VII – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Determining Departmental Recommendations

Present	APM 220-8 – Professor Series	Proposed
PPM 230-28. VII.C		PPM 230-220-8 – Professor Series
<p><del>Career Equity Review</del>                      A Career Equity Review (CER) is an evaluation to determine whether a faculty member’s rank and step are correctly calibrated. It is not a means of appeal for or expression of disagreement with a single personnel decision.</p>	<p><b>APM-220-8 – Types</b></p> <p>...</p> <p><b>d. A merit increase is an advancement in salary step or to an above-scale salary rate without change of rank and is dealt with in APM - 610.</b></p> <p><b>e. The term reappointment is used for the renewal of a previous appointment immediately following the ending of the previous appointment in this series. A reappointment may or may not be accompanied by a promotion or merit increase.</b></p>	<p><b>PPM 230-220-8 – Types</b></p> <p>...</p> <p><b>e. The term reappointment is used for the renewal of a previous appointment immediately following the ending of the previous appointment in this series. A reappointment may or may not be accompanied by a promotion or merit increase.</b></p> <p><b>f. <u>A retention occurs when a department prepares an academic review file for a faculty member who is being recruited by another institution.</u></b></p> <p><b>g. <u>A deferral occurs when an appointee delays the regularly scheduled academic review for one year by request.</u></b></p> <p><b>h. <u>A no change action occurs when, following an academic review, a faculty member does not advance because productivity is not sufficient to justify advancement, or if the appointee is unresponsive to departmental requests to submit updated file materials.</u></b></p> <p><b>i. <u>Accelerated advancement is early advancement to a higher step and/or rank. For series lacking established ranks and/or steps, accelerated advancement is an early increase in salary, or an increase greater than is expected based on the time since the appointee’s last review.</u></b></p> <p><b>j. A Career Equity Review (CER) is an evaluation to determine whether a faculty member’s rank and step are correctly calibrated. It is not a means of appeal for or expression of disagreement with a single personnel decision. The CER process examines cases in which normal personnel actions, from the initial hiring onward, may have resulted in an inaccurate rank and/or step designation. When warranted, a CER review may result in the recalibration of the faculty member to a higher rank and step consistent with prevailing UC San Diego standards.</b></p>

Notes: Heading is non-substantive. Language in **blue** in Proposed PPM 230-220-8 is from PPM 230-28. IV. E., PPM 230-28. VII. B.3, and PPM 230-28. VII B. 4.

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Proposed Disposition of PPM 230-28. VII – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Determining Departmental Recommendations

Present		Proposed
<p align="center"><b>PPM 230-28. VII.C</b></p>	<p align="center"><b>APM 220 – Professor Series</b></p>	<p align="center"><b>PPM 230-220-89 (new) – Professor Series/Procedure for Career Equity Review</b></p>
<p>A CER is available to Senate faculty members (excluding those at the LPSOE, Assistant, or Above Scale levels). A CER may be requested only once while the faculty member is at the Associate Professor level, once while at the Full Professor level prior to advancement to Professor, Step VI, and once after advancement to Professor, Step VI, prior to advancement to Above Scale.</p> <p>The decision to initiate a CER rests solely with the faculty member. A CER may be initiated by a faculty member only at the time of his or her regular on-cycle academic review <u>by submitting a written request to the department chair or to the appropriate dean. If the request is submitted to the department chair, a copy should also be submitted to the dean.</u></p> <p>A request for a CER must contain the specific rank and step desired and justification for the recalibration. Possible justification may include, but is not limited to, the following assessments: 1) the cumulative record warrants an acceleration, even though no one review period did; 2) the rank/step was low at the time of initial appointment; 3) particular work and contributions should be reevaluated by the department and/or other reviewing bodies.</p>		<p><b>PPM 230-220-89 (new) –Procedure for Career Equity Review</b></p> <p>A CER is available to Senate faculty members (excluding those at the LPSOE, Assistant, or Above Scale levels). A CER may be requested only once while the faculty member is at the Associate Professor level, once while at the Full Professor level prior to advancement to Professor, Step VI, and once after advancement to Professor, Step VI, prior to advancement to Above Scale.</p> <p>The decision to initiate a CER rests solely with the faculty member, and may be initiated by the faculty member only at the time of his or her regular on-cycle academic review. A request for a CER must contain the specific rank and step desired and justification for the recalibration. Possible justification may include, but is not limited to, the following assessments: 1) the cumulative record warrants an acceleration, even though no one review period did; 2) the rank/step was low at the time of initial appointment; 3) particular work and contributions should be reevaluated by the department and/or other reviewing bodies.</p> <p>...</p>

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Proposed Disposition of PPM 230-28. VII – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Determining Departmental Recommendations

Present		Proposed
<p align="center"><b>PPM 230-28. VII.C</b></p>	<p align="center"><b>APM 220 – Professor Series</b></p>	<p align="center"><b>PPM 230-220-89 (new) – Professor Series/Procedure for Career Equity Review</b></p>
<p>...</p> <p><u>The department should assess the appointee’s accomplishments during the review period and determine its recommendation regarding the regular action (e.g., merit advancement). This should be done by a vote of the eligible faculty, if this is the normal department practice. The department should then determine its recommendation regarding recalibration on the basis of a CER, and this must be determined by a vote of eligible faculty. This recommendation should be based upon the appointee’s overall record and the University’s established criteria for the requested rank and step, with one exception: If a significantly higher rank or step is requested, the case will not require demonstration of the basis for an accelerated advancement. The purpose of the CER is to assess rank and step, and therefore recommendation of a bonus off-scale salary award in lieu of recalibration is not appropriate.</u></p> <p><u>The faculty member must identify the specific area(s) of the record that he or she believes should be reevaluated. The faculty member may submit selected publications from earlier review periods that he or she considers relevant to the CER request.</u></p> <p>The CER is conducted in parallel with the regularly scheduled academic review. The department chair should compile an academic review file that addresses the appointee’s entire academic record for the purposes of the CER, as well as the regular action for the current review period. If the CER request involves advancement to or through a “barrier” step (promotion to Full Professor or advancement to Professor, Step VI, or to Professor, Above Scale), the department must seek external referee letters addressing the barrier step advancement for inclusion in the file.</p> <p><u>The academic review file must include the faculty member’s request for the CER.</u></p> <p>...</p>		<p><b>PPM 230-220-89 (new) –Procedure for Career Equity Review</b></p> <p>...</p> <p>The CER is conducted in parallel with the regularly scheduled academic review. The department chair should compile an academic review file that addresses the appointee’s entire academic record for the purposes of the CER, as well as the regular action for the current review period. If the CER request involves advancement to or through a “barrier” step (promotion to Full Professor or advancement to Professor, Step VI, or to Professor, Above Scale), the department must seek external referee letters addressing the barrier step advancement for inclusion in the file.</p> <p>...</p>

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Proposed Disposition of PPM 230-28. VII – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Determining Departmental Recommendations

Present		Proposed
<p align="center"><b>PPM 230-28. VII.C</b></p>	<p align="center"><b>APM 220 – Professor Series</b></p>	<p align="center"><b>PPM 230-220-89 (new) – Professor Series/Procedure for Career Equity Review</b></p>
<p>...</p> <p><u>The department should assess the appointee’s accomplishments during the review period and determine its recommendation regarding the regular action (e.g., merit advancement). This should be done by a vote of the eligible faculty, if this is the normal department practice. The department should then determine its recommendation regarding recalibration on the basis of a CER, and this must be determined by a vote of eligible faculty. This recommendation should be based upon the appointee’s overall record and the University’s established criteria for the requested rank and step, with one exception: If a significantly higher rank or step is requested, the case will not require demonstration of the basis for an accelerated advancement. The purpose of the CER is to assess rank and step, and therefore recommendation of a bonus off-scale salary award in lieu of recalibration is not appropriate.</u></p> <p><u>Regardless of the department’s recommendation, both review processes should be discussed in the departmental recommendation letter, and the vote(s) should be recorded on the Academic Recommendation Summary. The letter should also state what materials were evaluated in order to arrive at the recommendation regarding the CER. The summary should clearly indicate that the file is both a review for the regular action for the current review period and a career equity review.</u></p> <p>If recalibration is approved, the effective date will be the same as that which would have applied to the regular action.</p> <p>CERs are intended to supplement regular academic reviews, and they neither replace nor affect existing procedures for regular reviews.</p> <p>The Executive Vice Chancellor’s decision on the CER is not subject to appeal and is not retroactive.</p>		<p><b>PPM 230-220-89 (new) –Procedure for Career Equity Review</b></p> <p>...</p> <p>If recalibration is approved, the effective date will be the same as that which would have applied to the regular action.</p> <p>CERs are intended to supplement regular academic reviews, and they neither replace nor affect existing procedures for regular reviews.</p> <p>The Executive Vice Chancellor’s decision on the CER is not subject to appeal and is not retroactive.</p>

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Proposed Disposition of PPM 230-28. VII – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Determining Departmental Recommendations

Present	APM 133 - Limitation on Total Period of Service with Certain Academic Titles	Proposed
<p align="center"><b>PPM 230-28. VII.D – Evaluation of Senate Assistant-Rank Appointees</b></p>		<p align="center"><b>PPM 230-133 Limitation on Total Period of Service with Certain Academic Titles</b></p>
<p><del><b>D. Evaluation of Senate Assistant-Rank Appointees</b></del>  This section applies to appointees in the Professor (Ladder-Rank), Professor In Residence, and Professor of Clinical X series.</p> <p><del><b>1. Probationary Period</b></del>  At UC San Diego, promotion consideration typically occurs in the sixth year of appointment at the Assistant rank. The period of time prior to consideration for promotion is referred to as the probationary period. During the probationary period, Assistant-rank appointees are expected to produce work sufficient to justify promotion.</p> <p><del>There are limited circumstances in which the probationary period may be extended, most commonly as a family accommodation. (see <a href="#">PPM 230-15, Family Accommodations Policy</a>).</del></p> <p><del><b>2. Procedural Safeguards</b></del>  PPM 230-29, Policies and Procedures to Assure Fairness in the Academic Personnel Review Process, sets forth procedural safeguards to ensure the academic review process is fair and consistent. When conducting an evaluation of a Senate Assistant rank appointee, particular attention should be paid to PPM 230-29 Section III. D. (procedural safeguards) and Section III. E. (additional safeguards for Assistant-level appointees).</p>		<p><b>Important Introductory Note</b>  Please read this note before consulting APM - 133-0.</p> <p><b>I. For determining years toward the eight-year limitation of service with certain academic titles, see APM - 133-0 printed below. APM - 133-0 applies to individuals who are appointed to one of the titles specified in 133-0-a, -b, or -c. For determining years toward the eight-year limitation of service, the combined total of periods of leave unrelated to academic duties and time off the clock may not exceed two years. For exceptions to the eight-year limit, see APM - 133-12 and see the appropriate APM section for a specific title.</b></p> <p><b>II. This section does not cover limits on State funding for certain titles. See APM - 275-16-b for the Professor of Clinical (e.g., Medicine) series, APM - 270-16-b for the Professor in Residence series, APM - 278-16-a for the Health Sciences Clinical Professor series, and APM - 280-16-b for the Adjunct Professor series.</b></p> <p><b>III. Campuses may have service limits which are more restrictive than those in this APM section.</b></p> <p><b>IV. The maximum period of service in individual titles may be shorter than eight years. For further information, please consult the appropriate APM section for a specific title.</b></p> <p>At UC San Diego, promotion consideration typically occurs in the sixth year of appointment at the Assistant rank. The period of time prior to consideration for promotion is referred to as the probationary period. During the probationary period, Assistant-rank appointees are expected to produce work sufficient to justify promotion.</p>

Notes: Headings and first paragraph are non-substantive. Third paragraph is non-substantive and refers to PPM sections proposed for rescission.

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Proposed Disposition of PPM 230-28. VII – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Determining Departmental Recommendations

Present		Proposed
PPM 230-28. VII.D – Evaluation of Senate Assistant-Rank Appointees	APM 220 – Professor Series	PPM 230-220 – Professor Series
<p><del>3. <b>Terms of Service</b></del></p> <p>Each reappointment at the Assistant rank is limited to a maximum term of two years. Reappointment may be for a period of less than two years only under the following circumstances:</p> <p>a. <del>An appointment or reappointment with an effective date other than July 1 must end on the second June 30 following the appointment date.</del></p> <p>b. <del>A promotion or merit advancement may become effective before the end of a two-year term and will mark the beginning of a new term of appointment.</del></p> <p>c. <del>When the status of an Acting or Visiting Assistant Professor is changed to Assistant Professor, the new appointment will normally end on the second June 30 following the effective date of the Acting or Visiting appointment. The combined initial period of service in the Acting or Visiting Assistant Professor title and the Assistant Professor title should not exceed two years.</del></p> <p>d. <del>A reappointment to a terminal period of service may be for a term of less than two years, provided adequate notice is provided (see Section 9 below).</del></p> <p>There is no assurance of reappointment, merit advancement, or eventual promotion. Decisions about reappointment and advancement are based upon careful reviews of an appointee’s achievements and promise for continued progress, in accordance with the <a href="#">UC San Diego Authority and Review Chart</a>.</p>	<p><b>APM 220-17 – Terms of Service</b>  Each appointment and reappointment is limited to a maximum term of two years...  The appointment or reappointment of an Assistant Professor may be for a period of less than two years only under the following circumstances.</p> <p><b>(1) An appointment or reappointment with an effective date other than July 1 shall normally end on the second June 30 following.</b></p> <p><b>(2) A promotion or merit increase may become effective before the end of a two-year term, but such advancement shall mark the beginning of a new term of appointment.</b></p> <p><b>(3) When the status of an Acting or Visiting Assistant Professor is changed to Assistant Professor during a given year, the term of the new appointment shall normally end on the second June 30 following.</b></p> <p><b>(4) A terminal appointment for an Assistant Professor may be for a term of less than two years provided adequate notice has been given, as stipulated in APM - 220-20-c.</b></p> <p><b>APM 220-20 – Conditions of Employment</b>  An appointee holding the rank of Assistant Professor is a candidate for reappointment, as well as merit increase and eventual promotion. However, there can be no assurance of such reappointment, merit increase, or promotion. Decisions about retention and advancement of the appointee are based on careful reviews of the appointee’s progress, promise, and achievement and may be affected by fiscal and programmatic considerations.</p>	<p><b>PPM 230-220-17 - Terms of Service</b>  PPM 230-220-17 unnecessary; rely upon APM 220-17.</p> <p><b>PPM 230-220-20. b – Conditions of Employment</b>  PPM 230-220-20. b. unnecessary; rely upon APM 220-20. b.</p>

Notes: Heading is non-substantive. Statement in PPM 230-28. VII. D. 3. c concerning period of combined service is addressed on the following page. Substance of remaining text in first paragraph and sub-paragraphs a, b, c, and d appears in APM 220-17. Substance of last paragraph appears in APM 220-20.

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Proposed Disposition of PPM 230-28. VII – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Determining Departmental Recommendations

Present		Proposed
PPM 230-28. VII.D – Evaluation of Senate Assistant-Rank Appointees	APM 230 – Visiting Appointments	PPM 230-230 – Visiting Appointments
<p><del>3. Terms of Service</del></p> <p>...</p> <p><del>c. When the status of an Acting or Visiting Assistant Professor is changed to Assistant Professor, the new appointment will normally end on the second June 30 following the effective date of the Acting or Visiting appointment. The combined initial period of service in the Acting or Visiting Assistant Professor title and the Assistant Professor title should not exceed two years.</del></p> <p>...</p>	<p><b>APM 230-17 Terms of Service</b></p> <p>Each appointment or reappointment with a Visiting title shall be for a specified term not to exceed one year. The total period of consecutive service with a Visiting title shall not exceed two years, unless a longer period is approved by the Chancellor.</p> <p><b>In the case of Visiting Assistant Professor Programs in Mathematics, the total period of consecutive service shall not exceed three years, unless a longer period is approved by the Chancellor.</b></p>	<p><b>PPM 230-230-17 - Terms of Service</b></p> <p>Each appointment or reappointment with a Visiting title shall be for a specified term not to exceed one year. The total period of consecutive service with a Visiting title shall not exceed two years, unless a longer period is approved by the Chancellor. The combined initial period of service in the Acting or Visiting Assistant Professor title and the Assistant Professor title should not exceed two years.</p> <p><b>In the case of Visiting Assistant Professor Programs in Mathematics, the total period of consecutive service shall not exceed three years, unless a longer period is approved by the Chancellor.</b></p>
	<p><b>APM 235 – Acting Appointments</b></p>	<p><b>Proposed</b></p> <p><b>PPM 230-235 – Acting Appointments</b></p>
	<p><b>APM 235-17 - Term of Appointment</b></p> <p><b>a. Each appointment as Acting Assistant Professor (or equivalent) shall be for a specified term, not to exceed one year. The total period of service with this title is limited to two years. (See also APM - 133-0.)</b></p> <p><b>b. Each appointment as Acting Associate Professor or Acting Professor (or equivalents) shall be for a specified term, not to exceed two years. The total period of service with these titles is limited to four years. (See also APM - 133-0.)</b></p> <p><b>c. Service in the title Acting Professor in a School of Law counts toward the eight-year limit under Standing Order 103.9. The four-year limit described in APM - 235-17-b does not apply.</b></p>	<p><b>PPM 230- 235-17 - Term of Appointment</b></p> <p><b>a. Each appointment as Acting Assistant Professor (or equivalent) shall be for a specified term, not to exceed one year. The total period of service with this title is limited to two years. (See also APM - 133-0.)</b> The combined initial period of service in the Acting or Visiting Assistant Professor title and the Assistant Professor title should not exceed two years.</p> <p><b>b. Each appointment as Acting Associate Professor or Acting Professor (or equivalents) shall be for a specified term, not to exceed two years. The total period of service with these titles is limited to four years. (See also APM - 133-0.)</b></p> <p><b>c. Service in the title Acting Professor in a School of Law counts toward the eight-year limit under Standing Order 103.9. The four-year limit described in APM - 235-17-b does not apply.</b></p>

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Proposed Disposition of PPM 230-28. VII – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Determining Departmental Recommendations

Present		Proposed
PPM 230-28. VII.D – Evaluation of Senate Assistant-Rank Appointees	APM 220 – Professor Series	PPM 230-220 – Professor Series
<p><b>4. First Reappointment/Merit Review</b>                      The first reappointment/merit review of an Assistant-rank appointee normally occurs during the second year of appointment. As a result of the first reappointment/merit review, the department should submit one of the following recommendations:</p> <ul style="list-style-type: none"> <li>– <i>Reappointment with Merit Advancement</i></li> <li>– If an appointee’s performance is satisfactory, the department may recommend a two-year reappointment with merit advancement.</li> <li>– <i>Reappointment without Merit Advancement</i></li> <li>– If an appointee’s performance does not justify merit advancement, the department may recommend a two-year reappointment with no merit advancement.</li> <li>– <i>Non-Reappointment</i></li> <li>– If an appointee is not making acceptable progress, the eligible department faculty<sup>4</sup> may vote to recommend non-reappointment at the end of the first two-year appointment period.</li> </ul> <p>...</p>	<p><b>APM 220-82 - Procedure for Appointment, Reappointment, or Promotion to the Rank of Assistant Professor</b></p> <p><b>The general rules of APM - 220-80 apply here. In addition:</b></p> <p><b>a. The Committee on Academic Personnel shall be consulted in these cases, unless the Chancellor and the Committee on Academic Personnel have explicitly agreed to waive Committee on Academic Personnel review.</b></p> <p><b>A review committee shall be appointed if the Chancellor or the Committee on Academic Personnel requests it. On the basis of the recommendations and evidence provided and any additional information obtained, the review committee shall prepare and submit its comments and recommendation to the Chancellor.</b></p> <p><b>b. The final decision is made by the Chancellor. The Chancellor shall give written notification to the candidate of the final decision concerning the candidate’s appointment, reappointment, or promotion. The ending date of an appointment or reappointment shall be clearly shown on the form that effects the action.</b></p> <p><b>c. The chair shall inform the Assistant Professor in writing of the nature and conditions of the appointment, especially as set forth in APM - 220-17-b, 220-20-a, -b, -c, and 220-82, -83, -84, and -85.</b></p>	<p><b>PPM 230-220-82 - Procedure for Appointment, Reappointment, or Promotion to the Rank of Assistant Professor</b></p> <p><b>The general rules of APM - 220-80 apply here. In addition:</b>                      ...</p> <p><b>c. The chair shall inform the Assistant Professor in writing of the nature and conditions of the appointment, especially as set forth in APM - 220-17-b, 220-20-a, -b, -c, and 220-82, -83, -84, and -85.</b></p> <p>(1) First Reappointment/Merit Review                      The first reappointment/merit review of an Assistant-rank appointee normally occurs during the second year of appointment. The department may propose:</p> <ul style="list-style-type: none"> <li>(a) <i>Reappointment with Merit Advancement</i>                          If an appointee’s performance is satisfactory, the department may recommend a two-year reappointment with merit advancement.</li> <li>(b) <i>Reappointment without Merit Advancement</i>                          If an appointee’s performance does not justify merit advancement, the department may recommend a two-year reappointment with no merit advancement.</li> <li>(c) <i>Non-Reappointment</i>                          If an appointee is not making acceptable progress, the eligible department faculty may vote to recommend non-reappointment at the end of the first two-year appointment period in accordance with APM 220-20. C., and APM PPM 230-220-84.</li> </ul>

Notes: Footnote (below) is non-substantive.

<sup>4</sup> Department faculty voting rights are set forth in University of California Academic Senate Bylaw 55.

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Proposed Disposition of PPM 230-28. VII – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Determining Departmental Recommendations

Present		Proposed
PPM 230-28. VII.D – Evaluation of Senate Assistant-Rank Appointees	APM 220-20 – Professor Series	PPM 230-220—Professor Series
<p><del>4. First Reappointment/Merit Review</del> ...</p> <p><del>When appointment at the Assistant rank is not to be renewed, an appointee must receive written notice from the Executive Vice Chancellor in advance of the expiration date in accordance with the following schedule:</del></p> <p><del>(1) An appointee who will have accrued less than one year of University service by the end of the current appointment must receive four months’ notice.</del></p> <p><del>(2) An appointee who will have accrued at least one complete year but not more than two years of University service by the end of the current appointment period must receive six months’ notice.</del></p> <p><del>The Committee on Academic Personnel must review a recommendation of non-reappointment for Senate faculty. The Executive Vice Chancellor has final authority to approve a recommendation of non-reappointment.</del></p>	<p><b>APM 220-20. c. - Conditions of Employment</b>  <b>When an appointment as Instructor or Assistant Professor is not to be renewed, written notice shall be given by the Chancellor in advance of the expiration date in accordance with the following schedule:</b></p> <p><b>(1) With less than one year of University service by the end of the current period of appointment: at least a four-month notice.</b></p> <p><b>(2) With at least one complete year of service and not more than two years of University service by the end of the current period of appointment: at least a six-month notice.</b></p> <p><b>(3) With more than two years of University service by the end of the current period of appointment: at least a twelve-month notice.</b></p>	<p><b>PPM 230-220-20. c. – Conditions of Employment</b>  PPM unnecessary; rely upon APM 220-20. c.</p> <p><b>PPM 230-220-24 – Authority</b>  <u>No academic personnel action is final until there has been an academic review and the individual with final authority has approved the action.</u></p> <p><u>The UC San Diego Authority and Review Chart sets forth the individual(s) and/or committees responsible for review, as well as the final authority for approval.</u></p>

Notes: Heading is non-substantive. Substance of deleted text appears in APM 220-20. c. . Substance of last paragraph appears by reference in new language in Proposed PPM 230-220-24.

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Proposed Disposition of PPM 230-28. VII – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Determining Departmental Recommendations

Present		Proposed
PPM 230-28. VII.D – Evaluation of Senate Assistant-Rank Appointees	APM 220- – Professor Series	PPM 230-220 – Professor Series
<p><del>5. Second Reappointment/Merit Review</del></p> <p>The second reappointment/merit review of an Assistant-rank appointee normally occurs in the fourth year of appointment. The second reappointment/merit review is usually combined with an appraisal (<del>see Section 6 below</del>).</p> <p>As a result of the second reappointment/merit review, the department should submit one of the following recommendations:</p> <p><u>Reappointment with Merit Advancement</u> If an appointee’s performance is satisfactory, the department may recommend a two-year reappointment with merit advancement.</p> <p><u>Reappointment without Merit Advancement</u> If an appointee’s performance does not justify merit advancement, the department may recommend a two-year reappointment with no merit advancement.</p> <p><u>Termination</u> If an appointee’s performance is unacceptable, the department may consider termination. A recommendation to terminate an assistant-rank appointee requires a vote of the eligible department faculty and may only be recommended after the department has conducted an appraisal (<del>see Section 6 below</del>).</p>	<p><b>APM-220-82 - Procedure for Appointment, Reappointment, or Promotion to the Rank of Assistant Professor</b></p> <p><b>The general rules of APM - 220-80 apply here. In addition:</b></p> <p><b>a. The Committee on Academic Personnel shall be consulted in these cases, unless the Chancellor and the Committee on Academic Personnel have explicitly agreed to waive Committee on Academic Personnel review.</b></p> <p><b>A review committee shall be appointed if the Chancellor or the Committee on Academic Personnel requests it. On the basis of the recommendations and evidence provided and any additional information obtained, the review committee shall prepare and submit its comments and recommendation to the Chancellor.</b></p> <p><b>b. The final decision is made by the Chancellor. The Chancellor shall give written notification to the candidate of the final decision concerning the candidate’s appointment, reappointment, or promotion. The ending date of an appointment or reappointment shall be clearly shown on the form that effects the action.</b></p> <p><b>c. The chair shall inform the Assistant Professor in writing of the nature and conditions of the appointment, especially as set forth in APM - 220-17-b, 220-20-a, -b, -c, and 220-82, -83, -84, and -85.</b></p>	<p><b>PPM 230-220-82 - Procedure for Appointment, Reappointment, or Promotion to the Rank of Assistant Professor</b></p> <p><b>The general rules of APM - 220-80 apply here. In addition:</b> ... d. [Proposed new Section PPM 230-220-82. d. based on language in PPM 230-28. D. VII. D. 4 appears on page 31, above.]</p> <p>(2) Second Reappointment/Merit Review</p> <p>The second reappointment/merit review of an Assistant-rank appointee normally occurs in the fourth year of appointment, and is usually combined with an appraisal in accordance with PPM-220-83. The department may propose:</p> <ol style="list-style-type: none"> <li>1. <i>Reappointment with Merit Advancement</i> If an appointee’s performance is satisfactory, the department may recommend a two-year reappointment with merit advancement.</li> <li>2. <i>Reappointment without Merit Advancement</i> If an appointee’s performance does not justify merit advancement, the department may recommend a two-year reappointment with no merit advancement.</li> <li>3. <i>Termination</i> If an appointee’s performance is unacceptable, the department may consider termination. A recommendation to terminate an assistant-rank appointee requires a vote of the eligible department faculty and may only be recommended after the department has conducted an appraisal in accordance with PPM 230-220-82.</li> </ol>

Notes: All deleted text is non-substantive.

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Proposed Disposition of PPM 230-28. VII – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Determining Departmental Recommendations

Present		Proposed
PPM 230-28. VII.D – Evaluation of Senate Assistant-Rank Appointees	APM 220 – Professor Series	PPM 230-220 – Professor Series
<p><del>6. Appraisal</del></p> <p><del>An Assistant rank appointee must receive an appraisal, which is a formal evaluation of his or her achievements and progress toward promotion. The appraisal also identifies appointees whose records of performance and achievement are below the level of excellence expected for faculty.</del></p> <p><del>An appraisal should provide an appointee with a careful, considered, analytical evaluation of his or her performance to date in the areas of research and creative work, teaching, professional competence and activity, and University and public service, as well as a candid assessment of his or her potential for promotion, based upon the evidence.</del></p> <p>a. Timing</p> <p>The appraisal is conducted in an appointee’s fourth year of service at the Assistant rank (and is combined with the second reappointment/merit review), except when an extension of the probationary period has been granted. If the appraisal is not combined with the second reappointment/merit review, the appraisal must be presented in a separate academic review file.</p> <p><del>No appraisal is required if, prior to the normal occurrence of the appraisal, an appointee is recommended for a promotion that will take effect within a year, or has given written notice of resignation, or has been given written notice of non-reappointment.</del></p>	<p><b>APM 220-83 - Procedure Formal Appraisal of an Assistant Professor</b></p> <p><b>Formal appraisals of Assistant Professors shall be made in order to arrive at preliminary assessments of the prospects of candidates for eventual promotion to tenure rank as well as to identify appointees whose records of performance and achievement are below the level of excellence desired for continued membership in the faculty.</b></p> <p><b>The general rules of APM - 220-80 apply here. In addition:</b></p> <p><b>a. Normally each Assistant Professor shall be appraised well in advance of possible promotion to tenure rank (at least two and one-half years before the anticipated effective date of the promotion). A case of initial appointment from outside the University, with anticipation of promotion within two or three years after appointment, obviously calls for an exception to the general rule. Each Assistant Professor shall be appraised no later than the first half of the appointee’s sixth year of service in the University with the title Assistant Professor or with this title in combination with other titles as defined in APM - 133-0-a and 133-0-b. Earlier appraisals are permissible. Subject to these guidelines and restrictions, each Chancellor shall establish general schedules and rules for the timing of formal appraisals on the respective campus.</b></p> <p><b>No formal appraisal is required if, prior to the normal occurrence of an appraisal, the Assistant Professor is being recommended for promotion to take effect within a year, has given written notice of resignation, or has been given written notice of non-reappointment.</b></p> <p>...</p>	<p><b>PPM 230-220-83 - Procedure Formal Appraisal of an Assistant Professor</b></p> <p><b>Formal appraisals of Assistant Professors shall be made in order to arrive at preliminary assessments of the prospects of candidates for eventual promotion to tenure rank as well as to identify appointees whose records of performance and achievement are below the level of excellence desired for continued membership in the faculty.</b></p> <p><b>The general rules of APM - 220-80 apply here. In addition:</b></p> <p>a. 1. Timing</p> <p>The appraisal is conducted in an appointee’s fourth year of service at the Assistant rank (and is combined with the second reappointment/merit review), except when an extension of the probationary period has been granted. If the appraisal is not combined with the second reappointment/merit review, the appraisal must be presented in a separate academic review file.</p> <p><b>No formal appraisal is required if, prior to the normal occurrence of an appraisal, the Assistant Professor is being recommended for promotion to take effect within a year, has given written notice of resignation, or has been given written notice of non-reappointment.</b></p>

Notes: Heading, and first two paragraphs are non-substantive. Substance of last paragraph appears in APM 220-83. a.

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Proposed Disposition of PPM 230-28. VII – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Determining Departmental Recommendations

<p style="text-align: center;"><b>Present</b></p> <p style="text-align: center;"><b>PPM 230-28. VII.D – Evaluation of Senate Assistant-Rank Appointees</b></p>	<p style="text-align: center;"><b>APM 220 – Professor Series</b></p>	<p style="text-align: center;"><b>Proposed</b></p> <p style="text-align: center;"><b>PPM 230-220 – Professor Series</b></p>
<p>b. Department Consideration The following factors should be evaluated when conducting an appraisal:</p> <ul style="list-style-type: none"> <li>• An appointee’s published research and other completed creative activity and his or her potential for continued research and creative activity</li> <li>• <u>At least one type of student or faculty evaluation each for undergraduate and graduate-level instruction, and other evidence of teaching effectiveness, such as course syllabi, reading lists, and statements of course goals.</u></li> <li>• An appointee’s departmental, University and community service contributions.</li> <li>• Expertise and achievement in clinical activities, if applicable</li> <li>• An appointee’s self-evaluation (if any)</li> </ul> <p><u>If the appointee has made significant scholarly contributions (such as research or teaching) in another academic unit, the department should solicit input from the unit on the appointee’s contributions.</u></p> <p><u>External letters are not required for an appraisal.</u></p> <p><u>If an appointee has been advised at any time of departmental concerns or reservations about continuation of appointment, this should be considered and stated in the departmental letter of recommendation. If the appointee has been advised in writing, a copy of such correspondence should be included in the academic review file.</u></p>	<p><b>APM 220-83 - Procedure Formal Appraisal of an Assistant Professor</b></p> <p><b>a. Normally each Assistant Professor shall be appraised well in advance of possible promotion to tenure rank (at least two and one-half years before the anticipated effective date of the promotion). A case of initial appointment from outside the University, with anticipation of promotion within two or three years after appointment, obviously calls for an exception to the general rule. Each Assistant Professor shall be appraised no later than the first half of the appointee’s sixth year of service in the University with the title Assistant Professor or with this title in combination with other titles as defined in APM - 133-0-a and 133-0-b. Earlier appraisals are permissible. Subject to these guidelines and restrictions, each Chancellor shall establish general schedules and rules for the timing of formal appraisals on the respective campus. No formal appraisal is required if, prior to the normal occurrence of an appraisal, the Assistant Professor is being recommended for promotion to take effect within a year, has given written notice of resignation, or has been given written notice of non-reappointment.</b></p> <p><b>b. Except in situations in which the Chancellor and the Committee on Academic Personnel have explicitly agreed to waive Committee on Academic Personnel review, the Committee on Academic Personnel shall be consulted in appraisals. An ad hoc review committee shall be appointed if the Chancellor or the Committee on Academic Personnel requests it. On the basis of the study of the case, the review committee shall submit a report to the Chancellor stating whether or not, on the basis of all available information, there is evidence of achievement and promise sufficient to justify the Assistant Professor’s continued candidacy for eventual promotion. If the committee finds that the evidence does not justify the continued candidacy, it shall recommend non-reappointment or terminal appointment consistent with the requirements of notice in APM - 220-20-c and the limitations of service in APM - 133-0.</b></p> <p>...</p>	<p><b>PPM 230-220-83 - Procedure Formal Appraisal of an Assistant Professor</b></p> <p>...</p> <p><b>a. <u>1.</u> Normally each Assistant Professor shall be appraised well in advance of possible promotion to tenure rank (at least two and one-half years before the anticipated effective date of the promotion). A case of initial appointment from outside the University, with anticipation of promotion within two or three years after appointment, obviously calls for an exception to the general rule. Each Assistant Professor shall be appraised no later than the first half of the appointee’s sixth year of service in the University with the title Assistant Professor or with this title in combination with other titles as defined in APM - 133-0-a and 133-0-b. Earlier appraisals are permissible. Subject to these guidelines and restrictions, each Chancellor shall establish general schedules and rules for the timing of formal appraisals on the respective campus. No formal appraisal is required if, prior to the normal occurrence of an appraisal, the Assistant Professor is being recommended for promotion to take effect within a year, has given written notice of resignation, or has been given written notice of non-reappointment.</b></p> <p><b>a. <u>2.</u> The following factors should be evaluated when conducting an appraisal:</b></p> <ul style="list-style-type: none"> <li>– Published research and other completed creative activity, and potential for continued research and creative activity.</li> <li>– teaching effectiveness at the undergraduate and graduate levels</li> <li>– Departmental, University and community service contributions.</li> <li>– Expertise and achievement in clinical activities, if applicable</li> <li>– An appointee’s self-evaluation (if any)</li> </ul> <p><b>b. Except in situations...</b></p>

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Proposed Disposition of PPM 230-28. VII – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Determining Departmental Recommendations

Present		Proposed																
PPM 230-28. VII.D – Evaluation of Senate Assistant-Rank Appointees	APM 220 – Professor Series	PPM 230-220 – Professor Series																
<p>c. Appraisal Vote</p> <p><u>After evaluating and discussing an appointee’s achievements and prospects for promotion</u>, the eligible department faculty should vote on an appraisal rating. <del>The possible appraisal ratings are</del> as follows:</p> <table border="1" data-bbox="142 462 667 933"> <tr> <td>FAVORABLE</td> <td>Indicates that promotion is likely, contingent on maintaining the current trajectory of excellence and on appropriate external validation.</td> </tr> <tr> <td>FAVORABLE WITH RESERVATIONS</td> <td>Indicates that promotion is likely, if identified weaknesses or imbalances in the record are corrected.</td> </tr> <tr> <td>PROBLEMATIC</td> <td>Indicates that promotion is possible if substantial deficiencies in the present record are remedied.</td> </tr> <tr> <td>UNFAVORABLE</td> <td>Indicates that substantial deficiencies are present; promotion is unlikely.</td> </tr> </table> <p><del>If the vote results in an Unfavorable rating:</del></p> <p>If the majority of eligible department faculty vote for an appraisal rating of “unfavorable,” a second vote of the faculty should be taken to determine whether the department wishes to continue the appointment or recommend termination.</p>	FAVORABLE	Indicates that promotion is likely, contingent on maintaining the current trajectory of excellence and on appropriate external validation.	FAVORABLE WITH RESERVATIONS	Indicates that promotion is likely, if identified weaknesses or imbalances in the record are corrected.	PROBLEMATIC	Indicates that promotion is possible if substantial deficiencies in the present record are remedied.	UNFAVORABLE	Indicates that substantial deficiencies are present; promotion is unlikely.	<p><b>APM 220-83 - Procedure Formal Appraisal of an Assistant Professor</b></p> <p><b>a. Normally each Assistant Professor shall be appraised well in advance of possible promotion to tenure rank (at least two and one-half years before the anticipated effective date of the promotion). A case of initial appointment from outside the University, with anticipation of promotion within two or three years after appointment, obviously calls for an exception to the general rule. Each Assistant Professor shall be appraised no later than the first half of the appointee’s sixth year of service in the University with the title Assistant Professor or with this title in combination with other titles as defined in APM - 133-0-a and 133-0-b. Earlier appraisals are permissible. Subject to these guidelines and restrictions, each Chancellor shall establish general schedules and rules for the timing of formal appraisals on the respective campus. No formal appraisal is required if, prior to the normal occurrence of an appraisal, the Assistant Professor is being recommended for promotion to take effect within a year, has given written notice of resignation, or has been given written notice of non-reappointment.</b></p> <p><b>b. Except in situations in which the Chancellor and the Committee on Academic Personnel have explicitly agreed to waive Committee on Academic Personnel review, the Committee on Academic Personnel shall be consulted in appraisals. An ad hoc review committee shall be appointed if the Chancellor or the Committee on Academic Personnel requests it. On the basis of the study of the case, the review committee shall submit a report to the Chancellor stating whether or not, on the basis of all available information, there is evidence of achievement and promise sufficient to justify the Assistant Professor’s continued candidacy for eventual promotion. If the committee finds that the evidence does not justify the continued candidacy, it shall recommend non-reappointment or terminal appointment consistent with the requirements of notice in APM - 220-20-c and the limitations of service in APM - 133-0....</b></p>	<p><b>PPM 230-220-83.a</b>  <u>a.3.</u> Appraisal Vote          ...          The eligible department faculty should vote on an appraisal rating, as follows:</p> <table border="1" data-bbox="1432 435 1957 906"> <tr> <td>FAVORABLE</td> <td>Indicates that promotion is likely, contingent on maintaining the current trajectory of excellence and on appropriate external validation.</td> </tr> <tr> <td>FAVORABLE WITH RESERVATIONS</td> <td>Indicates that promotion is likely, if identified weaknesses or imbalances in the record are corrected.</td> </tr> <tr> <td>PROBLEMATIC</td> <td>Indicates that promotion is possible if substantial deficiencies in the present record are remedied.</td> </tr> <tr> <td>UNFAVORABLE</td> <td>Indicates that substantial deficiencies are present; promotion is unlikely.</td> </tr> </table> <p>if, as a result of the appraisal process, the department wishes to recommend promotion to the Associate or Full rank, the department must conduct a promotion review and solicit letters from external referees in accordance with PPM 230-220-85.</p> <p>If the majority of eligible department faculty vote for an appraisal rating of “unfavorable,” a second vote of the faculty should be taken to determine whether the department wishes to continue the appointment or recommend termination in accordance with PPM 230-220-84.</p>	FAVORABLE	Indicates that promotion is likely, contingent on maintaining the current trajectory of excellence and on appropriate external validation.	FAVORABLE WITH RESERVATIONS	Indicates that promotion is likely, if identified weaknesses or imbalances in the record are corrected.	PROBLEMATIC	Indicates that promotion is possible if substantial deficiencies in the present record are remedied.	UNFAVORABLE	Indicates that substantial deficiencies are present; promotion is unlikely.
FAVORABLE	Indicates that promotion is likely, contingent on maintaining the current trajectory of excellence and on appropriate external validation.																	
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Proposed Disposition of PPM 230-28. VII – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Determining Departmental Recommendations

Present		Proposed
PPM 230-28. VII.D – Evaluation of Senate Assistant-Rank Appointees	APM 220 – Professor Series	PPM 230-220 – Professor Series
<p><del>(1) Result of second faculty vote: Continuation of Appointment is Recommended</del></p> <p>When the appraisal is combined with a reappointment/merit review, the department must make a recommendation regarding reappointment and merit advancement. <del>(see Section 5 above).</del></p> <p>Reappointment with merit advancement indicates that sufficient work has been completed during the review period to justify merit advancement, and the potential exists for an appointee to make marked improvements prior to consideration for promotion.</p> <p>Reappointment without merit advancement indicates there has not been sufficient work completed in the review period to justify merit advancement, but the potential exists for an appointee to make marked improvements prior to consideration for promotion.</p> <p><del>(2) Result of second faculty vote: Termination of Appointment is Recommended</del></p> <p>Termination should be considered if the majority of voting faculty are convinced the substantial deficiencies cannot be corrected in time for consideration for promotion and therefore further effort will not result in promotion.</p> <p><u>The departmental letter should discuss the justification for the recommendation to terminate, as well as the details of the vote.</u></p>		<p><b>PPM 230-220-83 - Procedure Formal Appraisal of an Assistant Professor</b></p> <p>...</p> <p><u>a.4.</u> When the appraisal is combined with a reappointment/merit review, the department must make a recommendation regarding reappointment and merit advancement. The department may propose:</p> <ul style="list-style-type: none"> <li>- <i>Reappointment with Merit Advancement:</i> indicates that sufficient work has been completed during the review period to justify merit advancement, and the potential exists for an appointee to make marked improvements prior to consideration for promotion.</li> <li>- <i>Reappointment without Merit Advancement:</i> indicates there has not been sufficient work completed in the review period to justify merit advancement, but the potential exists for an appointee to make marked improvements prior to consideration for promotion.</li> <li>- <i>Termination:</i> Termination should be considered in accordance with PPM 230-220-84 if the majority of voting faculty are convinced that substantial deficiencies in the record cannot be corrected in time for consideration for promotion and therefore further effort will not result in promotion.</li> </ul>

Notes: Headings and references to sections of PPM 230-28 (proposed for rescission) are non-substantive.

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Proposed Disposition of PPM 230-28. VII – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Determining Departmental Recommendations

Present		Proposed
PPM 230-28. VII.D – Evaluation of Senate Assistant-Rank Appointees	APM 220 – Professor Series	PPM 230-220 – Professor Series
<p>d. Promotion</p> <p>If, as a result of the appraisal process, the department wishes to recommend promotion to the Associate or Full rank, the department must conduct a promotion review and solicit letters from external referees.</p> <p>e. <del>Campus Review</del></p> <p><del>The Committee on Academic Personnel must review appraisals. An ad hoc review committee may be appointed if deemed necessary by the Executive Vice Chancellor or the Committee on Academic Personnel.</del></p> <p><del>The Executive Vice Chancellor has authority to determine the final outcome of appraisals.</del></p> <p><del>At the conclusion of the campus review process, the Executive Vice Chancellor will inform the department of the final outcome of the appraisal, as well as any information or advice resulting from the appraisal. <u>The department chair must discuss the results of the appraisal with the appointee and provide the appointee a copy of the Executive Vice Chancellor's letter.</u></del></p>	<p><b>APM 220-83 - Procedure Formal Appraisal of an Assistant Professor</b></p> <p>...</p> <p><b>c. The Chancellor shall make the final determination concerning the outcome of an appraisal, taking into account all the available evidence and the recommendations made in the course of the appraisal.</b></p> <p><b>d. The Chancellor shall inform the chair, through the Dean or Provost, of any decision and of any information or advice resulting from the appraisal that the Chancellor may think helpful to the chair or the appointee.</b></p> <p><b>e. If the appointee is to be given notice of non-reappointment or a terminal appointment, it is the responsibility of the Chancellor to ensure that written notice is given in accordance with the schedule specified in APM - 220-20-c.</b></p>	<p><b>PPM 230-220-83 - Procedure Formal Appraisal of an Assistant Professor</b></p> <p>...</p> <p><u>c. The UC San Diego <a href="#">Authority and Review Chart</a> sets forth the individual(s) and/or committees responsible for review, as well as the final authority for approval.</u></p> <p><b>d. The Chancellor shall inform the chair, through the Dean or Provost, of any decision and of any information or advice resulting from the appraisal that the Chancellor may think helpful to the chair or the appointee.</b></p> <p><b>e. If the appointee is to be given notice of non-reappointment or a terminal appointment, it is the responsibility of the Chancellor to ensure that written notice is given in accordance with the schedule specified in APM - 220-20-c.</b></p>

Notes: Headings are non-substantive. First paragraph appears in Proposed PPM 230-20-83. a. 3. on page 36, above. Substance of second and third paragraphs appears in Proposed PPM 230-20-83. c. Substance of first sentence of last paragraph appears in Proposed PPM 230-20-83. d.

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Proposed Disposition of PPM 230-28. VII – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Determining Departmental Recommendations

Present		Proposed
PPM 230-28. VII.D – Evaluation of Senate Assistant-Rank Appointees	APM 220 – Professor Series	PPM 230-220 – Professor Series
<p><del>7.</del> Final Merit/Reappointment Review The third reappointment/merit review of an assistant-rank appointee normally occurs in the sixth year of appointment. Absent an extension of the probationary period or a prior deferral of an academic review, an appointee’s third merit/reappointment review is the appointee’s final merit/reappointment review at the assistant rank.</p> <p>Three outcomes are possible in the final merit/reappointment review, and the eligible faculty must vote on the proposed action.</p> <p>a. Promotion is Recommended If the department is convinced that an appointee’s record meets or exceeds the University’s expectations for promotion, the department may vote to recommend promotion to the Associate or Full level, effective the following July 1.</p>	<p><b>APM-220-82 - Procedure for Appointment, Reappointment, or Promotion to the Rank of Assistant Professor</b></p> <p><b>The general rules of APM - 220-80 apply here. In addition:</b></p> <p><b>a. The Committee on Academic Personnel shall be consulted in these cases, unless the Chancellor and the Committee on Academic Personnel have explicitly agreed to waive Committee on Academic Personnel review.</b></p> <p><b>A review committee shall be appointed if the Chancellor or the Committee on Academic Personnel requests it. On the basis of the recommendations and evidence provided and any additional information obtained, the review committee shall prepare and submit its comments and recommendation to the Chancellor.</b></p> <p><b>b. The final decision is made by the Chancellor. The Chancellor shall give written notification to the candidate of the final decision concerning the candidate’s appointment, reappointment, or promotion. The ending date of an appointment or reappointment shall be clearly shown on the form that effects the action.</b></p> <p><b>c. The chair shall inform the Assistant Professor in writing of the nature and conditions of the appointment, especially as set forth in APM - 220-17-b, 220-20-a, -b, -c, and 220-82, -83, -84, and -85.</b></p>	<p><b>PPM 230-220-82 - Procedure for Appointment, Reappointment, or Promotion to the Rank of Assistant Professor</b></p> <p><b>The general rules of APM - 220-80 apply here. In addition:</b></p> <p>...</p> <p><b>c. The chair shall inform the Assistant Professor in writing of the nature and conditions of the appointment, especially as set forth in APM - 220-17-b, 220-20-a, -b, -c, and 220-82, -83, -84, and -85.</b></p> <p><u>d.</u> [Proposed new Section PPM 230-220-82. d. based on language in PPM 230-28. D. VII. D. 4 appears on page 31, above.]</p> <p><u>e.</u> [Proposed new Section PPM 230-220-82. 3. based on language in PPM 230-28. D. VII. D. 5 appears on page 33, above.]</p> <p><u>f.</u> Final Reappointment/Merit Review The third reappointment/merit review of an assistant-rank appointee normally occurs in the sixth year of appointment. Absent an extension of the probationary period or a prior deferral of an academic review, an appointee’s third merit/reappointment review is the appointee’s final merit/reappointment review at the assistant rank.</p> <p>Three outcomes are possible in the final merit/reappointment review, and the eligible faculty must vote on the proposed action.</p> <p><u>1.</u> Promotion is Recommended If the department is convinced that an appointee’s record meets or exceeds the University’s expectations for promotion, the department may vote to recommend promotion to the Associate or Full level, effective the following July 1.</p>

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Proposed Disposition of PPM 230-28. VII – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Determining Departmental Recommendations

Present		Proposed
PPM 230-28. VII.D – Evaluation of Senate Assistant-Rank Appointees	APM 220 – Professor Series	PPM 230-220 – Professor Series
<p>b. Postponement of Promotion Review is Recommended If the department believes there is significant work in progress that cannot be completed in time to justify promotion, but which should be completed prior to the promotion review and, when completed, would likely suffice for promotion, the department may propose postponement of the promotion review.</p> <p>The department must demonstrate that the appointee’s academic record is strong and that he or she is making active and timely progress on substantial work that:</p> <ul style="list-style-type: none"> <li>should be completed prior to the promotion review (the anticipated completion date must be indicated); and</li> <li>would likely suffice for promotion.</li> </ul> <p>If the department proposes postponement of the promotion review, a reappointment file (recommending a two-year reappointment with or without merit advancement) must be submitted in accordance with the campus deadline for submission of reappointment and merit advancement files.</p> <p>c. Termination is Recommended If the department believes an appointee’s overall career achievements do not justify promotion, the department may vote to recommend termination with notice. <u>External letters of reference are not required if the department recommendation is termination. However, the departmental recommendation letter must include information on the appraisal rating and should indicate how an appointee failed to improve sufficiently or declined in performance such that promotion is not justified.</u></p>	<p><b>APM-220-82 - Procedure for Appointment, Reappointment, or Promotion to the Rank of Assistant Professor</b></p> <p><b>The general rules of APM - 220-80 apply here. In addition:</b></p> <p><b>a. The Committee on Academic Personnel shall be consulted in these cases, unless the Chancellor and the Committee on Academic Personnel have explicitly agreed to waive Committee on Academic Personnel review.</b></p> <p><b>A review committee shall be appointed if the Chancellor or the Committee on Academic Personnel requests it. On the basis of the recommendations and evidence provided and any additional information obtained, the review committee shall prepare and submit its comments and recommendation to the Chancellor.</b></p> <p><b>b. The final decision is made by the Chancellor. The Chancellor shall give written notification to the candidate of the final decision concerning the candidate’s appointment, reappointment, or promotion. The ending date of an appointment or reappointment shall be clearly shown on the form that effects the action.</b></p> <p><b>c. The chair shall inform the Assistant Professor in writing of the nature and conditions of the appointment, especially as set forth in APM - 220-17-b, 220-20-a, -b, -c, and 220-82, -83, -84, and -85.</b></p>	<p><b>PPM 230-220-82 - Procedure for Appointment, Reappointment, or Promotion to the Rank of Assistant Professor</b></p> <p>... (3) ... 2. Postponement of Promotion Review is Recommended</p> <p>If the department believes there is significant work in progress that cannot be completed in time to justify promotion, but which should be completed prior to the promotion review and, when completed, would likely suffice for promotion, the department may propose postponement of the promotion review.</p> <p>The department must demonstrate that the appointee’s academic record is strong and that he or she is making active and timely progress on substantial work that:</p> <ul style="list-style-type: none"> <li>should be completed prior to the promotion review (the anticipated completion date must be indicated); and</li> <li>would likely suffice for promotion.</li> </ul> <p>If the department proposes postponement of the promotion review, a reappointment file (recommending a two-year reappointment with or without merit advancement) must be submitted in accordance with the campus deadline for submission of reappointment and merit advancement files.</p> <p>3. Termination is Recommended</p> <p>If the department believes an appointee’s overall career achievements do not justify promotion, the department may vote to recommend termination with notice.</p>

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Proposed Disposition of PPM 230-28. VII – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Determining Departmental Recommendations

Present		Proposed
<p align="center"><b>PPM 230-28. VII.D – Evaluation of Senate Assistant-Rank Appointees</b></p>	<p align="center"><b>APM 133 - Limitation on Total Period of Service with Certain Academic Titles</b></p>	<p align="center"><b>PPM 230-133 - Limitation on Total Period of Service with Certain Academic Titles</b></p>
<p><del>8. Tenure or Security of Employment</del></p> <p><del>For an appointee to be promoted to a title that accords tenure or security of employment, the appointee must hold a title eligible for tenure or security of employment, and the Executive Vice Chancellor must provide in writing an affirmative decision to grant tenure or security of employment following a review process that involves consultation with the Academic Senate Committee on Academic Personnel (CAP).</del></p>	<p><b>APM 133-12 Exceptions</b></p> <p>...</p> <p><b>For a person to be promoted to a title that carries tenure or security of employment, the person must hold a title eligible for tenure or security of</b></p> <hr/> <p align="center"><b>APM 220 – Professor Series</b></p> <hr/> <p><b>APM 220-82 - Procedure for Appointment, Reappointment, or Promotion to the Rank of Assistant Professor The general rules of APM - 220-80 apply here. In addition:</b></p> <ul style="list-style-type: none"> <li><b>a. The Committee on Academic Personnel shall be consulted in these cases, unless the Chancellor and the Committee on Academic Personnel have explicitly agreed to waive Committee on Academic Personnel review.</b></li> <li>...</li> <li><b>b. The final decision is made by the Chancellor. The Chancellor shall give written notification to the candidate of the final decision concerning the candidate’s appointment, reappointment, or promotion. The ending date of an appointment or reappointment shall be clearly shown on the form that effects the action.</b></li> <li>...</li> </ul>	<p><b>PPM 230- 133-12</b></p> <p>PPM unnecessary; rely upon APM 133-12</p> <hr/> <p align="center"><b>Proposed</b></p> <hr/> <p align="center"><b>PPM 230-220 – Professor Series</b></p> <hr/> <p><b>PPM 230- 220-82 - Procedure for Appointment, Reappointment, or Promotion to the Rank of Assistant Professor</b></p> <p>PPM unnecessary; rely upon APM 220-82.</p>

Notes: Heading is non-substantive. Substance of first sentence appears in APM 133-12. Process for review and notification outlined in detail in APM 220-80 and 220-82.

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Proposed Disposition of PPM 230-28. VII – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Determining Departmental Recommendations

Present		Proposed
PPM 230-28. VII.D – Evaluation of Senate Assistant-Rank Appointees	APM 220-20 – Professor Series/	PPM 230-220-20 – Professor Series
<p>9. <del>Notice of Termination</del></p> <p><del>A Senate Assistant rank appointee with more than two years of University service must be provided 12 months' notice of termination. Only the Executive Vice Chancellor may provide an appointee with written notice of termination.</del></p> <p>...</p>	<p><b>APM 220-20 - Conditions of Employment</b></p> <p><b>c. When an appointment as Instructor or Assistant Professor is not to be renewed, written notice shall be given by the Chancellor in advance of the expiration date in accordance with the following schedule:</b></p> <p><b>(1) With less than one year of University service by the end of the current period of appointment: at least a four-month notice.</b></p> <p><b>(2) With at least one complete year of service and not more than two years of University service by the end of the current period of appointment: at least a six-month notice.</b></p> <p><b>(3) With more than two years of University service by the end of the current period of appointment: at least a twelve-month notice.</b></p>	<p><b>PPM 230- 220-20 - Conditions of Employment</b> PPM unnecessary; rely upon APM 220-20.</p>
	<p><b>APM 285 - 17 - Lecturer with Security of Employment Series</b></p>	<p><b>Proposed</b></p> <p><b>PPM 230-285 – Lecturer with Security of Employment Series</b></p>
	<p><b>APM 285 - 17 - Terms of Service/Appointment Review</b></p> <p><b>When an appointment as a Lecturer PSOE or Senior Lecturer PSOE is not to be renewed, written notice shall be given by the Chancellor in advance of the expiration date in accordance with the schedule below. Pay in lieu of notice may be authorized by the Chancellor.</b></p> <p>...</p> <p><b>(c) With more than two years of service as a Lecturer PSOE or Senior Lecturer PSOE by the end of the current period of appointment: at least a twelve-month notice.</b></p>	<p><b>PPM 230- 285-17 - Terms of Service/Appointment Review</b> PPM unnecessary; rely upon APM 285-17.</p>

Notes: APM 110 -4(4) defines Senate members as "...Professorial series, Professor in Residence series, and Professor of Clinical (e.g., Medicine) series, Acting Professors, Acting Associate Professors, full time Lecturers with Security of Employment, and full time Senior Lecturers with Security of Employment. Professor in Residence and Professor of Clinical (e.g., Medicine) series addressed below.

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Proposed Disposition of PPM 230-28. VII – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Determining Departmental Recommendations

Present		Proposed
PPM 230-28. VII.D – Evaluation of Senate Assistant-Rank Appointees	APM 270 - 20 - Professor In Residence Series	PPM 230-270 – Professor In Residence Series
<p>9. <del>Notice of Termination</del></p> <p><del>A Senate Assistant rank appointee with more than two years of University service must be provided 12 months' notice of termination. Only the Executive Vice Chancellor may provide an appointee with written notice of termination.</del></p> <p>...</p>	<p><b>APM 270-20 - Conditions of Employment</b></p> <p><b>a. Expiration of an appointment and termination</b></p> <p><b>(1) Appointments with specific ending dates are subject to the following policies:</b></p> <p><b>(a) An appointment to a title in this series with a specified ending date expires by its own terms on that date, and additional notice of the ending of the appointment is not required.</b></p> <p><b>However, in cases when appointments have been renewed at least once and if the funding sources and campus procedures permit, it is desirable (but not required) that a reasonable period of notice be given:</b></p> <ul style="list-style-type: none"> <li>• appointees who will have more than two years of service by the end of the current appointment might be given as much as 12 months' notice;</li> <li>• appointees who will have more than two years of service by the end of the current appointment might be given as much as 12 months' notice;</li> </ul> <p><b>...The Chancellor may establish procedures that include notice periods greater than those mentioned above.</b></p> <p><b>(b) Non-reappointment of an Assistant Professor as a result of a personnel review:</b></p> <p><b>When an Assistant Professor is not reappointed as a result of a personnel review, an individual who so requests in writing shall be given a written statement of the reasons for non-reappointment. The written statement shall be given to the individual before the specified ending date, whenever possible. The appointment, however, will expire on the specified ending date, regardless of such statement. See APM - 270-83 and -84.</b></p>	<p><b>PPM 230- 270-20 - Conditions of Employment</b></p> <p>PPM unnecessary; rely upon APM 270-20.</p>

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Proposed Disposition of PPM 230-28. VII – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Determining Departmental Recommendations

Present		Proposed
<p align="center"><b>PPM 230-28. VII.D – Evaluation of Senate Assistant-Rank Appointees</b></p>	<p align="center"><b>APM 275 - 17 - Professor of Clinical (e.g., Medicine) Series</b></p>	<p align="center"><b>PPM 230-275 – Professor of Clinical (e.g., Medicine) Series</b></p>
<p>9. <del>Notice of Termination</del></p> <p><del>A Senate Assistant rank appointee with more than two years of University service must be provided 12 months' notice of termination. Only the Executive Vice Chancellor may provide an appointee with written notice of termination.</del></p> <p>...</p>	<p><b>APM 275-17 - Terms of Service</b></p> <p><b>a. Title of Assistant Professor of Clinical (e.g., Medicine)</b>  <b>An appointment to the title of Assistant Professor of Clinical (e.g., Medicine) shall be made with a specified ending date. The appointee shall be advised by letter and/or on the appropriate campus approval document that the appointment is for a specific period and that the appointment ipso facto expires at the specified date.</b></p>	<p><b>PPM 230-275-17- Terms of Service</b>  PPM unnecessary; rely upon APM 275-17</p>
	<p align="center"><b>APM 275 - 20 - Professor of Clinical (e.g., Medicine) Series</b></p>	<p align="center"><b>Proposed</b>  <b>PPM 230-275-20 – Professor of Clinical (e.g., Medicine) Series</b></p>
	<p><b>APM 275-20 - Conditions of Employment</b></p> <p><b>a. Expiration of an appointment and termination</b></p> <p><b>(1) Appointment with specific ending dates are subject to the following policies:</b></p> <p><b>(a) An appointment to a title in this series with a specified ending date expires by its own terms on that date, and additional notice of the ending of the appointment is not required. However, in cases when appointments have been renewed at least once, and if the funding sources and campus procedures permit, it is desirable (but not required) that a reasonable period of notice be given:</b></p> <ul style="list-style-type: none"> <li>• appointees who will have more than two years of service by the end of the current appointment, might be given as much as 12 months' notice;</li> <li>• appointees who will have more than two years of service by the end of the current appointment, might be given as much as 12 months' notice...</li> </ul> <p><b>...The Chancellor may establish procedures that include notice periods greater than those mentioned above.</b></p> <p><b>(b) Non-reappointment as a result of a personnel review:</b>  <b>When an individual is not reappointed as a result of a personnel review, an individual who so requests in writing shall be given a written statement of the reasons for non-reappointment. This written statement shall be given to the individual before the specified ending date, whenever possible. The appointment, however, will expire on the specified ending date, regardless of such statement.</b></p>	<p><b>PPM 230-275-17 - Conditions of Employment</b>  PPM unnecessary; rely upon APM 275-17.</p>

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Proposed Disposition of PPM 230-28. VII – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Determining Departmental Recommendations

Present		Proposed
PPM 230-28. VII.D – Evaluation of Senate Assistant-Rank Appointees	APM 133 - Limitation on Total Period of Service with Certain Academic Titles	PPM 230-133 - Limitation on Total Period of Service with Certain Academic Titles
<p><del>9. Notice of Termination</del></p> <p><del>...</del></p> <p><del>If adequate notice of termination cannot be provided due to error or oversight, the Executive Vice Chancellor may authorize an extension of the appointment for a period not to exceed one year.</del></p> <p><del>Neither the failure to provide the required notice nor extension of the appointment will afford tenure, security of employment, or promotion.</del></p>	<p><b>APM 133-20 - Notice of Non-Reappointment</b>  <b>The schedule for the Professor series set forth in APM - 220-20 applies also to notice not to reappoint individuals with titles listed in APM - 133-0-a except for individuals with Acting or Visiting appointments. Appointments of these latter types are self-terminating with specified ending dates, and no further notice is required.</b></p> <p><b>APM 133-12 - Exceptions</b>  <b>Failure of the Chancellor or designee, through error or oversight, to comply with the provisions of APM - 133-6 as to non-reappointment shall be promptly corrected. In such case, if adequate notice cannot be given, the Chancellor may authorize an additional and terminal appointment in the same title for a period not to exceed one year. Neither the failure to provide the required notice nor the additional appointment shall afford tenure or security of employment. This authority may not be redelegated.</b></p> <p><b>APM 133-6 Responsibility</b>  <b>It is the responsibility of the Chancellor to arrange for appropriate reviews so that a decision may be made with regard to the future of the appointee which will assure compliance with APM - 133-0 and such requirements for notice as are set forth in the section of this Manual applicable to the title of the appointee</b></p>	<p><b>PPM 230-133</b>  PPM unnecessary; rely upon APM 133</p>

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Proposed Disposition of PPM 230-28. VII – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Determining Departmental Recommendations

Present		Proposed
PPM 230-28. VII.D – Evaluation of Senate Assistant-Rank Appointees	APM 220 – Professor Series	PPM 230-220 – Professor Series
<p>10. Reconsideration</p> <p>An appointee who has received notice of termination may be reconsidered for promotion. Reconsideration is appropriate only when there is substantial evidence of significant improvement in the appointee’s record of scholarly achievement since the termination decision was reached, particularly with respect to those elements of the record previously identified as areas of weakness.</p> <p>A reconsideration file must be received in the Academic Personnel office no later than February 15 of the terminal year. <u>All reconsideration files are submitted to CAP for review.</u> Neither submission of a reconsideration file nor a failure to meet the file deadline will postpone a terminal appointment ending date.</p> <p><u>A reconsideration file is typically prepared and considered during an appointee’s 12 months’ notice period.</u> If a final decision has not been made by the ending date of the terminal period of service, the appointment will end as scheduled. If reconsideration results in a decision to promote, the promotion action becomes effective retroactive to July 1, regardless of when the decision is reached.</p>	<p><b>APM-220-82 - Procedure for Appointment, Reappointment, or Promotion to the Rank of Assistant Professor</b></p> <p><b>The general rules of APM - 220-80 apply here. In addition:</b></p> <p><b>a. The Committee on Academic Personnel shall be consulted in these cases, unless the Chancellor and the Committee on Academic Personnel have explicitly agreed to waive Committee on Academic Personnel review.</b></p> <p><b>A review committee shall be appointed if the Chancellor or the Committee on Academic Personnel requests it. On the basis of the recommendations and evidence provided and any additional information obtained, the review committee shall prepare and submit its comments and recommendation to the Chancellor.</b></p> <p><b>b. The final decision is made by the Chancellor. The Chancellor shall give written notification to the candidate of the final decision concerning the candidate’s appointment, reappointment, or promotion. The ending date of an appointment or reappointment shall be clearly shown on the form that effects the action.</b></p> <p><b>c. The chair shall inform the Assistant Professor in writing of the nature and conditions of the appointment, especially as set forth in APM - 220-17-b, 220-20-a, -b, -c, and 220-82, -83, -84, and -85.</b></p>	<p><b>PPM 230-220-82 - Procedure for Appointment, Reappointment, or Promotion to the Rank of Assistant Professor</b></p> <p><b>The general rules of APM - 220-80 apply here. In addition:</b></p> <p><b>... c. The chair shall inform the Assistant Professor in writing of the nature and conditions of the appointment, especially as set forth in APM - 220-17-b, 220-20-a, -b, -c, and 220-82, -83, -84, and -85.</b></p> <p><u>d. [Proposed new Section PPM 230-220-82. d. based on language in PPM 230-28. D. VII. d. 4 appears on page 31, above.]</u></p> <p><u>e. [Proposed new Section PPM 230-220-82. e. based on language in PPM 230-28. D. VII. d. 5 appears on page 33, above.]</u></p> <p><u>f. [Proposed new Section PPM 230-220-82. f. based on language in PPM 230-28. D. VII. d. 5 appears on page 39, above.]</u></p> <p><u>g. Reconsideration</u></p> <p>An appointee who has received notice of termination may be reconsidered for promotion. Reconsideration is appropriate only when there is substantial evidence of significant improvement in the appointee’s record of scholarly achievement since the termination decision was reached, particularly with respect to those elements of the record previously identified as areas of weakness.</p> <p>A reconsideration file must be received in the Academic Personnel office no later than February 15 of the terminal year. Neither submission of a reconsideration file nor a failure to meet the file deadline will postpone a terminal appointment ending date.</p> <p>If a final decision has not been made by the ending date of the terminal period of service, the appointment will end as scheduled. If reconsideration results in a decision to promote, the promotion action becomes effective retroactive to July 1, regardless of when the decision is reached.</p>

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Proposed Disposition of PPM 230-28. VII – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Determining Departmental Recommendations

<p style="text-align: center;"><b>Present</b></p> <p style="text-align: center;"><b>PPM 230-28. VII.D – Evaluation of Senate Assistant-Rank Appointees</b></p>	<p style="text-align: center;"><b>APM 133 - Limitation on Total Period of Service with Certain Academic Titles</b></p>	<p style="text-align: center;"><b>Proposed</b></p> <p style="text-align: center;"><b>PPM 230-133 Limitation on Total Period of Service with Certain Academic Titles</b></p>
<p>11. Five-Year Prohibition of Appointment</p> <p>When there has been an academic review of an Assistant Professor, an Assistant Professor in Residence, an <b>Assistant Professor of Clinical X (e.g., Medicine)</b>, or a Lecturer PSOE or Senior Lecturer PSOE appointed at more than 50% time, and the review has resulted in a decision not to continue the individual's appointment in that series (non-reappointment or termination), the individual may not be appointed for a period of five years <b>at any campus of the University of California</b> to the following academic series and titles:</p> <ul style="list-style-type: none"> <li>• Professor series</li> <li>• Acting titles</li> <li>• Visiting titles</li> <li>• Professor In Residence series</li> <li>• Adjunct Professor series</li> <li>• Professor of Clinical (e.g., Medicine) series</li> <li>• Health Sciences Clinical Professor series</li> <li>• <b>Research Scientist series</b></li> <li>• Supervisor of Physical Education series</li> <li>• Supervisor of Teacher Education</li> <li>• Lecturer</li> <li>• Senior Lecturer</li> <li>• Lecturer with Potential Security of Employment</li> <li>• Senior Lecturer with Potential Security of Employment</li> <li>• Lecturer with Security of Employment</li> <li>• Senior Lecturer with Security of Employment</li> <li>• Coordinator of Field Work</li> <li>• Field Work Supervisor</li> <li>• Field Work Consultant</li> </ul> <p>Note: The title Lecturer in Summer Session and the Clinical Professor, Voluntary series are not included in this list.</p>	<p><b>APM 133-0. a</b>  <i>...This subsection applies to an individual who currently holds one of the following titles:</i>  <b>Assistant Professor, Assistant Agronomist, Assistant Supervisor of Physical Education, Assistant Astronomer, and Assistant Professor in Residence</b>  <b>APM 133-0 a. (3)</b>  <b>In cases where there has been a review of an Assistant Professor or Assistant Professor in Residence and the Chancellor has decided not to continue the individual's appointment in that series, the individual may not be appointed on any campus to certain faculty titles for a period of five years. For a list of these faculty titles, see APM - 133, Appendix A.</b>  <b>APM 133-0. b</b>  <i>b. This subsection applies to a person who holds the title Lecturer-Potential Security of Employment or Senior Lecturer-Potential Security of Employment.</i>  <b>APM 133-0 b. (3)</b>  <b>When there has been a review of a Lecturer PSOE or Senior Lecturer PSOE at more than 50 percent time and the Chancellor has decided not to continue the individual's appointment in that series, the individual may not be appointed on any campus to certain faculty titles for a period of five years. For a list of these faculty titles, see APM - 133, Appendix A.</b>  <b>APM 133, Appendix A</b>  <b>...For purposes of APM - 133-0-a(3) and APM - 133-0-b(3), the following faculty titles or series are applicable.</b>  <b>Professor series</b>  <b>-Acting titles</b>  <b>-Visiting titles</b>  <b>Professor in Residence series</b>  <b>Adjunct Professor series</b>  <b>Professor of Clinical (e.g., Medicine) series</b>  <b>Health Sciences Clinical Professor series</b>  <b>Supervisor of Physical Education series</b>  <b>Supervisor of Teacher Education</b></p>	<p>PPM Unnecessary; rely upon APM 133.</p>

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**Proposed Disposition of PPM 230-28. VII – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Determining Departmental Recommendations**

	<p><b>Lecturer</b>  <b>Senior Lecturer</b>  <b>Lecturer with potential for SOE</b>  <b>Senior Lecturer with potential for SOE</b>  <b>Lecturer with SOE</b>  <b>Senior Lecturer with SOE</b>  <b>Coordinator of Field Work Field</b>  <b>Work Supervisor</b>  <b>Field Work Consultant</b></p> <p><b>Note: The title Lecturer in Summer Session and the volunteer Clinical Professor series are not included in this list.</b></p>	
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Note: Current PPM 230-28. D. 11 misstates system-wide policy. There is no 5-year prohibition against appointment in certain instructional titles at any UC for Assistants of Clinical X who receive a non-reappointment/termination (See APM 133-0 a ,b., and c.). For those series subject to the prohibition, there is no 5-year system-wide limitation on appointment in the Research Scientist series. All other substance of PPM 230-28. D. 11 appears in APM 133. Reverting to APM for compliance with system-wide policy.

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Proposed Disposition of PPM 230-28. VII – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Determining Departmental Recommendations

<p style="text-align: center;"><b>Present</b></p> <p style="text-align: center;"><b>PPM 230-28. VII.E – Evaluation of Non-Senate Assistant-Rank Appointees</b></p>	<p style="text-align: center;"><b>APM 133 - Limitation on Total Period of Service with Certain Academic Titles</b></p>	<p style="text-align: center;"><b>Proposed</b></p> <p style="text-align: center;"><b>PPM 230-133 Limitation on Total Period of Service with Certain Academic Titles</b></p>
<p><del>E. Evaluation of Non-Senate Assistant-Rank Appointees</del></p> <p><del>This section applies to assistant-rank appointees in non-Senate series, including the Adjunct Professor, Health Sciences Clinical Professor, Professional Research (Research Scientist), Project Scientist, and Specialist series.</del></p> <p><del>1. Probationary Period</del></p> <p><del>At UC San Diego, promotion consideration typically occurs in the sixth year of appointment at the Assistant rank. The period of time prior to consideration for promotion is referred to as the probationary period. During the probationary period, Assistant-rank appointees are expected to produce work sufficient to justify promotion.</del></p> <p><del>There are limited circumstances in which the probationary period may be extended, most commonly as a family accommodation (see PPM 230-15, Family Accommodations Policy).</del></p> <p><del>2. Procedural Safeguards</del></p> <p><del>PPM 230-29, Policies and Procedures to Assure Fairness in the Academic Personnel Review Process, sets forth procedural safeguards to ensure the academic review process is fair and consistent. When conducting an evaluation of a non-Senate Assistant-rank appointee, particular attention should be paid to PPM 230-29 Section III. D. (procedural safeguards) and Section III. E. (additional safeguards for Assistant-level appointees).</del></p>	<p><b>Important Introductory Note</b> Please read this note before consulting APM - 133-0.</p> <p><b>I. For determining years toward the eight-year limitation of service with certain academic titles, see APM - 133-0 printed below. APM - 133-0 applies to individuals who are appointed to one of the titles specified in 133-0-a, -b, or -c. For determining years toward the eight-year limitation of service, the combined total of periods of leave unrelated to academic duties and time off the clock may not exceed two years. For exceptions to the eight-year limit, see APM - 133-12 and see the appropriate APM section for a specific title.</b></p> <p><b>II. This section does not cover limits on State funding for certain titles. See APM - 275-16-b for the Professor of Clinical (e.g., Medicine) series, APM - 270-16-b for the Professor in Residence series, APM - 278-16-a for the Health Sciences Clinical Professor series, and APM - 280-16-b for the Adjunct Professor series.</b></p> <p><b>III. Campuses may have service limits which are more restrictive than those in this APM section.</b></p> <p><b>IV. The maximum period of service in individual titles may be shorter than eight years. For further information, please consult the appropriate APM section for a specific title.</b></p>	<p><b>Important Introductory Note</b> Please read this note before consulting APM - 133-0.</p> <p><b>I. For determining years toward the eight-year limitation of service with certain academic titles, see APM - 133-0 printed below. APM - 133-0 applies to individuals who are appointed to one of the titles specified in 133-0-a, -b, or -c. For determining years toward the eight-year limitation of service, the combined total of periods of leave unrelated to academic duties and time off the clock may not exceed two years. For exceptions to the eight-year limit, see APM - 133-12 and see the appropriate APM section for a specific title.</b></p> <p><b>II. This section does not cover limits on State funding for certain titles. See APM - 275-16-b for the Professor of Clinical (e.g., Medicine) series, APM - 270-16-b for the Professor in Residence series, APM - 278-16-a for the Health Sciences Clinical Professor series, and APM - 280-16-b for the Adjunct Professor series.</b></p> <p><b>III. Campuses may have service limits which are more restrictive than those in this APM section.</b></p> <p><b>IV. The maximum period of service in individual titles may be shorter than eight years. For further information, please consult the appropriate APM section for a specific title.</b></p> <p>At UC San Diego, promotion consideration typically occurs in the sixth year of appointment at the Assistant rank. The period of time prior to consideration for promotion is referred to as the probationary period. During the probationary period, Assistant-rank appointees are expected to produce work sufficient to justify promotion.</p>

Notes: Headings and first paragraph are non-substantive. Third paragraph is non-substantive and refers to PPM sections proposed for rescission.

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Proposed Disposition of PPM 230-28. VII – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Determining Departmental Recommendations

Present		Proposed
PPM 230-28. VII.E – Evaluation of Non-Senate Assistant-Rank Appointees	APM 220 – Professor Series	PPM 230-220-80 – Professor Series
<p><del>3. Terms of Service</del></p> <p><del>Each reappointment at the Assistant rank is limited to a maximum term of two years. Reappointment may be for a period of less than two years.</del></p> <p><del>There is no assurance of reappointment, merit advancement, or eventual promotion. The University has the discretion to appoint and reappoint non-Senate academic appointees with term appointments; reappointment is not automatic. Advancement and reappointment decisions are made in accordance with the UC San Diego Authority and Review Chart.</del></p>	<p><b>APM 137-4</b>  <b>A term appointment is an appointment for a specific period which ends on a specified date. An appointment with an established ending date is self-terminating subject to the notice requirements of APM - 137-32.</b></p> <p><b>APM - 137 does not apply to non-Senate academic appointees who have an appointment with no specific ending date.</b></p> <p><b>The University has the discretion to appoint and reappoint non-Senate academic appointees with term appointments; reappointment is not automatic. For the purposes of this policy, a non-reappointment is a decision not to reappoint an individual beyond the established ending date.</b></p>	<p><u>PPM 230-137-4 unnecessary; rely upon APM 137 and respective APM sections for each distinct series.</u></p>

Note: Heading is non-substantive. First paragraph is non-substantive; summarizes information available in subsection 17 [Terms of Service] of each section of the APM pertaining to individual non-Senate series. See also, APM 220-17 - Terms of Service "...Each appointment and reappointment is limited to a maximum term of two years. The total University service with this and certain other titles (see APM - 133-0-a and 133-0-b) may not exceed eight years except as provided in APM - 133-12-b and 133-12-c." See also, UCOP salary scales, which define the review cycle for each rank and step. <http://ucop.edu/academic-personnel-programs/compensation/2016-17-academic-salary-scales.html>.

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Proposed Disposition of PPM 230-28. VII – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Determining Departmental Recommendations

Present PPM 230-28. VII.E – Evaluation of Non-Senate Assistant-Rank Appointees	APM 137 –Non-Senate Academic Appointees/Term Appointment	Proposed PPM 230-137 - Non-Senate Academic Appointees/Term Appointment
<p>4. Reappointment/Merit Review</p> <p>When a non-Senate appointee is scheduled for reappointment/merit review, the department should first determine whether reappointment is warranted. If the department does not wish to reappoint, then in accordance with APM 137, Non-Senate Appointees/Term Appointment, the appointment will expire on the established ending date.</p> <p>If reappointment is warranted, the department must prepare a reappointment/merit review file with one of the following recommendations:</p> <p>Reappointment with Merit Advancement</p> <p>If an appointee’s performance is satisfactory, the department may recommend reappointment with merit advancement.</p> <p>Reappointment without Merit Advancement</p> <p>If an appointee’s performance does not justify a merit, the department may recommend reappointment with no merit advancement.</p>	<p><b>APM 137-4 - Definition</b>  <b>A term appointment is an appointment for a specific period which ends on a specified date. An appointment with an established ending date is self-terminating subject to the notice requirements of APM - 137-32.</b>  <b>APM - 137 does not apply to non-Senate academic appointees who have an appointment with no specific ending date. The University has the discretion to appoint and reappoint non-Senate academic appointees with term appointments; reappointment is not automatic. For the purposes of this policy, a non-reappointment is a decision not to reappoint an individual beyond the established ending date.</b></p>	<p><b>PPM 230-137-4 – Definition</b>  PPM 230-137-4. unnecessary; rely upon APM 137-4.</p>
	<p><b>APM 220 – Professor Series</b></p>	<p><b>Proposed</b>  <b>PPM 230-220 – Professor Series</b></p>
	<p><b>APM 220-82 - Procedure for Appointment, Reappointment, or Promotion to the Rank of Assistant Professor</b></p> <p><b>The general rules of APM - 220-80 apply here. In addition:</b></p> <p><b>a. The Committee on Academic Personnel shall be consulted in these cases, unless the Chancellor and the Committee on Academic Personnel have explicitly agreed to waive Committee on Academic Personnel review.</b></p> <p><b>A review committee shall be appointed if the Chancellor or the Committee on Academic Personnel requests it. On the basis of the recommendations and evidence provided and any additional information obtained, the review committee shall prepare and submit its comments and recommendation to the Chancellor.</b></p> <p><b>b. The final decision is made by the Chancellor. The Chancellor shall give written notification to the candidate of the final decision concerning the candidate’s appointment, reappointment, or promotion. The ending date of an appointment or reappointment shall be clearly shown on the form that effects the action.</b></p> <p><b>c. The chair shall inform the Assistant Professor in writing of</b></p>	<p><b>PPM 230-XXX-82 - Procedure for Appointment, Reappointment, or Promotion to the Assistant Level (Non-Senate)</b></p> <p><b>The general rules of APM - 220-80 apply here. In addition:</b>  ...  Reappointment/Merit Review</p> <p>When a non-Senate appointee is scheduled for reappointment/merit review, the department should first determine whether reappointment is warranted. If the department does not wish to reappoint, then in accordance with APM 137, Non-Senate Appointees/Term Appointment, the appointment will expire on the established ending date.</p> <p>If reappointment is warranted, the department must prepare a reappointment/merit review file with one of the following recommendations:</p> <p>Reappointment with Merit Advancement</p> <p><i>1. Reappointment with Merit Advancement</i>  If an appointee’s performance is satisfactory, the</p>

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**Proposed Disposition of PPM 230-28. VII – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Determining Departmental Recommendations**

	<p><b>the nature and conditions of the appointment, especially as set forth in APM - 220-17-b, 220-20-a, -b, -c, and 220-82, -83, -84, and -85.</b></p>	<p>department may recommend a two-year reappointment with merit advancement.</p> <p><i>2. Reappointment without Merit Advancement</i> If an appointee's performance does not justify merit advancement, the department may recommend a two-year reappointment with no merit advancement.</p>
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Notes: First and second paragraphs are procedural instructions derived from APM 137-4, which states that term appointments are self-terminating, and reappointment is not automatic (e.g., the University has no obligation to reappoint a non-Senate appointee at the conclusion of his/her term appointment; an academic review is unnecessary if there is no intention to reappoint).

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Proposed Disposition of PPM 230-28. VII – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Determining Departmental Recommendations

Present		Proposed
PPM 230-28. VII.E – Evaluation of Non-Senate Assistant-Rank Appointees	APM 220 – Professor Series	PPM 230-220 – Professor Series
<p>5. Appraisal An assistant-rank appointee in the Adjunct Professor, Health Sciences Clinical Professor, or Professional Research (Research Scientist) series must receive an appraisal, which is a formal evaluation of his or her achievements and progress toward promotion. The appraisal also identifies appointees whose records of performance and achievement are below the level of excellence expected for academic appointees.</p> <p>Departments may conduct appraisals for appointees in other non-Senate series if the department believes such an assessment would be valuable to the department and/or appointee.</p> <p><del>An appraisal should provide an appointee with a careful, considered, analytical evaluation of his or her performance to date in the applicable areas of research and creative work, teaching, professional competence and activity, and University and public service, as well as a candid assessment of his or her potential for promotion, based upon the evidence.</del></p> <p>a. Timing The appraisal is conducted in an appointee’s fourth year of service at the Assistant rank (and is combined with the second reappointment/merit review), except when an extension of the probationary period has been granted. If the appraisal is not combined with a reappointment/merit review, the appraisal must be presented in a separate academic review file.</p> <p><del>An appraisal is not required if, prior to the normal occurrence of the appraisal, an appointee is recommended for a promotion that will take effect within a year, or has given written notice of resignation, or the department has not prepared a reappointment file and the appointment will therefore expire on the established ending date.</del></p>	<p><b>PPM 230-220-83 - Procedure for the Formal Appraisal of an Assistant Professor</b> <b>Formal appraisals of Assistant Professors shall be made in order to arrive at preliminary assessments of the prospects of candidates for eventual promotion to tenure rank as well as to identify appointees whose records of performance and achievement are below the level of excellence desired for continued membership in the faculty.</b></p> <p><b>The general rules of APM - 220-80 apply here. In addition:</b></p> <p><b>a. Normally each Assistant Professor shall be appraised well in advance of possible promotion to tenure rank (at least two and one-half years before the anticipated effective date of the promotion). A case of initial appointment from outside the University, with anticipation of promotion within two or three years after appointment, obviously calls for an exception to the general rule. Each Assistant Professor shall be appraised no later than the first half of the appointee’s sixth year of service in the University with the title Assistant Professor or with this title in combination with other titles as defined in APM - 133-0-a and 133-0-b. Earlier appraisals are permissible. Subject to these guidelines and restrictions, each Chancellor shall establish general schedules and rules for the timing of formal appraisals on the respective campus.</b></p> <p><b>No formal appraisal is required if, prior to the normal occurrence of an appraisal, the Assistant Professor is being recommended for promotion to take effect within a year, has given written notice of resignation, or has been given written notice of non-reappointment.</b></p>	<p><b>PPM 230-XXX-83 - Procedure for the Formal Appraisal of an <u>[Non Senate] Assistant-Level Appointee</u></b></p> <p>5. Appraisal An assistant-rank appointee in the Adjunct Professor, Health Sciences Clinical Professor, or Professional Research (Research Scientist) series must receive an appraisal, which is a formal evaluation of his or her achievements and progress toward promotion. The appraisal also identifies appointees whose records of performance and achievement are below the level of excellence expected for academic appointees.</p> <p>Departments may conduct appraisals for appointees in other non-Senate series if the department believes such an assessment would be valuable to the department and/or appointee.</p> <p><b>The general rules of APM - 220-80 apply here. In addition:</b></p> <p>a. 1. Timing The appraisal is conducted in an appointee’s fourth year of service at the Assistant rank (and is combined with the second reappointment/merit review), except when an extension of the probationary period has been granted. . If the appraisal is not combined with a reappointment/merit review, the appraisal must be presented in a separate academic review file.</p> <p><b>No formal appraisal is required if, prior to the normal occurrence of an appraisal, the Assistant Professor is being recommended for promotion to take effect within a year, has given written notice of resignation, or has been given written notice of non-reappointment.</b></p>

Notes: First two paragraphs: The Proposed PPM section for each respective series requiring an appraisal will reference adherence to PPM 230-220-83/APM 220-83 (Procedures for Appraisal); Third paragraph is non-substantive. Substance of all other paragraphs to appear in subsection 82 of each new Proposed PPM, as applicable.

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Proposed Disposition of PPM 230-28. VII – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Determining Departmental Recommendations

Present		Proposed
PPM 230-28. VII.E – Evaluation of Non-Senate Assistant-Rank Appointees	APM 220 – Professor Series	PPM 230-220 – Professor Series
<p>Department Consideration</p> <p>The following factors should be evaluated, if appropriate for the series, when conducting an appraisal:</p> <ul style="list-style-type: none"> <li>An appointee’s published research and other completed creative activity and his or her potential for continued research and creative activity.</li> <li><u>At least one type of student or faculty evaluation each for undergraduate and graduate-level instruction, and other evidence of teaching effectiveness, such as course syllabi, reading lists, and statements of course goals, as applicable.</u></li> <li>An appointee’s departmental, University, community or professional service contributions, as applicable.</li> <li>Professional (clinical) competence and activity (patient care)</li> <li>An appointee’s self-evaluation (if any)</li> </ul> <p><u>If the appointee has made significant scholarly contributions (such as research or teaching) in another academic unit, the department should solicit input from the unit on the appointee’s contributions.</u></p> <p><u>External letters are not required for an appraisal.</u></p> <p><u>If an appointee has been advised at any time of departmental concerns or reservations about continuation of appointment, this should be considered and stated in the departmental letter of recommendation. If the appointee has been advised in writing, a copy of such correspondence should be included in the appraisal review file.</u></p>	<p>n/a</p>	<p><b>PPM 230-XXX-83 - Procedure for the Formal Appraisal of an [Non Senate] Assistant-Level Appointee</b></p> <p>...</p> <p>a.2. Department Consideration</p> <p>The following factors should be evaluated when conducting an appraisal:</p> <ul style="list-style-type: none"> <li>Published research and other completed creative activity, and potential for continued research and creative activity.</li> <li>teaching effectiveness at the undergraduate and graduate levels</li> <li>Departmental, University and community service contributions.</li> <li>Expertise and achievement in clinical activities, if applicable</li> <li>An appointee’s self-evaluation (if any)</li> </ul>

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Proposed Disposition of PPM 230-28. VII – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Determining Departmental Recommendations

Present		Proposed
PPM 230-28. VII.E – Evaluation of Non-Senate Assistant-Rank Appointees	APM 220 – Professor Series	PPM 230-220 – Professor Series
<p>c. Appraisal Vote</p> <p>An appraisal vote is not required for non-Senate appointees; however, departments and/or divisions may choose to establish voting procedures for non-Senate appraisals.</p> <p>A department may form a departmental ad hoc committee in order to assess the appointee’s achievements and activities.</p> <p>The departmental recommendation letter should discuss the nature and extent of department consultation on the appraisal, as well as the result of a vote, if taken.</p> <p><del>d. Promotion</del></p> <p>If, as a result of the appraisal process, the department wishes to recommend promotion to the Associate or Full rank, the department must conduct a promotion review and solicit letters from external referees.</p>		<p><b>PPM 230-XXX-83 - Procedure for the Formal Appraisal of an <u>[Non Senate] Assistant-Level Appointee</u></b></p> <p>...</p> <p>a. Appraisal Vote</p> <p>An appraisal vote is not required for non-Senate appointees; however, departments and/or divisions may choose to establish voting procedures for non-Senate appraisals.</p> <p>A department may form a departmental ad hoc committee in order to assess the appointee’s achievements and activities.</p> <p>The departmental recommendation letter should discuss the nature and extent of department consultation on the appraisal, as well as the result of a vote, if taken.</p> <p><del>d. Promotion</del></p> <p>If, as a result of the appraisal process, the department wishes to recommend promotion to the Associate or Full rank, the department must conduct a promotion review and solicit letters from external referees.</p>

Notes: Text in blue is from PPM 230-28. VII. D. 6. c. Substance of all other paragraphs appear in subsection 83 of each new Proposed PPM, as applicable

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Proposed Disposition of PPM 230-28. VII – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Determining Departmental Recommendations

Present		Proposed
PPM 230-28. VII.E – Evaluation of Non-Senate Assistant-Rank Appointees	APM 220 – Professor Series	PPM 230-220 – Professor Series
<p><del>6. Final Merit/Reappointment Review</del></p> <p>The third reappointment/merit review of an assistant-rank appointee normally occurs in the sixth year of appointment. Absent an extension of the probationary period or a prior deferral of an academic review, an appointee’s third merit/reappointment review is the appointee’s final merit/reappointment review at the assistant rank.</p> <p>Three outcomes are possible in the final merit/reappointment review, and the eligible faculty must vote on the proposed action.</p> <p><del>a. Promotion is Recommended</del></p> <p>If the department is convinced that an appointee’s record meets or exceeds the University’s expectations for promotion, the department may recommend promotion to the Associate or Full level, effective the following July 1.</p> <p><del>If the department proposes postponement of the promotion review, a reappointment file must be submitted in accordance with the campus deadline for submission of reappointment and merit advancement files.</del></p>		<p><b>PPM 230-220-82 - Procedure for Appointment, Reappointment, or Promotion to the Rank of Assistant Professor</b></p> <p><b>The general rules of APM - 220-80 apply here. In addition:</b> ...</p> <p>The third reappointment/merit review of an assistant-rank appointee normally occurs in the sixth year of appointment. Absent an extension of the probationary period or a prior deferral of an academic review, an appointee’s third merit/reappointment review is the appointee’s final merit/reappointment review at the assistant rank.</p> <p>Three outcomes are possible in the final merit/reappointment review, and the eligible faculty must vote on the proposed action.</p> <p>1. Promotion is Recommended If the department is convinced that an appointee’s record meets or exceeds the University’s expectations for promotion, the department may vote to recommend promotion to the Associate or Full level, effective the following July 1.</p> <p>2. Postponement of Promotion Review is Recommended If the department believes there is significant work in progress that cannot be completed in time to justify promotion, but which should be completed prior to the promotion review and, when completed, would likely suffice for promotion, the department may propose postponement of the promotion review. The department must demonstrate that the appointee’s academic record is strong and that he or she is making active and timely progress on substantial work that:</p> <ul style="list-style-type: none"> <li>• should be completed prior to the promotion review (the anticipated completion date must be indicated); and</li> </ul>

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Proposed Disposition of PPM 230-28. VII – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Determining Departmental Recommendations

		<ul style="list-style-type: none"> <li>• would likely suffice for promotion. If the department proposes postponement of the promotion review, a reappointment file (recommending a two-year reappointment with or without merit advancement) must be submitted in accordance with the campus deadline for submission of reappointment and merit advancement files.</li> </ul> <p>(d) Non-reappointment<sup>5</sup> If the department believes that an appointee’s overall career achievements do not justify promotion, and that a postponement of the promotion review is not warranted, no promotion file is prepared and the appointee will not be reappointed. In accordance with APM 137, Non-Senate Appointees/Term Appointment, the appointment will expire on the established ending date. In cases of non-reappointment, the department chair should consult with the dean.</p> <p>If promotion is proposed and denied, or if the department does not propose promotion and/or reappointment, in accordance with APM 137, Non-Senate Appointees/Term Appointment, the appointment will expire on the established ending date.</p> <p>(e) Notice of Non-Reappointment<sup>6</sup> Although notice of non-reappointment is not normally required, the department should provide written notice of non-reappointment whenever possible.</p>
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Notes: Headings and last paragraph are non-substantive. Substance of all other paragraphs appear in subsection 82 of each new Proposed PPM, as applicable

<sup>5</sup> PPM 230-28.VII. E. 6.c

<sup>6</sup> PPM 230-28.VII. E. 7

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Proposed Disposition of PPM 230-28. VII – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Determining Departmental Recommendations

Present		Proposed
PPM 230-28. VII.E – Evaluation of Non-Senate Assistant-Rank Appointees	APM 220 – Professor Series	PPM 230-220 – Professor Series
<p>b. Postponement of Promotion Review is Recommended</p> <p>If the department believes there is significant work in progress that cannot be completed in time to justify promotion, but which should be completed within the reappointment period (either one or two years) and, when completed, would likely suffice for promotion, the department may propose postponement of the promotion review.</p> <p>The department must demonstrate that the appointee’s academic record is strong, and that he or she is making active and timely progress on substantial work that:</p> <ul style="list-style-type: none"> <li>• should be completed prior to the promotion review (the anticipated completion date must be indicated); and</li> <li>• would likely suffice for promotion</li> </ul> <p>If the department proposes postponement of the promotion review, a reappointment file must be submitted in accordance with the campus deadline for submission of reappointment and merit advancement files.</p>		<p><b>PPM 230-220-82 - Procedure for Appointment, Reappointment, or Promotion to the Rank of Assistant Professor</b></p> <p><b>The general rules of APM - 220-80 apply here. In addition:</b> ...</p> <p>f. 2. Postponement of Promotion Review is Recommended If the department believes there is significant work in progress that cannot be completed in time to justify promotion, but which should be completed within the reappointment period (either one or two years) and, when completed, would likely suffice for promotion, the department may propose postponement of the promotion review.</p> <p>The department must demonstrate that the appointee’s academic record is strong, and that he or she is making active and timely progress on substantial work that:</p> <ul style="list-style-type: none"> <li>• should be completed prior to the promotion review (the anticipated completion date must be indicated); and</li> <li>• would likely suffice for promotion</li> </ul> <p>If the department proposes postponement of the promotion review, a reappointment file must be submitted in accordance with the campus deadline for submission of reappointment and merit advancement files.</p>

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Proposed Disposition of PPM 230-28. VII – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Determining Departmental Recommendations

Present		Proposed
PPM 230-28. VII.E – Evaluation of Non-Senate Assistant-Rank Appointees	APM 137 – Non-Senate Academic Appointees/Term Appointment	PPM 230-137 – Non-Senate Academic Appointees/Term Appointment
<p>c. Non-reappointment</p> <p>If the department believes that an appointee’s overall career achievements do not justify promotion, and that a postponement of the promotion review is not warranted, no promotion file is prepared and the appointee will not be reappointed. In accordance with APM 137, Non-Senate Appointees/Term Appointment, the appointment will expire on the established ending date. In cases of non-reappointment, the department chair should consult with the dean.</p> <p>If promotion is proposed and denied, or if the department does not propose promotion and/or reappointment, in accordance with APM 137, Non-Senate Appointees/Term Appointment, the appointment will expire on the established ending date.</p> <p>7. Notice of Non-Reappointment</p> <p>Although notice of non-reappointment is not normally required , the department should provide written notice of non-reappointment whenever possible.</p>	<p><b>137-4 Definition</b>  <b>A term appointment is an appointment for a specific period which ends on a specified date. An appointment with an established ending date is self-terminating subject to the notice requirements of APM - 137-32...For the purposes of this policy, a non-reappointment is a decision not to reappoint an individual beyond the established ending date.</b></p> <p><b>APM 137-30 Non-Reappointment</b>  <b>a. Appointments of Less Than 50 Percent Time or Short-Term Appointments of No More than One Semester</b>  <b>The University shall not be required to give written notice of nonreappointment to appointees who hold appointments at less than 50 percent time or short-term appointments of no more than one quarter or semester.</b></p> <p><b>b. Fewer Than Eight Consecutive Years of Service</b>  <b>For appointees who have served fewer than eight consecutive years in the same academic title or title series on a campus, the appointment terminates automatically on its specified ending date unless notice of reappointment is given. It is within the University’s sole discretion not to reappoint an appointee under this section, so long as the reasons for non-reappointment are not unlawful or in violation of University policy.</b></p> <p><b>c. Eight or More Consecutive Years of Service</b>  <b>For appointees who have served at least 50 percent time for eight or more consecutive years in the same academic title or title series on a campus, notice of non-reappointment shall be given in accordance with APM - 137-32. The University may decide not to renew a term appointment under this section, when, in its judgment, the programmatic needs of the department or unit, lack of work, the availability of suitable funding for the position, or the appointee’s conduct or performance do not justify renewal of the appointment.</b></p>	<p>PPM 230-137-4 unnecessary; rely upon APM 137.</p> <p>c. Non-reappointment</p> <p>If the department believes that an appointee’s overall career achievements do not justify promotion, and that a postponement of the promotion review is not warranted, no promotion file is prepared and the appointee will not be reappointed. In accordance with APM 137, Non-Senate Appointees/Term Appointment, the appointment will expire on the established ending date. In cases of non-reappointment, the department chair should consult with the dean.</p> <p>If promotion is proposed and denied, or if the department does not propose promotion and/or reappointment, in accordance with APM 137, Non-Senate Appointees/Term Appointment, the appointment will expire on the established ending date.</p> <p>7. Notice of Non-Reappointment</p> <p>Although notice of non-reappointment is not normally required , the department should provide written notice of non-reappointment whenever possible.</p>

Notes: The substance of this section appears in APM 137. The Proposed PPM section for each respective Non-Senate series will replace PPM 230-220-82.c (terminal reappointment/notice) with this language and reference to APM 137. (Non-reappointment)

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Proposed Disposition of PPM 230-28. VII – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Determining Departmental Recommendations

Present		Proposed
PPM 230-28. VII.E – Evaluation of Non-Senate Assistant-Rank Appointees	APM 137 – Non-Senate Academic Appointees/Term Appointment	PPM 230-137– Non-Senate Academic Appointees/Term Appointment
	<p><b>APM 137-32</b> Procedures for Non-Reappointment of an Appointee Who Has Served Eight or More Consecutive Years</p> <p><b>a. Written Notice of Intent</b> The University shall provide a written Notice of Intent not to reappoint at least sixty (60) days prior to the appointment’s specified ending date. The appointment may be extended to provide the required notice, or appropriate pay in lieu of notice may be given. The Notice shall state: (1) the intended action is not to reappoint the appointee and the proposed effective date; (2) the basis for non-reappointment, including a copy of any materials supporting the decision not to reappoint; (3) the appointee’s right to respond either orally or in writing within fourteen (14) calendar days of the date of issuance of the written Notice of Intent; and (4) the name of the person to whom the appointee should respond.</p> <p><b>b. Response to Written Notice of Intent</b> The appointee who receives a written Notice of Intent shall be entitled to respond, either orally or in writing, within fourteen (14) calendar days of the date of issuance of the written Notice of Intent. The response, if any, shall be reviewed by the administration.</p> <p><b>c. Written Notice of Action</b> If the University decides not to reappoint a non-Senate academic appointee who holds a term appointment, following the review of a timely response, if any, from the appointee, and within thirty (30) calendar days of the date of issuance of the written Notice of Intent, the University shall issue a written Notice of Action to the appointee of the non-reappointment and its effective date. The Notice of Action also shall notify the appointee of the right to grieve the action under APM - 140.</p>	<p><b>PPM 230-137-32 - Procedures for Non-Reappointment of an Appointee Who Has Served Eight or More Consecutive Years</b> PPM unnecessary; rely upon APM 137</p>

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Proposed Disposition of PPM 230-28. VIII – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Voting and Consultation within the Department

Present PPM 230-28. VIII	APM 220 – Professor Series	Proposed PPM 230- 220 - Professor Series								
<p><b>VIII. VOTING AND CONSULTATION WITHIN THE DEPARTMENT</b></p> <p><b>A. Faculty Consultation and Voting</b>            Certain actions require a faculty vote, as described in <a href="#">Academic Senate Bylaw 55</a>.</p> <p>Once the department has compiled the academic review file and the appointee has been provided the opportunity to contribute to and view the file as stipulated in PPM 230-29, Section D (before the departmental recommendation is determined), a vote should be solicited in accordance with Bylaw 55 and the following guidelines:</p> <p>Except in unusual circumstances, whenever University or departmental policy requires a vote on a proposed action, the action must be supported by at least 50% of the members eligible to vote and in residence on campus in the quarter when the vote is taken. <u>Unusual circumstances may make it impossible to comply with this rule. In such cases, it is incumbent upon the department chair to explain the circumstances in the departmental recommendation letter.</u></p> <p><u>Mail ballots are permissible at any time and may be necessary to ensure a sufficient number of votes on the proposed action.</u></p> <p><u>Ideally, the faculty voting should be familiar with the case through attendance at a department meeting. If this is not possible, faculty should familiarize themselves with the appointee’s academic file in order to render an informed vote.</u></p> <p><u>Faculty should be notified that the file is available for review and that voting will be conducted for a designated period of time. Ballots should be prepared and the complete file should be placed in a location convenient to faculty. The file should be available for review in a location where its integrity and confidentiality will be preserved.</u></p>	<p><b>APM 220-80 - Recommendations and Review/General Procedures</b></p> <p><b>e. The departmental recommendation is made in accordance with the procedural regulations of the Academic Senate and established governance practices of the department... The chair shall report the nature and extent of consultation on the matter within the department (including any vote taken) and present any significant evidence and differences of opinion which would support a contrary recommendation...</b></p>	<p><b>PPM 230-220-80 - Recommendations and Review/General Procedures</b></p> <p><b>e. The departmental recommendation is made in accordance with the procedural regulations of the Academic Senate and established governance practices of the department.</b>            Except in unusual circumstances, whenever University or departmental policy requires a vote on a proposed action, the action must be supported by at least 50% of the members eligible to vote and in residence on campus in the quarter when the vote is taken.</p> <p>Except for appraisals, votes should be “for,” “against,” “abstain,” or “absent,” as defined below:</p> <table border="1" data-bbox="1591 639 2001 1052"> <tbody> <tr> <td><b>FOR</b></td> <td>The voter is in favor of the proposed action.</td> </tr> <tr> <td><b>AGAINST</b></td> <td>The voter is not in favor of the proposed action.</td> </tr> <tr> <td><b>ABSTAIN</b></td> <td>The voter is available, but has elected to refrain from voting.</td> </tr> <tr> <td><b>ABSENT</b></td> <td>The voter is unavailable for voting due to an approved leave or other absence from campus.</td> </tr> </tbody> </table> <p>Departments <b>should</b> develop their own rules, <b>when</b> necessary, for consultation or voting on academic personnel actions not covered by Academic Senate Bylaw 55.</p> <p><b>The chair shall report the nature and extent of consultation on the matter within the department (including any vote taken) and present any significant evidence and differences of opinion which would support a contrary recommendation...</b></p>	<b>FOR</b>	The voter is in favor of the proposed action.	<b>AGAINST</b>	The voter is not in favor of the proposed action.	<b>ABSTAIN</b>	The voter is available, but has elected to refrain from voting.	<b>ABSENT</b>	The voter is unavailable for voting due to an approved leave or other absence from campus.
<b>FOR</b>	The voter is in favor of the proposed action.									
<b>AGAINST</b>	The voter is not in favor of the proposed action.									
<b>ABSTAIN</b>	The voter is available, but has elected to refrain from voting.									
<b>ABSENT</b>	The voter is unavailable for voting due to an approved leave or other absence from campus.									

Notes: Headings and first two paragraphs are non-substantive. Wording changes in blue were made for consistency with PPM 230-20. V. F.

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Proposed Disposition of PPM 230-28. VIII – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Voting and Consultation within the Department

Present	APM 220 – Professor Series	Proposed								
PPM 230-28. VIII		PPM 230- 220 - Professor Series								
<p><u>After reviewing the file, each faculty member should mark a ballot and place it in a ballot box or return it via mail. Alternatively, voting may be conducted via e-mail, if the department faculty agree and understand e-mail does not provide complete confidentiality. The votes should be counted at the end of the voting period and the results recorded on the Academic Recommendation Summary and discussed in the departmental recommendation letter.</u></p> <p>Except for appraisals, votes should be “for,” “against,” “abstain,” or “absent,” as defined below:</p> <table border="1" data-bbox="298 539 709 954"> <tr> <td><b>FOR</b></td> <td>The voter is in favor of the proposed action.</td> </tr> <tr> <td><b>AGAINST</b></td> <td>The voter is not in favor of the proposed action.</td> </tr> <tr> <td><b>ABSTAIN</b></td> <td>The voter is available, but has elected to refrain from voting.</td> </tr> <tr> <td><b>ABSENT</b></td> <td>The voter is unavailable for voting due to an approved leave or other absence from campus.</td> </tr> </table> <p><del><b>B. Proposed Actions Not Covered by Senate Bylaw 55</b></del></p> <p>Departments may develop their own rules, if necessary, for consultation or voting on academic personnel actions not covered by Academic Senate Bylaw 55. <del>The department chair must make clear in the departmental recommendation letter the degree of consultation with faculty.</del></p>	<b>FOR</b>	The voter is in favor of the proposed action.	<b>AGAINST</b>	The voter is not in favor of the proposed action.	<b>ABSTAIN</b>	The voter is available, but has elected to refrain from voting.	<b>ABSENT</b>	The voter is unavailable for voting due to an approved leave or other absence from campus.		
<b>FOR</b>	The voter is in favor of the proposed action.									
<b>AGAINST</b>	The voter is not in favor of the proposed action.									
<b>ABSTAIN</b>	The voter is available, but has elected to refrain from voting.									
<b>ABSENT</b>	The voter is unavailable for voting due to an approved leave or other absence from campus.									

Notes: Headings are non-substantive. Substance of last sentence is stated in APM 220-80. e.

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Proposed Disposition of PPM 230-28. VIII – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Voting and Consultation within the Department

Present	APM 220 – Professor Series	Proposed
PPM 230-28. VIII		PPM 230- 220 - Professor Series
<p><u>Note: Though Bylaw 55 does not require it, full faculty voting (by those eligible to vote) on advancements to Step VI and Above Scale is recommended to ensure a clear departmental mandate for such actions, rather than leaving the determination to a departmental ad hoc committee or the department chair, as is sometimes done. Departmental votes are also helpful in evaluating proposals for step advances, including accelerations, and bonus off-scale salary components. For example, a proposed acceleration backed by a unanimous departmental vote carries more weight than one without a vote recorded.</u></p>		

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**Proposed Disposition of PPM 230-28. X – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Academic Review and Final Authority**

Present	APM	Proposed
PPM 230-28. X		PPM 230 (all new sections)
<p><del>X. ACADEMIC FILE REVIEW AND FINAL AUTHORITY</del></p> <p>No advancement or reappointment is final until there has been an academic review and the individual with final authority has approved the <del>advancement or reappointment</del>.</p> <p>The UC San Diego <a href="#">Authority and Review Chart</a> sets forth the individual(s) and/or committees responsible for review, as well as the final authority for approval.</p>		<p><i>Each new PPM section will include the statement below in Subsection 24 (Authority) as applicable.</i></p> <p>No appointment, reappointment <u>or academic review action</u> is final until there has been an academic review and the individual with final authority has approved the <u>action</u>.</p> <p>The UC San Diego <a href="#">Authority and Review Chart</a> sets forth the individual(s) and/or committees responsible for review, as well as the final authority for approval.</p>

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Proposed Disposition of PPM 230-29. I – POLICIES AND PROCEDURES TO ASSURE FAIRNESS IN THE ACADEMIC PERSONNEL REVIEW PROCESS/References and Related Policies

Present PPM 230-29. I	APM	Proposed PPM 230 (all new sections)
<p><del>I. REFERENCES AND RELATED POLICIES</del></p> <p>A. <del>Academic Personnel Manual (APM)</del></p> <p><del>200-30 Academic Personnel Actions—Personnel Review Files</del></p> <p><del>210 Appointment and Promotion—Review and Appraisal Committees</del></p> <p><del>220 Appointment and Promotion—Professor Series</del></p> <p><del>140 Appeals—Non Senate Academic Appointees</del></p> <p><del>160 Maintenance of, Access to, and Opportunity to Request Amendment of Academic Personnel Records</del></p> <p><del>B. UCSD Policy and Procedure Manual (PPM)</del></p> <p><del>230-5 Appeals for Academic Appointees Other than Members of the Academic Senate</del></p> <p><del>230-11 Maintenance of, Access to, and Opportunity to Request Amendment of Academic Personnel Records</del></p> <p><del>230-20 UCSD Academic Appointment Guidelines</del></p> <p><del>230-21 Procedures for Appointment to Unit 18 Titles</del></p> <p><del>230-28 Procedures and Schedules for Academic Appraisals, Advancements, and Reappointments</del></p>	<p>n/a</p>	<p><i>Each new PPM section will identify the relevant source APM Section and specify the UC San Diego policies contained therein, with a link to APS Review Guidelines containing campus procedures.</i></p> <p><i>Bargaining Agreement Disclaimers will appear in new PPM sections, as applicable.</i></p>

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Proposed Disposition of PPM 230-29. II – POLICIES AND PROCEDURES TO ASSURE FAIRNESS IN THE ACADEMIC PERSONNEL REVIEW PROCESS/Policy

Present		Proposed
<p align="center"><b>PPM 230-29. II - Policy</b></p>	<p align="center"><b>APM 160 - Academic Personnel Records/Maintenance of, Access to, and Opportunity to Request Amendment of</b></p>	<p align="center"><b>PPM230-160 - Academic Personnel Records/Maintenance of, Access to, and Opportunity to Request Amendment of</b></p>
<p><del>II. POLICY</del>  <del>The policies and procedures contained in this document apply to the following titles and series:</del>  <del>Academic Administrator series*</del>  <del>Academic Coordinator series*</del>  <del>Adjunct Professor series</del>  <del>Assistant and Associate University Librarian series</del>  <del>Clinical Professor series</del>  <del>Continuing Education Specialist series*</del>  <del>Lecturer titles **</del>  <del>Lecturer and Senior Lecturer with Potential for Security of Employment titles</del>  <del>Lecturer and Senior Lecturer with Security of Employment titles</del>  <del>Librarian series</del>  <del>Postgraduate Research</del>  <del>Professor of Clinical (e.g., Medicine) series</del>  <del>Professional Research series</del>  <del>- Research Scientist/Scholar*</del>  <del>- Project Scientist/Scholar*</del>  <del>Professor series</del>  <del>Professor in Residence series</del>  <del>Program Coordinator title*</del>  <del>Specialist series</del>  <del>Supervisor of Physical Education series</del>  <del>Supervisor of Teacher Education titles**</del>  <del>Teacher of Special Programs**</del>  <del>University Professor title</del>  <del>Acting and Visiting titles, where appropriate in —above series and titles</del>  <del>—*— Added to listing of applicable titles as San Diego campus policy.</del>  <del>**— Access to personnel records is governed by the Memorandum of Understanding between The Regents of the University of California and the University Council American Federation of Teachers.—</del></p>	<p><b>APM 160-20. c - Access by the Individual</b>  <b>c. (6)</b>  <b>The provisions of APM - 160-20-c(2), (3), (4) apply only to the following academic personnel titles and title series:</b>  <b>Professor, Professor in Residence, Acting Professor, Adjunct Professor, Visiting Professor, Clinical Professor, University Professor, Professor of Clinical _____, Agronomist, Astronomer, Lecturer, Lecturer with Potential Security of Employment, Lecturer with Security of Employment, Senior Lecturer, Senior Lecturer with Potential Security of Employment, Senior Lecturer with Security of Employment, Professional Research, Specialist, Cooperative Extension Specialist (Advisor), Supervisor of Physical Education, Librarian.</b></p>	<p><b>PPM-230-160-20. c - Access by the Individual.</b>  <b>c (6)</b>  <b>The provisions of APM - 160-20-c(2), (3), (4) apply only to the following academic personnel titles and title series:</b>  <b>Professor, Professor in Residence, Acting Professor, Adjunct Professor, Visiting Professor, Clinical Professor, University Professor, Professor of Clinical X (e.g., Medicine), Professor of Practice, Agronomist, Astronomer, Lecturer, Lecturer with Potential Security of Employment, Lecturer with Security of Employment, Senior Lecturer, Senior Lecturer with Potential Security of Employment, Senior Lecturer with Security of Employment, Supervisor of Teacher Education, Teacher of Special Programs, <u>Professional Research</u> (Research Scientist), Project Scientist, <u>Specialist</u>, Postgraduate Research, Academic Administrator, Academic Coordinator, <u>Coordinator of Public Programs</u>, Continuing <u>Educator</u>, <u>Cooperative Extension Specialist (Advisor)</u>, Supervisor of Physical Education, Librarian.</b></p> <p><u>For appointees covered by a Collective Bargaining Agreement Memorandum of Understanding (MOU), this policy applies only to the extent provided for in the MOU.</u></p>

Notes: Updated “Continuing Education Specialist” and “Program Coordinator” titles to and “Continuing Educator” and “Coordinator of Public Programs” to reflect system-wide title changes. See Proposed PPM 230-220-80 c., on next page.

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Proposed Disposition of PPM 230-29. II – POLICIES AND PROCEDURES TO ASSURE FAIRNESS IN THE ACADEMIC PERSONNEL REVIEW PROCESS/Policy

PPM 230-29. II - Policy		PPM 230-220 - Professor Series/Recommendations and Review: General Procedures
<p><del>II. POLICY</del>  <del>The policies and procedures contained in this document apply to the following titles and series:</del>  <del>Academic Administrator series*</del>  <del>Academic Coordinator series*</del>  <del>Adjunct Professor series</del>  <del>Assistant and Associate University Librarian series</del>  <del>Clinical Professor series</del>  <del>Continuing Education Specialist series*</del>  <del>Lecturer titles **</del>  <del>Lecturer and Senior Lecturer with Potential for Security of Employment titles</del>  <del>Lecturer and Senior Lecturer with Security of Employment titles</del>  <del>Librarian series</del>  <del>Postgraduate Research</del>  <del>Professor of Clinical (e.g., Medicine) series</del>  <del>Professional Research series</del>  <del>- Research Scientist/Scholar*</del>  <del>- Project Scientist/Scholar*</del>  <del>Professor series</del>  <del>Professor in Residence series</del>  <del>Program Coordinator title*</del>  <del>Specialist series</del>  <del>Supervisor of Physical Education series</del>  <del>Supervisor of Teacher Education titles**</del>  <del>Teacher of Special Programs**</del>  <del>University Professor title</del>  <del>Acting and Visiting titles, where appropriate in —above series and titles</del>  <del>* Added to listing of applicable titles as San Diego campus policy.</del></p> <p><del>** Access to personnel records is governed by the Memorandum of Understanding between The Regents of the University of California and the University Council-American Federation of Teachers. —</del></p>	<p><b>APM 220-80. c (footnote 1)</b>  <b>1The provisions of APM - 220-80-c, 220-80-d, 220-80-e, 220-80-h, 220-80-i, 220-80-j, and 220-84-b, modified as appropriate, apply to the following series: Professor, Professor in Residence, Acting Professor, Adjunct Professor, Visiting Professor, Clinical Professor, University Professor, Professor of Clinical _____, Agronomist, Astronomer, Lecturer, Lecturer with Potential Security of Employment, Lecturer with Security of Employment, Senior Lecturer, Senior Lecturer with Potential Security of Employment, Senior Lecturer with Security of Employment, Professional Research, Specialist, Cooperative Extension Advisor, Specialist in Cooperative Extension, Supervisor of Physical Education, Librarian.</b></p>	<p><b>PPM 230-220-80. c (footnote 1)</b>  <b>1The provisions of APM - 220-80-c, 220-80-d, 220-80-e, 220-80-h, 220-80-i, 220-80-j, and 220-84-b, modified as appropriate, apply to the following series: Professor, Professor in Residence, Acting Professor, Adjunct Professor, Visiting Professor, Clinical Professor, University Professor, Professor of Clinical (e.g., Medicine), Professor of Practice, Agronomist, Astronomer, Lecturer, Lecturer with Potential Security of Employment, Lecturer with Security of Employment, Senior Lecturer, Senior Lecturer with Potential Security of Employment, Senior Lecturer with Security of Employment, Supervisor of Teacher Education, Teacher of Special Programs, <b>Professional Research</b> (Research Scientist), Project Scientist, <b>Specialist</b>, Postgraduate Research, Academic Administrator, Academic Coordinator, <u>Coordinator of Public Programs</u>, Continuing <u>Educator</u>, <b>Cooperative Extension Specialist (Advisor)</b>, Supervisor of Physical Education, Librarian.</b></p> <p><u>For appointees covered by a Collective Bargaining Agreement Memorandum of Understanding (MOU), this policy applies only to the extent provided for in the MOU.</u></p>

Notes: Updated “Continuing Education Specialist” and “Program Coordinator” titles to and “Continuing Educator” and “Coordinator of Public Programs” to reflect system-wide title changes

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Proposed Disposition of PPM 230-29. III – POLICIES AND PROCEDURES TO ASSURE FAIRNESS IN THE ACADEMIC PERSONNEL REVIEW PROCESS/References and Related Policies

Present	APM 200 - Appointment and Promotion/General	Proposed
PPM 230-29. III.A - Definitions		PPM 230-200 - Appointment and Promotion/General
<p>III. PROCEDURES</p> <p>A. Definition of Academic Personnel Review File and Other Academic Personnel Records</p> <p>1. Personnel Review File</p> <p>The Personnel Review File is that portion of an individual's academic personnel record which is maintained by the University for purposes of considering personnel actions under the relevant criteria and shall contain only material relevant to these purposes. Final administrative decisions concerning promotion, merit increase, appraisal, reappointment, nonreappointment and terminal appointment shall be based solely upon the material contained in the individual's Review File.</p>	<p><b>APM 200-30 Academic Personnel Actions – Personnel Review Files</b></p> <p>The personnel review file is that portion of the academic personnel records pertaining to an individual maintained by the University for purposes of consideration of personnel actions under the relevant criteria set forth in this Manual. An individual's personnel review file shall contain only material relevant to consideration of personnel actions under these criteria. Final administrative decisions concerning appointment, promotion, merit increase, appraisal, reappointment, non-reappointment, and terminal appointment shall be based solely upon the material contained in the individual's personnel review file.</p>	<p><b>PPM 230-200-30 Academic Personnel Actions – Personnel Review Files</b></p> <p>PPM is unnecessary; rely upon APM 200-30.</p>
Present	APM 110 – Academic Personnel Definitions	Proposed
PPM 230-29. III.A - Definitions		PPM 230-110 – Academic Personnel Definitions
	<p><b>APM 110-4. (30) Personnel Review File</b></p> <p>The personnel review file is that portion of the academic personnel records pertaining to an individual, maintained by the University for purposes of consideration of personnel actions under the relevant criteria set forth in this Manual. An individual's personnel review file shall contain only material relevant to consideration of personnel actions under these criteria. Final administrative decisions concerning personnel actions such as appointment, promotion, merit increase, appraisal, reappointment, non-reappointment, and terminal appointment shall be based solely upon the material contained in the individual's personnel review file (APM - 200-30).</p>	<p><b>PPM 230-110-4. (30) Personnel Review File</b></p> <p>PPM is unnecessary; rely upon APM 110-4. (30).</p>

Notes: Headings are non-substantive. Language in PPM 230-29. A. 1 appears nearly verbatim in APM 110-4 (30) and APM 200-30, EXCEPT that the APM includes appointment actions in the statement, "Final administrative decisions concerning appointment, promotion, merit increase, appraisal, reappointment, non-reappointment, and terminal appointment shall be based solely upon the material contained in the individual's personnel review file," whereas the PPM omits "appointment" from the list. Campus is not authorized to remove "appointment" as an action applicable to APM 110-4 (30) and APM 200-30; Aligning PPM with APM for compliance purposes.

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Proposed Disposition of PPM 230-29. III – POLICIES AND PROCEDURES TO ASSURE FAIRNESS IN THE ACADEMIC PERSONNEL REVIEW PROCESS/References and Related Policies

Present	APM 160 - Academic Personnel Records/Maintenance of, Access to, and Opportunity to Request Amendment of	Proposed
<p align="center"><b>PPM 230-29. III.A - Definitions</b></p>	<p align="center"><b>APM 160-20 - Access to Academic Personnel Records</b></p>	<p align="center"><b>PPM230-160 - Academic Personnel Records/Maintenance of, Access to, and Opportunity to Request Amendment of</b></p>
<p>The Personnel Review File contains:</p> <p>A.1.a. Confidential academic review records:</p> <p><del>(1) — A letter of evaluation or other statement pertaining to an individual received by the University with the understanding that the identity of the author of the letter will be held in confidence to the extent permissible by law.</del></p> <p><del>(2) — A letter from the chair setting forth a personal recommendation in connection with an academic personnel action.</del></p> <p><del>(3) — Reports, recommendations, and other related documents from campus and departmental ad hoc committees concerning evaluations of the individual in connection with an academic personnel action.</del></p> <p><del>(4) — Information placed in the review file by a chair that provides reference to the scholarly credentials of individuals who have submitted letters of evaluation or their relationship to the candidate.</del></p> <p>A.1.b. Non-Confidential academic review records are:</p> <p><del>(1) — A letter from the chair setting forth a departmental recommendation in connection with an academic personnel action.</del></p> <p><del>(2) — Reports, recommendations, and other related documents from administrative officers (e.g., Deans, Provosts) and standing personnel committees (e.g., CAP, AARP, PSSRP) concerning evaluation of the individual in connection with an academic personnel action.</del></p> <p><u>(3) Letters of recommendation and/or evaluation -- including those from past or present students -- that are added to the file by the candidate.</u></p>	<p><b>APM 160-20 - Access to Academic Personnel Records</b></p> <p><b>b. (1) Confidential academic review records are:</b></p> <p><b>(a) A letter of evaluation or other statement pertaining to an individual received by the University with the understanding that the identity of the author of the letter or statement will be held in confidence to the extent permissible by law.</b></p> <p><b>(b) A letter from the chairperson (or equivalent officer) setting forth a personal recommendation in connection with an academic personnel action concerning the individual, such as appointment, promotion, merit increase, appraisal, reappointment, nonreappointment, or terminal appointment.</b></p> <p><b>(c) Reports, recommendations, and other related documents from campus and departmental ad hoc committees concerning evaluations of the individual under applicable University criteria in connection with an academic personnel action, such as appointment, promotion, merit increase, appraisal, reappointment, nonreappointment, or terminal appointment.</b></p> <p><b>(d) Information placed in the review file by a department chair that provides reference to the scholarly credentials of individuals who have submitted letters of evaluation or their relationship to the candidate.</b></p> <p><b>(2) Non-confidential academic review records are:</b></p> <p><b>(a) A letter from the chairperson (or equivalent officer) setting forth a departmental recommendation in connection with an academic personnel action concerning the individual, such as appointment, promotion, merit increase, appraisal, reappointment, nonreappointment, or terminal appointment.</b></p> <p><b>(b) Reports, recommendations, and other related documents from administrative officers and standing personnel committees concerning evaluation of the individual under applicable University criteria in connection with an academic personnel action, such as appointment, promotion, merit increase, appraisal, reappointment, nonreappointment, or terminal appointment.</b></p>	<p><b>PPM 230-160-20. b</b></p> <p>PPM is unnecessary; rely upon APM 160-20. b. (1) and b(2)</p>

Notes: Headings are non-substantive. Substance of PPM 230-29. A. 1 (a) appears in APM 160-20. b (1).

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Proposed Disposition of PPM 230-29. III – POLICIES AND PROCEDURES TO ASSURE FAIRNESS IN THE ACADEMIC PERSONNEL REVIEW PROCESS/References and Related Policies

Present	APM 160 - Academic Personnel Records/Maintenance of, Access to, and Opportunity to Request Amendment of	Proposed
<p align="center"><b>PPM 230-29. III.A - Definitions</b></p>	<p align="center"><b>APM 160, Appendix B - Additional Academic Personnel Policies Pertaining to Academic Personnel Records</b></p>	<p align="center"><b>PPM230-160 - Academic Personnel Records/Maintenance of, Access to, and Opportunity to Request Amendment of</b></p>
<p><del>A.2. Other Academic Personnel Records</del>  <del>Other academic personnel records, pertaining to the individual as an employee of the University, may include the following materials:</del></p> <p><del>Miscellaneous correspondence</del>  <del>Leave records</del>  <del>Documents related to administrative appointments</del>  <del>Employment history other than that contained in the Personnel Review File</del>  <del>Retirement matters</del>  <del>Payroll matters</del>  <del>Academic Senate matters concerning the individual</del>  <del>Other similar information</del></p> <p><del>Such materials shall not be referred to or considered in connection with a recommendation or decision in a personnel action involving an individual unless they are made a part of the individual's Personnel Review File by an appropriate administrative officer.</del></p>	<p><b>APM 160, Appendix B - Additional Academic Personnel Policies Pertaining to Academic Personnel Records</b></p> <p><b>...This section defines “personnel review file and sets forth the basic principles that final administrative decisions in personnel actions shall be based solely upon the material contained in the individual’s personnel review file, and that the personnel review file shall contain only material relevant to consideration of personnel actions under applicable University criteria set forth in the Academic Personnel Manual.</b></p> <p><b>In addition to the personnel review file, other academic personnel records, pertaining to an individual as an employee of the University, may include materials such as miscellaneous correspondence, leave records, and documents related to administrative appointments, employment history, retirement, payroll, Academic Senate matters concerning the individual, and the like.</b></p> <p><b>Such materials shall not be referred to or considered in connection with a recommendation or decision in a personnel action involving an individual unless they are made part of the individual’s personnel review file by an appropriate administrative officer.</b></p>	<p><b>PPM 230-160, Appendix B - Additional Academic Personnel Policies Pertaining to Academic Personnel Records</b>  PPM is unnecessary; rely upon APM 160, Appendix B.</p>

Notes: Headings are non-substantive. Substance of PPM 230-29. A. 2 appears in APM 160, Appendix B.

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Proposed Disposition of PPM 230-29. III – POLICIES AND PROCEDURES TO ASSURE FAIRNESS IN THE ACADEMIC PERSONNEL REVIEW PROCESS/References and Related Policies

Present		Proposed
<p align="center"><b>PPM 230-29. III.B – Access by the Individual</b></p>	<p align="center"><b>APM 160 - Academic Personnel Records/Maintenance of, Access to, and Opportunity to Request Amendment of</b></p>	<p align="center"><b>PPM 230-160 - Academic Personnel Records/Maintenance of, Access to, and Opportunity to Request Amendment of</b></p>
<p><del>B. Access by the Individual to Academic Personnel Records</del></p> <p><del>1. The individual shall have access to all documents in the academic personnel records, including the individual's Personnel Review File, except those defined as confidential academic review records.</del></p> <p><del>2. When an individual requests access to confidential academic review records, the records shall be subject to redaction as follows:</del></p> <p><del>a. For a letter of evaluation or statement from an individual evaluator, redaction shall consist of the removal of name, title, organizational/institutional affiliation, and relational information contained within or below the signature block of the letter of evaluation. <u>The full text of the body of the letter is available to the candidate.</u></del></p> <p><del>b. For reports or recommendations of an ad hoc committee, redaction shall consist of the removal of the names of individual members of the committee.</del></p> <p><del>c. For information that references the scholarly credentials or relationship to the candidate of the authors of the letters of evaluation, no access shall be provided to the candidate. <u>Chairs should provide this information on the "Identification and Qualifications of External Referees" form (see PPM 230-28).</u></del></p> <p><del>NOTE: Policies and procedures regarding the maintenance of, access to, and opportunity to request amendment of Academic Personnel records are contained in PPM 230-11.</del></p>	<p><b>APM 160-20. c - Access by the Individual</b></p> <p><b>In any of the academic personnel records pertaining to an individual, including the individual's personnel review file, all documents other than confidential academic review records as defined in APM - 160-20-b (1) shall be accessible at reasonable times for inspection by the individual to whom the record pertains.</b></p> <p><b>(1) In any of the academic personnel records pertaining to an individual, including the individual's personnel review file, all documents other than confidential academic review records as defined in APM - 160-20-b (1) shall be accessible at reasonable times for inspection by the individual to whom the record pertains (including the right to receive the first copy of such material free, and subsequent copies at reasonable cost). Confidential academic review records shall be accessible, upon request, in redacted form as defined in APM - 160-20-c (4). Access to confidential information as defined in APM - 160-20-b (3) shall be in accord with legal requirements.</b></p> <p>...</p> <p><b>(4) When an individual requests access to confidential academic review records (as defined in APM - 160-20-b (1)), the records shall be subject to redaction as follows:</b></p> <ul style="list-style-type: none"> <li>• <b>For a letter of evaluation or statement from an individual evaluator, redaction shall consist of the removal of name, title, organizational/institutional affiliation, and relational information contained below the signature block of the letter of evaluation.</b></li> <li>• <b>For reports or recommendations of an ad hoc committee, redaction shall consist of the removal of the names of individual members of the committee.</b></li> <li>• <b>For information that references the scholarly credentials or relationship to the candidate of the authors of letters of evaluation, no access shall be provided to the individual.</b></li> </ul>	<p><b>PPM 160-20. c - Access by the Individual</b></p> <p>PPM is unnecessary; rely upon APM 160-20. c.</p>

Notes: Headings and last paragraph are non-substantive. Substance of PPM 230-29. B appears in APM 160-20. c.

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Proposed Disposition of PPM 230-29. III – POLICIES AND PROCEDURES TO ASSURE FAIRNESS IN THE ACADEMIC PERSONNEL REVIEW PROCESS/References and Related Policies

Present		Proposed
<p><b>PPM 230-29. III. C – Safeguards against Potential Injustice</b></p>	<p><b>APM 160 - Academic Personnel Records/Maintenance of, Access to, and Opportunity to Request Amendment of</b></p>	<p><b>PPM230-160 - Academic Personnel Records/Maintenance of, Access to, and Opportunity to Request Amendment of</b></p>
<p><del>C. Safeguards Against Potential Injustice</del>  There are several elements in the academic personnel process of the University that provide safeguards to assure that the use of confidential documents in that process does not cloak abuse, while retaining the benefits to that process from the receipt of confidential evaluations. These safeguards are:</p> <ol style="list-style-type: none"> <li><del>1. An academic personnel process in which final administrative decisions are based solely upon the Personnel Review File, which contains only documentary material relevant to consideration of personnel actions concerning the individual under applicable University criteria.</del></li> <li><del>2. A multitiered process of academic review typically involving two or three different faculty review groups (departmental faculty, campus ad hoc or standing committees, and the Committee on Academic Personnel) and review by two or three different administrators (chair, Provost, Dean, and/or Vice Chancellor Academic Affairs).</del></li> <li><del>3. Opportunity for the individual to contribute to the Personnel Review File.</del></li> <li><del>4. Opportunity for the individual to receive, upon request, a copy of all non-confidential documents and a redacted copy of all confidential academic review records in the Personnel Review File.</del></li> <li><del>5. Clearly defined grievance procedures through which individuals can have their complaints inquired into concerning allegations of failure to comply with applicable procedural requirements in the academic personnel review process or allegations of the use of impermissible criteria in the process.</del></li> </ol>	<p><b>APM 160, Appendix A - ...Procedural Safeguards Designed to Assure Fairness in the Academic Personnel Process</b>  <b>(b) There are several elements in the academic personnel process of the University which provide safeguards to assure that the use of confidential documents in that process, as described in APM - 160, does not cloak abuse. There are understandable concerns that the use of confidential evaluations may sometimes produce unjust results. ... These safeguards are:</b></p> <ol style="list-style-type: none"> <li><b>1. An academic personnel process in which, as set forth in APM - 200-30, final administrative decisions are based solely upon the personnel review file, which contains only documentary material relevant to consideration of personnel actions concerning the individual under applicable University criteria.</b></li> <li><b>2. A multi-tiered process of academic review, as set forth in APM - 220, typically involving (and in particular in cases of decisions concerning tenure) three different faculty review agencies (departmental faculty, campus ad hoc committee, and standing Committee on Academic Personnel or equivalent Committee), and two or three different administrative reviews (department chairperson, Dean or Provost, and Chancellor’s Office). ...</b></li> <li><b>3. Opportunity for the individual to receive, upon request, a redacted copy of all confidential academic review records in the personnel review file, as provided in APM - 160-20-c(1), (2) and (3).</b></li> <li><b>4. Opportunity for the individual to contribute to the personnel review file, as set forth, for example, in APM - 220-80 and 220-84.</b></li> <li><b>5. Clearly defined grievance procedures through which individuals can have their complaints inquired into concerning allegations of failure to comply with applicable procedural requirements in the academic personnel process, or allegations of the use of impermissible criteria in the process.</b></li> </ol>	<p><b>PPM 230-160, Appendix A - ...Procedural Safeguards Designed to Assure Fairness in the Academic Personnel Process</b>  PPM is unnecessary; rely upon APM 160, Appendix A.</p>

Notes: Headings are non-substantive. Substance of PPM 230-29. C appears in APM 160, Appendix A. PPM 230-29. III. C. 2 states that the process typically includes “two or three” review groups, rather than “three,” as specified in APM 160, Appendix A; however, this language is permissive and not absolute (i.e., three groups are not a requirement).

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Proposed Disposition of PPM 230-29. III – POLICIES AND PROCEDURES TO ASSURE FAIRNESS IN THE ACADEMIC PERSONNEL REVIEW PROCESS/References and Related Policies

Present	APM 220 – Professor Series	Proposed
<p data-bbox="186 188 617 215"><b>PPM 230-29. III. D – Procedural Safeguards</b></p> <p data-bbox="92 220 674 272"><del>D. Procedural Safeguards in the Academic Personnel Review Process</del></p> <p data-bbox="92 306 699 358"><del>The following are to insure fairness in the academic personnel review process:</del></p> <p data-bbox="92 393 611 420"><del>1. <b>Before Personnel Review File is Assembled:</b></del></p> <p data-bbox="92 451 707 508"><del>a. The chair or unit head (hereafter referred to as chair) notifies candidate of impending review.</del></p> <p data-bbox="92 539 716 623"><del>b. The chair makes certain the candidate is adequately informed about the entire review process and is made aware of APM 160, 210, and 220 and PPM 230 28 and 230 29.</del></p> <p data-bbox="92 654 667 711"><del>c. The chair makes certain the candidate is given an opportunity, within reasonable deadlines, to:</del></p> <p data-bbox="92 742 331 769"><del>(1) Ask questions,</del></p> <p data-bbox="92 800 615 828"><del>(2) Supply pertinent information and evidence,</del></p> <p data-bbox="92 859 663 915"><del>(3) Suggest, where relevant, names of persons to be solicited for letters of evaluation,</del></p>	<p data-bbox="737 220 1283 272"><b>APM 220-80 - Recommendations and Review: General Procedures</b></p> <p data-bbox="737 277 1358 537"><b>c. Early in the course of a personnel review, before departmental consideration of a case, the chair shall notify the candidate of the impending review and in one or more conferences with the candidate make certain that the candidate is adequately informed about the entire review process and is given the appropriate opportunity to ask questions, to supply pertinent information and evidence to be used in the review, and, where relevant, to suggest names of persons to be solicited for letters of evaluation....</b></p>	<p data-bbox="1381 220 1976 272"><b>PPM 230-220 -80 - Recommendations and Review: General Procedures</b></p> <p data-bbox="1381 277 1837 305">PPM is unnecessary; rely upon APM 220-80. c.</p>

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Proposed Disposition of PPM 230-29. III – POLICIES AND PROCEDURES TO ASSURE FAIRNESS IN THE ACADEMIC PERSONNEL REVIEW PROCESS/References and Related Policies

Present	APM 220 – Professor Series	Proposed
<p data-bbox="184 185 617 211"><b>PPM 230-29. III. D – Procedural Safeguards</b></p> <p data-bbox="92 217 711 329"><del>D.1.c.(4) Provide in writing to the chair names of persons who, for reasons set forth by the candidate, might not objectively evaluate the candidate's qualifications and performance. Such statement shall be included in the Personnel Review File.</del></p> <p data-bbox="92 363 711 505">Based upon the above, candidates occasionally have asked that the department chair, Deans, Provosts, members of the Committee on Academic Personnel, and other individuals within and outside the department be excluded from participation in their academic personnel review.</p> <p data-bbox="92 539 711 824">CAP does not consider it appropriate to honor requests to exclude particular members of CAP from participation in the review of any file. CAP members routinely exclude themselves from review of candidates at the departmental level, and to exclude them at the CAP level would essentially disenfranchise them. It would, in general, be inappropriate to exclude them from consideration of any cases involving candidates from their own or other departments because their expertise is needed by CAP. Any member of CAP can, however, on his/her own initiative, voluntarily withdraw from a review.</p> <p data-bbox="92 859 711 1144">Candidates occasionally name reviewers, inside and outside the University, who, for reasons stated in writing, might not provide an objective evaluation of the candidate's work. The department chair, in consultation with the voting members of the department, should decide whether or not to solicit letters from those named. If a named reviewer is used, the chair should explain the reasons for consulting the named individual so that the file will show not only the candidate's reasons for the exclusion, but also the reason for the department's decision to seek the opinion of the named person.</p> <p data-bbox="92 1154 113 1174">...</p>	<p data-bbox="737 217 1283 269"><b>APM 220-80 - Recommendations and Review: General Procedures</b></p> <p data-bbox="737 276 1346 444"><b>c. ...The candidate may provide in writing to the chair names of persons who, in the view of the candidate, for reasons set forth, might not objectively evaluate the candidate's qualifications or performance. Any such statement provided by the candidate shall be included in the personnel review file...</b></p>	<p data-bbox="1549 185 1837 211"><b>PPM - 220 – Professor Series</b></p> <p data-bbox="1381 217 1969 269"><b>PPM 230-220-80 - Recommendations and Review: General Procedures</b></p> <p data-bbox="1381 276 1990 444"><b>c. ...The candidate may provide in writing to the chair names of persons who, in the view of the candidate, for reasons set forth, might not objectively evaluate the candidate's qualifications or performance. Any such statement provided by the candidate shall be included in the personnel review file.</b></p> <p data-bbox="1381 479 2001 620">Based upon the above, candidates occasionally have asked that the department chair, Deans, Provosts, members of the Committee on Academic Personnel, and other individuals within and outside the department be excluded from participation in their academic personnel review.</p> <p data-bbox="1381 654 2001 940">CAP does not consider it appropriate to honor requests to exclude particular members of CAP from participation in the review of any file. CAP members routinely exclude themselves from review of candidates at the departmental level, and to exclude them at the CAP level would essentially disenfranchise them. It would, in general, be inappropriate to exclude them from consideration of any cases involving candidates from their own or other departments because their expertise is needed by CAP. Any member of CAP can, however, on his/her own initiative, voluntarily withdraw from a review.</p> <p data-bbox="1381 974 2001 1260">Candidates occasionally name reviewers, inside and outside the University, who, for reasons stated in writing, might not provide an objective evaluation of the candidate's work. The department chair, in consultation with the voting members of the department, should decide whether or not to solicit letters from those named. If a named reviewer is used, the chair should explain the reasons for consulting the named individual so that the file will show not only the candidate's reasons for the exclusion, but also the reason for the department's decision to seek the opinion of the named person.</p> <p data-bbox="1381 1269 1402 1289">...</p>

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Proposed Disposition of PPM 230-29. III – POLICIES AND PROCEDURES TO ASSURE FAIRNESS IN THE ACADEMIC PERSONNEL REVIEW PROCESS/References and Related Policies

Present	APM 220 – Professor Series	Proposed
PPM 230-29. III. D – Procedural Safeguards		PPM - 220 – Professor Series
<p><del>D.1.c.(4)...</del>                      ...On rare occasions, candidates ask that the department chair not prepare the review file. Such requests will be decided by the Vice Chancellor Academic Affairs following consultation with CAP. In those instances where someone other than the department chair is asked to prepare the review file, the department chair will participate in the review as a voting member of the department.</p> <p>Members of the candidate's department, Deans, Provosts, and members of the Committee on Academic Personnel cannot be barred from participation in the personnel process on the basis of a challenge to their objectivity. To do so would infringe on rights granted to faculty by The Regents in Standing Order 105.2(c) and rights granted to the Academic Senate by The Regents in Standing Order 105.2(d). Individuals may voluntarily withdraw from participation in the review process.</p>	<p><b>APM 220-80 - Recommendations and Review: General Procedures</b>  <b>c ...The candidate may provide in writing to the chair names of persons who, in the view of the candidate, for reasons set forth, might not objectively evaluate the candidate’s qualifications or performance. Any such statement provided by the candidate shall be included in the personnel review file.</b></p>	<p><b>PPM 230-220-80 - Recommendations and Review: General Procedures</b>  <b>c .....The candidate may provide in writing to the chair names of persons who, in the view of the candidate, for reasons set forth, might not objectively evaluate the candidate’s qualifications or performance. Any such statement provided by the candidate shall be included in the personnel review file.</b></p> <p>... On rare occasions, candidates ask that the department chair not prepare the review file. Such requests will be decided by the Vice Chancellor Academic Affairs following consultation with CAP. In instances where someone other than the department chair is asked to prepare the review file, the department chair will participate in the review as a voting member of the department.</p> <p>Members of the candidate's department, Deans, Provosts, and members of the Committee on Academic Personnel cannot be barred from participation in the personnel process on the basis of a challenge to their objectivity. To do so would infringe on rights granted to faculty by The Regents in Standing Order 105.2(c) and rights granted to the Academic Senate by The Regents in Standing Order 105.2(d). Individuals may voluntarily withdraw from participation in the review process.</p>

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Present	APM 220 – Professor Series	Proposed
<p><b>PPM 230-29. III. D – Procedural Safeguards</b></p> <p><del>D. 2. Solicitation of Letters of Evaluation</del>  <del>a. In accordance with established policy applicable to the personnel action under consideration, the chair shall solicit letters of evaluation from qualified persons, including a reasonable number of persons nominated by the candidate. All such letters received shall be included in the File; unsolicited letters that are used also shall be included in the File. <b>NOTE: All letters received shall be included in the file, including files for which the departmental recommendation is one that normally does not require outside referee letters.</b></del></p> <p><u>Normally, no more than one out of three (when three extramural letters are required for the File) or two out of five (when five extramural letters are required for the File) letters should be from referees selected solely by the candidate, but this level may be exceeded if the candidate's list includes all of the recognized experts in the field.</u></p>	<p><b>APM 220-80 - Recommendations and Review: General Procedures</b></p> <p><b>c. ...In accordance with established policy applicable to the personnel action under consideration, the chair shall solicit letters of evaluation of the candidate from qualified persons, including a reasonable number of persons nominated by the candidate. All such letters received shall be included in the file; unsolicited letters that are used shall also be included in the file.</b></p>	<p><b>PPM - 220 – Professor Series</b></p> <p><b>PPM 230-220 -80 - Recommendations and Review: General Procedures</b></p> <p>PPM is unnecessary; rely upon APM 220-80. c.</p>

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<p data-bbox="184 190 619 214"><b>PPM 230-29. III. D – Procedural Safeguards</b></p> <p data-bbox="92 219 711 332"><del>D. 2.b. In soliciting or receiving unsolicited letters of evaluation, the chair should include, attach or send a statement regarding the confidentiality of such letters. This statement must include the following (or its equivalent):</del></p> <p data-bbox="92 365 711 828"><del>"Under University of California policy, the identity of authors of letters of evaluation which are included in the personnel review file will be held in confidence. A candidate may, upon request, be provided access to such letters in redacted form. Redaction is defined as the removal of identifying information (including name, title, institutional affiliation, and relationship to the candidate) contained either at the top of the letterhead or within or below the signature block of the letter of evaluation. The full text of your letter, therefore, will be provided to the candidate if so requested. Thus, if you provide any information that tends to identify you in the body of the letter, that information may become available to the candidate. You may provide a brief statement regarding your relationship to the candidate at the end of your letter but below the signature block. This statement will be subject to redaction and will not be made available to the candidate.</del></p> <p data-bbox="92 860 711 1031"><del>Although we cannot guarantee that at some future time a court or governmental agency will not require disclosure of the source of confidential evaluations in University of California personnel files, we can assure you that the University will endeavor to protect the identity of authors of letters of evaluation to the fullest extent allowable under the law."</del></p>	<p data-bbox="741 219 1276 272"><b>APM 220-80 - Recommendations and Review: General Procedures</b></p> <p data-bbox="741 277 1360 418"><b>c. ...In soliciting or receiving unsolicited letters of evaluation, the chair should include, attach or send a statement regarding the confidentiality of such letters. The Provost and Senior Vice President—Academic Affairs shall issue guidelines for the contents of statements.</b></p>	<p data-bbox="1549 190 1839 214"><b>PPM - 220 – Professor Series</b></p> <p data-bbox="1381 219 1969 272"><b>PPM 230-220-80 - Recommendations and Review: General Procedures</b></p> <p data-bbox="1381 277 2011 391"><b>c. ...In soliciting or receiving unsolicited letters of evaluation, the chair should include, attach or send a statement regarding the confidentiality of such letters.</b> This statement must include the following (or its equivalent):</p> <p data-bbox="1381 423 2011 711">"Although a candidate may request to see the contents of letters of evaluation, your identity will be held in confidence. The material made available will exclude the letterhead, the signature block, and material below the signature block. Therefore, material that would identify you, particularly information about your relationship to the candidate, should be placed below the signature block. In any legal proceeding or other situation in which the source of confidential information is sought, the University does its utmost to protect the identity of such sources."</p>

Notes: Substance of deleted text appears in APM 220-80. c. Confidentiality statement replaced with updated language from APS website. (<https://academicaffairs.ucsd.edu/aps/advance-train/forms.html#Reviews>).

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Proposed Disposition of PPM 230-29. III – POLICIES AND PROCEDURES TO ASSURE FAIRNESS IN THE ACADEMIC PERSONNEL REVIEW PROCESS/References and Related Policies

Present	APM 220 – Professor Series	Proposed
<p><b>PPM 230-29. III. D – Procedural Safeguards</b></p> <p><del>D. 3. Before Departmental Recommendation is Determined</del></p> <p><del>a. The chair shall provide the candidate the opportunity to inspect all documents in the Personnel Review File other than confidential academic review records.</del></p> <p><del>b. The chair shall provide to the candidate, upon request, a redacted copy of the confidential academic review records in the File.</del></p> <p><del>c. Within seven days of receiving redacted copies, the candidate may submit for inclusion in the Personnel Review File a written statement in response to or commenting upon material in the File. The candidate's response must be made available to the faculty prior to the meeting at which the departmental recommendation is determined.</del></p> <p><del>d. The candidate's signature on Certification A (Exhibit A) certifies that these procedures have been followed. Certification A should be signed and dated on the date this action occurs and must be included in each Personnel Review File.</del></p> <p><del>D. 4. During Departmental Review</del></p> <p><del>a. The chair has an obligation to consider the interests of both the candidate and the University, and to see to it that the departmental review is fair to the candidate and rigorous in maintaining University standards.</del></p> <p><del>b. The chair has the responsibility of making the complete Review File available for inspection by the voting members of the department before the departmental vote is taken. Copies of the files or portions thereof should not be distributed to members of the faculty.</del></p> <p>"Complete Review File" refers to the review file prepared for the proposed personnel action and generally does not include previous review files or other material which are not relevant for the proposed personnel action. The department or the candidate can, of course, make material in a previous review file a part of the current file.</p>	<p><b>APM 220-80 Recommendations and Review: General Procedures</b></p> <p><b>c. ...The chair has an obligation to consider the interests of both the candidate and the University, and to see to it that the departmental review is fair to the candidate and rigorous in maintaining University standards.</b></p> <p><b>d. Before the departmental recommendation is determined, the chair shall provide the candidate the opportunity to inspect all documents in the personnel review file other than confidential academic review records (as defined in APM - 16020-b (1)), and shall provide to the candidate upon request a redacted copy (as defined in APM - 160-20-c(4)) of the confidential academic review records in the file. The candidate may submit for inclusion in the personnel review file a written statement in response to or commenting upon material in the file.</b></p>	<p><b>PPM 230-220 -80 c.- Recommendations and Review: General Procedures</b></p> <p>PPM is unnecessary; rely upon APM 220-80. c.</p> <p><b>PPM 230-220 -80 d.- Recommendations and Review: General Procedures</b></p> <p><b>d. Before the departmental recommendation is determined, the chair shall provide the candidate the opportunity to inspect all documents in the personnel review file other than confidential academic review records (as defined in APM – 160-20-b (1)), and shall provide to the candidate upon request a redacted copy (as defined in APM - 160-20-c (4)) of the confidential academic review records in the file. Within seven days of receiving redacted copies, the candidate may submit for inclusion in the personnel review file a written statement in response to or commenting upon material in the file.</b> The candidate's response must be made available to the faculty prior to the meeting at which the departmental recommendation is determined. The candidate's signature on Certification A (Exhibit A) certifies that these procedures have been followed. Certification A should be signed and dated on the date this action occurs and must be included in each Personnel Review File.</p> <p>The chair has the responsibility of making the complete Review File available for inspection by the voting members of the department before the departmental vote is taken. Copies of the files or portions thereof should not be distributed to members of the faculty.</p> <p>"Complete Review File" refers to the review file prepared for the proposed personnel action and generally does not include previous review files or other material which are not relevant for the proposed personnel action. The department or the candidate can, of course, make material in a previous review file a part of the current file.</p>

Notes: Headings are non-substantive. Substance of deleted text in PPM 230-29.III.D.3 appears in APM 220-80. d. Substance of deleted text in PPM 230-29.III.D.4.a appears in APM 220-80. c.

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Proposed Disposition of PPM 230-29. III – POLICIES AND PROCEDURES TO ASSURE FAIRNESS IN THE ACADEMIC PERSONNEL REVIEW PROCESS/References and Related Policies

Present	APM 220 – Professor Series	Proposed
PPM 230-29. III. D – Procedural Safeguards		PPM - 220 – Professor Series
<p><b>PPM 230-29.III. D.4</b>  <del>c. The department shall adopt procedures under which the letter setting forth the departmental recommendation, before being forwarded for academic and administrative review, shall be available for inspection by all those members of the department eligible to vote on the matter or, where applicable, by a designated committee or group of such members. The operating word is inspection, not approval; dissenting faculty may add dissenting letters into the File. Dissenting letters are considered non-confidential and will be available to the candidate.</del></p>	<p><b>APM 220-80 Recommendations and Review: General Procedures</b>  <b>e. ...The department shall adopt procedures under which the letter setting forth the departmental recommendation shall be available, before being forwarded, for inspection by all those members of the department eligible to vote on the matter or by a designated committee or other group of such members.</b></p>	<p><b>PPM 230-220-80 Recommendations and Review: General Procedures</b>  <b>e. ...The department shall adopt procedures under which the letter setting forth the departmental recommendation shall be available, before being forwarded, for inspection by all those members of the department eligible to vote on the matter or by a designated committee or other group of such members. The operating word is inspection, not approval; dissenting faculty may add dissenting letters into the File. Dissenting letters are considered non-confidential and will be available to the candidate.</b></p>

Notes: Substance of deleted text in PPM 230-29.III.D.4.c appears in APM 220-80. e.

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Proposed Disposition of PPM 230-29. III – POLICIES AND PROCEDURES TO ASSURE FAIRNESS IN THE ACADEMIC PERSONNEL REVIEW PROCESS/References and Related Policies

Present	APM 220 – Professor Series	Proposed
<p><b>PPM 230-29. III. D – Procedural Safeguards</b></p>		<p><b>PPM - 220 – Professor Series</b></p>
<p><b>PPM 230-29.III. D.4</b>  <del>d. The departmental recommendation is made in accordance with the procedural regulations of the Academic Senate and established governance practices of the department. The chair initiates a personnel action by addressing a letter setting forth the departmental recommendation. This departmental letter shall discuss the proposed personnel action in light of applicable University criteria, and shall be accompanied by supporting evidence. The chair shall report the nature and extent of consultation on the matter within the department, including any vote taken, and present any significant evidence and differences of opinion which would support a contrary recommendation. The chair should ensure that individuals who have provided confidential letters of evaluation are not identified in the departmental letter except by code.</del></p> <p>e. The chair, in a separate letter, may make an independent evaluation and recommendation which may differ from the departmental recommendation. This letter should be shown to all voting members of the department, and will be accessible to the candidate, upon request, in redacted form.</p>	<p><b>APM 220-80 Recommendations and Review: General Procedures</b>  <b>e. The departmental recommendation is made in accordance with the procedural regulations of the Academic Senate and established governance practices of the department. The chair initiates a personnel action for an appointment, promotion, merit increase, appraisal, reappointment, non-reappointment, or terminal appointment by addressing a letter setting forth the departmental recommendation to the Chancellor (or to the Dean, Provost, or Vice Chancellor, according to the applicable campus procedure). This departmental letter shall discuss the proposed personnel action in the light of the criteria set forth in APM - 220-10, and shall be accompanied by supporting evidence. The chair shall report the nature and extent of consultation on the matter within the department (including any vote taken) and present any significant evidence and differences of opinion which would support a contrary recommendation. The chair should ensure that individuals who have provided confidential letters of evaluation are not identified in the departmental letter except by code...</b>  <b>...Pursuant to campus procedures, the chair may also, in a separate letter, make an independent evaluation and recommendation, which may differ from the departmental recommendation.</b></p>	<p><b>PPM 230-220-80 Recommendations and Review: General Procedures</b>  <b>e. The departmental recommendation is made in accordance with the procedural regulations of the Academic Senate and established governance practices of the department. The chair initiates a personnel action for an appointment, promotion, merit increase, appraisal, reappointment, non-reappointment, or terminal appointment by addressing a letter setting forth the departmental recommendation to the Chancellor (or to the Dean, Provost, or Vice Chancellor, according to the applicable campus procedure). This departmental letter shall discuss the proposed personnel action in the light of the criteria set forth in APM - 220-10, and shall be accompanied by supporting evidence. The chair shall report the nature and extent of consultation on the matter within the department (including any vote taken) and present any significant evidence and differences of opinion which would support a contrary recommendation. The chair should ensure that individuals who have provided confidential letters of evaluation are not identified in the departmental letter except by code...</b>  <b>...Pursuant to campus procedures, the chair may also, in a separate letter, make an independent evaluation and recommendation, which may differ from the departmental recommendation. This letter should be shown to all voting members of the department, and will be accessible to the candidate, upon request, in redacted form.</b></p>

Notes: Substance of deleted text in PPM 230-29.III.D.4.d and PPM 230-29.III.D.4.e appears in APM 220-80. e.

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Proposed Disposition of PPM 230-29. III – POLICIES AND PROCEDURES TO ASSURE FAIRNESS IN THE ACADEMIC PERSONNEL REVIEW PROCESS/References and Related Policies

Present	APM 220 – Professor Series	Proposed
PPM 230-29. III. D – Procedural Safeguards		PPM - 220 – Professor Series
<p><b>PPM 230-29.III. D.5</b>  <del>5. After Departmental Recommendation is Determined</del></p> <p><del>Before or at the time of forwarding the departmental recommendation letter and the Personnel Review File, the candidate has the following rights.</del></p> <p><del>a. The candidate shall be informed of the following:</del></p> <p><del>(1) The departmental recommendation.</del></p> <p><del>(2) The substance of the departmental evaluations under each of the University criteria.</del></p> <p><del>b. Upon request, the chair shall provide to the candidate a copy of the letter setting forth the departmental recommendation.</del></p>	<p><b>APM 220-80 Recommendations and Review: General Procedures</b></p> <p><b>e. Before or at the time of forwarding the departmental letter and the personnel review file, the candidate shall be informed orally or, upon request, in writing of the departmental recommendation and of the substance of departmental evaluations under each of the applicable University criteria (teaching, research and creative work, professional competence and activity, and University and public service). If the chair provides this information to the candidate in writing, a copy of the written statement is to be included in the personnel review file. Upon request, the chair shall provide to the candidate a copy of the letter setting forth the departmental recommendation....</b></p>	<p><b>PPM 230-220 -80 - Recommendations and Review: General Procedures</b></p> <p>PPM is unnecessary; rely upon APM 220-80. e.</p>

Notes: Heading is non-substantive. Substance of deleted text in PPM 230-29.III.D.5.a and PPM 230-29.III.D.4.b appears in APM 220-80. e.

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Proposed Disposition of PPM 230-29. III – POLICIES AND PROCEDURES TO ASSURE FAIRNESS IN THE ACADEMIC PERSONNEL REVIEW PROCESS/References and Related Policies

Present	APM 220 – Professor Series	Proposed
<p align="center"><b>PPM 230-29. III. D – Procedural Safeguards</b></p>		<p align="center"><b>PPM - 220 – Professor Series</b></p>
<p><b>PPM 230-29.III. D.5</b>  <del>5. c. The candidate has the right to make a written comment on the departmental recommendation. If the candidate makes a written comment, it shall be submitted to the chair within seven days of the candidate being informed of the departmental recommendation and shall become a part of the Personnel Review File.</del></p> <p>d. The candidate's signature on Certification B (Exhibit B) certifies that these procedures have been followed. Certification B should be signed and dated on the date this action occurs and must be included in each Personnel Review File.</p>	<p><b>APM 220-80 Recommendations and Review: General Procedures</b>  e. ... Before or at the time of forwarding the departmental letter and the personnel review file, the candidate shall be informed orally or, upon request, in writing of the departmental recommendation and of the substance of departmental evaluations under each of the applicable University criteria (teaching, research and creative work, professional competence and activity, and University and public service). If the chair provides this information to the candidate in writing, a copy of the written statement is to be included in the personnel review file. Upon request, the chair shall provide to the candidate a copy of the letter setting forth the departmental recommendation. As stated above, the identities of persons who were the sources of confidential documents are not to be disclosed in this letter. The candidate has the right to make a written comment on the departmental recommendation. The candidate should in such a case request a written statement from the chair as described above, and the candidate's comment shall be transmitted, at the option of the candidate, either to the chair, Dean, or Provost. This should be done within a time limit prescribed by the Chancellor. This written comment shall become part of the personnel review file as the review proceeds.</p>	<p><b>PPM 230-220 -80 - Recommendations and Review: General Procedures</b>  e. ... Before or at the time of forwarding the departmental letter and the personnel review file, the candidate shall be informed orally or, upon request, in writing of the departmental recommendation and of the substance of departmental evaluations under each of the applicable University criteria (teaching, research and creative work, professional competence and activity, and University and public service). If the chair provides this information to the candidate in writing, a copy of the written statement is to be included in the personnel review file. Upon request, the chair shall provide to the candidate a copy of the letter setting forth the departmental recommendation. As stated above, the identities of persons who were the sources of confidential documents are not to be disclosed in this letter. The candidate has the right to make a written comment on the departmental recommendation within seven days. The candidate should in such a case request a written statement from the chair as described above, and the candidate's comment shall be transmitted, at the option of the candidate, either to the chair, Dean, or Provost. This should be done within a time limit prescribed by the Chancellor. This written comment shall become part of the personnel review file as <b>the review proceeds</b>. The candidate's signature on Certification B (Exhibit B) certifies that these procedures have been followed. Certification B should be signed and dated on the date this action occurs and must be included in each Personnel Review File.</p>

Notes: Substance of deleted text in PPM 230-29.III.D.5.c appears in APM 220-80. e.

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Proposed Disposition of PPM 230-29. III – POLICIES AND PROCEDURES TO ASSURE FAIRNESS IN THE ACADEMIC PERSONNEL REVIEW PROCESS/References and Related Policies

Present	APM 220 – Professor Series	Proposed
<b>PPM 230-29. III. D – Procedural Safeguards</b>		<b>PPM - 220 – Professor Series</b>
<p><b>PPM 230-29.III. D. 6</b>  <del>6. During Academic Senate or Administrative Review of a Departmental Recommendation</del></p> <p><del>a. Any additional information or material requested by reviewers must be solicited from the chair through the Office of the Vice Chancellor-- Academic Affairs or the applicable Dean/Director in cases where the Dean/Director is the approving authority.</del></p> <p><del>b. Such new material shall be added to the Personnel Review File and the department shall be given the opportunity to comment on the new material.</del></p> <p><del>c. The candidate shall be informed by the chair of the new material which has been added to the Personnel Review File, without disclosing the identities of sources of confidential academic review records, and may be provided access to the new material in accord with APM 220-80-d.</del></p> <p><del>d. The candidate shall be provided the opportunity to make a written statement for inclusion in the Personnel Review File.—The candidate's statement should be received by the department within seven days of the candidate being informed of the new material. The candidate's statement will become part of the File as augmented.</del></p> <p><del>e.—The candidate's signature on Certification C (Exhibit C) certifies that these procedures have been followed.</del></p>	<p><b>APM 220-80 Recommendations and Review: General Procedures</b>  <b>h. If, during Academic Senate or administrative review of a departmental recommendation, the personnel review file is found to be incomplete or inadequate, additional information shall be solicited through the Chancellor's Office. Such new material shall be added to the personnel review file, and the department shall be invited to comment on the new material. The candidate shall be informed by the chair of the new material which has been added to the personnel review file (without disclosing the identities of sources of confidential academic review records), and may be provided access to the new material in accord with APM - 220-80-d. The candidate shall be provided the opportunity to make a written statement for inclusion in the personnel review file. The review shall then be based upon the personnel review file as augmented.</b></p>	<p><b>PPM 230-220 -80 - Recommendations and Review: General Procedures</b>  <b>h. If, during Academic Senate or administrative review of a departmental recommendation, the personnel review file is found to be incomplete or inadequate, additional information shall be solicited from the chair through the Office of the Vice Chancellor-- Academic Affairs or the applicable Dean/Director in cases where the Dean/Director is the approving authority. Such new material shall be added to the personnel review file, and the department shall be invited to comment on the new material. The candidate shall be informed by the chair of the new material which has been added to the personnel review file (without disclosing the identities of sources of confidential academic review records), and may be provided access to the new material in accord with APM - 220-80-d. The candidate shall be provided the opportunity to make a written statement for inclusion in the personnel review file. —The candidate's statement should be received by the department within seven days of the candidate being informed of the new material. The candidate's signature on Certification C (Exhibit C) certifies that these procedures have been followed. <b>The review shall then be based upon the personnel review file as augmented.</b></b></p>

Notes: Heading is non-substantive. Substance of deleted text in PPM 230-29.III.D.6 appears in APM 220-80. h.

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Proposed Disposition of PPM 230-29. III – POLICIES AND PROCEDURES TO ASSURE FAIRNESS IN THE ACADEMIC PERSONNEL REVIEW PROCESS/References and Related Policies

Present	APM 220 – Professor Series	Proposed
PPM 230-29. III. D – Procedural Safeguards		PPM - 220 – Professor Series
<p><b>PPM 230-29.III. D. 7</b>  <del>7. If there is a tentative decision by the administrative authority that is contrary to the recommendation of the department or of reviewers, the Vice Chancellor Academic Affairs (or applicable dean, where appropriate) shall notify the candidate, chair or applicable reviewers of the preliminary decision and the reasons for it. The chair or applicable reviewers will have an opportunity to accept the preliminary decision or to respond to it, within fourteen days, before a final decision is made. If additional information is furnished, appropriate reviewers will be given an opportunity to comment on the augmented file. If the candidate chooses to comment, such comments should be received by the department chair within seven days from the date the candidate was informed of the preliminary decision. Any response to the preliminary decision and/or submission of additional material must be accompanied by a signed and dated Certification C.</del></p>	<p><b>APM 220-80 Recommendations and Review: General Procedures</b>  <b>j. If the Academic Vice Chancellor’s (or designee’s) preliminary assessment in a case of appointment, reappointment, formal appraisal, non-reappointment, or promotion is contrary to the recommendation of the department, Dean or Provost (or comparable officer), or the Committee on Academic Personnel, the Academic Vice Chancellor shall notify the Dean or Provost and the Committee on Academic Personnel, indicating the reasons and asking for any further information which might support a different decision. When additional information is furnished, the Dean or Provost and the Committee on Academic Personnel will be given opportunity to comment on the augmented file before the Chancellor makes the final decision.</b></p>	<p><b>PPM 230-220 -80 - Recommendations and Review: General Procedures</b>  <b>j. If the Administrative Authority’s preliminary assessment is contrary to the recommendation of the department, or of reviewers, the Vice Chancellor Academic Affairs (or applicable dean, where appropriate) shall notify the candidate, chair or applicable reviewers, indicating the reasons and asking for any further information which might support a different decision.</b> The chair or applicable reviewers will have an opportunity to accept the preliminary decision or to respond to it, within fourteen days, before a final decision is made. <b>When additional information is furnished, appropriate reviewers will be given opportunity to comment on the augmented file before a final decision is made.</b> If the candidate chooses to comment, such comments should be received by the department chair within seven days from the date the candidate was informed of the preliminary decision. Any response to the preliminary decision and/or submission of additional material must be accompanied by a signed and dated Certification C.</p>

Notes: Substance of deleted text in PPM 230-29.III.D.7 appears in APM 220-80. j.

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Proposed Disposition of PPM 230-29. III – POLICIES AND PROCEDURES TO ASSURE FAIRNESS IN THE ACADEMIC PERSONNEL REVIEW PROCESS/References and Related Policies

Present	APM 220 – Professor Series	Proposed
PPM 230-29. III. D – Procedural Safeguards		PPM - 220 – Professor Series
<p><b>PPM 230-29.III. D. 8</b>  <del>8. After the final administrative decision has been communicated to the candidate, the candidate shall have the right, upon written request, to receive from the Vice Chancellor Academic Affairs, or other designated administrative officer, a written statement of the reasons for that decision, including a copy of non-confidential documents and a redacted copy of the confidential academic review records.</del></p>	<p><b>APM 220-80 Recommendations and Review: General Procedures</b>  <b>i. After the final administrative decision has been communicated to the candidate, the candidate shall have the right, upon written request, to receive from the Chancellor, or other designated administrative officer, a written statement of the reasons for that decision, including a copy of non-confidential documents and a redacted copy of the confidential academic review records (as defined in APM - 160-20-b (1)) in the personnel review file.</b></p>	<p><b>PPM 230-220 -80 - Recommendations and Review: General Procedures</b>                      PPM is unnecessary; rely upon APM 220-80. j.</p>

Notes: Substance of deleted text in PPM 230-29.III.D.8 appears in APM 220-80. j.

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Proposed Disposition of PPM 230-29. III – POLICIES AND PROCEDURES TO ASSURE FAIRNESS IN THE ACADEMIC PERSONNEL REVIEW PROCESS/References and Related Policies

Present	APM 220 – Professor Series	Proposed
<p><b>PPM 230-29. III.E – Additional Safeguards</b></p> <p><del>E. Additional Safeguards in the Academic Personnel Process for Assistant Professors, Assistant Professors In Residence, Assistant Adjunct Professors, Assistant Professor of Clinical _____, Assistant Supervisors of Physical Education, and Assistant Research Scientists/Scholars</del></p> <p><del>1. A proposal not to reappoint an Assistant Professor/Supervisor/Research Scientist/Scholar may originate with the department chair as a result of departmental review during consideration of reappointment. Also, during a formal appraisal of an Assistant Professor/Supervisor/Research Scientist/Scholar, a department may recommend that a candidate be notified of a terminal appointment. In either event, the case shall be reviewed in accordance with policies outlined in APM Sections 220-82, 220-83, and 220-84; PPM 230-28; and PPM 230-29....</del></p>	<p><b>APM 220-84- Recommendations and Review: Procedure for Non-Reappointment of an Assistant Professor</b></p> <p><b>The general rules of APM - 220-80 apply here. In addition:</b></p> <p><b>a. A proposal not to reappoint an Assistant Professor may originate with the department chair as a result of departmental review during consideration of reappointment. In this event, the case shall be reviewed in accordance with the provisions of APM-220-82.</b></p>	<p><b>PPM - 220 – Professor Series</b></p> <p><b>PPM 230-220 -84 - Recommendations and Review: Procedure for Non-Reappointment of an Assistant Professor</b></p> <p><b>The general rules of APM - 220-80 apply here. In addition:</b></p> <p><b>a. A proposal not to reappoint an Assistant Professor may originate with the department chair as a result of departmental review during consideration of reappointment</b> Also, during a formal appraisal of an Assistant Professor/Supervisor/Research Scientist/Scholar, a department may recommend that a candidate be notified of a terminal appointment.  <b>In either event, the case shall be reviewed in accordance with the provisions of APM Sections 220-82, 220-83, and 220-84.</b></p>

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Proposed Disposition of PPM 230-29. III – POLICIES AND PROCEDURES TO ASSURE FAIRNESS IN THE ACADEMIC PERSONNEL REVIEW PROCESS/References and Related Policies

Present PPM 230-29. III.E – Additional Safeguards	APM 220 – Professor Series	Proposed PPM - 220 – Professor Series
<p><del>2. If, during review of a departmental recommendation in favor of reappointment or promotion or during a positive departmental appraisal of an Assistant Professor, Assistant Supervisor, or Assistant Research Scientist/Scholar, there is a recommendation to make a terminal appointment or not to reappoint by a Dean, Provost, campus ad hoc review committee, and/or the Committee on Academic Personnel; and if the Vice Chancellor Academic Affairs or other designated administrative officer's tentative decision is to make a terminal appointment or not to reappoint; then, before the final decision is made:</del></p> <p><del>a. The candidate and the chair shall be notified of this in writing (including a statement of reasons) by the Vice Chancellor Academic Affairs (or applicable dean, where appropriate).</del></p> <p><del>b. The candidate also shall be notified of the opportunity to request access to records placed in the personnel review file subsequent to the department review. The candidate may request this information by writing to the Vice Chancellor Academic Affairs, within seven days of receipt of the tentative decision. When the candidate is provided with copies of the records, the department chair also shall be provided with copies of the extra departmental records.</del></p> <p><del>c. The candidate and the chair, after appropriate consultation within the department, shall then have the opportunity to respond within fourteen days and to provide additional information and documentation. The candidate may provide to the chair, within seven days of being informed of the preliminary decision (or within seven days of receipt of the extra- departmental records as outlined in b.), any comments or additional information he/she wishes to have added to the file. The departmental response and/or submission of additional material must be accompanied by a signed and dated Certification C.</del></p> <p><del>d. The Personnel Review File, as augmented by the new material, shall then be considered in stages of the review process as designated by the Vice Chancellor Academic Affairs and the Committee on Academic Personnel before a final decision is reached by the Vice Chancellor Academic Affairs.</del></p>	<p><b>APM 220-84- Recommendations and Review: Procedure for Non-Reappointment of an Assistant Professor</b></p> <p><b>The general rules of APM - 220-80 apply here. In addition:</b></p> <p><b>...b. During a review of a formal appraisal, or consideration of reappointment or promotion of an Assistant Professor (or other appointee of equivalent rank), if the Academic Vice Chancellor's (or designee's) preliminary assessment is to make a terminal appointment, is not to reappoint or promote, or is contrary to the departmental shall be notified of this in writing by the Academic Vice Chancellor. The candidate also shall be notified of the opportunity to request access to the records placed in the personnel review file subsequent to the departmental review in accordance with APM - 160-20-c. When the candidate is provided copies of such records, the department chair also shall be provided with copies of the extradepartmental records. The candidate and the chair, after appropriate consultation within the department, shall then have the opportunity to respond in writing and to provide additional information and documentation. The candidate may respond either through the department chair or directly to the Academic Vice Chancellor. The personnel review file, as augmented by the added material, shall then be considered in any stage of the review process as designated by the Academic Vice Chancellor before a final decision by the Chancellor is reached. The Chancellor's final decision to make a terminal appointment, or not to reappoint or promote, shall not be made without the appropriate preliminary assessment notification process and opportunity to respond being provided to the candidate as specified herein.</b></p>	<p><b>PPM 230-220 -84 - Recommendations and Review: Procedure for Non-Reappointment of an Assistant Professor</b></p> <p><b>...b. During a review of a formal appraisal, or consideration of reappointment or promotion of an Assistant Professor (or other appointee of equivalent rank), , there is a recommendation to make a terminal appointment or not to reappoint by a Dean, Provost, campus ad hoc review committee, and/or the Committee on Academic Personnel; and if the Academic Vice Chancellor's (or designee's) preliminary assessment is to make a terminal appointment, is not to reappoint or promote, or is contrary to the departmental shall be notified of this in writing (including a statement of reasons) by the Academic Vice Chancellor (or applicable dean, where appropriate). The candidate also shall be notified of the opportunity to request access to the records placed in the personnel review file subsequent to the departmental review in accordance with APM - 160-20-c. When the candidate is provided copies of such records, the department chair also shall be provided with copies of the extradepartmental records. The candidate and the chair, after appropriate consultation within the department, shall then have the opportunity to respond in writing within fourteen days and to provide additional information and documentation. The candidate may respond either through the department chair or directly to the Academic Vice Chancellor within seven days of being informed of the preliminary decision (or within seven days of receipt of the extra- departmental records as outlined above). The personnel review file, as augmented by the added material, shall then be considered in any stage of the review process as designated by the Academic Vice Chancellor before a final decision by the Chancellor is reached. The departmental response and/or submission of additional material must be accompanied by a signed and dated Certification C. The Chancellor's final decision to make a terminal appointment, or not to reappoint or promote, shall not be made without the appropriate preliminary assessment notification process and opportunity to respond being provided to the candidate as specified herein.</b></p>

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Proposed Disposition of PPM 230-29. III – POLICIES AND PROCEDURES TO ASSURE FAIRNESS IN THE ACADEMIC PERSONNEL REVIEW PROCESS/References and Related Policies

Notes: Substance of deleted text appears in APM 220-84.b, which is incorporated into other series by reference (See APM 270-80, APM 275-80, APM 280-80, APM 300-80 and APM 310-80)..

Present	APM 220 – Professor Series	Proposed
PPM 230-29. III. F Certifications		PPM - 220 – Professor Series
<p><u>1. Certification A</u>  <u>At the beginning of the review process, which should be no later than October 15, the chair informs the candidate of the nature and process of the impending review and of the candidate's rights to provide information for the review. The candidate certifies that he/she had the opportunity to update the bibliography and Annual Supplement to the Bio Bibliography, to inspect teaching evaluations and other non confidential material in the Review File, to receive, upon request, a redacted copy of the confidential academic review records in the File, and to submit for inclusion in the File a written statement in response to or commenting on the File. The candidate's signature on Certification A (Exhibit A) certifies that these procedures have been followed prior to determination of the departmental recommendation. Certification A should be signed and dated on the date this action occurs, and must be included in the Review File.</u></p> <p><u>2. Certification B</u>  <u>After the department has determined its recommendation, the candidate shall be informed orally or, upon request, in writing, of the results of the departmental recommendation. If the chair provides this information in writing, a copy of the written statement shall be included in the File. Upon request, the chair shall provide to the candidate a copy of the letter setting forth the departmental recommendation. The candidate's signature on Certification B (Exhibit B) certifies that these procedures have been followed. Certification B should be signed and dated on the date this action occurs and must be included in the Review File.</u></p> <p><u>3. Certification C</u>  <u>The candidate's signature on Certification C (Exhibit C) should be obtained whenever new material is added to the File after the File has been forwarded to Academic Personnel. If it is not possible to obtain the candidate's signature, this should be noted on Certification C by the chair.</u></p> <p><del>NOTE: APM 158, 160, 210, and 220, revised effective August 1, 1992, eliminate the use of Waivers in the academic personnel review process.</del></p>		

Notes: Last sentence is non-substantive.

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Proposed Disposition of PPM 230-29. III – POLICIES AND PROCEDURES TO ASSURE FAIRNESS IN THE ACADEMIC PERSONNEL REVIEW PROCESS/References and Related Policies

Present	APM 220 – Professor Series	Proposed
PPM 230-29. III. G - Miscellaneous		PPM - 220 – Professor Series
<p>1. Procedures outlined in this policy apply only to candidates who are currently University of California employees. They do not apply to candidates proposed for appointment who are not currently University of California employees. However, the general principles of fairness in the review process should be accorded to prospective new appointees to whatever degree is feasible.</p> <p>2. <u>If an appointee is on leave during a review process, the procedures should be followed as closely as possible by mail. Since candidates and chairs know in advance when an individual is going to take leave, they should complete as much of the Review File as possible prior to the individual's leave. If it is impossible to complete all steps of the procedures outlined in this policy prior to leave or by mail, the Review File should go forward and the steps completed without consultation with the candidate should be noted in the File. Upon the candidate's return to campus, the chair should inform the individual of the status of his/her Review File.</u></p> <p>3. <u>When a candidate holds a joint appointment (an appointment in more than one department), one department should take responsibility for assembling the File in compliance with these policies and procedures. In the case where an individual holds an appointment in a salaried instructional title and salaried research title in two different departments, the department where the teaching title is held should assemble the File. In the case of a non salaried and salaried appointment in different departments, the department where the salaried appointment is held should assemble the File. If there is no obvious determination by teaching or salaried status of the candidate, the chairs of the departments should meet and determine which department will assume responsibility for assembling the File. The chair preparing the File should ask the other chair for input into the File as appropriate to the situation. For example, if a candidate holds a salaried appointment of 50% in Department X and 50% in Department Y, both departments have the right to vote on the case and provide their respective departmental letter of evaluation for the File; one of the chairs should take the lead in initiating the action....</u></p>		

Notes: Deleted text has been removed for compliance with APM 220.

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Proposed Disposition of PPM 230-29. III – POLICIES AND PROCEDURES TO ASSURE FAIRNESS IN THE ACADEMIC PERSONNEL REVIEW PROCESS/References and Related Policies

Present	APM 220 – Professor Series	Proposed
<p align="center"><b>PPM 230-29. III. G - Miscellaneous</b></p> <p><b>PPM 230-29. III. G.3</b>  <u>...Another type of joint appointment might involve a salaried appointee who holds a non salaried appointment in another department. Both departments have the right to vote on the case and provide their respective input. The department where the candidate holds a non salaried appointment may choose to have its input reflected by having the chair sign the Summary and letter of evaluation prepared by the department in which the candidate holds a salaried appointment. If there are questions, please contact Academic Personnel.</u></p> <p><u>In cases where candidates have a major teaching obligation in an interdisciplinary program, the department chair shall contact the Program Coordinator to evaluate the teaching and service contributions of the candidate to the interdisciplinary program. In tenure and promotion cases of faculty associated with programs where the candidate's research falls into the interdisciplinary area, the chair shall solicit from the Coordinator suggestions of appropriate external referees. The final choice of referees, however, remains within the purview of the department.</u></p> <p>4. In the case of department chairs and program directors, the Administration shall appoint an appropriate individual or committee to prepare the File. The policies contained in this document apply for such review.</p> <p><u>5. If a candidate refuses to sign any of the documents necessary for the Review File, the chair should provide a written statement to that effect and send a copy of this statement to the candidate.</u></p>	<p><b>APM 220-80 - Recommendations and Review: General Procedures</b>  <b>The statements in this section set forth general procedures applicable in circumstances described in each of the five following sections (APM - 220-81 through 220-85).</b>  <b>a. Formal considerations of appointments and reappointments, merit increases, appraisals, non-reappointments, and promotions are normally initiated by the department chair, after appropriate consultation with members of the departmental faculty. For actions affecting the chair, the vice chair, the Dean or Provost, or an appropriate officer may take the initiative.</b>                  ...</p>	<p align="center"><b>PPM - 220 – Professor Series</b></p> <p><b>PPM 230-220-80 - Recommendations and Review: General Procedures</b>                  PPM unnecessary; rely upon APM 220-80.</p>

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Proposed Disposition of PPM 230-29. III – POLICIES AND PROCEDURES TO ASSURE FAIRNESS IN THE ACADEMIC PERSONNEL REVIEW PROCESS/References and Related Policies

Present PPM 230-29. III. G - Miscellaneous	APM 220 – Professor Series	Proposed PPM – 220 – Professor Series
<p><b>PPM 230-29. III. G</b>  <u>6. Unless a request to defer a review has been approved by the Vice Chancellor-Academic Affairs, a Personnel Review File must be submitted during the year of normal academic review. If a candidate refuses to participate in his/her review, a Personnel Review File should be forwarded based upon the information that is available to the department.</u>                      7. The following procedural guidelines should eliminate unnecessary delays in the review process while maintaining the University's commitment to assure candidates of a fair review:  <u>a. Department chairs should establish in writing a deadline (no later than October 15) for the submission by candidates of all materials for their Review Files. Departments may establish an earlier deadline, but, in these cases, candidates must have a reasonable period of time to gather and submit the material. For equity reasons, activities and accomplishments beyond that date shall not be added. Adherence to the established deadline will allow the necessary time for voting members of the department to review the material prior to the departmental meeting on the candidate's case.</u>  <u>b. If material is received after the departmental meeting and vote, the chair shall determine whether or not the added material is of such significance that it should be reviewed by all voting members and whether a new departmental meeting should be scheduled to reconsider the case. If the chair determines that the new material is not of such substance as to require a new departmental meeting and/or vote, the chair should take steps to include the material in the File and describe the degree of departmental review of the material. The candidate also should be informed of the degree of departmental review and asked to sign Certification C as an indication of his/her awareness that the material has been added to the File.</u></p>	<p><b>APM 220-80. c - Recommendations and Review: General Procedures</b>                      ...Early in the course of a personnel review, before departmental consideration of a case, the chair<sup>2</sup> shall notify the candidate of the impending review and in one or more conferences with the candidate make certain that the candidate is adequately informed about the entire review process and is given the appropriate opportunity to ask questions, to supply pertinent information and evidence to be used in the review, and, where relevant, to suggest names of persons to be solicited for letters of evaluation. Each campus shall develop guidelines and checklists to instruct chairs about their duties and responsibilities in connection with personnel reviews. The chair has an obligation to consider the interests of both the candidate and the University, and to see to it that the departmental review is fair to the candidate and rigorous in maintaining University standards...</p>	<p><b>PPM 230-220-80. c: General Procedures</b>                      Early in the course of a personnel review, before departmental consideration of a case, the chair shall notify the candidate of the impending review and in one or more conferences with the candidate make certain that the candidate is adequately informed about the entire review process and is given the appropriate opportunity to ask questions, to supply pertinent information and evidence to be used in the review, and, where relevant, to suggest names of persons to be solicited for letters of evaluation.                      Department chairs should establish in writing a deadline (no later than <u>the established campus deadline</u>) for the submission by candidates of all materials for their Review Files. Departments may establish an earlier deadline, but, in these cases, candidates must have a reasonable period of time to gather and submit the material. Departmental deadlines may not be later than <u>the established campus deadline</u>. For equity reasons, <u>an appointee may not add bibliographic or other documentation reflecting activities or accomplishments beyond the established campus deadline.</u>                      If material is received after the departmental meeting and vote, the chair shall determine whether or not the added material is of such significance that it should be reviewed by all voting members and whether a new departmental meeting should be scheduled to reconsider the case. If the chair determines that the new material is not of such substance as to require a new departmental meeting and/or vote, the chair should take steps to include the material in the File and describe the degree of departmental review of the material. The candidate also should be informed of the degree of departmental review and asked to sign Certification C as an indication of his/her awareness that the material has been added to the File.  <b>The chair has an obligation to consider the interests of both the candidate and the University, and to see to it that the departmental review is fair to the candidate and rigorous in maintaining University standards...</b></p>

Language in blue is from PPM 230-28. IV. A. 3 and 4.

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Present	APM 220 – Professor Series	Proposed
PPM 230-29. III. G - Miscellaneous		PPM - 220 – Professor Series
<p><b>PPM 230-29. III. G</b></p> <p><u>7.c. There may be instances where material is added to the File without subsequent departmental review or a new departmental meeting to reconsider the case; in such cases, there are "checks and balances" provided in the review process to assure that the chair's judgment on the significance or substance of the new material is valid:</u></p> <p>(1) <u>New material added to the File after the established deadline (e.g., when requested by campus reviewers) will be identified as such and the degree of departmental review and consultation specified.</u></p> <p>(2) <u>If reviewers do not concur with the chair's judgment, the File will be returned to the department for full consultation and review by all voting members.</u></p>		

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Present	APM 220 – Professor Series	Proposed
PPM 230-29. III. H – Faculty Discipline and Academic Reviews		PPM - 220 – Professor Series
<p>H. <del>Faculty Discipline and Academic Reviews</del></p> <p><del>Policies governing the inclusion of incidents of admitted or proven misconduct by a faculty member in academic review files are being formulated by the administration and the Academic Senate, and will be issued in the near future.</del></p>	n/a	n/a

Notes: Section H. is non-substantive.

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