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

Present	APM	Proposed
PPM 230-20. I		PPM 230 (all new sections)
I. REFERENCES AND RELATED POLICIES	n/a	Each new PPM section will identify the relevant source APM
Academic Personnel Manual (APM)		Section and specify the UC San Diego policies contained therein, with a link to APS Advancement and Appointment Instructions containing campus procedures.
UC San Diego Policy and Procedure Manual (PPM), 230-28, Academic Advancements and Reappointments		
Memorandum of Understanding, University of California and University Federation of Librarians University Council—  American Federation of Teachers, Professional Librarian  Unit		Bargaining Agreement Disclaimers will appear in new PPM sections, as applicable.
Memorandum of Understanding, University of California		
and University Council — American Federation of Teachers, Non-Senate Instructional Unit		

Notes: Heading is non-substantive.

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

Present	АРМ	Proposed
PPM 230-20. II		PPM 230 (all new sections)
II. INTRODUCTION	n/a	Each new PPM section will identify the relevant source APM
		Section and specify the UC San Diego policies contained therein,
This section of the Policy and Procedure Manual (PPM)		with a link to APS Appointment and Advancement Instructions
contains the campus policies and procedures pertaining to the		containing campus procedures.
appointment of academic personnel at the University of		
California, San Diego.		Bargaining Agreement Disclaimers will appear in new PPM sections, as applicable.
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 Academic Personnel		
<del>Manual-</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.		

Notes: Heading is non-substantive.

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

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

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	ADM 500 Beautitus aut / Canaral	Proposed
PPM 230-20. IV	APM 500 – Recruitment/General	PPM 230-500 - Recruitment/General
IV. RECRUITMENT OF ACADEMIC PERSONNEL	n/a	PPM 230-500 – Recruitment/General
An open recruitment is required to propose a candidate for a		PPM unnecessary; rely upon APM 500.
new academic appointment, including an appointment that is		
an intercampus or intracampus transfer. Information on		
recruiting academic personnel is available on the UC San Diego		
Academic Personnel Services Web site. PPM 230-6, Academic		
Personnel Affirmative Action Program, sets forth the		
requirements for the open recruitment process. No action may		
be taken on the appointment proposal until the recruitment		
process has been completed, unless the appointment is		
exempt as noted below.		
A. <u>Appointments Exempt from Open Recruitment</u>		
1 Agraciatores of HC Can Disperse device a consequent		
1. Appointments of UC San Diego academic personnel		
<ul><li>to "Recalled" status.</li><li>Appointments to "Visiting" titles when a candidate is</li></ul>		
<ol> <li>Appointments to "Visiting" titles when a candidate is on leave from another university, college, or public or</li> </ol>		
private research laboratory.		
3. Postgraduate Research appointments (all of which		
are limited to five years).		
4. Non-salaried appointments.		
5. 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.		
6. 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.		
<ol><li>Positions requiring student status, e.g., teaching</li></ol>		
assistant, research assistant, tutor.		

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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Present	ADM 520 Describes and Alexandria	Proposed
PPM 230-20. IV.B.1 Additional Recruiting Requirements	APM 530 – Recruitment/Nonresidents	PPM 230-530 – Recruitment/Nonresidents
B. Additional Recruiting Requirements	APM 530-13 - Sponsorship of Work Authorization and Immigration	PPM 230-530-13 - Sponsorship of Work Authorization and Immigration
Special conditions must be met before initiating negotiations	Under current federal legislation, the University may, in	PPM unnecessary; rely upon APM 530-13.
with a candidate who:	certain circumstances, sponsor work authorization and/or	
	permanent residency petitions for nonresidents. In	
1. Is a non U.S. citizen. Departments should consult	undertaking such actions, the University assumes a	
with the International Center Faculty and Scholars	responsibility of some magnitude.	
Office regarding visa requirements for appointments		
of non-U.S. citizens before an appointment file is	Following authorization by the Chancellor or the Chancellor's	
submitted for consideration. Candidates must verify	designee, the campus international students and scholars	
eligibility to work in the United States. The federal	office or other staff having appropriate knowledge and training	
government has designated the L9 form,	will take the lead in managing such sponsorship, such as	
Employment Eligibility Verification, as the document to be used in the verification process for non-U.S.	permanent residency and nonresident work authorization	
citizens. For additional information, refer to PPM	petitions, in collaboration with other campus units	Burnand
395 13, Payroll/Alien Information and APM 530,	PPM 395-13 – Alien Information	Proposed
Recruitment/Non-citizens.	H DAGWODOUND	n/a
Hedratelly Noti Citizens:	II. BACKGROUND	New PPM unnecessary; rely upon existing PPM 395-13 – Alien Information
	In 1986 the Federal legislature passed two laws which had significant impact upon the responsibilities of persons or	information
	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.	
	new regulations into a single abcument.	
	III. POLICY	
	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.	
	IV. FORMS	
	INS Form I-9 Employment Eligibility Verification (Exhibit	
	A)Instructions for the proper completion of this form	
	can be found in Exhibit A.	
Notes: Heading is non-substantive DDM 220 20 IV P 1 is	non-substantive (summarizes/references Federal Law that a	nolics to staff and faculty in the same way). Local

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 <a href="http://adminrecords.ucsd.edu/ppm/docs/395-13.html">http://adminrecords.ucsd.edu/ppm/docs/395-13.html</a>.)

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Present	ADM FOO Deamitment / Consul	Proposed
PPM 230-20. IV. B.2 Additional Recruiting Requirements	APM 500 – Recruitment/General	PPM 230-500-16 - Recruitment/General
B. Additional Recruiting Requirements	PPM 230-500-16 - Restrictions	PPM 230-500-16 - Restrictions
Special conditions must be met before initiating negotiations with a candidate who:	a. All recruiting is subject to the limitation that appointments must conform to established University policies.	All recruiting is subject to the limitation that appointments must conform to established University policies.
<ul> <li>2. Is employed by another California public institution. 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. For additional information, refer to APM 500, Recruitment/General and APM 501, Recruitment From Other California Institutions.</li> <li>3. Is employed by another University of California campus. For additional information, refer to APM 500, Recruitment/General, and APM 510, Recruitment/Intercampus Transfers.</li> <li>4. Holds a tenured appointment at any institution that is a member of the Association of American Universities (AAU). For additional information, refer to APM 500, Recruitment/General</li> </ul>	<ul> <li>b. Special conditions must be observed before initiating negotiations with the prospective employee:</li> <li>(1) Who is employed by another California institution (see APM - 501).</li> <li>(2) Who is employed on another University of California campus (see APM - 510).</li> <li>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 http://www.aau.edu/about/default.aspx?id=58).</li> </ul>	<ul> <li>b. Special conditions must be observed before initiating negotiations with the prospective employee:</li> <li>(1) Who is employed by another California institution (see APM - 501).</li> <li>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.</li> <li>(2) Who is employed on another University of California campus (See APM 510).</li> <li>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</li> </ul>
		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> ).

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Present	ADM E20 Possesitment/Employment of Near Polatives	Proposed
PPM 230-20. IV. B Additional Recruiting Requirements	APM 520 – Recruitment/Employment of Near Relatives	PPM 230-520 - Recruitment/Employment of Near Relatives
B. Additional Recruiting Requirements	APM 520-0 - Policy	PPM 230-520-0 - Policy
	The employment of near relatives, including domestic	PPM unnecessary; rely upon APM 520-0.
Special conditions must be met before initiating negotiations	partners and those listed in APM - 520-4 (below), in the same	, , ,
with a candidate who:	department is permitted when such employment has been	
	authorized in accordance with the following subsections.	
	Such concurrent employment may arise under the following	
5. Is a near relative of an employee in the same	circumstances:	
department. The employment of near relatives in the		
same department is permitted when the near	a. Two employees already holding positions in the same	
relative relationship is disclosed and the appointment	department subsequently become near relatives.	
is pre-authorized. For additional information, refer		
to APM 520, Recruitment/Employment of Near	b. Simultaneous appointment of near relatives in the	
Relatives.	same department is recommended.	
	c. Appointment of one who is the near relative of an	
	individual already employed in the same department is	
	recommended.	

Notes: Heading and references are non-substantive.

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

Present		Proposed
PPM 230-20. IX	APM	PPM 230 (all new sections)
IX. PREPARATION AND SUBMISSION OF ACADEMIC APPOINTMENT FILES  The following documents must be included in an academic appointment file:	n/a	No substantive information to include in PPM
Affirmative Action Selection Report,  Compliance Report, or waiver request  Appointment Summary		
UC Academic Employment History  academic employment  experience		
Departmental Recommendation  Letter		
<u>Certifications</u> <u>If the candidate is a UC academic appointee</u>		
Departmental Ad Hoc Report convened significant signif		
External Referee Solicitation  Letter(s)		
Identification and Qualifications of  External Referees form		
External Referee Letters  Teaching Evaluations		
Level of Administrative Responsibility Form Academic Coordinators only		
Job Description  For Academic Administrators and Academic Coordinators only		
Biography and Bibliography Packet  Publications/Reviews/Creative Work  Not required for temporary files		
Detailed information on preparing and submitting academic appointment files is available on the <u>UC San Diego Academic Personnel Web site.</u>		

Notes: This chart will be moved in its entirety to the APS Appointment and Advancement Instructions.

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Present	ADNA 220 Professor Carios	Proposed
PPM 230-20. V. A.	APM 220 – Professor Series	PPM 230-220 – Professor Series
GENERAL APPOINTMENT POLICIES	n/a	n/a
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.		
Present	APM 220 – Professor Series	Proposed
PPM 230-20. V. A. Department Chair Responsibilities	APINI 220 – Professor Series	PPM 230-220 – Professor Series
1. General	APM 220-80. a - Recommendations and Review: General	PPM 230-220-80. a - Recommendations and Review:
The department chair (or equivalent officer) is responsible for	Procedures	General Procedures
complying with the policies and procedures for appointment of	Formal considerations of appointments and	PPM unnecessary; rely upon APM 220-80. a.
academic personnel. This includes all recruitment	reappointments, merit increases, appraisals, non-	
requirements, as well as preparation and submission of	reappointments, and promotions are normally initiated	
academic appointment files in accordance with University and	by the department chair, after appropriate consultation	
campus policies. It is the department's responsibility to submit appointment files sufficiently in advance to allow adequate	with members of the departmental faculty. For actions	
time for completion of academic review prior to the proposed	affecting the chair, the vice chair, the Dean or Provost,	
effective date.	or an appropriate officer may take the initiative.	
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.		
2. Funding		
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.		
all FIL has been secured.		

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Present	APM 220 – Professor Series	Proposed
PPM 230-20. V. A. 3	APIVI ZZU – PIUIESSUI SEIIES	PPM 230-220 – Professor Series
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.  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.  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.") 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	APM 220-80. a - Recommendations and Review: General Procedures 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.	PPM 230-220-80. a - Recommendations and Review: General Procedures 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.  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.  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.
recruitment or vote on the appointment of the near relative, and will not participate in any future academic review	APM 520 – Employment of Near Relatives	Proposed
decisions for the candidate if he or she is appointed.	Arivi 320 - Employment of Near Relatives	PPM 230-520- Employment of Near Relatives
	APM 520-16 - Restrictions	PPM 230-520-16 - Restrictions
	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.	PPM unnecessary; rely upon APM 520—16.

Notes: Headings are non-substantive.

#### Present **Proposed** APM 220 - Professor Series PPM 230-220 - Professor Series PPM 230.20.V.A. 4 4. Departmental Recommendation Letter. The department APM 220-80. - Recommendations and Review: General PPM 230-220-80 - Recommendations and Review: General chair is responsible for drafting the departmental **Procedures** Procedures recommendation letter, which is a presentation of the e. The departmental recommendation is made in accordance department's recommendation of appointment based upon The departmental recommendation is made in accordance with the procedural regulations of the Academic Senate and the evaluation of the appointee by all eligible members of the with the procedural regulations of the Academic Senate and established governance practices of the department, and is department. The letter should include: established governance practices of the department. The based upon the evaluation of the appointee by all eligible a. The proposed title, rank, step, salary, effective appointment chair initiates a personnel action for an appointment, members of the department. The chair initiates a personnel date(s), and any funding contingencies. promotion, merit increase, appraisal, reappointment, nonaction for an appointment, promotion, merit increase, appraisal, reappointment, non-reappointment, or terminal b. A brief description of the open recruitment conducted by reappointment, or terminal appointment by addressing a the department for the position and how the candidate was letter setting forth the departmental recommendation to the appointment by addressing a letter setting forth the selected. Other applicants should not be identified in this Chancellor (or to the Dean, Provost, or Vice Chancellor, **departmental recommendation to** the approval authority. description. according to the applicable campus procedure). This c. Justification of the recommended rank, step, and salary This departmental letter shall: departmental letter shall discuss the proposed personnel based on the criteria specified for the series, including action in the light of the criteria set forth in APM - 220-10, Discuss the proposed personnel action in the light of justification for a market off-scale salary, if applicable. the criteria set forth in APM - 220-10 and shall be and shall be accompanied by supporting evidence. The chair d. A report of the consultation with members of the shall report the nature and extent of consultation on the accompanied by supporting evidence. department, including a statement specifying the degree of matter within the department (including any vote taken) and a. For appointments, the letter should departmental consultation and any dissenting opinion. The present any significant evidence and differences of opinion provide a thorough evaluation of the letter must make clear who was consulted and the manner of candidate's qualifications in accordance which would support a contrary recommendation. The chair consultation, verify that a complete file was presented for should ensure that individuals who have provided with the specific criteria established for the voting members' consideration, and present the results of the confidential letters of evaluation are not identified in the proposed series. This includes a full and vote taken, including the reasons (if known) for any negative departmental letter except by code. The department shall detailed evaluation of the candidate's votes. Departments are required to document in the adopt procedures under which the letter setting forth the scholarly and creative achievements, a appointment file the participation and membership of the departmental recommendation shall be available, before description and evaluation of the departmental ad hoc committee. being forwarded, for inspection by all those members of the candidate's teaching experience and e. A description of the candidate's expected role in the department eligible to vote on the matter or by a designated effectiveness, and assessment of his or her department: research to be conducted and/or classes the committee or other group of such members. Pursuant to professional reputation in the academic candidate will teach; the candidate's anticipated contribution campus procedures, the chair may also, in a separate letter, community. to the department's instructional mission at both the make an independent evaluation and recommendation. which may differ from the departmental recommendation. Utilizing information from the candidate's undergraduate and graduate levels; and a description of the department's teaching requirements and how the candidate's previous institution, the departmental teaching load meets those requirements (for applicable titles). recommendation letter should include a f. A thorough evaluation of the candidate's qualifications in meaningful assessment of the candidate's accordance with the specific criteria established for the teaching effectiveness at both the proposed series. This includes a full and detailed evaluation of undergraduate and graduate levels of the candidate's scholarly and creative achievements, a instruction. description and evaluation of the candidate's teaching experience and effectiveness, and assessment of his or her b. For all actions but appointments:

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professional reputation in the academic community.

the appointee's performance in

Proposed Disposition	n of PPM 230-20. V – ACADEMIC APPOINTMENTS/General Appointment Policies
	each area should be evaluated in terms of the department's established performance norms and expectations, using established departmental evaluation methods.
	<ol> <li>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.</li> <li>Discuss the proposed title, rank, step, salary, effective appointment date(s).</li> <li>[Justify] the recommended rank, step, and salary based on the criteria specified for the series, including justification for an market off-scale salary, if applicable.</li> <li>Include verification that a complete file was presented for voting members' consideration</li> <li>Provide information about 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>Include a statement regarding external referees' recommendations, ensuring that individuals who have provided confidential letters of evaluation are not identified in the departmental letter except by code.</li> <li>Include a statement from the chair regarding any</li> </ol>
	conflicts of interest.  For appointments, the letter should include:  1. The proposed title, rank, step, salary, effective appointment date(s), and discussion of any funding
	contingencies  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.)  3. Documentation of the participation and membership of the departmental ad hoc committee

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Proposed Disposition of PPM 230-20. V — ACADEMIC APPOINTMENTS/General Appointment Policies	
	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).
	For Visiting Titles: 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.

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."

Present	APM 220-80 – Professor Series/Recommendations and	Proposed
PPM 230-20. V. A	Review: General Procedures	PPM 230-220-80 - Professor Series/Recommendations and Review: General Procedures
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.  The department chair may also write a separate, confidential letter setting forth his or her personal recommendation, if desired.	APM 220-80. 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.  APM 220-80. e. 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.	PPM 230-220-80. a PPM Unnecessary; rely upon APM 220-80. a.  PPM 230-220-80. e PPM Unnecessary; rely upon APM 220-80. e.

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

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

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special circumstances, evaluations by other department

members may be appropriate, but in general, letters of

evaluation from within a candidate's department are not

Highlighted/Double Underline = Existing PPM language that will appear in the APS Appointment and Advancement Instructions.

For advancement to Step VI, external referee letters are not

required, but may be solicited at the department's discretion

#### recommended.

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.

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. 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.

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.

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.

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.

when they are needed to demonstrate evidence of nationally or internationally recognized and highly distinguished scholarship, highly meritorious service, or excellent teaching.

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.

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

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.

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.

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.

Unsolicited letters of evaluation that are added to the file by the appointee are not considered confidential

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Sample solicitation letters are provided on the UC San Diego Academic Personnel Services Web site. Solicitation letters must include the University's confidentiality statement, which is also provided on the UC San Diego Academic Personnel Services Web site.

All external referee letters received must be included in the file.

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.

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.

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.

#### a. Unsolicited Letters of Evaluation

Unsolicited letters of evaluation that are added to the file by the candidate are not considered confidential.

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. 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.

Notes: Headings are non-substantive.

Present	ADM F10 Intercompus Transfers	Proposed
PPM 230-20. V. A.	APM 510 Intercampus Transfers	PPM 230-510 - Intercampus Transfers
7. File Submission – Timing of Offer	APM 510-16 Restrictions	PPM 230-510-16 Restrictions
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	c. Timing  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.	PPM Unnecessary; rely upon APM 510-16.
Association of American Universities (AAU) member institution if the appointment is to be effective the following academic	ADM FOO Beautitment/Conord	Proposed
vear.	APM 500 – Recruitment/General	PPM 230-500 - Recruitment/General
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.  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.	APM 500-16 Restrictions 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> ).   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.  f. Formal negotiations for recruitment of a faculty member may be initiated only with the prior approval of the Chancellor.	PPM 230-500-16 Restrictions PPM Unnecessary; rely upon APM 500-16.

Notes: Headings are non-substantive.

Present	APM 220- Professor Series	Proposed
PPM 230-20. V. B - Series	APIVI 220- Professor Series	PPM 230-220 – Professor Series
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, which are described in Section VI, General Description of Appointment Criteria, and Section VII, Series Descriptions.	APM 220-10 - Criteria A candidate for appointment, merit increase, or promotion in this series shall be judged by the following criteria: a. Teaching b. Research and creative work c. Professional competence and activity d. University and public service 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.	PPM 230-220-10 – Criteria PPM unnecessary; rely upon APM 220-10.
Present	APM 220- Professor Series	Proposed
PPM 230-20. V. C – Rank or Step	AFIVI 220- FIOIESSOI SEITES	PPM 230-220 – Professor Series
When establishing the rank or step for a candidate, a department must give due consideration to the candidate's experience and accomplishments. Specific requirements for certain ranks are listed under the relevant series in Section VI.	APM 220-8 -Types a. Titles (and ranks) in the Professor series are: (1) Instructor (2) Assistant Professor (3) Associate Professor (4) Professor	PPM 230-220-8 - Types PPM unnecessary; rely upon APM 220-8.

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
Total University service in the academic titles listed in Column	133-0 Policy	PPM 230-133 - Limitation on Total Period
A in the tables below is limited to a maximum of eight years	An academic appointee's current title (e.g., Assistant Professor, Assistant	of Service in Certain Academic Titles
(referred to as the eight-year limit). Periods of service on any	Astronomer) determines which of the following three subsections (a, b, or c)	PPM unnecessary; rely upon APM 133.
campus of the University of California in any combination of	applies in order to compute that appointee's years of service which count toward	
the titles listed in Column B below count toward the eight-year limit.	the eight-year limit.	
minc.	a. This subsection applies to an individual who currently holds one of the	
If a candidate for appointment to a series listed in Column A	following titles:	
has had prior University of California service in any of the titles	Tollowing street	
listed in Column B, it is the department's responsibility to	Assistant Professor, Assistant Agronomist, Assistant Supervisor of Physical	
compute the maximum remaining years of service allowable in	Education, Assistant Astronomer, and Assistant Professor in Residence.	
the proposed title and to inform the candidate of the		
remaining years of service allowable for the UC San Diego	Periods of service on any campus of the University of California in any	
appointment.	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	
Eight years is the maximum period of cumulative service in	Standing Orders of The Regents quoted below:	
these titles; service in any individual title may be for a period of	An Andreas Burgaran haban annulated state annual and a	
less than eight years.	An Assistant Professor who has completed eight years of service in that title, or in that title in combination with other titles as	
By exception, the President of the University of California may	established by the President, shall not be continued after the	
approve appointment of an Assistant Professor, a Lecturer with	eighth year unless promoted to Associate Professor or Professor.	
Potential for Security of Employment, or a Senior Lecturer with	eighti year amess promotes to rissociate i rolessor of riolessor.	
Potential for Security of Employment beyond the eighth year	Service in the following titles is also applied to determine the eight-year limit for	
for no more than two years.	(1) other academic appointees who hold a title eligible for tenure review (i.e.,	
	Assistant Agronomist, Assistant Supervisor of Physical Education, Assistant	
	Astronomer);	
	(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.	
	Professor series and related titles	
	Instructor	
	Assistant Professor, Acting Assistant Professor, Visiting Assistant Professor	
	Acting Associate Professor, Visiting Associate Professor	
	Acting Professor, Visiting Professor	
Note: Substance of Text and Tables 1-3 (which follow on pages 19	9-21) illustrate information that appears in APM 133 and do not provide additional sub	estantive information: All will appear in the

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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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
	Supervisor of Physical Education series Junior Supervisor of Physical Education Assistant Supervisor of Physical Education Professor in Residence series Instructor in Residence Assistant Professor in Residence	PPM 230-133 - Limitation on Total Period of Service in Certain Academic Titles PPM unnecessary; rely upon APM 133.
	Astronomer series and related titles Junior Astronomer, Acting Junior Astronomer Assistant Astronomer, Acting Assistant Astronomer, Visiting Assistant Astronomer	
	Agronomist in the Agricultural Experiment Station series and related titles Junior Agronomist, Acting Junior Agronomist Assistant Agronomist, Acting Assistant Agronomist, Visiting Assistant Agronomist	
	The following additional provisions apply: (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."	
	(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.	
	(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).	

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

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
PPIVI 230-20. V. D - LIIIII CALIOII OII TOLAI PETIOG OI SELVICE		of Service in Certain Academic Titles
	Professor in Residence series	PPM 230-133 - Limitation on Total Period
	Instructor in Residence Assistant Professor in Residence	of Service in Certain Academic Titles
		PPM unnecessary; rely upon APM 133.
	Adjunct Professor series	
	Adjunct Instructor at more than 50 percent time	
	Assistant Adjunct Professor at more than 50 percent time	
	The following additional provisions apply:	
	(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."	
	(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.	
	Information on breaks in service, see Arivi - 133-17-c.	
	(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).	
	1	

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
	c. This subsection applies to an appointee who currently holds one of the	PPM 230-133 - Limitation on Total Period
	following titles:	of Service in Certain Academic Titles
	Instructor, Acting Assistant Professor, Visiting Assistant Professor, Acting	PPM unnecessary; rely upon APM 133.
	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.).	
	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.	
	Professor series and related titles	
	Instructor Assistant Professor, Acting Assistant Professor, Visiting Assistant Professor	
	Acting Associate Professor, Visiting Associate Professor	
	Acting Professor, Visiting Professor	
	Professor of Clinical (e.g., Medicine) series Assistant Professor of Clinical (e.g., Medicine)	
	Health Sciences Clinical Professor series	
	Health Sciences Assistant Clinical Professor at more than 50 percent time	
	Supervisor of Physical Education series	
	Junior Supervisor of Physical Education	
	Assistant Supervisor of Physical Education	
	Professor in Residence series	
	Instructor in Residence	
	Assistant Professor in Residence	
	I	<u> </u>

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
	Adjunct Professor series	PPM 230-133 - Limitation on Total Period
	Adjunct Instructor at more than 50 percent time	of Service in Certain Academic Titles
	Assistant Adjunct Professor at more than 50 percent time	PPM unnecessary; rely upon APM 133.
	Astronomer series and related titles	
	Junior Astronomer, Acting Junior Astronomer	
	Assistant Astronomer, Acting Assistant Astronomer , Visiting Assistant	
	Astronomer	
	Agronomist in the Agricultural Experiment Station and related titles	
	Junior Agronomist, Acting Junior Agronomist	
	Assistant Agronomist, Acting Assistant Agronomist, Visiting Assistant Agronomist	
	Lecturer titles at more than 50 percent time	
	Lecturer	
	Senior Lecturer	
	Lecturer-Potential Security of Employment	
	Senior Lecturer-Potential Security of Employment	
	The following provisions apply:	
	(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."	
	(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.	
	(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."	

COLUMN A	COLUMN B
UC San Diego titles subject to a limitation on total period of service:	Previous periods of service on any campus of the University of California in any
OC San Diego titles subject to a innitation on total period of service.	combination of the following titles count toward the eight-year limit:
<ul> <li>Assistant Professor (Ladder-Rank)</li> <li>Assistant Professor In Residence</li> </ul>	Professor series and related titles  Instructor Assistant Professor Acting Assistant Professor Acting Associate Professor Acting Professor Visiting Assistant Professor Visiting Associate Professor Visiting Professor Visiting Professor
	<ul> <li>Supervisor of Physical Education series</li> <li>Junior Supervisor of Physical Education</li> <li>Assistant Supervisor of Physical Education</li> </ul>
	Professor in Residence series Instructor in Residence Assistant Professor in Residence
	Astronomer series and related titles  Junior Astronomer  Assistant Astronomer  Acting Junior Astronomer  Acting Assistant Astronomer  Visiting Assistant Astronomer
	Agronomist in the Agricultural Experiment Station series and related titles    Junior Agronomist
Note: Tables 1.2 illustrate information that appears in ADM 122 and do not provide additional subset	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.

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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#### TABLE 2

COLUMN A	COLUMN B
UC San Diego titles subject to a limitation on total period of service:	Previous periods of service on any campus of the University of California in any
oc san biego titles subject to a minitation on total period of service.	combination of the following titles count toward the eight-year limit:
<ul> <li><u>Lecturer with Potential for Security of Employment*</u></li> <li><u>Senior Lecturer with Potential for Security of Employment*</u></li> </ul>	Lecturer titles at more than 50% time  Lecturer Senior Lecturer Lecturer with Potential for Security of Employment Senior Lecturer with Potential for Security of Employment
	Professor series and related titles  Instructor  Assistant Professor  Acting Assistant Professor  Acting Associate Professor  Acting Professor  Visiting Assistant Professor  Visiting Associate Professor  Visiting Professor  Visiting Professor
	Professor of Clinical (e.g., Medicine) series  Assistant Professor of Clinical (e.g., Medicine)
	<ul> <li><u>Health Sciences Clinical Professor series</u></li> <li><u>Health Sciences Assistant Clinical Professor at more than 50% time</u></li> </ul>
	<ul> <li>Supervisor of Physical Education series</li> <li>Junior Supervisor of Physical Education</li> <li>Assistant Supervisor of Physical Education</li> </ul>
	Professor in Residence series Instructor in Residence Assistant Professor in Residence
	Adjunct Professor series
* Note: Candidates with the title of Lecturer or Senior Lecturer who do not have the potential for	Adjunct Instructor at more than 50% time
security of employment are not subject to the limitation on total period of service.	<ul> <li>Assistant Adjunct Professor at more than 50% time</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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TABLE 3

COLUMN A	COLUMN B		
UC San Diego titles subject to a limitation on total period of service:	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:		
<ul> <li>Acting Assistant Professor</li> </ul>	Professor series and related titles  Instructor Assistant Professor		
<ul> <li>Acting Associate Professor</li> </ul>	<ul> <li>Acting Assistant Professor</li> <li>Acting Associate Professor</li> </ul>		
<ul> <li>Acting Professor</li> </ul>	<ul> <li>Acting Professor</li> <li>Visiting Assistant Professor, Visiting Associate Professor, Visiting Professor</li> </ul>		
<ul> <li><u>Visiting Assistant Professor</u></li> </ul>	Professor of Clinical (e.g., Medicine) series		
<ul> <li><u>Visiting Associate Professor</u></li> </ul>	Assistant Professor of Clinical (e.g., Medicine) Health Sciences Clinical Professor series		
<ul> <li><u>Visiting Professor</u></li> </ul>	Health Sciences Assistant Clinical Professor at more than 50% time  Supervisor of Physical Education series		
<ul> <li>Assistant Professor of Clinical (e.g., Medicine)</li> </ul>	Junior Supervisor of Physical Education  Assistant Supervisor of Physical Education		
<ul> <li>Health Sciences Assistant Clinical Professor at more than 50% time</li> </ul>	Professor in Residence series  Instructor in Residence Assistant Professor in Residence		
<ul> <li>Assistant Adjunct Professor at more than 50% time</li> </ul>	Adjunct Professor series  Adjunct Instructor at more than 50% time		
	<u>Assistant Adjunct Professor at more than 50% time</u> <u>Astronomer series and related titles</u>		
	<ul> <li>Junior Astronomer</li> <li>Assistant Astronomer</li> <li>Acting Junior Astronomer</li> <li>Acting Assistant Astronomer</li> </ul>		
	Visiting Assistant Astronomer  Agronomist series		
	<ul> <li>Junior Agronomist</li> <li>Assistant Agronomist</li> </ul>		
	<ul> <li>Acting Junior Agronomist</li> <li>Acting Assistant Agronomist</li> <li>Visiting Assistant Agronomist</li> </ul>		
	Lecturer titles at more than 50% time		
	Lecturer Senior Lecturer		
	<ul> <li>Lecturer with Potential for Security of Employment</li> <li>Senior Lecturer with Potential for Security of Employment</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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Present	APM 310 Professional Research (Research Scientist)	Proposed
PPM 230-20. V. D - Limitation on Total Period of Service	Series	PPM 230-310 – Professional Research (Research Scientist) Series
	APM 310-17 – Terms of Service	PPM 230-310-17 – Terms of Service
	c. There is an eight-year limit for an appointee who holds	c. There is an eight-year limit for an appointee who holds the
	the Assistant Research (e.g., Physicist) title, either in that	Assistant Research Scientist title, either in that title alone or when
	title alone or when combined with a Visiting Assistant	combined with an Associate Research Scientist, Research Scientist,
	Research (e.g., Physicist) title, with or without salary. The	or <b>Visiting Assistant Research</b> Scientist <b>title, with or without salary</b>
	Chancellor may grant an exception to the eight-year	on any campus of the University of California. The Chancellor may
	limitation of service.	grant an exception to the eight-year limitation of service.
	APM 311 – Project (e.g., Scientist) Series	Proposed
	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	PPM 230-311 – Project (e.g., Scientist) Series
	APM 311-17 – Terms of Service	PPM 230-311-17 – Terms of Service
	a. (1)For campuses that adopt an eight-year limitation	a. (1)There is an eight-year limit for an appointee who holds the
	of service, there is an eight-year limit for an appointee	Assistant Project Scientist title, either in that title alone or when
	who holds the Assistant Project (e.g., Scientist) title,	combined with an Associate Project Scientist, Project Scientist,
	either in that title alone or when combined with an	Assistant Research Scientist, Associate Research Scientist, Research
	Assistant Research (e.g., Physicist) title and Visiting	Scientist, or Visiting Assistant Research Scientist title, with or
	Assistant Research(e.g., Physicist) title.	without salary on any campus of the .University of California.

## TABLE 4

COLUMN A	COLUMN B
UC San Diego titles subject to a limitation on total period of service:	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:
Assistant Research Scientist	<ul> <li>Assistant Research Scientist</li> <li>Associate Research Scientist</li> <li>Research Scientist</li> <li>Visiting Assistant Research Scientist</li> </ul>
Assistant Project Scientist	<ul> <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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Present		Proposed		
DDM 220 20 V D. Livitation on Tatal Books of Coming	APM 133 – Limitation on Total Period of Service in	PPM 230-133 – Limitation on Total Period of Service in		
PPM 230-20. V. D - Limitation on Total Period of Service	Certain Academic Titles	Certain Academic Titles		
1. Computation of Years of Service Prior to Appointment	APM 133-17 Computation of Years of Service	PPM 230-133-17 Computation of Years of Service		
The following rules of computation must be observed when calculating years of service at another UC campus:  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."  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 following rules of computation shall be observed for service by an appointee with any of the titles listed in APM - 133-0-a:  a. Years of service are calculated from the beginning of the first complete semester or quarter of service.  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	PPM Unnecessary; rely upon APM 133-17.		
the eight year limit.	by a two-quarter year of service.  c. For a fiscal-year appointee, the eight-year period shall			
c. Years of service are calculated from the beginning of the first complete semester or quarter of service.	consist of ninety-six months of completed service, inclusive of accrued vacation time.			
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	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.			
arrangement to provide compensatory time off and that year is immediately preceded or succeeded by a two-quarter year of service.	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.			
e. For a fiscal-year appointee, eight years will consist of 96 months of completed service, inclusive of accrued vacation time.	f. Service on any campus of the University of California is included in the computation.			

Notes: Headings are non-substantive.

Present	APM 133 – Limitation on Total Period of Service in	Proposed PPM 230-133 – Limitation on Total Period of Service in		
	Certain Academic Titles			
		Certain Academic Titles		
f. An appointment at any percentage of time, including 0% or		PPM 230-133-17 Computation of Years of Service		
without salary, counts toward the eight year limit.		PPM Unnecessary; rely upon APM 133-17.		
Appointments that are at 0% time because the appointee is on				
leave may be eligible for exclusion, as specified below.				
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.				
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.				

Present	APM 133 – Limitation on Total Period of Service in	Proposed	
PPM 230-20. V. D - Limitation on Total Period of Service	Certain Academic Titles	PPM 230-133 – Limitation on Total Period of Service in	
PPIVI 250-20. V. D - Limitation on Total Period of Service	Certain Academic Titles	Certain Academic Titles	
2. Applicability of Periods of Leave Toward Calculating Years of	APM 133-17 - Computation of Years of Service	Important Introductory Note	
Service	g. Applicability of Periods of Leave	Please read this note before consulting APM - 133-0.	
a. Temporary transfers or changes of status from Assistant	The applicability of periods of leave toward the eight-year		
Professor (or any other title listed in Column A above) to any	period shall be as follows:	For determining years toward the eight-year limitation of	
other title or title series will be regarded as periods of	(1) Temporary transfers or changes of status from Assistant	service, the combined total of periods of leave unrelated to	
academically related leave under this rule and will be counted	Professor (or any other title listed in APM - 133-0) to any	academic duties and time off the clock may not exceed two years	
toward the eight-year limit.	other title or title series shall be regarded as periods of		
b. Except as provided in (i) below, periods of leave, whether	academically-related leave under this rule and shall be	PPM 230-133-17 - Computation of Years of Service	
with or without salary, will be counted toward the eight-year	included as service toward the eight-year period.	g. Applicability of Periods of Leave	
limit unless the Executive Vice Chancellor for Academic Affairs,		The applicability of periods of leave toward the eight-year	
after consultation with the Academic Senate Committee on	(3) Periods of leave, whether with or without salary, shall be	period shall be as follows:	
Academic Personnel, determines that the activity undertaken	included as service toward the eight-year period unless, upon	(1) Temporary transfers or changes of status from Assistant	
during the course of the leave was substantially unrelated to	the basis of a petition filed at the time leave is requested, the	Professor (or any other title listed in APM - 133-0) to any	
the individual's academic career. For new appointments, this	Chancellor determines that the activity undertaken during the	other title or title series shall be regarded as periods of	
determination is made on the basis of a petition filed at the	course of the leave is substantially unrelated to the	academically-related leave under this rule and shall be	
time of the proposed appointment. In such cases, the Executive	individual's academic career and that the period of the leave	included as service toward the eight-year period.	
Vice Chancellor may permit the leave period to be excluded	shall not count toward the eight-year service period.		
from service for the purposes of calculating the eight years.	A period of leave, with or without salary, which is based on a	(2) Pariodo of logue subother with an without colony shall be	
i. Periods of childbearing and/or parental leave equal to or	serious health condition or disability, shall be included as service toward the eight-year period, unless, upon the basis	(3) Periods of leave, whether with or without salary, shall be included as service toward the eight-year period unless, upon	
in excess of one quarter or one semester, whether with or	of a petition normally filed within one quarter or semester	the basis of a petition filed at the time leave is requested, the	
without salary, are not included as periods of service for	after the leave is taken, the Chancellor determines that the	Executive Vice Chancellor for Academic Affairs, after	
the purposes of calculating the eight years.	leave shall not be included as service toward the eight-year	consultation with the Academic Senate Committee on	
ii. The combined total of periods of leave excluded as	period. In each case, the Chancellor shall report such a	Academic Personnel, determines that the activity undertaken	
unrelated to academic duties or as childbearing and/or	decision in writing to the individual.	during the course of the leave is substantially unrelated to the	
parental leave may not exceed two years.	However, any childbearing or parental leave, provided for in	individual's academic career and that the period of the leave	
	APM - 760-25 and 760-27 which is equal to or exceeds one	shall not count toward the eight-year service period. For new	
	semester or one quarter and which is not greater than one	appointments, this determination is made on the basis of a	
	year, whether with or without salary, shall be excluded from	petition filed at the time of the proposed appointment. In such	
	service toward the eight-year period unless the faculty	cases, the Executive Vice Chancellor may permit the leave	
	member informs the department chair in writing before,	period to be excluded from service for the purposes of calculating the eight years.	
	during, or within one quarter or semester after the leave that		
	it should not be excluded from service toward the eight-year	A period of leave, with or without salary, which is based on a	
	period. (See APM - 133-17-a, -b, -c, -d, and -i.)	serious health condition or disability, shall be included as	
	Note: Exclusion of one or two quarters or one semester will	service toward the eight-year period, unless, upon the basis	
	not necessarily delay the timing of a review.	of a petition normally filed within one quarter or semester	
		after the leave is taken, the Executive Vice Chancellor for	

Proposed Disposition of PPM 230-20. V — ACADEMIC APPOINTMENTS/General Appointment Policies	
	Academic Affairs, after consultation with the Academic Senate Committee on Academic Personnel,-determines that the leave shall not be included as service toward the eight-year period. In each case, the Executive Vice Chancellor shall report such a decision in writing to the individual.
	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.)
	Note: Exclusion of one or two quarters or one semester will not necessarily delay the timing of a review.

Notes: Headings are non-substantive.

Present	APM 220 – Professor Series	Proposed
PPM 230-20. V. E – Effective Appointment Dates	APIVI 220 – Professor Series	PPM 230-20 – Professor Series
E. Effective Appointment Dates	APM 220-17 – Terms of Service	PPM 230-220-17 - Terms of Service
An appointment may become effective only after approval by the appropriate approval authority.  1. Academic Year  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).  2. Fiscal Year  Fiscal-year appointments may be effective on any date, preferably the first day of a month.  3. Series Change (New Appointments)  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	d. Effective Date and Beginning Date of Service  (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.  (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.  (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	<ul> <li>d. Effective Date and Beginning Date of Service         <ul> <li>(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.</li> <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> </li> </ul>
appointment.  4. Appointments Subject to the Eight Year Limit  Whenever possible, appointments subject to the eight-year limit should be made effective July 1.	Quarter or Semester.	Whenever possible, appointments subject to the eight-year limit should be made effective July 1.  (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.  (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.

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Present	ADM 220 Duefesson Conice	Proposed		sed	
PPM 230-20. V. F – Departmental Voting	APM 220 – Professor Series	PPM 230-220 – Professor Series			
1 <del>. Academic Senate Bylaw 55</del>		PPM 230-220-80 - Recommendations and Review/General Procedures			
University of California Academic Senate Bylaw 55 sets forth					
the voting requirements for departmental faculty for the			-	lation is made in accordance	
appointment of academic personnel. Department chairs are			the procedural regulations		
responsible for ensuring compliance with the provisions of		esta	blished governance practices	s of the department.	
Bylaw 55 and should review them carefully prior to initiating		Dep	artment chairs are responsibl	e for ensuring compliance	
departmental votes.		with	with the provisions of Bylaw 55 and should review them		
2. Departmental Voting Rules		care	carefully prior to initiating departmental votes.		
Departments should develop their own rules, when necessary,		Exce	Except in unusual circumstances, whenever University or		
for voting on personnel actions not covered in Academic			·	ote on a proposed action, the	
Senate Bylaw 55. The department chair is responsible for		actio	on must be supported by at le	east 50% of the members	
articulating in the departmental recommendation letter the		eligi	ble to vote and in residence o	on campus in the quarter	
voting process used and the degree of consultation within the		whe	n the vote is taken.		
<del>department.</del>		Evec	pt for appraisals, votes shoul	d ho "for " "against "	
If a departmental vote is required, the results of the vote must		l l	tain," or "absent," as defined	_	
be reflected accurately on the UC San Diego Summary of		aus	taill, of absellt, as defined	i below.	
Appointment Recommendation form and thoroughly discussed					
in the departmental recommendation letter.			500		
			FOR	The voter is in	
Except in unusual circumstances, whenever University or				favor of the	
departmental policy requires a vote on a proposed action, the				proposed action.	
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</u>			AGAINST	The voter is not	
impossible to comply with this rule. In such cases, the				in favor of the	
department chair should explain the circumstances in the				proposed action.	
recommendation letter.					
		1 [	ABSTAIN	The voter is	
If deemed acceptable by the department, mail ballots are				available, but	
permissible and may be necessary to ensure a sufficient				has elected to	
number of votes on the proposed action. Ideally, the faculty				refrain from	
voting will be familiar with the file through attendance at a department meeting. If this is not possible, it is expected that				voting.	
faculty will familiarize themselves with the candidate's					
academic file in order to render an informed vote.					
Votes are recorded as "yes," "no," or "abstain." If faculty					
members are on approved leave away from campus, or					

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

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.	ABSENT	The voter is unavailable for voting due to an approved leave or other absence from campus.
	Departments should develop their necessary, for consultation or voti personnel actions not covered by Bylaw 55.	ng on academic
	The chair shall report the nature a consultation on the matter within (including any vote taken) and preevidence and differences of opinion support a contrary recommendat	n the department esent any significant on which would

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

Present	ADM COO. Calama Administration / Cananal	Proposed
PPM 230-20. V. G - Salaries	APM 600 - Salary Administration/General	PPM 230- 600 - Salary Administration/General
1. Academic Salary Scales  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.	APM 600-24 Authority 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.	PPM 230-600-24 Authority PPM unnecessary; rely upon APM 600-24.
Present	APM 620 - Salary Administration/Off-Scale Salaries for	Proposed
PPM 230-20. V. G - Salaries	Appointments and Advancement	PPM 230- 620 - Salary Administration/Off-Scale Salaries for Appointments and Advancement
1. Academic Salary Scales  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.  2. Off Scale Salaries to Meet Market Conditions  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. 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.	APM 620-0 - Policy 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.  APM 14 - Eligibility 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.	PPM 230-620-0 Policy PPM 230-620-0 unnecessary; rely upon APM 620-0.  PPM 230-620-14 Eligibility PPM 230-620-14 unnecessary; rely upon APM 620-14.

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## Present PPM 230-20. V. G - Salaries 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. 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 offscale 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 entrylevel salaries in the field, such as:

- o Data provided by a professional society (or by an academic institution) of salaries at comparable academic departments
- o Salary data published in trade journals
- o Salary data from departments in other University of California campuses
- o Information received from chairs of departments of comparable ranking departments in other Universities
- o Competing offers reported by candidates for recent entry appointments in the department

Proposals are reviewed by the divisional dean and CAP prior to a final decision by the EVC. Entry-level market off-

## APM 620 - Salary Administration/Off-Scale Salaries for Appointments and Advancement

#### 620-4 Definition

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.

An off-scale salary shall be a multiple of \$100 when the scale salaries of the relevant title series are multiples of \$100. 620-

#### 620-80 Campus Procedures

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.

#### Proposed

# PPM 230- 620 - Salary Administration/Off-Scale Salaries for Appointments and Advancement

#### 620-80 Campus Procedures

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. Market Off-Scale

A market off-scale may be proposed when marketplace conditions necessitate such measures to keep UC San Diego salaries competitive.

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.

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.

In disciplines in which market demands consistently require the award of market off-scale salary components, departments

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

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.

• 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.

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.

Off-scale salaries for Acting appointees are determined in the same manner as those for regular ranks.

Information regarding the calculation and implementation of off scale salary components may be found on the Academic Personnel Services website.

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:

- o Data provided by a professional society (or by an academic institution) of salaries at comparable academic departments
- o Salary data published in trade journals
- o Salary data from departments in other University of California campuses
- o Information received from chairs of departments of comparable ranking departments in other Universities
- o Competing offers reported by candidates for recent entry appointments in the department

Proposals are reviewed by the divisional dean and CAP prior to a final decision by the EVC.

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.

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.

Notes: Headings are non-substantive. Blue text is from PPM 230-28. B. 5.

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

Present	ADAA	Proposed
PPM 230-20. V. H Additional Policy Considerations	АРМ	
1. UC Patent, Payroll, Loyalty Oath, and General Personnel	n/a	n/a
Policies		
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).		

Notes: Heading and content are non-substantive.

**KEY:** Plain Text = Existing PPM language proposed for inclusion in new section of PPM Strikethrough = Existing PPM language proposed for deletion <u>Underlined Text</u> = New policy language proposed for inclusion in new section of PPM **Bold Text** = Existing APM language

Present	ADM 210.1 Instructions to Pository Committees Which Advise	Proposed
PPM 230-20. VI	APM 210-1 - Instructions to Review Committees Which Advise on Actions Concerning Appointees in the Professor and Corresponding Series	PPM 230-210-1 - Instructions to Review Committees Which Advise on Actions Concerning Appointees in the Professor and Corresponding Series
GENERAL DESCRIPTION OF SERIES CRITERIA  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. Examples include, but are not limited to, developing strategies for the educational or professional advancement of students in underrepresented groups; efforts to advance equitable access and diversity in education; and activities such as recruitment, retention, and mentoring or advising of underrepresented students or new faculty.  A description of the four primary criteria required for academic appointments is provided below.	in the Professor and Corresponding Series  APM 210-1. d Criteria for Appointment, Promotion, and Appraisal  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 anotherHowever, flexibility does not entail a relaxation of high standards  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>5</b>

Notes: Heading and last sentence are non-substantive. Substance of all other deleted text appears in APM 210--1. d.

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#### Present Proposed APM 210-1 - Instructions to Review Committees Which Advise PPM 230-210-1 - Instructions to Review Committees Which on Actions Concerning Appointees PPM 230-20.VI.A **Advise on Actions Concerning Appointees** in the Professor and Corresponding Series in the Professor and Corresponding Series PPM 230-210-1.d.(2) Research and Creative Work Research and Creative Work APM 210-1.d.(2) Research and Creative Work Research and Creative Work — Evidence of a productive and Evidence of a productive and creative mind should be sought Research publications and other creative accomplishments should be evaluated, not merely enumerated. There should be creative mind should be sought in the candidate's published in the candidate's published research or recognized artistic evidence that the candidate is continuously and effectively research or recognized artistic production in original production in original architectural or engineering designs, or engaged in research and creative activity of high quality and architectural or engineering designs, or the like. the like. significance. Publications in research and other creative accomplishment Publications in research and other creative accomplishment 1. When published work of joint authorship (or any other should be evaluated, not merely enumerated. There should should be evaluated, not merely enumerated. There should product of joint effort) is presented as evidence, the be evidence that the candidate is continuously and effectively be evidence that the candidate is continuously and effectively department should describe the candidate's role in the joint engaged in creative activity of high quality and significance. engaged in creative activity of high quality and significance. effort. This is crucial for work judged most significant to the Work in progress should be assessed whenever possible. Work in progress should be assessed whenever possible. case, or when much of the work submitted is multi-authored. When published work in joint authorship (or other product of When the candidate's contributions to collaborative work are When published work in joint authorship (or other product of joint effort) is presented as evidence, it is the responsibility of joint effort) is presented as evidence, it is the responsibility of the department chair to establish as clearly as possible the unclear, the department may: the department chair to establish as clearly as possible the **role of the candidate in the joint effort.** This is crucial for work Request a personal statement from the candidate role of the candidate in the joint effort. It should be judged most significant to the case, or when much of the work describing his or her individual contributions to collaborative recognized that special cases of collaboration occur in the submitted is multi-authored. When the candidate's contributions to collaborative work are unclear, the research, and/or performing arts and that the contribution of a particular collaborator may not be readily discernible by those viewing department may: Solicit feedback from the appointee's collaborators the finished work. When the candidate is such a collaborator, regarding the nature and extent of the appointee's it is the responsibility of the department chair to make a Request a personal statement from the appointee contributions to specific works. separate evaluation of the candidate's contribution and to describing his or her individual contributions to provide outside opinions based on observation of the work collaborative research, and/or 2. The type and quality of research and creative activity while in progress. Account should be taken of the type and Solicit feedback from the appointee's collaborators normally expected in the candidate's field should be specified. quality of creative activity normally expected in the regarding the nature and extent of the appointee's candidate's field. contributions to specific works. 3.Textbooks, reports, and similar publications normally are considered evidence of teaching ability or public service. Textbooks, reports, circulars, and similar publications Textbooks, reports, circulars, and similar publications However, contributions by candidates to the professional normally are considered evidence of teaching ability or public normally are considered evidence of teaching ability or public literature or to the advancement of professional practice or service. However, contributions by faculty members to the service. However, contributions by faculty members to the professional education should be regarded as creative work professional literature or to the advancement of professional professional literature or to the advancement of professional when they present new ideas or original scholarly research. practice or professional education, including contributions to practice or professional education, including contributions to the advancement of equitable access and diversity in the advancement of equitable access and diversity in education, should be judged creative work when they present education, should be judged creative work when they present

Notes: Heading and first sentence are non-substantive. Substance of all other deleted text appears in APM 210--1.d.(2).

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new ideas or original scholarly research.

new ideas or original scholarly research.

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

Notes: Substance of all deleted text appears in APM 210--1.d.(2).

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

Present		Proposed
	APM 210-1 - Instructions to Review Committees Which Advise	PPM 230-210-1 - Instructions to Review Committees Which
PPM 230-20.VI. A	on Actions Concerning Appointees	Advise on Actions Concerning Appointees
	in the Professor and Corresponding Series	in the Professor and Corresponding Series
8. The candidate's success in obtaining research support,		The candidate's success in obtaining research support,
including support for graduate students, should be addressed.		including support for graduate students, should be addressed.
The role of the candidate on grants should be indicated (e.g.,		The role of the candidate on grants should be indicated (e.g.,
Principal Investigator, Co-Principal Investigator, or Co-		Principal Investigator, Co-Principal Investigator, or Co-
Investigator, with the number of other investigators indicated).		Investigator, with the number of other investigators indicated).
Evidence of successful grant funding may provide calibration of		Evidence of successful grant funding may provide calibration of
research impact and capacity for research training, and may be		research impact and capacity for research training, and may be
an indicator of research productivity or impact; however,		an indicator of research productivity or impact; however,
grants are not required as a measure of productivity or impact.		grants are not required as a measure of productivity or impact.
In large teams, the expectation of grant success should be		In large teams, the expectation of grant success should be
moderated based on role in the team.		moderated based on role in the team.
9. For appointment at the Associate level or higher,		For appointment at the Associate level or higher, independent
independent academic and intellectual leadership in the field		academic and intellectual leadership in the field must be
must be demonstrated. Although candidates must		demonstrated. Although candidates must demonstrate
demonstrate independence from early-career mentors or		independence from early-career mentors or advisors in order
advisors in order to be appointed at the Associate level,		to be appointed at the Associate level, evidence is not
evidence is not restricted to independent research papers,		restricted to independent research papers, other independent
other independent creative accomplishments, or garnering		creative accomplishments, or garnering sole-P.I. grants,
sole-P.I. grants, particularly if the candidate's research or		particularly if the candidate's research or creative activity takes
creative activity takes place in a large-scale, collaborative team.		place in a large-scale, collaborative team. However, if a
However, if a traditional demonstration of independence is		traditional demonstration of independence is absent, more
absent, more substantial documentation is needed to explain		substantial documentation is needed to explain and support
and support the case that appointment at the Associate level is		the case that appointment at the Associate level is warranted.
warranted. In such a case, letters from non-independent		In such a case, letters from non-independent referees (e.g.,
referees (e.g., research team members) may be provided in		research team members) may be provided in addition to the
addition to the usual complement of independent letters.		usual complement of independent letters.
If the department chair is unable to evaluate the candidate's		If the department chair is unable to evaluate the candidate's
research and other creative accomplishments, assistance		research and other creative accomplishments, assistance
should be obtained from someone within the department or		should be obtained from someone within the department or
University or from experts outside the University.		University or from experts outside the University.
A mere listing of publications is inadequate; the work must be		A mere listing of publications is inadequate; the work must be
analyzed with regard to its nature, quality, importance, and		analyzed with regard to its nature, quality, importance, and
impact on its field.		impact on its field.
Department chairs in Health Sciences should make clear		Department chairs in Health Sciences should make clear
whether clinical case reports are merely historical or whether		whether clinical case reports are merely historical or whether
they contain new ideas or results.  Notes: Substance of all deleted text appears in APM 2101 d (2)		they contain new ideas or results.

Notes: Substance of all deleted text appears in APM 210--1.d.(2).

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

Notes:

Present	ADM 210.1 Instructions to Device Committees Which Advice	Proposed
PPM 230-20.VI.B	APM 210-1 - Instructions to Review Committees Which Advise on Actions Concerning Appointees in the Professor and Corresponding Series	PPM 230-210-1 - Instructions to Review Committees Which Advise on Actions Concerning Appointees in the Professor and Corresponding Series
2. Assessing Quality of Teaching	APM 210-1.d.(1) Teaching	PPM 230-210-1.d.(1) Teaching
In assessing the quality of teaching, consideration should be	In judging the effectiveness of a candidate's teaching, the	PPM unnecessary; rely upon APM 230-10.
given to the candidate's:	committee should consider such points as the following: the	
	candidate's command of the subject; continuous growth in	
-command of the subject	the subject field; ability to organize material and to present it	
-continuous growth in the subject field	with force and logic; capacity to awaken in students an	
-ability to organize and present material	awareness of the relationship of the subject to other fields of	
-capacity to awaken in students an awareness of the	knowledge; fostering of student independence and capability	
relationship of the subject to other fields of knowledge	to reason; spirit and enthusiasm which vitalize the	
-ability to foster student independence and capacity to reason	candidate's learning and teaching; ability to arouse curiosity	
-spirit and enthusiasm, which vitalize the candidate's teaching	in beginning students, to encourage high standards, and to	
-ability to arouse curiosity in beginning students	stimulate advanced students to creative work; personal	
-ability to encourage high standards	attributes as they affect teaching and students; extent and	
-ability to stimulate advanced students to pursue graduate	skill of the candidate's participation in the general guidance,	
work	mentoring, and advising of students; effectiveness in creating	
-personal attributes as they affect teaching and students	an academic environment that is open and encouraging to all	
-quality of participation in the general guidance, mentoring,	students, including development of particularly effective	
and advising of students	strategies for the educational advancement of students in	
-effectiveness in creating an academic environment that is	various underrepresented groups.	
open and encouraging to all students		
	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.	

Notes: Heading is non-substantive. Substance of remaining deleted text appears in APM 210-1.d. (1).

B. 2 B. 2 B. 2 B. 2 B. 3 B. 2 B. 2 B. 2 B. 2 B. 3 B. 3 B. 3 B. 4. B. 2 B. 2 B. 2 B. 3. B. 2 B. 3. B. 3. B. 3. B. 3. B. 4. B. 2. B. 4. B. 4. B. 2. B. 2. B. 4. B. 2. B. 2. B. 4. B. 2. B. 2. B. 2. B. 3. B. 2. B. 4. B. 2. B. 2. B. 4. B. 2. B. 2. B. 2. B. 3. B. 2. B. 3. B. 4. B.	Present	ADM 220 Professor Cortes	Proposed
Utilizing information from the candidate's previous institution, 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, or reminal appointment, or terminal appointment, promotion, merit increase, appraisal, reappointment, or terminal appointment, promotion, merit increase, appraisal, reappointment, or terminal appointment, promotion, merit increase, appraisal, reappointment, or terminal 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 letters of evaluation are not identified in the departmental letters of evaluation are not identified in the departmental letters of evaluation are not identified in the departmental letters of evaluation are not identified in the departmental recommendation. The chair should ensure that individuals who have provided confidential letters of evaluation are not identified in the departmental recommendation to the candidate's scalability of the candidate's previous institution, in the candidate's previous institution, in the can	PPM 230-20.VI.B	APM 220 – Professor Series	PPM 230-220 - Professor Series
instruction.	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	APM 220-80 Recommendations and Review: General Procedures  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,	PPM 230-220-80 - Recommendations and Review: General Procedures 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.  This departmental letter shall:  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.  a. 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.  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

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

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

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Present	APM 210-1 - Instructions to Review Committees Which Advise	Proposed
PPM 230-20.VI. C	on Actions Concerning Appointees in the Professor and Corresponding Series	PPM 230-210-1 - Instructions to Review Committees Which Advise on Actions Concerning Appointees in the Professor and Corresponding Series
C. Professional Competence and Activity	APM 210-1.d(3) Professional Competence and Activity In certain positions in the professional schools and colleges,	PPM 230-210-1.d.(3) Professional Competence and Activity PPM unnecessary; rely upon APM 210-1. d. (3).
For certain positions in the professional schools and colleges, such as Engineering, Medicine, etc., a demonstrated distinction	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	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	appointment or promotion. The candidate's professional activities should be scrutinized for evidence of achievement	
field and of demonstrated progressiveness in the development	and leadership in the field and of demonstrated	
or utilization of new approaches and techniques for the solution of professional problems.	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.	

Present		Proposed
PPM 230-20.VI. D	APM 210-1 - Instructions to Review Committees Which Advise on Actions Concerning Appointees in the Professor and Corresponding Series	PPM 230-210-1 - Instructions to Review Committees Which Advise on Actions Concerning Appointees in the Professor and Corresponding Series
D. University and Public Service	APM 210-1.d(4) University and Public Service	PPM 230-210-1.d.(1) University and Public Service
D. University and Public Service  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. The departmental recommendation should include a description of the type of service that will be expected of the candidate.  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.  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.		

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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Present	APM 220 – Professor Series	Proposed
PPM 230-20. VII. A. – Instructional Series	APIVI 220 – Professor Series	PPM 230-220 – Professor Series
A. Instructional Series	n/a	n/a
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.		
Present	APM 220 – Professor Series	Proposed
PPM 230-20. VII. A. 1 – Professor (Ladder Rank) Series	APIVI 220 – Professor Series	PPM 230-220 – Professor Series
1. Professor (Ladder Rank) Series	APM 220-4 Definition	PPM 230-220-4 Definition
a. Definition		a. The professorial series is used for appointees who are
	a. The professorial series is used for appointees who are	members of the faculty of an academic or professional college
Appointees in the Professor series are members of the faculty	members of the faculty of an academic or professional college	or school of the University who have instructional, as well as
of an academic department or professional school of the	or school of the University who have instructional, as well as	research, University, and public service responsibilities.
University, and are responsible for research and/or creative	research, University, and public service responsibilities.	
work, teaching, professional activity, and University and public		b. Persons appointed to titles in the Professor series form the
service.	b. Persons appointed to titles in the Professor series form the	"regular ranks" faculty of the University. This series is distinct
	"regular ranks" faculty of the University. This series is distinct	from the following series:
Appointees in the Professor series form the "regular ranks"	from the following series:	
faculty of the University. The Professor series is distinct from:		Acting Professor series
Professor In Residence series	Acting Professor series	Adjunct Professor series
<ul> <li>Professor of Clinical X (e.g., Medicine )-series</li> </ul>	Adjunct Professor series	Professor of Practice <u>series</u>
Adjunct Professor series	Health Sciences Clinical Professor series	Health Sciences Clinical Professor series
Professor of Practice	Professor in Residence series	Professor In Residence series
<ul> <li>Health Sciences Clinical Professor series</li> </ul>	Visiting Professor series	Visiting Professor series
Acting Professor series	Professor of Clinical series	Professor of Clinical X (e.g., Medicine) series
Visiting Professor series		

Notes: Headings are non-substantive. Substance of all deleted text appears in APM 220-4.

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Present	ADM 220 Dueferre Code	Proposed
PPM 230-20. VII. A. 1 – Professor (Ladder Rank) Series	APM 220 – Professor Series	PPM 230-220 – Professor Series
b. Ranks	APM 220-8 - Types	PPM 230-220-8 - Types PPM unnecessary; rely upon APM 220-8.
The ranks in the Professor series at UC San Diego are:	a. Titles (and ranks) in the Professor series are:     (1) Instructor	PPM 230-220-10 Criteria
Assistant Professor	(2) Assistant Professor	PPM unnecessary; rely upon APM 220-10.
Associate Professor	(3) Associate Professor	
Professor	(4) Professor	
c. Criteria for Appointment  A candidate for appointment to this series will be judged by the following criteria:  Research and creative work	APM 220-10 Criteria A candidate for appointment, merit increase, or promotion in this series shall be judged by the following criteria: a. Teaching b. Research and creative work c. Professional competence and activity	
Teaching	d. University and public service	
<ul> <li>Professional competence and activity</li> <li>University and public service</li> </ul>	An explanation of these criteria is set forth in the Instructions to Review and Appraisal Committees (see APM - 210-1) as	
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.	issued by the President.	

Notes: Heading and last paragraph are non-substantive.

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

Notes: Headings are non-substantive. Substance of all deleted text appears in APM 220-17.

Present	APM 220 – Professor Series	Proposed
PPM 230-20. VII. A. 1 – Professor (Ladder Rank) Series		PPM 230-220 – Professor Series
Appointment is normally for full-time service to the University,	APM 220-10 - Criteria	PPM 230-220-10 - Criteria
although there may subsequently be a temporary reduction in	Appointment to a part-time position with a title in this	PPM unnecessary; rely upon APM 220-10.
the percentage of time of the appointment by agreement	series shall require the same qualifications as for a full-time	
between the candidate and the University.	appointment, provided, however, that in the case of an	
	appointment on either a full-time or part-time basis of one	
An appointment for less than full time service in a title in this	who has previously served elsewhere as a faculty member on	
series may be authorized under appropriate circumstances,	a part-time basis, the principles expressed in the following	
provided that the Executive Vice Chancellor for Academic	paragraph shall apply in evaluating the candidate.	
Affairs approves the arrangement as being in the best interests	Advancement of a part-time appointee with a title in this	
of the University and fully justified by the particular	series shall depend on quality of performance at a level of	
circumstances. The appropriate dean's office should be	distinction comparable to that demanded of a full-time	
consulted when considering a part-time appointment to this	appointee, although, when circumstances warrant, a lesser	
<del>series.</del>	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.	

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.

Present	APM 220 – Professor Series	Proposed
PPM 230-20. VII. A. 1 – Professor (Ladder Rank) Series		PPM 230-220 – Professor Series
g. Conditions of Employment	APM 220-20 - Conditions of Employment	PPM 230-220-20 – Conditions of Employment
		PPM unnecessary; rely upon APM 220-20.
This series accords tenure at the Associate Professor and	d. Appointments to the ranks of Associate Professor and	
Professor ranks.	Professor are continuous in tenure, subject to the	
	specifications of Section 103.9 of the	
This series conveys membership in the Academic Senate.	Standing Orders of The Regents, which is quoted in APM -	
	220-17-c (1).	
	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.	

Notes: Heading is non-substantive. Substance of all deleted text appears in APM 220-20.

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

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

Notes: Heading is non-substantive. Substance of all deleted text appears in APM 270-4.

Present		Proposed
PPM 230-20. VII. A. 2 – Professor (e.g., of Medicine)	APM 270 – Professor of (e.g., of Psychology)	PPM 230-270 – Professor of (e.g., Psychology)
In Residence Series	In Residence Series	In Residence Series
b. Ranks	APM 270-8 - Types of Appointments	PPM 230-270-8 - Types of Appointments
	a. Titles (and ranks) in this series are:	PPM unnecessary; rely upon APM 270-8.
The ranks in the Professor In Residence series at UC San Diego	(1) Instructor in Residence	
are:	(2) Assistant Professor in Residence	
	(3) Associate Professor in Residence	
<ul> <li>Assistant Professor In Residence</li> </ul>	(4) Professor in Residence	
Associate Professor In Residence		
Professor In Residence		
Present	APM 270 – Professor of (e.g., of Psychology)	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		In Residence Series
c. Criteria for Appointment	APM 270-10 - Criteria	PPM 230-270-10 - Criteria
	A candidate for appointment or advancement in this series	PPM unnecessary; rely upon APM 270-10.
A candidate for appointment in this series will be judged by the	shall be judged by the	
following criteria:	same four criteria and standards of performance specified for	
Research and creative work	the Professor series:	
Teaching	a. Teaching	
<ul> <li>Professional competence and activity</li> </ul>	b. Research and creative work	
<ul> <li>University and public service</li> </ul>	c. Professional competence and activity	
	d. University and public service	
Although the criteria correspond to those for the Professor	These criteria and standards are set forth in the Instructions	
(Ladder-Rank) series, appointments to the Professor In	to Review and Appraisal Committees (see APM - 210-1).	
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.		

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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Present	ADM 270 Professor of (e.g. of Psychology)	Proposed
PPM 230-20. VII. A. 2 – Professor (e.g., of Medicine)	APM 270 – Professor of (e.g., of Psychology) In Residence Series	PPM 230-270 – Professor of (e.g., Psychology)
In Residence Series		In Residence Series
d. Restrictions	APM 270-16 - Restrictions	PPM 230-270-16 - Restrictions
	a. An appointee holding a title in this series must either be a	PPM unnecessary; rely upon APM 270-16.
Titles in this series are intended to be used for individuals	full-time academic employee of the University, with 100	
supported by non-state funds.	percent of the employment allocated among one or more	
	appointments to academic titles, or be certified by the	
An appointee holding a title in this series must either be a full-	Chancellor that his or her sole professional commitment is to	
time academic employee of the University, with 100% of the	the University. In either case, an appointee with a title in this	
employment allocated among one or more appointments to	series must be academically qualified to serve in a	
academic titles, or the Executive Vice Chancellor for Academic	corresponding title in the Professor series in the same	
Affairs must certify that the appointee's sole professional	department, and must meet the criteria outlined in	
commitment is to the University.	APM - 270-10.	
An appointee in this series must be academically qualified to	b. Limits on State Funding:	
serve in a corresponding title in the Professor series in the	Fifty percent or more of the base salary of the appointee shall	
same department and must meet the criteria outlined above.	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.	

Notes: Heading is non-substantive. Substance of PPM 230-20. VII A. 2. d., appears in APM 270-16.

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**Bold Text** = Existing APM language

Present	ADM 270 Dueferson of /o a of Daughalam)	Proposed
PPM 230-20. VII. A. 2 – Professor (e.g., of Medicine)	APM 270 – Professor of (e.g., of Psychology)	PPM 230-270 – Professor of (e.g., Psychology)
In Residence Series	In Residence Series	In Residence Series
e. Terms of Service	APM 270-17 - Terms of Service	PPM 230-270-17 - Terms of Service
		PPM unnecessary; rely upon APM 270-17.
Appointment or reappointment as Assistant Professor In	a. (2) Assistant Professor in Residence	
Residence may be for a period not to exceed two years,	Each appointment and reappointment is limited to a	
normally ending on the second June 30 following the date of	maximum term of two years	
appointment or reappointment.	b. An appointment to the title of Associate Professor in	
	Residence or Professor in Residence may be made in two	
Appointment or reappointment as Associate or Full Professor	ways:	
In Residence may be made either with a specified ending date	(1) With a specific ending date	
or with no specified ending date (indefinite), subject to the	For an Associate Professor in Residence (Steps I, II, III), each	
availability of funding.	appointment is limited to a maximum term of two years. For	
	an Associate Professor in Residence (Steps IV and V) and for a	
Refer to the University of California Academic Salary Scales for	Professor in Residence, each appointment period is limited to	
information on the normal years at rank and step.	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).	
	(2) With no specific and an data	
	(2) With no specific ending date 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.	
	, ,	
	For provisions concerning termination, see APM - 270-20-a.	

Notes: Heading is non-substantive. Substance of PPM 230-20. VII A. 2. e. appears in APM 270-17.

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Bold Text = Existing APM language

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

Notes: Heading is non-substantive. Substance of deleted text appears in APM 270-16.

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

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.

Present	
PPM 230-20. VII. A. 2 – Professor (e.g., of Medicine)	
In Residence Series	

#### Conditions of Employment

This series does not accord tenure or security of employment.

This series conveys membership in the Academic Senate. 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.

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.

APM 210-1 – Instructions to Review Committees Which Advise on Actions Concerning the Professor Series

210-1 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.

- d. Criteria for Appointment, Promotion, and Appraisal
- (3) Professional Competence and Activity 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.

## Proposed PPM 230-210-1 – Instructions to Review Committees Which

Advise on Actions Concerning the Professor Series

PPM 230-210-1 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.

- d. Criteria for Appointment, Promotion, and Appraisal
- (3) Professional Competence and Activity 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.

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.

Notes: Heading is non-substantive. See preceding page for proposed disposition of remaining deleted text.

KEY: Plain Text = Existing PPM language proposed for inclusion in new section of PPM

Strikethrough = Existing PPM language proposed for deletion

Underlined Text = New policy language proposed for inclusion in new section of PPM

Bold Text = Existing APM language

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

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.

Present	ADM 275 Duction of Olivinal	Proposed
PPM 230-20. VII. A. 3 – Professor of Clinical X	APM 275 – Professor of Clinical	PPM 230-275 – Professor of Clinical X
(e.g., Medicine) Series	(e.g., Medicine) Series	(e.g., Medicine) Series
b. Ranks	APM 275-8 Types of Appointments	PPM 230-275-8 Types of Appointments
The ranks in the Professor of Clinical X series at UC San Diego	a. Titles and (and ranks) in this series are:	a. Titles and (and ranks) in this series are:
Assistant Professor of Clinical X Associate Professor of Clinical X Professor of Clinical X	<ul> <li>(1) Assistant Professor of Clinical (e.g., Medicine)</li> <li>(2) Associate Professor of Clinical (e.g., Medicine)</li> <li>(3) Professor of Clinical (e.g., Medicine)</li> </ul>	<ul> <li>(1) Assistant Professor of Clinical X (e.g., Medicine)</li> <li>(2) Associate Professor of Clinical X (e.g., Medicine)</li> <li>(3) Professor of Clinical X (e.g., Medicine)</li> </ul>
c. Criteria for Appointment	APM 275-10 Criteria	
A candidate for appointment in this series will be judged by the following criteria:	A candidate for appointment or advancement in this series shall be judged by the following criteria:  a. Teaching	
Teaching Professional competence and activity	b. Professional competence and activity c. Creative work	
Creative work	d. University and public service	
University and public service	d. Offiversity and public service	Proposed
The departmental recommendation letter must document the candidate's division of effort among the four areas of activity	APM 210-2 – Instructions to Review Committees Which Advise on Actions Concerning the Professor of Clinical (e.g., Medicine) Series	PPM 230-210-2 – Instructions to Review Committees Which Advise on Actions Concerning the Professor of Clinical X (e.g., Medicine) Series
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.	bThe 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.	PPM 230-210-2. b PPM unnecessary; rely upon APM 210-2. b.
Provided below is a description of the specific criteria for appointment to the Professor of Clinical X series at UC San Diego:	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.	
	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.	

Notes: Heading is non-substantive. Substance of remaining deleted text appears in APM 275-8 and APM 210-2. b.

KEY: Plain Text = Existing PPM language proposed for inclusion in new section of PPM

Strikethrough = Existing PPM language proposed for deletion

Underlined Text = New policy language proposed for inclusion in new section of PPM

Bold Text = Existing APM language

Present	APM 210-2 – Instructions to Review Committees Which	Proposed
PPM 230-20. VII. A. 3 – Professor of Clinical X (e.g., Medicine) Series	Advise on Actions Concerning the Professor of Clinical (e.g., Medicine) Series	PPM 230-210-2 – Instructions to Review Committees Which Advise on Actions Concerning the Professor of Clinical X (e.g., Medicine) Series
i. Teaching 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.	b. (1) Teaching — 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.	PPM 230-210-2. b (1) - Teaching PPM unnecessary; rely upon APM 210-2.b. (1)
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.  For appointment to a title in this series, the candidate should have a record of active participation and excellence in teaching.  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.	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.  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.  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.	

Notes: Heading is non-substantive. Substance of all deleted text appears in APM 210-2. b.(1).

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

serve as consultants on a nationwide basis, serve on specialty

boards, or be members or officers of clinical and/or

Notes: Heading is non-substantive. Substance of all deleted text appears in APM 210-2. b.(2). Text in blue in Proposed PPM 230-210-2. b.(2)(a) is from PPM 230-20-VII. A. 3.g.

professional societies.

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Strikethrough = Existing PPM language proposed for deletion

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be members or officers of clinical and/or professional societies.

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

Notes: Heading is non-substantive. Substance of all deleted text appears in APM 210-2. b.(2).

Present	APM 210-2 – Instructions to Review Committees Which	Proposed
PPM 230-20. VII. A. 3 – Professor of Clinical X (e.g., Medicine) Series	Advise on Actions Concerning the Professor of Clinical (e.g., Medicine) Series	PPM 230-210-2 – Instructions to Review Committees Which Advise on Actions Concerning the Professor of Clinical X (e.g., Medicine) Series
Creative Work  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	(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.	PPM 230-210-2. b (3) – Creative Work PPM unnecessary; rely upon APM 210-2. b. (3)
work.  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.	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.	

Notes: Heading is non-substantive. Substance of all deleted text appears in APM 210-2. b. (3).

Present	APM 210-2 – Instructions to Review Committees Which	Proposed
PPM 230-20. VII. A. 3 – Professor of Clinical X (e.g., Medicine) Series	Advise on Actions Concerning the Professor of Clinical (e.g., Medicine) Series	PPM 230-210-2 – Instructions to Review Committees Which Advise on Actions Concerning the Professor of Clinical X (e.g., Medicine) Series
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.	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.	PPM 230-210-2. b (3) – Creative Work PPM unnecessary; rely upon APM 210-2. b. (3)
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.  The quantitative productivity level achieved by a candidate	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.  The quantitative productivity level achieved by a faculty	
should be assessed with the knowledge of the time and institutional resources allotted to the individual for creative work.	member should be assessed realistically, with knowledge of the time and institutional resources allotted to the individual for creative work.	

Notes: Substance of all deleted text appears in APM 210-2. b. (3).

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

Notes: Heading is non-substantive. Substance of all deleted text appears in APM 210-2. b. (4).

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

Notes: Heading is non-substantive. Substance of deleted text appears in APM 275-16.

KEY: Plain Text = Existing PPM language proposed for inclusion in new section of PPM

Strikethrough = Existing PPM language proposed for deletion

Underlined Text = New policy language proposed for inclusion in new section of PPM

Bold Text = Existing APM language

Highlighted/Double Underline = Existing PPM language that will appear in the APS Appointment and Advancement Instructions.

	APM 275 – Professor of Clinical	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	(e.g., Medicine) Series	(e.g., Medicine) Series
e. Terms of Service	APM 275-17 Terms of Service	PPM 230-275-17 Terms of Service
		PPM unnecessary; rely upon APM 275-17.
Appointment or reappointment as Assistant Professor of	a. Title of Assistant Professor of Clinical (e.g., Medicine)	
Clinical X may be for a period not to exceed two years,		
normally ending on the second June 30 following the date of	An appointment to the title of Assistant Professor of Clinical	
appointment or reappointment.	(e.g., Medicine) shall be made with a specified ending date.	
	The appointee shall be advised by letter and/or on the	
Appointment or reappointment as Associate or Full Professor	appropriate campus approval document that the	
of Clinical X may be made either with a specified ending date or	appointment is for a specific period and that the appointment	
with no specified ending date (indefinite), subject to the	ipso facto expires at the specified date.	
availability of funding.		
	Each appointment and reappointment is limited to a	
Refer to the University of California Academic Salary Scales for	maximum term of two years. The appointment may be made	
information on the normal years at rank and step.	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. 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.	
	(1) With a specific ending date:	
	(1) With a specific ending date.	
	••	
	(2) With no specific ending date:	
	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).	

Notes: Heading and last paragraph are non-substantive. Substance of remaining deleted text appears in APM 275-17.

Present	ADM 375 Purfesses of Clinical	Proposed
PPM 230-20. VII. A. 3 – Professor of Clinical X	APM 275 – Professor of Clinical	PPM 230-275 – Professor of Clinical X
(e.g., Medicine) Series	(e.g., Medicine) Series	(e.g., Medicine) Series
f. Salary	APM 275-20 Conditions of Employment	PPM 230-275-17 Terms of Service
		PPM unnecessary; rely upon APM 275-20.
Policies governing support of members of this series by state	b. Appointees in this series are members of the Academic	
funds are described in APM 275-16 b. (2), Professor Clinical	Senate. See Standing Order 105.1(a).	
<del>(e.g., Medicine) Series.</del>	c. Neither tenure nor security of employment is acquired by	
	appointment to a title in this series.	
g. Conditions of Employment		
	d. An appointee with a title in this series is eligible for leave	
This series does not accord tenure or security of employment.	with pay under APM - 758 when the leave is in the interest of	
	the University and to the extent that provision is available in	
This series conveys membership in the Academic Senate.	the fund source(s) from which the salary is paid. The	
	Chancellor may approve leaves for twelve months or less.	
A candidate for appointment in this series must have a	Appointees are not eligible for the sabbatical leave program	
doctorate in a clinical discipline. If required for the position, the	as described in APM - 740.	
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.		
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		

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).

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

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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Present	ADBA 200 Adinast Dustaceau Covice	Proposed
PPM 230-20. VII. A. 4 – Adjunct Professor Series	APM 280 – Adjunct Professor Series	PPM 230-280 – Adjunct Professor Series
4. Adjunct Professor Series	APM 280-4 Definition	PPM 230-280-4 Definition
	a. Titles in this series may be assigned (1) to individuals who	a. Titles in the Adjunct Professor series are assigned to
a. Definition	are predominantly engaged in research or other creative work	academically qualified research or other creative personnel
Titles in the Adjunct Professor series are assigned to	and who participate in teaching, or (2) to individuals who	who contribute meaningfully to teaching either in formal
academically qualified research or other creative personnel	contribute primarily to teaching and have a limited	courses or in guidance of graduate students.
who contribute meaningfully to teaching either in formal	responsibility for research or other creative work; these	
courses or in guidance of graduate students.	individuals may be professional practitioners of appropriate	Titles in this series may be assigned (1) to individuals who are
	distinction. Appointees with titles in this series also engage in	predominantly engaged in research or other creative work
Appointees in the Adjunct Professor series may engage	University and public service consistent with their	and who participate in teaching, or (2) to individuals who
predominantly in research and other creative work, as well as	assignments.	contribute primarily to teaching and have a limited
participate in teaching; or they may contribute primarily to		responsibility for research or other creative work; these
teaching and have limited responsibility for research and other		individuals may be professional practitioners of appropriate
creative work.		distinction. Appointees with titles in this series also engage in
	APM 280-8 Types of Appointments	University and public service consistent with their
Appointees in this series also engage in University and public	a. Titles (and ranks) in this series are:	assignments
service consistent with their assignments.	(1) Adjunct Instructor	
	(2) Assistant Adjunct Professor	
<del>b. Ranks</del>	(3) Associate Adjunct Professor	APM 280-8 Types of Appointments
The ranks in the Adjunct Professor series at UC San Diego are:	(4) Adjunct Professor	PPM unnecessary; rely upon APM 280-8.
Assistant Adjunct Professor		
Associate Adjunct Professor		
Adjunct Professor		

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

Present	ADM 200 Adiopat Professor Cories	Proposed
PPM 230-20. VII. A. 4 – Adjunct Professor Series	APM 280 – Adjunct Professor Series	PPM 230-280 – Adjunct Professor Series
c. Criteria for Appointment	APM 280-10 - Criteria	PPM 230-280-10 - Criteria
A candidate for appointment in this series will be judged by the	A candidate for appointment or advancement in this series	A candidate for appointment or advancement in this series
following criteria:	shall be judged by the four criteria specified below.	shall be judged by the four criteria specified below.
Teaching	Evaluation of the candidate with respect to these criteria shall	Evaluation of the candidate with respect to these criteria shall
Research and creative work	take appropriately into account the nature of the University	take appropriately into account the nature of the University
Professional competence and activity	assignment of duties and responsibilities and shall adjust	assignment of duties and responsibilities and shall adjust
University and public service	accordingly the emphasis to be placed on each of the criteria.	accordingly the emphasis to be placed on each of the criteria.
	For example, a candidate may have a heavy workload in	For example, a candidate may have a heavy workload in
Evaluation of the candidate with respect to these criteria	research and a relatively light workload in teaching.	research and a relatively light workload in teaching. The
should take into account the nature of the University		relative distribution of responsibilities among the four criteria
assignment of duties and responsibilities, and the emphasis to	The four criteria are:	may differ but must be clearly defined for each individual at
be placed on each of the criteria should be adjusted	a. Teaching	the time of appointment. The departmental recommendation
accordingly. The relative distribution of responsibilities among	b. Research and creative work	letter must document how the candidate will fulfill all criteria
the four criteria may differ but must be clearly defined for each	c. Professional competence and activity	for appointment in this series.
individual at the time of appointment.	d. University and public service	
		The four criteria are:
The departmental recommendation letter must document how	The Chancellor, with the advice of the Senate, may publish	a. Teaching
the candidate will fulfill all criteria for appointment in this	standards of performance for appointment and promotion for	b. Research and creative work
series.	the Adjunct Professor series.	c. Professional competence and activity
		d. University and public service
For appointments in which research is the primary activity, the		
candidate need not teach a formal course, however meaningful		For appointments in which research is the primary activity, the
contributions to the graduate or undergraduate instructional		candidate need not teach a formal course, however meaningful
program are required and the candidate's expected		contributions to the graduate or undergraduate instructional
contributions in this area must be clearly articulated at the		program are required and the candidate's expected
time of appointment. Clinical teaching may also satisfy the		contributions in this area must be clearly articulated at the
teaching requirement.		time of appointment. Clinical teaching may also satisfy the
Clavibility is avacated to be avaraged in judging the share-star		teaching requirement.
Flexibility is expected to be exercised in judging the character of research and creative work.		Elevibility is expected to be exercised in judging the character
of research and creative work.		Flexibility is expected to be exercised in judging the character of research and creative work.
		or research and creative work.
		The Chancellor, with the advice of the Senate, may publish
		standards of performance for appointment and promotion for
		the Adjunct Professor series.
		and riaganite i rolessor series.

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

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Present	ADM 390 Adjunct Professor Sories	Proposed
PPM 230-20. VII. A. 4 – Adjunct Professor Series	APM 280 – Adjunct Professor Series	PPM 230-280 – Adjunct Professor Series
d. Restrictions	APM 280-16 - Restrictions	PPM 230-280-16 - Restrictions
	a. When participation in teaching is less than one course a	a. For appointments in which teaching is the main activity, it
If, during an appointment in the Adjunct Professor series,	year (or equivalent), the appointee should be considered for	should be demonstrated clearly before appointment to the
research and/or creative work cease to be a part of the	transfer to another academic title.	Adjunct Professor series that a "teaching only title" such as
appointee's duties, the individual should be considered for		Lecturer is not appropriate (e.g., a faculty member who also
transfer to an instruction-only title. Similarly, if meaningful	Professional Researchers who teach less than one course a	has clinical responsibilities). If, during an appointment in the
contributions to instructional responsibilities cease to be part	year, or equivalent, on a regular basis should hold a Lecturer	Adjunct Professor series, research and/or creative work cease
of the appointee's duties, the individual should be considered	title in conjunction with the research title. Individuals who	to be a part of the appointee's duties, the individual should
for transfer to a research-only title.	are primarily researchers and who teach regularly at least one	be considered for transfer to an instruction-only title.
	course a year (or equivalent) should be appointed in the	
	Adjunct Professor series for their whole appointment. Clinical	Similarly, if meaningful contributions to instructional
	teaching may satisfy the teaching requirement.	responsibilities cease to be part of the appointee's duties, <b>the</b>
		individual should be considered for transfer to a research-only
	For appointments in which teaching is the main activity, it	title. Clinical teaching may satisfy the teaching requirement.
	should be demonstrated clearly before appointment to the	
	Adjunct Professor series that a "teaching only title" such as	If, during an appointment in the Adjunct Professor series,
	Lecturer is not appropriate (e.g., a faculty member who also	research ceases to be part of the appointee's duties, the
	has clinical responsibilities). If, during an appointment in the	individual should be considered for transfer to another
	Adjunct Professor series, research ceases to be part of the	academic title.
	appointee's duties, the individual should be considered for	
	transfer to another academic title.	

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

Present	ADM 200 Allow t Dorfo and Code	Proposed
PPM 230-20. VII. A. 4 – Adjunct Professor Series	APM 280 – Adjunct Professor Series	PPM 230-280 – Adjunct Professor Series
e. Terms of Service	APM 280-17 - Terms of Service	PPM 230-280-17 - Terms of Service
	a. An appointment to the title of Adjunct Instructor or	a. An appointment to the title of Adjunct Instructor or
Appointment or reappointment as Assistant Adjunct Professor	Assistant Adjunct Professor shall be made with a specified	Assistant Adjunct Professor shall be made with a specified
may be for a period not to exceed two years, normally ending	ending date. The appointee shall be advised by letter and/or	ending date. The appointee shall be advised by letter and/or
on the second June 30 following the date of appointment or	on the appropriate campus approval document that the	on the appropriate campus approval document that the
reappointment. An appointment or reappointment may be for	appointment is for a specific period and that the appointment	appointment is for a specific period and that the appointment
a shorter term.	ipso facto ends at the specified date. Termination prior to the	ipso facto ends at the specified date.
	specified ending date of an appointment may be only for	
Appointment or reappointment as Associate or Full Adjunct	good cause and is subject to the provisions of Standing Order	(2) Assistant Adjunct Professor
Professor-should be proposed with a specified ending date.	103.9. See APM - 280-20-c.	Each appointment and reappointment is limited to a
	(0) 0 1 1 1 0 1 0 1	maximum term of two years. The appointment may be made
Appointment or reappointment with no specified ending date	(2) Assistant Adjunct Professor	for a shorter term.
(indefinite) may only be proposed when there is a reasonable	Each appointment and reappointment is limited to a	b. An appointment or reappointment to the title of Associate
expectation of long-term funding. If the appointment is	maximum term of two years. The appointment may be made for a shorter term.	Adjunct Professor or Adjunct Professor should be proposed
indefinite, academic review of the appointee must be conducted on a biennial or triennial basis corresponding to	b. An appointment to the title of Associate Adjunct Professor	with a specified ending date.  For an Associate Adjunct Professor (Steps I, II, III), each
normal periods of service for the rank and step.	or Adjunct Professor may be made in two ways:	appointment is limited to a maximum term of two years. For
normal periods of service for the rank and step.	(1) With a specific ending date	an Associate Adjunct Professor (Steps IV and V) and for an
Non-salaried appointments and reappointments in the Adjunct	For an Associate Adjunct Professor (Steps I, II, III), each	Adjunct Professor, each appointment period is limited to a
series must be made with a specified ending date.	appointment is limited to a maximum term of two years. For	maximum term of three years. These appointments may be
series must be must be must be specified ending dates	an Associate Adjunct Professor (Steps IV and V) and for an	made for a shorter term.
Refer to the University of California Academic Salary Scales for	Adjunct Professor, each appointment period is limited to a	
information on the normal years at rank and step.	maximum term of three years. These appointments may be	Appointment or reappointment with no specified ending date
Appointment or reappointment in this series may be for a	made for a shorter term.	(indefinite) may only be made when there is a reasonable
shorter term.		expectation of long-term funding. If the appointment is
	(2) With no specific ending date	indefinite, academic review of the appointee must be
	It is recommended that such appointments be made only	conducted on a biennial or triennial basis corresponding to
	when there is a reasonable expectation of long-term funding.	normal periods of service for the rank and step.
		Non-salaried appointments and reappointments in the Adjunct
	c. Rules concerning effective dates of appointments are	series must be made with a specified ending date.
	stipulated in APM - 200-17, except that an appointment	
	period normally will coincide with the University's fiscal year	c. Rules concerning effective dates of appointments are
	of July 1 through June 30. The effective date of a promotion	stipulated in APM - 200-17, except that an appointment
	or merit increase is normally July 1. However, exceptions	period normally will coincide with the University's fiscal year
	may be approved by the Chancellor, subject to the provisions	of July 1 through June 30. The effective date of a promotion
	of APM - 280-24-a(6) and (7).	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).
Notes: Heading is non substantive Substance of remaining delet		OI AF IVI - 200-24-a (U) allu (/ ).

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Present	ADM 200 Adjust Duefocou Coulos	Proposed
PPM 230-20. VII. A. 4 – Adjunct Professor Series	APM 280 – Adjunct Professor Series	PPM 230-280 – Adjunct Professor Series
f. Salary	APM 280-4 Definition	PPM 230-280-4 – Definition
	b. Appointees may serve full-time, part-time, or at 0 percent	PPM unnecessary; rely upon APM 280-4
Appointments in the Adjunct series are supported primarily by	time.	
non-state funds. As a minimum, one-half of the funding for the	c. Adjunct Professor titles are intended to be supported	PPM 230-280-16 – Restrictions
base salary for an Adjunct appointment must come from funds	primarily by non-State funds. For purposes of this policy,	PPM unnecessary; rely upon APM 280-16
other than state funds. For example, for a half-time Adjunct	non-State funds are all funds other than General funds	
appointment (50% time), at least 25% must be non-state	(19900-19999).	
funded. Even when an individual holds the Adjunct title in		
conjunction with another University title that may be entirely	APM 280-16 – Restrictions	
supported by non-state funds, one-half of the Adjunct	b. Limits on State Funding:	
appointment must be supported by non-state funds.	(1) Appointments are designed to be supported primarily by	
	non-State funds. See APM - 280-4-c.	
The Executive Vice Chancellor for Academic Affairs is	As a minimum, one half of the funding for the base salary of	
authorized to approve exceptions to the state funding	an Adjunct appointment shall come from funds other than	
limitations specified above.	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.	
	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.	
	(2) Exceptions	
	(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.	
	Tuliuliig.	

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

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Present	ADM 200 Adjust Duckerou Couice	Proposed
PPM 230-20. VII. A. 4 – Adjunct Professor Series	APM 280 – Adjunct Professor Series	PPM 230-280 – Adjunct Professor Series
g. Conditions of Employment	APM 280-20 - Conditions of Employment	PPM 230-280-20 - Conditions of Employment
	a. Appointees in this series are not members of the Academic	PPM unnecessary; rely upon APM 280-20
This series does not accord tenure or security of employment.	Senate.	
	b. Neither tenure nor security of employment is acquired by	
This series does not convey membership in the Academic	appointment to a title in this series.	
<del>Senate.</del>	c. Expiration of an appointment, layoff, and termination.	
	(1) Appointments with specific ending dates are subject to the	
Appointees in this series are subject to APM 015, The Faculty	following policies:	
Code of Conduct.	(a) An appointment to a title in this series with a specified	
	ending date expires by its own terms on that date, and	
A candidate for appointment to this series must possess a	additional notice of the ending of the appointment is not	
Ph.D. degree or equivalent. In Health Sciences, candidates with	required.	
clinical responsibilities must have a doctorate in a clinical	An appointment to a title in this series with a specified ending	
discipline. If required for the position, the candidate must	date expires by its own terms on that date, and additional	
possess and maintain an appropriate valid license and active	notice of the ending of the appointment is not required.	
membership as a Medical Staff member, or the equivalent.	Harrison to accomply a second second	
Those appointed at the Associate rank or above should be	However, in cases when an appointment has been renewed	
certified by one of the medical specialty boards or demonstrate	at least once and if the funding sources and campus	
equivalent achievement and recognition.	procedures permit, it is desirable (but not required) that a	
Appointees in this series are subject to APM 137. Non-Senate	reasonable period of notice be given.	
Academic Appointees/Term Appointment.	d. The Faculty Code of Conduct (APM - 015) applies to all	
reductifie Appointees/ Term Appointments	appointees in this series	
Appointees in this series are not eligible for sabbatical	appointees in this series	
leave, but are eligible for leave with pay in accordance with	e. An appointee with a title in this series is eligible for leave	
PPM 230 10, Section II L, Other Leaves with Pay.	with pay under APM - 758 when the leave is in the interest of	
Time 230 10, Section in 2, Other 2caves with ray.	the University and to the extent that provision is available in	
	the fund source(s) from which the salary is paid.	
	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.	
	Appointees are not eligible for sabbatical leave (APM - 740).	
	, , ,	

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.

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

Notes: Heading is non-substantive.

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Present	ADMA 270 Haralth Calanasa Clinian	Proposed
PPM 230-20. VII. A. 5 – Health Sciences Clinical	APM 278 – Health Sciences Clinical	PPM 230-278 – Health Sciences Clinical
Professor Series	Professor Series	Professor Series
5. Health Sciences Clinical Professor Series	APM 278-4 Definition	PPM 278-4 Definition
a. Definition	a. Faculty in the Health Sciences Clinical Professor series are	a. Faculty in the Health Sciences Clinical Professor series are
Appointees in the Health Sciences Clinical Professor series	salaried appointees in the health sciences who teach,	salaried appointees in the health sciences who teach,
primarily participate in patient care, and also teach, engage in	participate in patient care, and may participate in University	participate in patient care, and also participate in University
some scholarly and/or creative activities, and participate in	and/or public service and scholarly and/or creative activities.	and/or public service and scholarly and/or creative activities.
University and/or public service.	Faculty in the Health Sciences Clinical Professor series teach	Faculty in the Health Sciences Clinical Professor series teach
	the application of basic sciences and the mastery of clinical	the application of basic sciences and the mastery of clinical
Faculty in this series also teach the application of medical	procedures in all areas concerned with the care of patients,	procedures in all areas concerned with the care of patients,
sciences and the mastery of clinical procedures in all areas	including dentistry, medicine, nursing, optometry, pharmacy,	including dentistry, medicine, nursing, optometry, pharmacy,
concerned with the care of patients.	psychology, veterinary medicine, the allied health	psychology, veterinary medicine, the allied health
	professions, and other patient care professions.	professions, and other patient care professions.
A concurrent non-salaried appointment in this series may be		
made for a candidate who is employed by the University as a	c. Concurrent without-salary appointments	For more information on this series, please see PPM 230-278,
staff physician or clinician, or for an individual who holds a	A concurrent without-salary appointment in the Health	Appendix A, Guidelines for the Health Sciences Clinical
salaried appointment paid by an institution with which the	Sciences Clinical Professor series may be made for an	<u>Professor Series.</u>
University has a formal affiliation agreement.	appointee who is employed by the University as a staff	c. Concurrent without-salary appointments
(For more information on this series, please see Supplement II.)	physician or clinician, or for an individual who holds a salaried	A concurrent without-salary appointment in the Health
	clinical appointment paid by an institution with which the	Sciences Clinical Professor series may be made for an
	University has a formal affiliation agreement. The Chancellor,	appointee who is employed by the University as a staff
	with the advice of the clinical departments, may establish	physician or clinician, or for an individual who holds a salaried
	separate review procedures and, within the limits of APM -	clinical appointment paid by an institution with which the
	210-6, separate criteria for these appointees. For example,	University has a formal affiliation agreement. The Chancellor,
	the Chancellor may decide that the campus will conduct only	with the advice of the clinical departments, may establish
	promotion reviews for this group.	separate review procedures and, within the limits of APM -
	When an individual's salaried appointment ends, the without-	210-6, separate criteria for these appointees. For example,
	salary appointment in the Health Sciences Clinical Professor	the Chancellor may decide that the campus will conduct only
	series also will end automatically. Without-salary	promotion reviews for this group.
	appointments in this series are to be distinguished from	When an individual's salaried appointment ends, the without-
	appointments in the volunteer Clinical Professor series (APM -	salary appointment in the Health Sciences Clinical Professor
	279), which are for practitioners from the community and at	series also will end automatically. Without-salary
	other non-affiliated sites.	appointments in this series are to be distinguished from
		appointments in the volunteer Clinical Professor series (APM -
	PPM 230-278-10- Criteria	279), which are for practitioners from the community and at
	A candidate in this series shall be evaluated using the criteria	other non-affiliated sites.
	specified below. The criteria shall be appropriately weighted	DDM 220 270 40
	to take into account this series' primary emphasis on direct	PPM 230-278-10
	patient care services and clinical teaching.	PPM unnecessary; rely upon APM 278-10.

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

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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Present	ADM 240 C. Instructions to Device. Committees Which	Proposed
PPM 230-20. VII. A. 5 – Health Sciences Clinical	APM 210-6 – Instructions to Review Committees Which Advise on Actions Concerning	PPM 230-210-6 – Instructions to Review Committees Which
Professor Series	the Health Sciences Clinical Professor Series	Advise on Actions Concerning
	the Health Sciences Chilical Professor Series	the Health Sciences Clinical Professor Series
<del>b. Ranks</del>	APM 210-6. b.	PPM 230-210-6. b.
	For appointments, the chair shall provide a description of	PPM unnecessary; rely upon APM 210-6. b.
The ranks in the Health Sciences Clinical Professor series at UC	the proposed allocation of the candidate's time in the areas	
San Diego are:	of activity. For advancement, the chair shall document the	
	faculty member's allocation of effort among the areas of	
Health Sciences Assistant Clinical Professor	activity. The chair should also indicate the appropriateness of	
Health Sciences Associate Clinical Professor	this allocation to the position that the individual holds in the	
Health Sciences Clinical Professor	department, school, or clinical teaching faculty.	
c. Criteria for Appointment	Appointees in the Health Sciences Clinical Professor series	
	shall be evaluated in relation to the nature and the allocation	
A candidate for appointment in this series will be judged by the	of time of their University assignments. Faculty with part-	
following criteria:	time appointments are expected to show the same quality of	
	performance as full-time appointees, but the amount of	
Professional competence and activity	activity may be less.	
Teaching		
University and public service		
Scholarly and creative work		
The criteria should be appropriately weighted to take into		
account this series' primary emphasis on direct patient care		
services and clinical teaching.		
The departmental recommendation letter must are side a		
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.		
detivity may be less.		
<u> </u>		

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).

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

Notes: Headings are non-substantive. Substance of remaining deleted text appears in APM 278-4 and APM 278-16.

Present	ADM 270 Health Calances Challed	Proposed
PPM 230-20. VII. A. 5 – Health Sciences Clinical	APM 278 – Health Sciences Clinical	PPM 230-278 – Health Sciences Clinical
Professor Series	Professor Series	Professor Series
e. Terms of Service	APM 278-4 – Definition	PPM 230-278-4 - Definition
	c. Concurrent without-salary appointments	PPM unnecessary; rely upon APM 278-4
Appointment or reappointment in the Health Sciences Clinical	When an individual's salaried appointment ends, the	
Professor series must have a specified ending date.	without-salary appointment in the Health Sciences Clinical	PPM 230-278-17 – Terms of Service
	Professor series also will end automatically. Without-salary	PPM unnecessary; rely upon APM 278-17
When an individual's salaried appointment ends, the non-	appointments in this series are to be distinguished from	
salaried appointment in the Health Sciences Clinical Professor	appointments in the volunteer Clinical Professor series (APM -	PPM 230-278-18 - Salary
series also will end automatically.	279), which are for practitioners from the community and at	PPM unnecessary; rely upon APM 278-18
	other non-affiliated sites.	
Refer to the University of California Academic Salary Scales for		
information on the normal years at rank and step.	APM 278-17 - Terms of Service	
	An appointment in the Health Sciences Clinical Professor	
Appointment or reappointment may be for a shorter term than	series shall have a specified ending date	
the maximum appointment periods listed on the Salary Scale.	b. Health Sciences Assistant Clinical Professor	
	Each appointment and reappointment at this rank is limited	
f. Salary	to a maximum term of two years but may be for a shorter	
The academic calony coales for the regular Drefessor series	term c. Health Sciences Associate Clinical Professor and Health	
The academic salary scales for the regular Professor series (fiscal year) apply, subject to the terms of special salary or the	Sciences Clinical Professor	
Health Sciences Compensation Plan.	For a Health Sciences Associate Clinical Professor (Steps I, II,	
Health Sciences compensation Fian.	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.	
	,	
	APM 278-18 - Salary	
	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,	
	В, С.	

Notes: Headings are non-substantive. Substance of remaining deleted text appears in APM 278-4, APM 278-17, and APM 278-18.

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Present	APM 278 – Health Sciences Clinical	Proposed
PPM 230-20. VII. A. 5 – Health Sciences Clinical	Professor Series	PPM 230-278 – Health Sciences Clinical
Professor Series	Professor Series	Professor Series
g. Conditions of Employment	APM 278-20 - Conditions of Employment	PPM 230-278-20 – Conditions of Employment
	a. Appointees in this series are not members of the Academic	a. Appointees in this series are not members of the Academic
This series does not accord tenure or security of employment.	Senate.	Senate.
	b. Neither tenure nor security of employment is acquired by	b. Neither tenure nor security of employment is acquired by
This series does not convey membership in the Academic	appointment to a title in this series, regardless of percentage	appointment to a title in this series, regardless of percentage
Senate.	of State funding.	of State funding.
Appointees in this series are subject to APM 015, The Faculty	c. Unless not required for the position, appointees in the	c. Faculty in this series must have a doctorate in a clinical
Code of Conduct.	Health Sciences Clinical Professor series must possess and	discipline. Unless not required for the position, appointees in
	maintain an appropriate valid license and active membership	the Health Sciences Clinical Professor series must possess and
Faculty in this series must have a doctorate in a clinical	as a Medical Staff member, or equivalent. Loss of license or	maintain an appropriate valid license and active membership
discipline. If required for the position, the candidate must	active Medical Staff privileges will result in, at department	as a Medical Staff member, or equivalent. Loss of license or
possess and maintain an appropriate valid license and active	discretion, reassignment of duties or termination of	active Medical Staff privileges will result in, at department
membership as a Medical Staff member, or the equivalent.	appointment for cause under APM - 150.	discretion, reassignment of duties or termination of
A	1.5	appointment for cause under APM - 150.
Appointees in this series are subject to APM 137, Non-Senate Academic Appointees/Term Appointment.	d. Expiration of an appointment, layoff, and termination:	
	(1) APM - 137, Non-Senate Academic Appointees/Term	
Appointees in this series are not eligible for sabbatical leave,	Appointment, applies to this series.	
but are eligible for leave with pay in accordance with PPM 230-		
10, Section II L, Other Leaves with Pay.	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.	
	f. Appointees with a title in this series are not eligible for	
	sabbatical leave (APM - 740).	
	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.	
1	1	
National Development and a substantial All deleted to the annual St. A.D.	M 270 20 (Deference to DDM 220 10 Costion III is replaced by lan	aguaga in ADM 270 20 a \ /rafaranca ta ADM 750\

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).

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

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

PPM 230-279 - Clinical Professor series Volunteer Series  PPM 230-279-10 - Citical Professor series In the spropried lease and board certification, in the sprinting the technical teaching will series that specify the minimum standards (e.g., board certification, in the chinical teaching program. The Chancellor shall establish campus guidelines that specify the minimum standards (e.g., board ceptarity that specify the minimum standards (e.g.	Present	APM 279 – Clinical Professor Series	Proposed
Voluntary Series  Criterio for Appointment Clinical competence and excellence in teaching will be the primary basis for appointment in this series.  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. 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.  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 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 sportiner base activities should be included in the appointeer's personnel file  APM 239-279-10 - Criteria 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.  Clinical competence and excellence in his or her field and must contribute significantly to the clinical excertification to practice in his or her field and must contribute significantly to the clinical excertification to practice in his or her field and must contribute standards (e.g., board certification). The Chancellor shall exactly the minimum number of required hours per year; the number of minimum hours m	PPM 230-20. VII. A. 6 – Clinical Professor,		PPM 230-279 – Clinical Professor Series
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 we stabilish to ther 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.  Clinical competence and excellence in teaching program.  Lifthe individual has participated in professional organizations, University and community service, and/or research, a description of these activities should be included in the applicant has been involved with narrative description of the complete case. The Chancellor in consultation with the applicant has been involved with narrative description of the underlying allegations, facts and community service, and/or research, a description of the underlying allegations, facts and resolution of the complete case. The Chancellor in consultation with 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 applicant 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.	Voluntary Series	volunteer Series	Volunteer Series
his or her field and must contribute significantly to the clinical teaching program. Each school may establish other minimum number of required hours per year; the number of minimum number of required hours per year; the number of minimum number of required hours per year; the number of minimum number of required hours per year; the number of minimum number of required hours per year; the number of minimum number of required hours per year; the number of minimum number of required hours per year; the number of required	c. Criteria for Appointment	APM 279-10 - Criteria	PPM 230-279-10 - Criteria
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 number of required hours per year; the number of minimum number of required hours per year; the number of minimum number of required hours per year; the number of required hours may vary in different schools or departments.  Clinical competence and excellence in teaching will be the primary basis for appointment, reappointment, reappointment, reappointment, reappointment, reappointment file.  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.		An appointee must have the appropriate license to practice in	An appointee must have the appropriate license and board
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.  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 appointment file.  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 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.  Clinical competent 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 applicantly, evidence of current medical 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 review material.	Clinical competence and excellence in teaching will be the	his or her field and must contribute significantly to the clinical	certification to practice in his or her field and must contribute
establish campus guidelines that specify the minimum number of required hours per year; the number of minimum number of required hours per year; the number of minimum number of required hours per year; the number of minimum number of required hours per year; the number of minimum number of required hours per year; the number of minimum number of required hours per year; the number of required hours per year; the number of minimum number of required hours per year; the number of required hours per year; the number of minimum number of required hours per year; the number of required hours per year; the number of minimum number of required hours per year; the number of minimum number of required hours per year; the number of minimum number of required hours per year; the number of minimum number of required hours per year; the number of minimum number of required hours per year; the number of required hours per year; the number of minimum number of required hours per year; the number of minimum number of required hours per year; the number of minimum number of required hours per year; the number of minimum number of required hours per year; the number of minimum number of required hours per year; the number of minimum number of required hours per year; the number of minimum number of required hours per year; the number of minimum number of required hours per year; the number of minimum number of required hours per year; the number of minimum number of required hours per year; the number of minimum number of required hours per year; the number of minimum number of required hours per year; the number of minimum number of required hours per year; the number of minimum number of required hours per year; the number of minimum number of required hours per year; the number of reduired hours per year; the number of minimum number of required hours per year; the number of minimum number of required hours per year; the number of minimum number of readirents.  Clinical competence should be determined by primary verification	primary basis for appointment in this series.	teaching program. Each school may establish other minimum	significantly to the clinical teaching program. The Chancellor
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community service, and/or research, a description of these activities should be included in the appointee's personnel file		• •	·······································
activities should be included in the appointee's personnel file			review material.
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as part of the review material.		·····	
		as part of the review material.	

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.

KEY: Plain Text = Existing PPM language proposed for inclusion in new section of PPM

Strikethrough = Existing PPM language proposed for deletion

Underlined Text = New policy language proposed for inclusion in new section of PPM

Bold Text = Existing APM language

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Present	ADM 270 Clinical Duckesson Conice	Proposed
PPM 230-20. VII. A. 6 – Clinical Professor,	APM 279 – Clinical Professor Series  Volunteer Series	PPM 230-279 – Clinical Professor Series
Voluntary Series	volunteer Series	Volunteer Series
d. Terms of Service	APM 279-17 Terms of Service	PPM 230-279-17 Terms of Service
		PPM unnecessary; rely upon APM 279-17
The initial appointment of an individual to a title in this series	The initial appointment of an individual to a title in this series	
must have a specified ending date and may be for a maximum	shall have a specified ending date and may be for a maximum	PPM 230-279-20 Conditions of Appointment
term of three years.	term of three years. Subsequent reappointments may have	PPM unnecessary; rely upon APM 279-20
	maximum terms of five years. There is no limit on the number	
Subsequent reappointments may have a maximum term of five	of times an appointment may be renewed or the number of	PPM 230-279-0 - Policy
<del>years.</del>	years spent in each rank.	PPM unnecessary; rely upon APM 279-0
There is no limit on the number of times an appointment may		
be renewed or the number of years spent in each rank.	APM 279-20 Conditions of Appointment	
An appointment in this series expires by its own terms on the	An appointment in this series with a specified ending date	
specified ending date. It is within the University's sole	expires by its own terms on that date. Written notice should	
discretion not to reappoint an individual in the Clinical	be provided when the appointment is not renewed. It is	
Professor, Voluntary series.	within the University's sole discretion not to reappoint an	
	individual. APM - 137, Non-Senate Academic	
e. Salary	Appointees/Term Appointment, does not apply.	
Appointment in this series is voluntary, and therefore non-	APM 279-0 - Policy	
<del>salaried.</del>		
	Appointees in the Clinical Professor series are community	
	volunteer clinicians	

Notes: Headings are non-substantive. Substance of remaining deleted text appears in APM 279-0, APM 279-17 and APM 279-20.

Present	APM 279 – Clinical Professor Series	Proposed
PPM 230-20. VII. A. 6 – Clinical Professor,	Volunteer Series	PPM 230-279 – Clinical Professor Series
Voluntary Series	volunteer Series	Volunteer Series
f. Conditions of Appointment	APM 279-0 - Policy	PPM 230-279-0 - Policy
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.  An appointment in the Clinical Professor, Voluntary series does	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.	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.
not create an employment relationship with the University of California, San Diego.	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.	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.
	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.	An appointment in the Clinical Professor, Voluntary series does not create an employment relationship with the University of California, San Diego.  PPM 230-279-10 - Criteria  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.

Notes: Heading is non-substantive. Substance of remaining deleted text appears in APM 279-10.

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Bold Text = Existing APM language

<u>Highlighted/Double Underline</u> = Existing PPM language that will appear in the *APS Appointment and Advancement Instructions*.

#### Present Proposed APM 279 - Clinical Professor Series PPM 230-20. VII. A. 6 - Clinical Professor. PPM 230-279 - Clinical Professor Series **Volunteer Series** Voluntary Series **Volunteer Series** Conditions of Appointment PPM 230-279-20 - Conditions of Appointment APM 279-20 – Conditions of Appointment ...An appointment may be terminated before the ending date ...An appointment may be terminated before the ending date for cause, such as failure to serve the required minimum An appointment may be terminated before the ending date for cause, such as failure to serve the required minimum for example, when the appointee does not serve the required number of hours, or when in the judgment of the Dean, upon number of hours, or when in the judgment of the Dean, upon minimum number of hours: or when in the judgment of the the recommendation of the chair, there is no longer a need the recommendation of the chair, there is no longer a need Associate Vice Chancellor for Academic Affairs, Health for the appointee's services or the conduct or performance of for the appointee's services or the conduct or performance of Sciences, upon recommendation by the department chair. the appointee does not warrant continued appointment with the appointee does not warrant continued appointment with

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.

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.

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.

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.

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.

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

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.

#### PPM 230-279-24 - Authority

series.

No appointment, reappointment or academic review action is final until there has been an academic review and the individual with final authority has approved the action.

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.

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

**KEY:** Plain Text = Existing PPM language proposed for inclusion in new section of PPM Strikethrough = Existing PPM language proposed for deletion <u>Underlined Text</u> = New policy language proposed for inclusion in new section of PPM **Bold Text** = Existing APM language

Highlighted/Double Underline = Existing PPM language that will appear in the APS Appointment and Advancement Instructions.

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

Notes: Headings are non-substantive.

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

Notes: Heading is non-substantive. Language in **blue** is from PPM 230-28. V. G.

Present		Proposed
PPM 230-20. VII. A. 7 – Lecturer with Security of Employment	APM 285 – Lecturer with Security of Employment Series	PPM 230-285 – Lecturer with Security of Employment
(Teaching Professor) Series		(Teaching Professor) Series
c <del>. Criteria for Appointment</del>	APM 285-10 - Criteria	PPM 230-285-10. a.
A candidate for appointment in this series will be judged by the following criteria:  • 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  • Professional achievement and activity; an appointee in the LSOE series is expected to maintain currency in the profession and pedagogy  • University and public service  • 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)	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.  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.	A candidate for appointment, merit increase, or promotion in this series shall be judged by the following criteria:  • Teaching, of truly exceptional quality and so specialized in character that it cannot be done with equal effectiveness by Professor (Ladder-Rank)  • Professional achievement and activity; ; an appointee in the LSOE series is expected to maintain currency in the profession and pedagogy  • University and public service.  • 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)  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.  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.

Notes: Heading is non-substantive.

Present		Proposed
PPM 230-20. VII. A. 7 – Lecturer with Security of Employment	APM 285 – Lecturer with Security of Employment Series	PPM 230-285 – Lecturer with Security of Employment
(Teaching Professor) Series	, , ,	(Teaching Professor) Series
The candidate's experience and record of accomplishment will	285-8 - Titles	PPM 230-285-8 - Titles
determine the appropriate rank for appointment.	Titles in the Lecturer with Security of Employment series are:	a. Titles in the Lecturer with Security of Employment series
	(1) Lecturer with Potential for Security of Employment (PSOE)	are:
The rank of Senior Lecturer SOE may be assigned to an		(1) Lecturer with Potential for Security of Employment
appointee who provides services of exceptional value to the	(2) Senior Lecturer with Potential for Security of Employment	(LPSOE) (Assistant Teaching Professor)
University and whose excellent teaching and professional	(PSOE)	(2) Senior Lecturer with Potential for Security of Employment
accomplishments have made him or her a recognized leader in		(LPSOE) (Assistant Teaching Professor)
his or her professional field and/or in education.	(3) Lecturer with Security of Employment (SOE)	(3) Lecturer with Security of Employment (LSOE) (Associate
		Teaching Professor)
The rank of Senior LPSOE may be assigned to an appointee who	(4) Senior Lecturer with Security of Employment (Senior SOE)	(4) Senior Lecturer with Security of Employment (Senior LSOE)
has the potential to attain the accomplishments of a Senior		(Teaching Professor)
LSOE.	, .,,	
	b. The title Senior Lecturer with Potential for Security of	PPM 230-285-10. b
Appointees in this series are not required to conduct research	Employment (PSOE) or Senior Lecturer with Security of	The title Senior Lecturer with Security of Employment (SOE)
and therefore must carry a heavier teaching load (up to six	Employment (SOE) may be assigned to an appointee who	may be assigned to an appointee who provides services of
courses per year) than those in the Professor series. The departmental recommendation letter should state what the	provides services of exceptional value to the University and	exceptional value to the University and whose excellent
candidate's teaching load will be and how it compares with the	whose excellent teaching and professional accomplishments have made him or her a recognized leader in his or her	teaching and professional accomplishments have made him or her a recognized leader in his or her professional field
normal load for professors in the department.	professional field and/or in education.	and/or in education. The rank of Senior LPSOE may be
normal load for professors in the department.	professional neta anayor in education.	assigned to an appointee who has the potential to attain the
		accomplishments of a Senior LSOE.
		decomplishments of a serior 2502.
		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.
		For merit advancements, there should be evidence of the
		professional achievement required for an equivalent salary in
		the Professor series.
		APM 285 – 17 - Terms of Service – Appointment Review
		The candidate's experience and record of accomplishment will
		determine the appropriate rank for appointment.

Notes: Text in **blue** is from PPM230-28. V.G. a.

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

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

Notes: Heading is non-substantive.

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

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

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).

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

Notes: Heading is non-substantive.

Present		Proposed
PPM 230-20. VII. A. 7 – Lecturer with Security of Employment	APM 285 – Lecturer with Security of Employment Series	PPM 230-285 – Lecturer with Security of Employment
(Teaching Professor) Series		(Teaching Professor) Series
f. Salary	APM 285-18 – Salary	PPM 230 285-18 - Salary
Senior Lecturer SOEs may be appointed with a salary level	The Office of the President publishes a salary range for this	
above the top of the salary range, upon evidence of great	series. The rate of advancement may be more variable, and	Senior Lecturers SOE of the highest distinction, whose work
distinction, recognized nationally and/or internationally, in the	in many cases slower, than for professorial positions.	has been nationally or internationally acclaimed, and who
areas of professional achievement and educational leadership,		demonstrate a level of distinction equivalent to that required
teaching, and University and public service. In these cases, the	For a Lecturer SOE, the normal period of service before	of Distinguished Professors in the areas of professional
departmental recommendation letter must provide an analysis	review for advancement for a merit increase is three years.	achievement and educational leadership, teaching, and
of the candidate's achievements throughout his or her career	The period of service in the rank of Lecturer SOE may be of	University and public service are eligible for salaries above the
and evidence of work of great distinction, and the appointment	indefinite duration. Promotion to Senior Lecturer SOE is not	top of the range. In these cases, the departmental
file must include letters from external referees.	normally expected, but may occur when warranted. Review	recommendation letter must provide an analysis of the
	for promotion to the Senior Lecturer SOE title will normally	candidate's achievements throughout his or her career and
The honorary title "Distinguished Senior Lecturer with Security	occur only after a minimum of six years in the title of Lecturer	evidence of work of great distinction. Mere length of service
of Employment" may be conferred upon Senior LSOEs with a	SOE.	and continued good performance at the top of the salary range
salary above the top of the range who demonstrate a level of	Senior Lecturer SOE titles should be paid at a level no less	are not a justification for further salary advancement. The
distinction equivalent to that required of Distinguished	than Professor, Step I. Normally, an appointee shall be	academic review file must reflect a critical career review.
Professors.	reviewed every three years for a merit increase, until the	
	salary is equivalent to that of Professor Step V. Service at	Except in rare and compelling cases, advancement to a base
	that level and higher may be of indefinite duration, and	salary above the top of the salary range should not occur after
	review for advancement will not usually occur after less than	less than four years at the top of the salary range. Further,
	four years.	acceleration to this high level should be a rare event requiring
		evidence of extraordinary performance beyond the already
	Senior Lecturers SOE of the highest distinction, whose work	exceptional standard required for advancement to the top of
	has been internationally acclaimed, are eligible for salaries	the range.
	above the top of the range., For a Lecturer SOE, the normal	
	period of service before review for advancement for a merit	Files proposing a full merit advancement to a base salary above
	increase is three years.	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. APM 285-18
Notes: Language in Proposed PPM 230-285-18 is a combination of	of language from PPM 230-20, VII, A. 7, f and PPM 230-28, V. G. d.	

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.

KEY: Plain Text = Existing PPM language proposed for inclusion in new section of PPM

Strikethrough = Existing PPM language proposed for deletion

Underlined Text = New policy language proposed for inclusion in new section of PPM

Bold Text = Existing APM language

<u>Highlighted/Double Underline</u> = Existing PPM language that will appear in the APS Appointment and Advancement Instructions.

	vith Security of Employment ofessor) Series of Employment
g. Conditions of Employment  APM 285-20 Conditions of Employment  a. Part-time Lecturers PSOE and part-time Senior Lecturers  PSOE are not members of the Academic Senate.  PPM 230-285-20 - Conditions of   g. A candidate for appointment  becturers PSOE and full-time Senior Lecturers PSOE are members of the Academic Senate.	
a. Part-time Lecturers PSOE and part-time Senior Lecturers  This series does not accord tenure but provides security of employment.  PSOE are not members of the Academic Senate. Full-time  Lecturers PSOE and full-time Senior Lecturers PSOE are members of the Academic Senate.  Use of the Academic Senate in the Academic S	of Employment
This series does not accord tenure but provides security of employment.  PSOE are not members of the Academic Senate. Full-time Lecturers PSOE and full-time Senior Lecturers PSOE are members of the Academic Senate.  Ph.D. degree or equivalent.	,
employment.       Lecturers PSOE and full-time Senior Lecturers PSOE are members of the Academic Sentate.       Ph.D. degree or equivalent.	
members of the Academic Sentate.	t to this series must possess a
Full time appointment in this series conveys membership in the	
Academic Senate. Appointment in this series at less than full  b. Part-time Lecturers SOE and part-time Senior Lecturers SOE	
time does not convey membership in the Academic Senate. are not members of the Academic Senate. Lecturers SOE and	
Senior Lecturers SOE who are full-time appointees are	
A candidate for appointment to this series must possess a members of the Academic Senate. (See Regents' Standing	
Ph.D. degree or equivalent. Order 105.1(a).)	
Appointees in this series are not eligible for sabbatical leave,  c. An appointee to this series may be assigned to teach	
but are eligible for leave with pay in accordance with PPM 230 courses at any level.	
10, Section II L, Other Leaves with Pay.	
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.	
e. An appointee with a title in this series is not eligible to	
apply for sabbatical leave. (APM - 740)	
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.	
with pay for twelve months or less.	

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Bold Text = Existing APM language

BOID Text = Existing APIVI language

Present	APM	Proposed
PPM 230-20. VII. A. 8 – Professor of Practice Series	APIVI	PPM 230-281 – Professor of Practice Series
8. Professor of Practice	n/a	PPM 230-281-4 - Definition
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		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.
backgrounds.  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		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.
accomplishments in their fields.  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		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.
and scholarly mission of the University and/or provide service to the University based upon their practical professional experience.		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
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		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).
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).		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.

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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Bold Text = Existing APM language

<u>Highlighted/Double Underline</u> = Existing PPM language that will appear in the *APS Appointment and Advancement Instructions*.

Present	ADNA	Proposed
PPM 230-20. VII. A. 8 – Professor of Practice Series	APM	PPM 230-281 – Professor of Practice Series
b. Ranks The titles in the Professor of Practice series at UC San Diego are: Professor of Practice Visiting Professor of Practice  [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.]		PPM 230-281-8- Types  a. The titles (and ranks) in the Professor of Practice series at UC San Diego are: Professor of Practice Visiting Professor of Practice

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.

**KEY:** Plain Text = Existing PPM language proposed for inclusion in new section of PPM Strikethrough = Existing PPM language proposed for deletion <u>Underlined Text</u> = New policy language proposed for inclusion in new section of PPM

**Bold Text** = Existing APM language

Present	APM	Proposed
PPM 230-20. VII. A. 8 – Professor of Practice Series	APIVI	PPM 230-28-10 – Professor of Practice Series/Criteria
c. Criteria for Appointment A candidate for appointment in this series will be judged by the following criteria:	n/a	a. Criteria for appointment, advancement and reappointment in this series are:
<ul> <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> <li>Potential for service contributions</li> </ul> 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. 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.		<ul> <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> <li>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.</li> <li>The criteria for appointment as a Visiting Professor of Practice are the same as those for the regular Professor of Practice title.</li> <li>Professional competence and activity</li> <li>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.</li> </ul>

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.

KEY: Plain Text = Existing PPM language proposed for inclusion in new section of PPM Strikethrough = Existing PPM language proposed for deletion <u>Underlined Text</u> = New policy language proposed for inclusion in new section of PPM **Bold Text** = Existing APM language

Present	APM	Proposed
PPM 230-20. VII. A. 8 – Professor of Practice Series	APIVI	PPM 230-28-10 – Professor of Practice Series/Criteria
Potential for excellent teaching contributions  The anticipated teaching contributions must be discussed in detail. Particularly, the program requirements addressed by	n/a	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.
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).		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.
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. Normally, the candidate will teach at least at the upper division level and		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.
generally at the graduate level.		At the time of appointment, 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).

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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Bold Text = Existing APM language

Present	ADBA	Proposed
PPM 230-20. VII. A. 8 – Professor of Practice Series	APM	PPM 230-28-10 – Professor of Practice Series/Criteria
3. Potential for contributions to the research and/or creative mission of the University, with emphasis on professional practice and leadership contributions	n/a	3. Contributions to the research and/or creative mission of the University, with emphasis on professional practice and leadership contributions.
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.		Candidates proposed for appointment in the series 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.
4. Potential service contributions  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.		4. Service contributions The appointee's potential service contributions to the department, the school, the campus, the University, and the public must be discussed in detail at the time of appointment. Service activities should be related to the candidate's professional expertise and achievement.

Notes: Heading is non-substantive

Present	4.034	Proposed
PPM 230-20. VII. A. 8 – Professor of Practice Series	APM	PPM 230-28-10 – Professor of Practice Series/Criteria
	n/a	b. Standards for Reappointment and/or Advancement
		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.
		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.
		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.
		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.
		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).

Notes: Language in blue is from PPM 230-28. V. F.

Present	ADM	Proposed
PPM 230-20. VII. A. 8 – Professor of Practice Series	APM	PPM 230-281 – Professor of Practice Series
d. Restrictions Faculty in the Professor of Practice series	n/a	PPM 230-281-16 Restrictions
may serve full time or part time, and with or without salary.		a. <u>Professor of Practice</u>
Salaried Professors of Practice may be appointed up to 100% time, but are normally appointed at 50% time or less. If		Appointments in the Professor of Practice series must be supported by non-state funds.
appointed at 100% time, it is expected that the appointee's full professional commitment will be to the University.  When proposing a salaried appointment in the Professor of Practice series, the department must clearly articulate the		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.
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		3. Salaried Professors of Practice are subject to the restrictions set forth in APM 025, Conflict of Commitment and Outside Activities of Faculty Members.
to the department and explain the manner in which the candidate's engagement with the department will be		b. <u>Visiting Professor of Practice</u>
commensurate with the percentage of effort of the appointment.		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
Salaried Professors of Practice are subject to the restrictions		If an academic appointee with a Visiting Professor of Practice
set forth in APM 025, Conflict of Commitment and Outside		title is later considered for transfer to the regular Professor of
Activities of Faculty Members. A Professor of Practice		Practice title, the proposal for such transfer should be treated
appointed at greater than 50% time may serve a maximum of six consecutive years in the series.		as a new appointment subject to full customary review.

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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Present	ADM	Proposed
PPM 230-20. VII. A. 8 – Professor of Practice Series	APM	PPM 230-281 – Professor of Practice Series
e. Terms of Service An appointment or reappointment as	n/a	PPM 230-280-17 - Terms of Service
Professor of Practice may be for a period not to exceed three		a. Professor of Practice
years, normally ending on the third June 30 following the date of appointment or reappointment. Appointment or reappointment may be for a shorter duration.		Appointment or reappointment in the Professor of Practice series must have a specified ending date.
Appointment or reappointment in the Professor of Practice series must have a specified ending date.		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.
		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.
		4. A Professor of Practice appointed at greater than 50% time may serve a maximum of six consecutive years in the series.
		b. <u>Visiting Professor of Practice</u>
		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

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.

PPM 230-20, VII. A. 8 – Professor of Practice Series		
PPIVI 250-20. VII. A. 8 – Professor of Practice Series	APM	PPM 230-281 – Professor of Practice Series
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.  The departmental recommendation letter must clearly justify the salary level recommended.  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.  Appointments in the Professor of Practice series must be supported by non-state funds.		PPM 230-281 – Professor of Practice Series  PPM 230-281-18 - Salary  a. The salary paid to a Professor of Practice or Visiting 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. The departmental recommendation letter must clearly justify the salary level recommended.  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.  b. Salary Increases 1. Professor of Practice Upon successful performance as Professor of Practice, the appointee will be eligible for a standard salary increase of 5% of the current salary. 2. Visiting Professor of Practice 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

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.

Present	APM	Proposed
PPM 230-20. VII. A. 8 – Professor of Practice Series	APIVI	PPM 230-281 – Professor of Practice Series
g. Conditions of Employment	n/a	PPM 230-281-20 - Conditions of Employment
This series does not accord tenure or security of employment.		a. This series does not accord tenure or security of employment.
This series does not convey membership in the Academic Senate.		b. This series does not convey membership in the Academic Senate.
Appointees in this series are subject to APM 137, Non-Senate Academic Appointees/Term Appointment.		c. Appointees in this series are subject to APM 137, Non-Senate Academic Appointees/Term Appointment.
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.  The number of Professors of Practice within a department		d. Appointees in this series are not eligible for sabbatical leave; however, appointees not in Visiting titles are eligible for leave with pay in accordance with APM 758 Other Leaves with Pay.
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.		PPM 230-281-24 - Academic File Review and Final Authority  No appointment, reappointment or academic review action is final until there has been an academic review and the individual with final authority has approved the action.
		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.
		PPM 230-281-80 - Procedures [Professor of Practice Implementation Guidelines/APS Appointment and Advancement Instructions]

Present		Proposed
PPM 230-20. VII. A. 9 – Visiting Professor of Practice Series	APM	PPM 230-281 – Professor of Practice Series
Visiting Professor of Practice  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.  b. Criteria The criteria for appointment as a Visiting Professor of Practice are the same as those for the regular Professor of Practice title. 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.	n/a	PPM 230-281-4 - Definition 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.  PPM 230-281-10 - Criteria a The criteria for appointment as a Visiting Professor of Practice
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.  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.  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.		are the same as those for the regular Professor of Practice title.  PPM 230-281-16 - Restrictions  b. Visiting Professor of Practice  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.  PPM 230-280-17 - Terms of Service  b. Visiting Professor of Practice  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

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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Present	APM 281 – Professor of Practice Series	Proposed
PPM 230-20. VII. A. 8 – Professor of Practice Series	APINI 281 – Professor of Practice Series	PPM 230-281 – Professor of Practice Series
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		PPM 230-281-18 - Salary a. The salary paid to a Professor of Practice or Visiting 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. The departmental recommendation letter must clearly justify the salary level recommended.
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.		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.
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.		b. <u>Salary Increases</u> 2. <u>Visiting Professor of Practice</u>
f. Conditions of Employment Visiting appointments do not accord tenure or security of employment.  Visiting appointments do not convey membership in the		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.
Academic Senate.		PPM 230-281-20 - Conditions of Employment
		<ul> <li>a. This series does not accord tenure or security of employment.</li> <li>b. This series does not convey membership in the Academic Senate.</li> <li></li> </ul>

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.

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

Notes: Heading and last sentence are non-substantive.

Present		Proposed
DDM 220 20 VIII A 10 Lesturer Misselleneous Dout Time	APM 289 – Guest Lecturers	PPM 230-289- Guest Lecturers,
PPM 230-20. VII. A. 10 – Lecturer, Miscellaneous Part Time		(Including Lecturer, Miscellaneous Part Time)
10. Lecturer, Miscellaneous Part Time	APM 289-6 Responsibility	PPM 230- 289-4 – Definition
	In the capacity as a University administrative officer, the	Individuals who will participate in the instructional program for
This title is appropriate for individuals who are being proposed	department chairperson must establish procedures to insure	a short period of time (i.e., two weeks or less in a quarter) and
to teach a course or courses for more than two weeks in a	that the chair will be notified about any intended use of guest	do not have full or partial responsibility for a course may be
quarter, but less than a full quarter, who do not hold a title	lecturers, and the chairperson must decide whether or not	eligible for payment as Guest Lecturers. These are individuals
with the University, who are brought to the University for their	the participation of an individual proposed as a guest lecturer	who do not hold titles with the University but who are brought
expertise in a given subject, and who are paid a "By	is of such a nature as to require appointment to a position	to the University for their expertise in given subjects.
Agreement" (BYA) salary.	with an appropriate instructional title. If the department	
	chairperson determines that such an appointment is	The Lecturer, Miscellaneous Part-Time title, Lecturer,
	necessary, then the guest lecturer shall not participate in the	Miscellaneous Part Time is appropriate for individuals who are
	presentation of the course unless the chairperson	being proposed to teach a course or courses for more than two
	recommends the appointment and the appointment is	weeks in a quarter, but less than a full quarter, who do not
	approved, after appropriate review, by the Chancellor or the	hold a title with the University, who are brought to the
	Chancellor's representative.	University for their expertise in a given subject, and who are
		paid a "By Agreement" (BYA) salary.
	The department chairperson is responsible for the	
	maintenance of records and preparation of reports on which	PPM 230-289-6 – Responsibility
	to base periodic administrative review of the use of guest	APM 289-6
	lecturers.	

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.

Present		Proposed
PPM 230-20. VII. B. 1. Professional Research	APM 310– Professional Research Series	PPM 230-310 - Professional Research
(Research Scientist) Series/Definition		(Research Scientist) Series
1. Professional Research (Research Scientist) Series	APM 310-4 - Definition	PPM 230-310-4 - Definition
	APM 310-4 - Definition 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. Appointees can with campus approval be Principal Investigators and have the major responsibility and leadership for their research programs.  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.  The ability to secure independent funding does not automatically qualify individuals for appointment to the Professional Research series.	PPM 230-310-4 - Definition  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 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. Appointees with Professional Research titles do not have teaching responsibilities.  b. Appointees can with campus approval be Principal Investigators and have the major responsibility and leadership for their research programs.  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.  Assistant Research Scientists also may be funded as Co-Principal Investigators on grants. They should demonstrate strong potential
	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.	to become independent and distinguished researchers and should work independently on grants.  The ability to secure independent funding does not automatically qualify individuals for appointment to the Professional Research
	d. Professional Research titles may be supported by State and/or non-State funds.	series.  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.  d. Professional Research titles may be supported by State and/or non-State funds.

Notes: Headings are non-substantive. Substance of all deleted text appears in Proposed PPM 230-310-4.

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Present		Proposed
PPM 230-20. VII. B. 1. Professional Research (Research Scientist) Series/Definition	APM 230- Visiting Appointments	PPM 230-230- Visiting Appointments
An appointment as a Visiting Research Scientist may be made	APM 230-4 Definition and Policy	PPM 230-230-4 – Definition and Policy
for an established scholar who has a permanent position at a	a. The Visiting prefix is used to designate one who:	PPM unnecessary; rely upon APM 230-4.
university, college, or research institute, who is engaged in a	(1) is appointed temporarily to perform the duties of the title	
UC San Diego research program, and who has no teaching	to which the prefix is attached; and	PPM 230-230-10 - Criteria
responsibilities. Such an appointment normally is made at the	(2) either has held, is on leave from, or is retired from an	PPM unnecessary; rely upon APM 230-10.
same rank and salary as the home institution appointment and	academic or research position at another educational	
for a period of up to one year.	institution, or, alternatively, whose research, creative	PPM 230-230-17 - Terms of Service
	activities or professional achievement makes a Visiting	PPM unnecessary; rely upon APM 230-17.
	appointment appropriate	
	b. The Visiting prefix may be attached to titles in any of the	
	following series: Professional Research	
	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).	
	APM 230-10 - Criteria	
	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.	
	APM 230-17 - Terms of Service	
	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.	

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

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

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.

KEY: Plain Text = Existing PPM language proposed for inclusion in new section of PPM

Strikethrough = Existing PPM language proposed for deletion

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Bold Text = Existing APM language

Present		Proposed
PPM 230-20. VII. B. 1. Professional Research	APM 310- Professional Research Series	PPM 230-310 - Professional Research
(Research Scientist) Series		(Research Scientist) Series
b. Ranks	APM 310-4 – Definition	PPM 230-310-8 - Types of Appointments
	The ability to secure independent funding does not	PPM unnecessary; rely upon APM 310-8.
The ranks in the Research Scientist series at UC San Diego are:	automatically qualify individuals for appointment to the	
	Professional Research series.	PPM 230-310-10 - Criteria
Assistant Research Scientist	APM 310-8 - Types of Appointments	A candidate for a title in this series must have earned a
Associate Research Scientist	a. Titles (and ranks) in this series are:	doctorate or its equivalent. The Chancellor may grant an
Research Scientist	(1) Assistant Research (e.g., Physicist)	exception to this requirement.
	(2) Associate Research (e.g., Physicist)	
c. Criteria for Appointment	(3) Research (e.g., Physicist)	A candidate for appointment, reappointment, merit increase,
A candidate for appointment in this series will be judged by the		or promotion in this series shall be judged by the criteria
following criteria:	APM 310-10 - Criteria	specified below:
<ul> <li>Research qualifications and accomplishments</li> </ul>	A candidate for a title in this series must have earned a	a. Research qualifications and accomplishments equivalent to
equivalent to those for the Professor series.	doctorate or its equivalent. The Chancellor may grant an	those for the Professor series
<ul> <li>Professional competence and activity equivalent to</li> </ul>	exception to this requirement.	b. Professional competence and activity equivalent to those
those for the Professor series.	A candidate for appointment, reappointment, merit increase,	for the Professor series
<ul> <li>University and/or public service.</li> </ul>	or promotion in this series shall be judged by the criteria	c. University and/or public service
Assistant Research Scientists are not required to	specified below:	An Assistant Research (e.g., Physicist) is not required to
<del>participate in service activities.</del> Associate Research	a. Research qualifications and accomplishments equivalent to	participate in service activities. An Associate Research (e.g.,
Scientists and Research Scientists are expected to	those for the Professor series	Physicist) and a Research (e.g., Physicist) are expected to
engage in University and/or professional service,	b. Professional competence and activity equivalent to those	engage in University and/or public service, within the
within the constraints of the applicable funding	for the Professor series	constraints of the applicable funding source(s). This service
source(s). This service requirement may be	c. University and/or public service	requirement may be interpreted flexibly; service activities
interpreted flexibly; service activities should be	An Assistant Research (e.g., Physicist) is not required to	should be focused on the professional development of the
focused on the professional development of the	participate in service activities. An Associate Research (e.g.,	appointee, such as service on research review boards. If there
appointee, such as service on research review	Physicist) and a Research (e.g., Physicist) are expected to	are limitations on potential service contributions due to
boards. If there are limitations on potential service	engage in University and/or public service, such as service on	constraints imposed by a funding source, this should be
contributions due to constraints imposed by a	research review boards.	discussed.
funding source, this should be discussed.		An appointee in this series must demonstrate continuous and
	An appointee in this series must demonstrate continuous and	effective engagement in independent and creative research
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
effective engagement in independent and creative research	activity of high quality and significance, equivalent to that	expected of the Professor series. Proposed merit increases
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
expected of the Professor series.	and promotions in the Professional Research series shall be	reviewed with the same rigor accorded to proposed merits
The ability to secure funding does not automatically qualify an	reviewed with the same rigor accorded to proposed merits	and promotions in the Professor series. See APM - 210-1.

and promotions in the Professor series. See APM - 210-1.

Notes: Heading is non-substantive. Substance of deleted text appears in APM 310-8 and APM 310-10.

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individual for appointment to a Research Scientist title.

Present		Proposed
PPM 230-20. VII. B. 1. Professional Research	APM 310- Professional Research Series	PPM 230-310 - Professional Research
(Research Scientist) Series		(Research Scientist) Series
d. Restrictions	APM 310-16 - Restrictions	PPM 230-310-16 Restrictions
	a. Appointees in this series who teach must hold concurrently	a. A Research Scientist funded entirely from extramural funds
An appointee in this series who carries a significant teaching	an appropriate faculty title, following campus review	is not permitted to be an officer of instruction in a regularly
load must concurrently hold an appropriate instructional title,	procedures for such appointment.	scheduled course.
following campus review procedures for such appointment. A	b. The appointment letter shall set forth any funding	
registered student or candidate for a degree at UC San Diego or	requirements for the position.	In order to engage in formal instruction and/or significant
another campus of the University of California is not eligible for		participation in the instructional program, the individual must
appointment in the Research Scientist series.		be appointed in a salaried instructional title paid from state
A Research Scientist funded entirely from extramural funds is		funds for the proportion of time spent on teaching. The
not permitted to be an officer of instruction in a regularly		combined percentage of appointment cannot exceed 100%.
scheduled course. <del>In such cases, the researcher must be</del>		
appointed to a salaried instructional title and paid from state		Appointees also may be appointed to and perform services in a
funds for the proportion of time spent on teaching.		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.
		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.
		b. The appointment letter shall set forth any funding
		requirements for the position.
		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.

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.

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

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

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Bold Text = Existing APM language

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

Notes: Heading and first sentence are non-substantive.

Present		Proposed
PPM 230-20. VII. B. 1. Professional Research	APM 310- Professional Research Series	PPM 230-310 - Professional Research
(Research Scientist) Series		(Research Scientist) Series
g. Conditions of Employment	APM 310-10 - Criteria	PPM 230-310-10 – Criteria
	A candidate for a title in this series must have earned a	PPM unnecessary; rely upon APM 310-10
This series does not accord tenure or security of employment.	doctorate or its equivalent. The Chancellor may grant an	
	exception to this requirement.	PPM 230-310-20 – Conditions of Employment
This series does not convey membership in the Academic		PPM unnecessary; rely upon APM 310-20
Senate.	APM 310-20 Conditions of Employment	
	a. Appointees to this series are not members of the Academic	
A candidate for appointment in this series must possess a Ph.D.	Senate.	
degree or equivalent.		
	b. Neither tenure nor security of employment is acquired by	
Appointees in this series are subject to APM 137, Non-Senate	appointment to a title in this series.	
Academic Appointees/Term Appointment.		
	c. Expiration of an appointment, layoff, and termination	
Appointees in this series are not eligible for sabbatical leave,	(1) Appointments which have specific ending dates are	
but are eligible for leave with pay in accordance with PPM 230	subject to APM - 137 (Non-Senate Academic	
10, Section II L, Other Leaves with Pay.	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.	
	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.	
	Appointees are not eligible for sabbatical leave (APM - 740).	

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

Present	ADM 211 Project (o. a. Cojentist) Covins	Proposed
PPM 230-20. VII. B. 2. Project Scientist Series/Definition	APM 311– Project (e.g., Scientist) Series	PPM 230-311 – Project (e.g., Scientist) Series
a. Definition	APM 311-4 - Definition	PPM 230-311-4 - Definition
	a. Project (e.g., Scientist) series titles are given to those	PPM unnecessary; rely upon APM 230-311-4.
Appointees in the Project Scientist series make significant and	appointees who make significant and creative contributions	
creative contributions to a research or creative project in an	to a research or creative project in any academic discipline.	
academic discipline.	Appointees with Project (e.g., Scientist) titles may engage in	
	University and public service. They do not have teaching	
Appointees in this series are normally either ongoing members	responsibilities.	
of research teams or are employed for a limited period of time	b. Appointees in this series may be ongoing members of a	
to contribute high level skills to specific research programs.	research team or may be employed for a limited period of	
Appointees in this series may engage in University and public	time to contribute high-level skills to a specific research or	
service. They do not have teaching responsibilities.	creative program.	
	c. Appointees in this series are not required to carry out	
The Project Scientist series differs from the Research Scientist	independent research or develop an independent research	
series in that appointees in the Project Scientist series need not	reputation. Ordinarily, appointees in Project (e.g., Scientist)	
demonstrate the same leadership ability and capacity for fully	series titles will carry out research or creative programs with	
independent research required of Research Scientists and	supervision by a member of the Professor or Professional	
Professors. Normally, Project Scientists carry out research or	Research series.	
creative programs with supervision by a member of the	d. The Project (e.g., Scientist) series differs from the	
Professor or Research Scientist series.	Professional Research series in that the former need not	
	demonstrate the same capacity for fully independent	
The Project Scientist series differs from the Specialist series in	research or research leadership required of the Professor	
that Project Scientists are expected to have a broader range of	series and Professional Research series.	
knowledge and competency and a higher level of	e. Appointees in the Project (e.g., Scientist) series are	
independence than Specialists.	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.	

Notes: Heading is non-substantive. Substance of deleted text appears in APM 311-4.

Present	ADM 220 Visiting Appaintments	Proposed
PPM 230-20. VII. B. 2. Project Scientist Series/Definition	APM 230- Visiting Appointments	PPM 230-230- Visiting Appointments
	APM 230-4 Definition and Policy	PPM 230-230-4 – Definition and Policy
	a. The Visiting prefix is used to designate one who:	PPM unnecessary; rely upon APM 230-4.
	(1) is appointed temporarily to perform the duties of the title	
An appointment as a Visiting Project Scientist may be made for	to which the prefix is attached; and	PPM 230-230-10 - Criteria
an established scholar who has a permanent position at a	(2) either has held, is on leave from, or is retired from an	PPM unnecessary; rely upon APM 230-10.
university, college, or research institute, who is engaged in a	academic or research position at another educational	
UC San Diego research program, and who has no teaching	institution, or, alternatively, whose research, creative	PPM 230-230-17 - Terms of Service
responsibilities. Such-appointments normally are made at the	activities or professional achievement makes a Visiting	PPM unnecessary; rely upon APM 230-17.
same rank and salary as the home institution appointment and	appointment appropriate	
for a period of up to one year.		
	b. The Visiting prefix may be attached to titles in any of the	
	following series: Project Scientist.	
	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).	
	APM 230-10 - Criteria	
	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.	
	Treat different	
	APM 230-17 - Terms of Service	
	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.	
<u> </u>	I.	

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

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Present	ADM 211 Project (o.g. Scientist) Sovies	Proposed
PPM 230-20. VII. B. 2. Project Scientist Series	APM 311– Project (e.g., Scientist) Series	PPM 230-311 – Project (e.g., Scientist) Series
b. Ranks	APM 311-8 - Types of Appointments	PPM 230-311-8 - Types of Appointments
	a. Titles (and ranks) in this series are:	PPM unnecessary; rely upon APM 311-8.
The ranks in the Project Scientist series at UC San Diego are:	(1) Assistant Project (e.g., Scientist)	
	(2) Associate Project (e.g., Scientist)	PPM 230-311-10 - Criteria
Assistant Project Scientist	(3) Project (e.g., Scientist)	PPM unnecessary; rely upon APM 311-10.
Associate Project Scientist		
Project Scientist	APM 311-10 Criteria	
	The candidate for a title in this series must have earned a	
c. Criteria for Appointment	doctorate or its equivalent. The Chancellor may grant an	
	exception to this requirement.	
A candidate for appointment in this series will be judged by his	A candidate for appointment, reappointment, merit increase,	
or her ability to make significant, original and creative	or promotion in this series shall be judged by the criteria	
contributions to a research program or project. University and	specified below:	
public service are encouraged, but not required.	a. Demonstrated significant, original, and creative	
	contributions to a research or creative program or project	
	b. Professional competence and activity	
	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.	

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.

Present	ADM 211 Project (o.g. Scientist) Sovies	Proposed
PPM 230-20. VII. B. 2. Project Scientist Series	APM 311– Project (e.g., Scientist) Series	PPM 230-311 – Project (e.g., Scientist) Series
d. Restrictions	APM 311-4 - Definitions	APM 311-4 - Definitions
	f. An appointee in the Project (e.g., Scientist) series does not	f. An appointee in the Project (e.g., Scientist) series may not
Project Scientists may not serve as Principal Investigators, but	usually serve as a Principal Investigator. See campus policies	serve as a Principal Investigator but may serve as Co-Principal
may serve as Co-Principal Investigators with members of the	for Principal Investigator and Co-Principal Investigator status.	Investigators with members of the Professor or Research
Professor or Research Scientist series.	For titles that do not automatically qualify as Principal	Scientist series.
	Investigator or Co-Principal Investigator, the Chancellor may	For Project Scientists who demonstrate strong potential for
An appointee in this series who carries a significant teaching	grant an exception. Serving as a Principal Investigator is not	independent research, the Vice Chancellor for Research Affairs
load must concurrently hold an appropriate instructional title,	required or expected for an appointment, merit increase, or	will consider requests from department chairs for exceptions
following campus review procedures for such appointments.	promotion.	to the Principal Investigator eligibility policy.
	The designation as Principal Investigator does not in itself	
For Project Scientists who demonstrate strong potential for	justify an appointment to the Professional Research series.	Serving as a Principal Investigator is not required or expected
independent research, the Vice Chancellor for Research Affairs		for an appointment, merit increase, or promotion.
will consider requests from department chairs for exceptions		The designation as Principal Investigator does not in itself
to the Principal Investigator eligibility policy.	APM 311-16 - Restrictions	justify an appointment to the Professional Research series.
	a. Appointees in this series who teach must hold concurrently	
The award of Principal Investigator status does not in itself	an appropriate faculty title, following campus review	
justify a change in series to the Research Scientist series.	procedures for such appointment.	APM 311-16 - Restrictions
		PPM unnecessary; rely upon APM 311-16.
	b. The appointment letter shall set forth any funding	
	requirements for the position.	

Notes: Heading is non-substantive. Substance of deleted text in appears in APM 311-4 and APM 311-16.

PPM 230-20. VII. B. 2. Project Scientist Series  e. Terms of Service  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 may be for a shorter term.  Appointment or reappointment as Associate or Full Project Scientist series should be proposed with a specified ending date.  Appointment or reappointment as Associate or Full Project Scientist it it le with no specific ending date. The appointment in the Project (e.g., Scientist) series shall have a specified ending date. The appointment in the Project (e.g., Scientist) series shall have a specified ending date. The appointment in the Project (e.g., Scientist) series shall have a specified ending date. The appointment in the Project (e.g., Scientist) series shall have a specified ending date. The appointment in the Project (e.g., Scientist) series shall have a specified ending date. The appointment in the Project (e.g., Scientist) series shall have a specified ending date. The appointment in the Project (e.g., Scientist) series shall have a specified ending date. The appointment in the Project (e.g., Scientist) series shall be advised in writing that the appointment in the Project (e.g., Scientist) series shall have a specified ending date. The appointment in the Project (e.g., Scientist) series shall have a specified ending date. The appointment in the Project (e.g., Scientist) series shall have a specified ending date. The appointment in the Project (e.g., Scientist) series shall be advised in writing that the appointment in the Project (e.g., Scientist) series shall be advised in writing that the appointment in the Project (e.g., Scientist) series shall be advised in writing th	
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 may be for a shorter term.  Appointment or reappointment as Associate or Full Project  Appointment or reappointment as Associate or Full Project  Scientist) series shall have a specified ending date. The appointment in the Project (e.g., Scientist) series shall have a specified ending date. The appointment in the appointment in the appointment as a specific period and that the appointment in the Project (e.g., Scientist) series shall have a specified ending date. The appointment in the Project (e.g., Scientist) series shall have a specified ending date. The appointment in the Project (e.g., Scientist) series shall have a specified ending date. The appointment in the Project (e.g., Scientist) series shall have a specified ending date. The appointment in the Project (e.g., Scientist) series shall have a specified ending date. The appointment in the Project (e.g., Scientist) series shall have a specified ending date. The appointment in the Project (e.g., Scientist) series shall have a specified ending date. The appointment in the Project (e.g., Scientist) series shall have a specified ending date. The appointment in the Project (e.g., Scientist) series shall have a specified ending date. The appointment in the Project (e.g., Scientist) series shall have a specified ending date. The appointment in the Project (e.g., Scientist) series shall have a specified ending date. The appointment in the Project (e.g., Scientist) series shall have a specified ending date. The appointment in the Project (e.g., Scientist) series shall have a specified ending date. The appointment in the Project (e.g., Scientist) series shall have a specified ending date. See APM - 137.  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	eries
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 are reappointment or reappointment or reappointment or reappointment or reappointment or reappointment as Associate or Full Project  Appointment or reappointment as Associate or Full Project  Scientist) series shall have a specified ending date. The appointment is for a specific period and that the appointment ends at the specified date. See APM - 137.  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., with no specific ending date. The appointment shall be advised in writing that the appointment is a specific period and that the appointment ends at the specified date. See APM - 137.  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., with no specific ending date. The appointment ends at the specified date. See APM - 137.  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., with no specific ending date. The appointment ends at the specified date. See APM - 137.  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., with no specific ending date. The appointment ends at the specific period and that the appointment in the appointment in the Associate Project (e.g., Scientist) and Project (e.g., with no specific ending date.	
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.  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.  Shall be advised in writing that the appointment does not carry tenure or security of employment.  Non-salaried appointments in the Project Excientist series must be proposed with a specified ending date. Non-salaried appointments may have shorter terms than the maximums described below.  (1) An appointment or reappointment in the Assistant Project (e.g., Scientist) and the maximums described below.  (1) An appointment or reappointment in the Assistant Project (e.g., Scientist) and the maximums described below.  (1) An appointment or reappointment in the Assistant Project (e.g., Scientist) and the maximums described below.  (1) An appointment or reappointment in the Assistant Project (e.g., Scientist) and the maximums described below.  (1) An appointment or reappointment in the Assistant Project (e.g., Scientist) and the maximums described below.  (1) An appointment or reappointment in the Assistant Project (e.g., Scientist) and the maximums described below.  (1) An appointment or reappointment in the Assistant Project (e.g., Scientist) and the maximums described below.  (1) An appointment or reappointment in the Assistant Project (e.g., Scientist) and the maximums described below.  (1) An appointment or reappointment in the Assistant Project (e.g., Scientist) and the maximums described below.  (1) An appointment or reappointment in the Assistant Project (e.g., Scientist) and the project (e.g., Scientist)	tee.g., The intment is for the specified  m funding, the nt in the Scientist) title e advised in e or security of the Project ding date. ter terms than ant Project ars or less. with the used in insistent with Scientist), tt (e.g., lightly higher. ), Step VI, may tist), Step II. s are set forth d normally will brough June 30 of a wever, the APM - 311- research the Scientists ortment chairs
Chancellor. (See APM - 311-24)	

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

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Present	ADBA 244 Project to a Scientist Sovice	Proposed
PPM 230-20. VII. B. 2. Project Scientist Series	APM 311- Project (e.g., Scientist) Series	PPM 230-311 – Project (e.g., Scientist) Series
f. Salary	APM 311-18 Salary	PPM 230-311-18 - Salary
Salary scales for this series are issued by the Office of the	Authorized salary scales are issued by the Office of the	Authorized salary scales are issued by the Office of the
President. New appointees are normally paid at the minimum	President.	President.
salary rate for the rank to which they are appointed. Salary	For off-scale salaries, see APM - 620.	New appointees are normally paid at the minimum salary rate
increases are based on merit. The normal period of service		for the rank to which they are appointed. Salary increases are
prescribed for each salary level does not preclude more rapid		based on merit. The normal period of service prescribed for
advancement in cases of exceptional merit, nor does it		each salary level does not preclude more rapid advancement in
preclude less rapid advancement.		cases of exceptional merit, nor does it preclude less rapid
		advancement.
		For off-scale salaries, see APM-620

Notes: Heading is non-substantive. Substance of deleted text appears in APM 311-18.

Present	ADB// 244 Project (o. a. Cojoutist) Covice	Proposed
PPM 230-20. VII. B. 2. Project Scientist Series	APM 311– Project (e.g., Scientist) Series	PPM 230-311 – Project (e.g., Scientist) Series
g. Conditions of Employment	APM 311-10 - Criteria	PPM 230-311-10 – Criteria
	A candidate for a title in this series must have earned a	PPM unnecessary; rely upon APM 311-10
This series does not accord tenure or security of employment.	doctorate or its equivalent. The Chancellor may grant an	
	exception to this requirement.	PPM 230-311-20 – Conditions of Employment
This series does not convey membership in the Academic		PPM unnecessary; rely upon APM 311-20
<del>Senate.</del>		
	APM 311-20 Conditions of Employment	
A candidate for appointment in this series must possess a Ph.D.	a. Appointees to this series are not members of the Academic	
degree or equivalent.	Senate.	
	b. Neither tenure nor security of employment is acquired by	
Appointees in this series are subject to APM 137, Non-Senate	appointment to a title in this series.	
Academic Appointees/Term Appointment.		
	e. An appointment which has a specific ending date is subject	
Appointees in this series are not eligible for sabbatical leave,	to APM - 137 (Non-Senate Academic Appointees/Term	
but are eligible for leave with pay in accordance with PPM 230-	Appointment).	
10, Section II L, Other Leaves with Pay.		
	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.	
	Appointees are not eligible for sabbatical leave (APM - 740).	

Notes: Heading is non-substantive. Substance of deleted text appears in APM 311-10 and APM 311-20.

Present	ADM 220 Constellat Contac	Proposed
PPM 230-20. VII. B. 3. Specialist Series	APM 330- Specialist Series	PPM 230-330 – Specialist Series
3. Specialist Series	APM 330-4 - Definition	PPM 230-330-4 – Definition
	The Specialist series is used for academic appointees who are	PPM unnecessary; rely upon APM 330-4.
a. Definition	engaged in any specialized research, professional activity, and	
	University and/or public service and who do not have any	PPM 230-330-8 - Types
Appointees in the Specialist series engage in research in	formal teaching responsibilities. Specialists are expected to	PPM unnecessary; rely upon APM 330-4.
specialized areas, make contributions to a research project,	use their professional expertise to make scientific and	
and have no teaching responsibilities.	scholarly contributions to the research enterprise of the	
	University and to achieve recognition in the professional and	
Most Specialists are appointed to provide special skills,	scientific community. Specialists may participate in	
experience, and knowledge for research projects. A Specialist	University and/or public service depending upon funding	
provides considerable independent input into the planning and	source and the duties required by the job description for the	
execution of research; however, he or she generally works	position.	
under the direction of a member of the Professor or Research		
Scientist series.	The Specialist series, the Specialist in the Agricultural	
	Experiment Station, and the Specialist in the Scripps	
<del>b. Ranks</del>	Institution of Oceanography are the same title series,	
The venter in the Considiat service at UC Con Diagonaus.	differing in their source of funding. Specialists in the	
The ranks in the Specialist series at UC San Diego are:	Agricultural Experiment Station must follow the guidelines for	
Junior Specialist	appointments in the Agricultural Experiment Station.	
Assistant Specialist	APM 330-8 - Types	
Associate Specialist	Appointment, reappointment, and promotion in this series	
Specialist	may be made to the ranks and steps listed below based on	
Specialist	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:	
	, ,	
	a. Junior Specialist, Step I – II	
	b. Assistant Specialist, Step I – III	
	c. Associate Specialist, Step I – IV	
	d. Specialist, Step I – V	

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

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Present	ADMA 220 Constallat Costa (Orthoria	Proposed
PPM 230-20. VII. B. 3. Specialist Series	APM 330- Specialist Series/Criteria	PPM 230-330 – Specialist Series/Criteria
c. Criteria for Appointment	APM 330-10 - Criteria	PPM 230-330-10 – Criteria
	A candidate for appointment or advancement in this series is	PPM unnecessary; rely upon APM 330-10.
A candidate for appointment in this series will be judged by the	evaluated using a process of academic peer review according	
following criteria:	to the following guidelines for specialized research,	
Desferons of accessible an established access	professional competence and activity, and, if appropriate,	
Performance of research in specialized areas	University and/or public service. The degree of responsibility	
Professional competence and activity	in each criteria is dependent on multiple factors, including	
University and/or public service	funding source for the position and level of independence required to fulfill the duties of the position.	
	a. Performance in Research	
	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:	
	(1) Letters from collaborators or principal investigators	
	documenting that work performed by the Specialist	
	contributed to published research	
	(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	
	(3) Documentation of effective planning and execution of	
	research projects	
	(4) Publications on which the Specialist is an author or that	
	credit the Specialist in the acknowledgement section of the work	
	(5) Active dissemination of information through training,	
	presentations, or other means stemming from the Specialist's	
	research.	
	1	

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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Present	ADM 220 Consistint Coving / Cuitouin	Proposed
PPM 230-20. VII. B. 3. Specialist Series	APM 330- Specialist Series/Criteria	PPM 230-330 – Specialist Series/Criteria
c. Criteria for Appointment	APM 330-10 - Criteria	PPM 230-330-10 – Criteria
		PPM unnecessary; rely upon APM 330-10.
A candidate for appointment in this series will be judged by the	b. Professional Competence and Activity	
following criteria:	Specialists may engage in professional activities that are	
	directly related to their professional expertise and	
Performance of research in specialized areas	achievement. The Specialist's professional activities will be	
Professional competence and activity	evaluated for evidence of achievement and recognition in	
University and/or public service	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:	
	(1) Participation in professional societies or groups and other	
	educational and research organizations (2) Service on advisory panels	
	(3) Invitations to review research and/or grant proposals	
	(4) Review of journal manuscripts and other publications	
	related to his/her area of expertise	
	(5) Additional education and credentials as related to the	
	specialized area of research.	
	c. University and Public Service	
	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.	

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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Present	APM 330- Specialist Series	Proposed
PPM 230-20. VII. B. 3. Specialist Series	APINI 330- Specialist Series	PPM 230-330 – Specialist Series
d. Restrictions  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.  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	APM 330-4 Definition  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	PPM 230-330-4 - Definition  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.
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.  The Specialist series is not a series to which Staff Research Associates and other staff employees can expect to be transferred.	position.  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.	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.
		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.

Notes: Heading is non-substantive.

Present	ADM 220 Constalled Contra	Proposed
PPM 230-20. VII. B. 3. Specialist Series	APM 330- Specialist Series	PPM 230-330 – Specialist Series
e. Terms of Service	APM 330-20 Term of Appointment	PPM 230-330-20 – Term of Appointment
	An appointment or reappointment in this series shall be made	PPM unnecessary; rely upon APM 330-20.
Appointment or reappointment as an Assistant Specialist may	with a specified end date which should coincide with the	
be for a period not to exceed two years, normally ending on	normal period of service of the step to which the candidate is	
the second June 30 following the date of appointment or	appointed or advanced, or a lesser period. Appointments may	
reappointment. An appointment or reappointment may be for	be made on a full- or part-time basis. The normal periods of	
<del>a shorter term.</del>	service at each rank and step are listed below.	
Appointment or reappointment as Associate Specialist or Full	a. Junior Specialist	
Specialist should be proposed with a specified ending	Step I - 1 year	
date. Appointment or reappointment may be for a shorter	Step II - 1 year	
term than the maximum.	Step II - 1 year	
term than the maximam.	b. Assistant Specialist	
Appointment or reappointment with no specified ending date	Step I - 2 years	
(indefinite) may only be proposed when there is a reasonable	Step II - 2 years	
expectation of long term funding.	Step III - 2 years	
	7	
Refer to the University of California Academic Salary Scales for	c. Associate Specialist	
information on the normal years at rank and step.	Step I - 2 years	
,	Step II –2 years	
	Step III - 2 years	
	Step IV - 2 years	
	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	

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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Present	ADM 220 Specialist Sories	Proposed
PPM 230-20. VII. B. 3. Specialist Series	APM 330– Specialist Series	PPM 230-330 – Specialist Series
f. Salary	APM 330-18 Salary	PPM 230-330-18 - Salary
	a. Individuals appointed to the Specialist series are	a. Individuals appointed to the Specialist series are
New appointees are normally paid at the minimum salary rate	compensated on the fiscal-year salary scales issued by the	compensated on the fiscal-year salary scales issued by the
for the rank to which they are appointed. An off scale salary	Office of the President for the Specialist series. The	Office of the President for the Specialist series. New
cannot be used in the Specialist series. The Executive Vice	Chancellor shall have the authority to approve off-scale	appointees are normally paid at the minimum salary rate for
Chancellor for Academic Affairs has the authority to approve	salaries when appropriate (see APM - 620).	the rank to which they are appointed.
above-scale salary levels up to and including the Regental		
compensation threshold (Section 101.2 of the Standing Orders	b. Salaries are subject to range adjustments (see APM - 600).	b. Salaries are subject to range adjustments (see APM - 600).
of The Regents).		
	c. Appointments without salary are permitted in this series.	c. Appointments without salary are permitted in this series.
	d. The Chancellor may approve salaries up to and including	
	the Indexed Compensation Level threshold but higher salaries	PPM 230-330-24 - Academic File Review and Final Authority
	which exceed the Indexed Compensation Level threshold	No appointment, reappointment or academic review action is
	require the approval of the Provost and Executive Vice	final until there has been an academic review and the
	President for Academic Affairs.	individual with final authority has approved the action.
		,
		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.

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.

Present	ADBA 220 Specialist Sovies	Proposed
PPM 230-20. VII. B. 3. Specialist Series	APM 330– Specialist Series	PPM 230-330 – Specialist Series
g. Conditions of Employment	APM 330-30 - Qualifications	PPM 330-11 – Qualifications
	The following educational and experiential qualifications are	PPM is unnecessary; rely upon APM 330-11.
<del></del>	general guidelines for each of the ranks. However, an	
	appointee to the Junior Specialist rank may already have	
A candidate for appointment to this series must possess a	obtained a master's degree or other advanced degree. In	
Ph.D. degree or equivalent.	some disciplines, a master's degree may be the terminal	
	degree.	
<del>n</del>	a. Junior Specialist	
	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. Assistant Specialist	
	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.	
	c. Associate Specialist	
	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.	
	d. Specialist	
	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	
I	demonstrated record of University and/or public service.	

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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Present	ADBA 220 Specialist Source	Proposed
PPM 230-20. VII. B. 3. Specialist Series	APM 330– Specialist Series	PPM 230-330 – Specialist Series
g. Conditions of Employment	APM 330-21 Conditions of Employment	PPM 230-330-21 - Conditions of Employment
This series does not accord tenure or security of employment.	a. Appointees in this series are ineligible for tenure or security of employment.	PPM is unnecessary; rely upon APM 330-21.
This series does not convey membership in the Academic Senate.	b. Appointees in this series are not members of the Academic Senate.	
A candidate for appointment to this series must possess a Ph.D. degree or equivalent.  Appointees in this series are subject to APM 137, Non-Senate Academic Appointees/Term Appointment.	c. Paid leave (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.	
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.	(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.  d. Expiration of an appointment, layoff, and termination (1) For expiration of an appointment with a specific end date, see APM - 137, Non-Senate Academic Appointees/Term Appointment.	

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.

Present	APM 370– Academic Administrator Series	Proposed
PPM 230-20. VII. C. 1. Academic Administrator Series	APINI 370— Academic Administrator Series	PPM 230-370 – Academic Administrator Series
1. Academic Administrator Series	370-4 Definition	PPM 230-370-4 - Definition
	a. The Academic Administrator series is used principally in	PPM unnecessary; rely upon APM 370-4
a. Definition	organized activities other than organized research units for	
	appointees who administer programs which:	
Appointees in the Academic Administrator series administer	(1) provide service to academic departments, but not as	
programs that either (1) provide service to academic	totally or exclusively research or teaching activities; or	
departments, but not as totally or exclusively research or	(2) are intended to serve the general public and may be either	
teaching activities; or (2) serve the general public and may be	research or educational in nature.	
either research or educational in nature.	b. Appointment to the Academic Administrator series may be	
	at any one of seven titles, i.e., Academic Administrator I	
Academic administrators are appointed principally in organized	through VII, each of which will be identified by a separate	
activities other than organized research units.	title code.	
	c. The duties of the positions in this series are more in	
The duties of appointees in this series are more in	administration than in teaching and/or research, although the	
administration than in teaching and/or research, although the	administration may include participation in as well as the	
administration may include participation in, as well as	overseeing of programs involving teaching, research, or	
oversight of, programs involving teaching, research, or	academically-based public service.	
academically based public service.	d. When it is desirable in order to meet campus needs and	
	with the approval of the Chancellor, a working title may be	
<del>b. Ranks</del>	assigned in addition to the payroll title, provided the working	
The second to the Alexanders to Advertising the second as 1,100.0	title is not the same as an official University payroll title used	
The ranks in the Academic Administrator series at UC San	for a different position.	
<del>Diego are:</del>		
Academic Administrator I through VII		
/ Cademic / Gillion at all ough VIII		

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

Present	APM 370– Academic Administrator Series	Proposed
PPM 230-20. VII. C. 1. Academic Administrator Series	APIVI 3/0— Academic Administrator Series	PPM 230-370 – Academic Administrator Series
c. Criteria for Appointment	APM 370-10 - Criteria	PPM 230-370-10 - Criteria
	a. A person appointed to a position in this series must have	PPM unnecessary; rely upon APM 370-10
A candidate for appointment in this series will be judged by the	professional and academic qualifications similar to those of	
following criteria:	academic appointees in the organized activity with which the	PPM 230-370-19 – Normal Periods of Service
	appointee is to be concerned.	PPM 230 unnecessary; rely upon APM 370-19.
Professional and academic qualifications similar to those of	b. As a normal requirement, the appointees should have the	
academic appointees in the organized activity with which the	terminal or top degree in his/her field, e.g., Ph.D., M.D.,	
appointee is concerned.	D.D.S., D.V.M., or the highest degree which is commonly	
	expected for appointment in the activity. In the field of	
Although the function of an Academic Administrator may	Nursing and related activities, for example, the M.P.H., M.N.,	
include overseeing a program involving research, responsibility	or M.S. may usually be accepted as a top degree.c. Merit	
for engaging in research, while desirable, is not implied by	increases and promotions are based on administrative	
appointment to this series.	experience, professional competence and activity, and	
	University and public service.	
d. Terms of Service	c. Merit increases and promotions are based on	
	administrative experience, professional competence and	
Academic Administrator positions may be established for	activity, and University and public service.	
relatively short periods of time. Merit advancements normally	d. Although the function of an Academic Administrator may	
will be on a biennial basis. If a promotion of an appointee from	include the overseeing of a program involving research,	
one rank to another within the series is justified, such	responsibility for engaging in research, while desirable, is not	
promotion will not normally occur until the individual has	implied by appointment to this series.	
served at least six years in the lower rank, including at least		
two years at the top step for that rank. A performance review,	APM 370-19 – Normal Periods of Service at Salary Steps	
in the absence of a merit or promotion review, must take place	a. Positions with an Academic Administrator title may be	
at least every four years.	established for relatively short periods of time.	
	b. Merit increases normally shall be on a biennial basis.	
Refer to the University of California Academic Salary Scales for	c. If promotion of an appointee from one title to another	
information on the normal years at step.	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.	
	d. A performance review, in the absence of a merit or	
	promotion review, shall take place at least every four years.	

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

Present	ADM 270 Acadomic Administrator Corios	Proposed
PPM 230-20. VII. C. 1. Academic Administrator Series	APM 370- Academic Administrator Series	PPM 230-370 – Academic Administrator Series
e. Salary	APM 370-18 - Salary	PPM 230-370-18 - Salary
	a. Salary steps within each title in this series will coincide with	PPM unnecessary; rely upon APM 370-18
Salary steps within each title in this series will coincide with	rates on the Academic Standard Table of Pay Rates. The	
rates on the Academic Standard Table of Pay Rates. The	specified ranges for each title will be published at the	
specified ranges for each title will be published each academic	beginning of each academic year by the Office of the	
year by the Office of the President. Range adjustments will be	President.	
applied with the same augmentation as that applied to the	b. Range adjustments will be applied with the same	
Academic Standard Table of Pay Rates.	augmentation as that applied to the Academic Standard Table	
	of Pay Rates.	
In the event of a split appointment between an Academic	c. In the event of a split appointment between an Academic	
Administrator title and another academic title, the salary for	Administrator title and another academic title, salary for the	
the Academic Administrator service will be at the appropriate	Academic Administrator service shall be at the appropriate	
rate with no administrative stipend, and the salary for service	rate with no administrative stipend, and salary for the service	
under the other academic title will be at the appropriate rate	under the other academic title shall be at the appropriate	
for that title. In the case of full-time appointment to an	rate for that title.	
Academic Administrator title, the salary will be paid without	d. In the case of full-time appointment to an Academic	
administrative stipend.	Administrator title, a unit salary shall be paid without	
	administrative stipend.	

Notes: Heading is non-substantive. Substance of all deleted text appears in APM 370-18.

Present	ADM 270 Academic Administrator Corios	Proposed
PPM 230-20. VII. C. 1. Academic Administrator Series	APM 370– Academic Administrator Series	PPM 230-370 – Academic Administrator Series
f. Conditions of Employment	APM 370-10 - Criteria	PPM 230-370-10 - Criteria
		PPM unnecessary; rely upon APM 370-10
This series does not accord tenure or security of employment.	b. As a normal requirement, the appointees should have the	
	terminal or top degree in his/her field, e.g., Ph.D., M.D.,	PPM 230-370-20 – Conditions of Employment
This series does not convey membership in the Academic	D.D.S., D.V.M., or the highest degree which is commonly	PPM 230 unnecessary; rely upon APM 370-20.
<del>Senate.</del>	expected for appointment in the activity. In the field of	
	Nursing and related activities, for example, the M.P.H., M.N.,	
A candidate for a title in this series must have earned an	or M.S. may usually be accepted as a top degree.	
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	APM 370-20 - Conditions of Employment	
the activity) or possess equivalent experience. In the field of		
nursing and related activities, for example, the M.P.H., M.N., or	d. Membership in the Academic Senate is not acquired by	
M.S. may usually be accepted as a top degree.	appointment to this series.	
	e. Neither tenure nor security of employment is acquired by	
Appointees in this series are subject to APM 137, Non-Senate	appointment to this series.	
Academic Appointees/Term Appointment.	f. Appointees to this series shall not be eligible for sabbatical	
	leave by virtue of such appointment; neither shall they accrue	
Appointees in this series are not eligible for sabbatical leave,	sabbatical leave credit through such appointment. However,	
but are eligible for leave with pay in accordance with PPM 230-	leave with pay may be recommended when the leave is in the	
10, Section II L, Other Leaves with Pay.	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.	

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.

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

Notes: Heading is non-substantive. Substance of first paragraph is addressed on the next page.

**KEY:** Plain Text = Existing PPM language proposed for inclusion in new section of PPM Strikethrough = Existing PPM language proposed for deletion <u>Underlined Text</u> = New policy language proposed for inclusion in new section of PPM **Bold Text** = Existing APM language

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Present		Proposed
PPM 230-20. VII. C. 1. Academic Administrator Series	APM 370– Academic Administrator Series	PPM 230-370 – Academic Administrator Series
	n/a  APM 370– Academic Administrator Series	· '

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.

Present	ADM 270 Academic Administrator Carios	Proposed
PPM 230-20. VII. C. 1. Academic Administrator Series	APM 370- Academic Administrator Series	PPM 230-370 – Academic Administrator Series
<ul> <li>ii. Professional Competence         Academic Administrators must provide intellectual leadership in the roles of administrator and supervisor. Appointees should show evidence of:</li></ul>	n/a	PPM 230-370-11 - Criteria for Evaluating Performance ii. Professional Competence Academic Administrators must provide intellectual leadership in the roles of administrator and supervisor. Appointees should show evidence of:

Present	ADM 275 Academic Coordinates Sovies	Proposed
PPM 230-20. VII. C. 2. Academic Coordinator Series	Arivi 3/5— Academic Coordinator Series	PPM 230-375 – Academic Coordinator Series
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:  • 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  • 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.  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	APM 375– Academic Coordinator Series  APM 375-4 - Definition 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. The Academic Coordinator titles may also be used for appointees who administer academic programs which: (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 (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. 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. 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. e. While the program overseen by an Academic Coordinator	•
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	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	
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.  Notes: Heading is non-substantive. Substance of all deleted texts.	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.	

Notes: Heading is non-substantive. Substance of all deleted text appears in APM 375-4.

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Present	APM 375– Academic Coordinator Series	Proposed
PPM 230-20. VII. C. 2. Academic Coordinator Series	APINI 373 – Academic Coordinator Series	PPM 230-375 – Academic Coordinator Series
<del>b. Ranks</del>	APM 375-8 - Levels	PPM 230-375-8 – Levels
The ranks in the Academic Coordinator series at UC San Diego	Appointments may be made to the following levels:	PPM is unnecessary; rely upon APM 375-8.
are:	a. Academic Coordinator I	
Academic Coordinator I	b. Academic Coordinator II	
Academic Coordinator II	c. Academic Coordinator III	
Academic Coordinator III		

Present	APM 375– Academic Coordinator Series	Proposed
PPM 230-20. VII. C. 2. Academic Coordinator Series	APINI 375— Academic Coordinator Series	PPM 230-375 – Academic Coordinator Series
c. Criteria for Appointment	APM 375-10 - Criteria for Appointment	PPM 230-375-10 - Criteria for Appointment
A candidate for appointment in this series will be judged by the	a. General Criteria for Appointment to Titles at All Levels	PPM Unnecessary; rely upon APM 375-10.
following criteria:	An appointee must have a professional background of	
	academic training and/or experience. Professional	
General Criteria for Appointments to All Ranks	accomplishment and scholarly contributions may also be	
An appointee must have a professional background of	required. A Master's or equivalent or other appropriate	
academic training and/or experience. Professional	degree(s) may be required. Certain positions may require a	
accomplishment and scholarly contributions may also be	doctorate or equivalent experience.	
required. A Master's degree or the equivalent or other		
appropriate degree(s) may be required. Certain positions may	b. Criteria for Appointment to a Specific Level	
require a Ph.D. or equivalent experience.	Determination of the appropriate level for an appointment or	
	a change in level shall take into consideration such factors as	
Criteria for Appointment to a Specific Rank:	program scope and complexity, according to the guidelines	
Determination of the appropriate level for an appointment will	set out below and summarized in APM - 375, Appendix A.	
take into consideration such factors as program scope and	set out below and summarized in AFW - 373, Appendix A.	
complexity, according to the guidelines set out below and		
summarized in APM 375, Appendix A.	Programs administered by Academic Coordinators will vary	
Programs administered by Academic Coordinators will vary	with regard to the size of the organization (for example, the	
with the size of the organization (for example, the number and	number and level of staff directly reporting to the Academic	
level of staff directly reporting to the Academic Coordinator)	Coordinator) and the scope of its mission (for example, the	
and the scope of its mission (for example, the number and	number and organizational diversity of the clientele with	
organizational diversity of the clientele with whom the	whom the Academic Coordinator interacts). For the purpose	
Academic Coordinator interacts). For the purpose of	of assignment to the appropriate level, the size of the	
assignment to the appropriate level, the size and scope of the	program in parallel with its scope may be considered to determine its complexity. Thus, the independent	
program may be considered to determine its complexity. Thus,	coordination of a broad, horizontally-integrated network of	
the independent coordination of a broad, horizontally	affiliated programs may be considered equal in complexity to	
integrated network of affiliated programs may be considered	the management of a large, vertically integrated University	
equal in complexity to the management of a large, vertically	organization with many staff. Materials submitted in support	
integrated University organization with many staff. Materials	of an appointment shall provide a comprehensive assessment	
submitted in support of an appointment must provide a	of the candidate's qualifications. A job description and	
comprehensive assessment of the candidate's qualifications. A	designation of a supervisor shall be supplied, as well as an	
job description and designation of a supervisor must be	explanation of the candidate's role in the program and within	
supplied, as well as an explanation of the candidate's role in	a larger unit, if appropriate.	
the program and within a larger unit, if appropriate.		

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

Notes: Substance of all deleted text appears in APM 375-10.

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

Notes: Substance of all deleted text appears in APM 375-10.

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

Notes: Heading and last sentence are non-substantive. Substance of all other deleted text appear in APM 375-19 and APM 375-20.

Present	APM 375– Academic Coordinator Series	Proposed
PPM 230-20. VII. C. 2. Academic Coordinator Series	APINI 375– Academic Coordinator Series	PPM 230-375 – Academic Coordinator Series
e. Salary	APM 375-18 - Salary	PPM 230-375-18 - Salary
	a. Authorized salary scales established for these titles are	PPM Unnecessary; rely upon APM 375-18
Salary scales for these titles are issued by the Office of the	issued by the Office of the President. New appointees are	
President. New appointees are normally paid at the minimum	normally paid at the minimum salary rate for the level to	PM 230-375-4 – Definition
salary rate for the level to which they are appointed.	which an appointment is made.	PPM Unnecessary; rely upon APM 375-4.
Advancement from one step to the next is based upon merit.	b. Advancement from one step to the next is based upon	
Advancement from one step to the next is based apon ment.	merit.	
The normal period of service prescribed for each salary step		
does not preclude more rapid advancement (acceleration) in	c. The normal period of service prescribed for each salary step	
cases of exceptional merit, nor does it preclude less rapid	does not preclude more rapid advancement (acceleration) in	
advancement.	cases of exceptional merit, nor does it preclude less rapid	
	advancement.	
For individuals with dual appointments, percentages of time		
and salary rates may be set at levels appropriate to each	d. For individuals with dual appointments, percent time and	
appointment. In the case of a full time appointment to an	salary rates may be set at levels appropriate to each	
Academic Coordinator title, a unit salary from the approved	appointment. In the case of a full-time appointment to an	
salary scale will be paid without administrative stipend.	Academic Coordinator title, a unit salary from the approved	
	salary scale shall be paid without administrative stipend.	
Positions may be supported by state funds and/or non state		
<del>funds.</del>	ADM 375 A Definition	
	APM 375-4 Definition –	
	f. Positions may be supported by State funds and/or non-	
	State funds.	
	State fullus.	
	1	

Notes: Substance of all deleted text appears in APM 375-18 and APM 375-20.

Present	ADNA STE. Academia Conditiona Contra	Proposed
PPM 230-20. VII. C. 2. Academic Coordinator Series	APM 375- Academic Coordinator Series	PPM 230-375 – Academic Coordinator Series
f. Conditions of Employment  This series does not accord tenure or security of employment.	APM 375-20 Conditions of Employment b. Fiscal-year appointees accrue sick leave in accordance with APM - 710.	PPM 230-375-20 Conditions of Employment PPM Unnecessary; rely upon APM 375-20.
This series does not convey membership in the Academic Senate.	c. Fiscal-year appointees accrue vacation leave in accordance with APM - 730.	
Appointees in this series are subject to APM 137, Non-Senate Academic Appointees/Term Appointment.	d. Membership in the Academic Senate is not acquired by appointment to these titles.	
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.	e. Neither tenure nor security of employment is acquired by appointment to these titles.	
	f. Each appointment with a fixed ending date shall automatically end on that date unless the appointment is formally renewed.	
	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.)	
	h. For grievances, the provisions of APM - 140 are applicable.	
	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.	

Notes: Substance of all deleted text appears in APM 375-10.

Present	APM 375– Academic Coordinator Series	Proposed
PPM 230-20. VII. C. 2. Academic Coordinator Series	APINI 375— Academic Coordinator Series	PPM 230-375 – Academic Coordinator Series
g. Preparing the Appointment File	APM 375-11 Criteria for Evaluating Performance	PPM 230-375-11 - Criteria for Evaluating Performance
		PPM Unnecessary; rely upon APM 375-11.
Materials submitted in support of an appointment must	Merit increases are based on administrative performance,	
provide a comprehensive assessment of the candidate's	professional competence and activity, and University and	375-19 Normal Periods of Service at Salary Steps
qualifications and performance in the areas specified below. A	public service. Professional accomplishment and scholarly	
job description must be provided, along with an explanation of	achievement should also be considered, if required by the	a. Appointments to an Academic Coordinator title may be for
the candidate's role in the program and within a larger unit, if	position.	one year or less, for longer periods, and/or for an indefinite
<del>appropriate.</del> <u>All appointment files must contain the Level of</u>		period; however, indefinite appointments can be made only
Administrative Responsibility (LAR) form.	Materials submitted in support of an appointment, merit	when the appointment file documents availability of long-term
	increase, or a change in level shall provide a comprehensive	funding.
Appointments may be with a specified ending date or	assessment of the candidate's qualifications and performance	
indefinite; however, indefinite appointments can be made only	in the areas specified below. A job description must be	
when the appointment file documents availability of long-term	provided, along with an explanation of the candidate's role in	
funding.	the program and within a larger unit, if appropriate	
Coordination of Academic Programs	a. Coordination of Academic Programs	
La manest instances and another Committee to an either the committee of	In most instances, Academic Coordinators will have primary	
In most instances, Academic Coordinators will have primary	responsibility for the administration and coordination of one	
responsibility for the administration and coordination of one or	or more programs and may have responsibility for directing	
more programs, and may have responsibility for directing the	the activities of other academic appointees or staff.	
activities of other academic appointees or staff.	375-19 Normal Periods of Service at Salary Steps	
	375-15 Normal Perious of Service at Salary Steps	
	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.	
	period, according to campus practice or guidenness	
	I	

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.

KEY: Plain Text = Existing PPM language proposed for inclusion in new section of PPM

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

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

APM 360-4 - Definition  APM 360-4 - Definition  The librarian Series  APM 360-4 - Definition  The librarian Series provide professional services in the University feducational, research, and public service functions. These services includes selection and development of resources bibliographic centrol of collections and development of resources bibliographic centrol of collections and their organization for use reference and advisory services and information research, and public service missions—provide professional library services that dilitate the creation and transmission of knowledge. These services may include:  a selection and development of resources bibliographic centrol of collections and their organization for use reference and advisory services  a characterial application of specialized information resources and information resources and collections of scholarly, scientific, cultural, or institutional significance; c. engaging with users to provide them with guidance and instruction on the discovery, evaluation, and use of information resources and collections; and, e. library administration and management.  The Executive Vice Chancellor for Academic Affairs has delegated responsibility for the Librarian Series to the University of California and University California and University of California and University Council, American Federation of Teachers (UC-AFT), the terms and conditions of appointment may be found in the MOU.  APM 360-24 - Authority and Earth of Teachers (UC-AFT), the terms and conditions of appointment and provide provide profession, and merit increases retractively (Ithat is, with the beginning date of service prior to the actual date of approval).	Present	ADM 200 Librarian Carias	Proposed
Appointees in this series provide professional services in the University's educational, research, and public service functions. These services includes service functions. These services includes service functions. These services includes service functions and development of resources bibliographic control of collections and their organization for use reference and advisory services and development and application of specialized information systems illustration and management research where necessary or desirable in relation to the foregoing in the Librarian Series to the University to the Candemic Affairs has delegated responsibility for the Librarian Series to the University Librarian.  Refer to APM 360, Librarian Series for the Librarian series covered by the Regents of the University of California and University to uncil, American Federation of Teachers (UCAPT), the terms and conditions of appointment may be found in the MOU.  APM 360-24 - Authority a Each Chancellor is authorized to approve appointments, promotions, and merit increases consistent with the published salary scales after appropriate review, subject to the provisions of APM - 360-24-c.  B. Each Chancellor may approve, as exceptions, promotions, and merit increases consistent with the published salary scales after appropriate review, subject to the provisions of APM - 360-24-c.  B. Each Chancellor may approve, as exceptions, promotions, and merit increases consistent with the published salary scales after appropriate review, subject to the provisions of APM - 360-24-c.  B. Each Chancellor may approve, as exceptions, promotions, and merit increases having effective dates other than July 1.  C. Each Chancellor may approve, as exceptions, promotions, and merit increases retroactively (that it, with the beginning date of service prior to the actual date of	PPM 230-20. VII. C. 3. Librarian Series	APM 360 – Librarian Series	PPM 230-360 - Librarian Series
support of the University's educational, research, and public service functions. These services includes support of the University's educational, research, and public service functions. These services includes service missions—provide professional library services that facilitate the creation and transmission of knowledge. These services may include:  a selection and development of resources bibliographic control of collections and their organization for use reference and advisory services development and application of specialized information systems library administration and management resources; c. cangging with users to provide them with guidance and instruction on the discovery, evaluation, and use of information resources and collections; d. carrying out research and creative activity in support of the foregoing and for the continual improvement of the profession; and, e. library administration and management.  APM 360-24 - Authority 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. Each Chancellor may approve, as exceptions, promotions, amd merit increases having effective dates other than July 1.  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	3. Librarian Series	APM 360-4 - Definition	
, i	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:  - selection and development of resources - bibliographic control of collections and their organization for use - reference and advisory services - development and application of specialized information systems - library administration and management - research where necessary or desirable in relation to the foregoing  The Executive Vice Chancellor for Academic Affairs has delegated responsibility for the Librarian Series to the University Librarian.  Refer to APM 360, Librarian Series for the Librarian Series appointment policies.  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	The librarian series is used for academic appointees whoin support of the University's educational, research, and public service missionsprovide professional library services that facilitate the creation and transmission of knowledge. These services may include:  a. obtaining, organizing, and providing access to information resources;  b. curating and preserving collections of scholarly, scientific, cultural, or institutional significance;  c. engaging with users to provide them with guidance and instruction on the discovery, evaluation, and use of information resources and collections;  d. carrying out research and creative activity in support of the foregoing and for the continual improvement of the profession; and,  e. library administration and management.  APM 360-24 - Authority  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. Each Chancellor may approve, as exceptions, promotions, career status actions, and merit increases having effective dates other than July 1.  c. Each Chancellor may approve, as exceptions, appointments,	PPM Unnecessary; rely upon APM 360-4.  PPM 230-360-14 - Eligibility 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.  PPM 230-360-24 - Authority No appointment, reappointment or academic review action is final until there has been an academic review and the individual with final authority has approved the action.  The UC San Diego Authority and Review Chart sets forth the individual(s) and/or committees responsible for review, as well

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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Present	APM 210-4 - Review and Appraisal Committees/Instructions	Proposed
PPM 230-20. VII. C. 3. Librarian Series	to Review Committees Which Advise on the Appointment, Merit Increase, Promotion, Career Status Actions for Members of Librarian Series	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
3. Librarian Series	APM 210-4. E - Criteria	PPM 230-210-4. E. (3) - Criteria
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:	(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	PPM Unnecessary; rely upon APM 210-4. E. (3).
<ul> <li>selection and development of resources</li> <li>bibliographic control of collections and their organization for use</li> <li>reference and advisory services</li> <li>development and application of specialized</li> </ul>	following: professional activity outside the library; University and public service; and research and other creative activity.  (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,	
<ul> <li>information systems</li> <li>library administration and management</li> <li>research where necessary or desirable in relation to the foregoing</li> </ul>	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	
The Executive Vice Chancellor for Academic Affairs has delegated responsibility for the Librarian Series to the University Librarian.	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	
Refer to APM 360, Librarian Series for the Librarian Series appointment policies.	administration and management. Additionally, librarians should be judged on consistency of performance, grasp of library methods, command of their subjects, continued	
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.	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	

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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Present		Proposed
PPM 230-20. VII. C. 4. Continuing Educator Series and Coordinator of Public Programs Series	APM <b>340</b> – Continuing Educator Series	PPM 230-340 – Continuing Educator Series
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.  The Executive Vice Chancellor for Academic Affairs has delegated responsibility for the Continuing Educator Series and the Coordinator of Public Programs.  Refer to APM 340, Continuing Educator for the Continuing Educator appointment policies  Information about the Continuing Educator and Coordinator of Public Programs series may be obtained from University Extension.	APM 340-4 Definition 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.  APM 340-24 Authority The Chancellor is responsible for administering campus continuing education programs and is authorized to approve appointments, reappointments, merit increases, and changes in level.  July 1 shall normally be the effective date for a merit increase except that the Chancellor is authorized to approve another effective date.	PPM 230-340-4 Definition PPM Unnecessary; rely upon APM 340-4.  PPM 230-340-24 Academic File Review and Final Authority No appointment, reappointment or academic review action is final until there has been an academic review and the individual with final authority has approved the action.  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.  Information about the Continuing Educator and Coordinator of Public Programs series may be obtained from University Extension.

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

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

Notes: Student titles are not under EVCAA purview.

	<u>,                                      </u>	
Present	APM 235– Acting Appointments	Proposed
PPM 230-20. VII. E.1 – Special Status Titles/Acting Titles	Al W 200 Acting Appointments	PPM 230-235 – Acting Appointments
1. Acting Titles	APM 235-4 Definitions	PPM 230-235-4 - Definitions
a. Definition	a. The "Acting" prefix will be accorded only to a person on a	a. The "Acting" prefix will be accorded only to a person on a
The Acting prefix is used for either probationary appointments	temporary appointment. The prefix thus will signify the	temporary appointment. The prefix thus will signify the
or conditional appointments. The Acting prefix may be used	conditional, probationary, or emergency status of the	conditional, probationary, or emergency status of the
only in the Professor (Ladder-Rank) series.	appointment, as well as the privilege and responsibility of	appointment, as well as the privilege and responsibility of
	conducting research, and will often be applied to a person	conducting research, and will often be applied to a person
i. A probationary appointment in an Acting title is	under consideration for appointment to a regular professorial	under consideration for appointment to a regular professorial
appropriate when a department or the appointing authority	title.	title.
has reservations about recommending an individual for a		i. A probationary appointment in an Acting title is
regular professorship and wishes to observe the appointee's	b. This prefix may properly be attached to the Assistant	appropriate when a department or the appointing authority
teaching or research for a one- or two-year probationary	Professor, Associate Professor, and Professor ranks of the	has reservations about recommending an individual for a
period. If the expressed doubts are removed, the person will	professorial series. The prefix is not used at the Instructor	regular professorship and wishes to observe the appointee's
be "regularized"—that is, proposed for a regular	level, except for graduate student Acting Instructors, who are	teaching or research for a one- or two-year probationary
professorship—at the end of the probationary period.	not part of the professorial series.	period. If the expressed doubts are removed, the person will
		be "regularized"—that is, proposed for a regular
ii. An Acting title in the Ladder-Rank series can be used	c. A highly promising Assistant Professor may be advanced to	professorship—at the end of the probationary period.
for an individual who does not have an appropriate visa, or	the title of Acting Associate Professor in those instances in	, , , , , , , , , , , , , , , , , , ,
when an academic condition that would justify a regular	which it has been determined that the appointee is not yet	ii. An Acting title in the Ladder-Rank series can be used
Ladder-Rank appointment is lacking—i.e., the terminal degree	qualified for tenure status but should be compensated at a	for an individual who does not have an appropriate visa, or
of the field, such as the Ph.D. A conditional appointment is	rate above the Assistant Professor scale. Such advancement	when an academic condition that would justify a regular
made with the intention of converting the Acting title to a	requires review by the campus Committee on Academic	Ladder-Rank appointment is lacking—i.e., the terminal degree
regular title when the candidate acquires the requisite	Personnel and should occur only in the most exceptional	of the field, such as the Ph.D. A conditional appointment is
academic or immigration credential.	cases. An Acting Associate Professor appointed under this	made with the intention of converting the Acting title to a
	provision retains all privileges to which the appointee was	regular title when the candidate acquires the requisite
iii. When the Acting prefix is used to indicate the lack of	entitled as an Assistant Professor.	academic or immigration credential.
the Ph.D. for an Assistant Professor candidate whom the		deduction of mining, attention of each train
department intends to transfer to the regular ranks Assistant		iii. When the Acting prefix is used to indicate the lack of
Professor title, the appointment file proposing the Acting title		the Ph.D. for an Assistant Professor candidate whom the
must indicate clearly the department's recommendation		department intends to transfer to the regular ranks Assistant
regarding regularization. A change to a regular appointment		Professor title, the appointment file proposing the Acting title
may be made upon receipt of official certification that an		must indicate clearly the department's recommendation
appointee has completed all formal degree requirements.		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.

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

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Present	ADM 225 Acting Appointments	Proposed
PPM 230-20. VII. E.1 – Special Status Titles/Acting Titles	APM 235– Acting Appointments	PPM 230-235 – Acting Appointments
	APM 235-25 - Transfer to Regular Status	PPM 230-235-25 - Transfer to Regular Status
iii. When the Acting prefix is used to indicate the lack of	An Acting appointee may be transferred to a regular	An Acting appointee may be transferred to a regular
the Ph.D. for an Assistant Professor candidate whom the	appointment at regular-scale salary provided the	appointment at regular-scale salary provided the
department intends to transfer to the regular ranks Assistant	appointment has had appropriate Academic Senate review	appointment has had appropriate Academic Senate review
Professor title, the appointment file proposing the Acting title	and approval of the Chancellor.	and approval of the Chancellor.
must indicate clearly the department's recommendation	a. Upon official certification that an appointee has completed	a. Upon official certification that an appointee has completed
regarding regularization. A change to a regular appointment	all formal degree requirements, the department chairperson	all formal degree requirements, the department chairperson
may be made upon receipt of official certification that an	at the chair's discretion, may recommend the appointee's	at the chair's discretion, may recommend the appointee's
appointee has completed all formal degree requirements.	immediate transfer to a regular appointment at a regular-	immediate transfer to a regular appointment at a regular-
iv. For an academic-year appointee, the change in title	scale salary.	scale salary.
will be effective at the beginning of the quarter following the	b. When a change to a regular appointment is approved, the	b. When a change to a regular appointment is approved for an
date of completion of all formal degree requirements, and the	change in title shall be effective with the beginning of the	academic-year appointee, the change in title shall be effective
change in salary will be effective at the beginning of the pay	quarter following the date of completion of all formal degree	with the beginning of the quarter following the date of
<del>period for that quarter.</del>	requirements and the change in salary shall be effective at	completion of all formal degree requirements and the change
	the beginning of the pay period for that quarter.	in salary shall be effective at the beginning of the pay period
v. For a fiscal-year appointee, the change in title will be		for that quarter. For a fiscal-year appointee, the change in title
effective at the beginning of the month following the date of		will be effective at the beginning of the month following the
completion of all formal degree requirements.		date of completion of all formal degree requirements.

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

Present	ADM 225 Action Appointments	Proposed
PPM 230-20. VII. E. 1 – Special Status Titles/Acting Titles	APM 235– Acting Appointments	PPM 230-235 – Acting Appointments
<del>b.</del> Criteria	APM 235-10 – Criteria	PPM 230-235-10 – Criteria
		PPM Unnecessary; rely upon APM 235-10.
Inasmuch as Acting appointees are under consideration for	Inasmuch as Acting appointees are under consideration for	
appointment to titles in the Professor series, reference should	appointment to a title in the professorial series, reference	PPM 230-235-4 – Definitions
be made to criteria set forth for the rank involved.	should be made to criteria set forth in sections concerning the	PPM Unnecessary; rely upon APM 235-4.
	particular professorial title involved.	,, , ,
c. Restrictions		DDM 220 225 47. Town of American
	APM 235-4 Definitions	PPM 230-235-17 - Term of Appointment
The Acting prefix is not appropriate for appointments intended	a. The "Acting" prefix will be accorded only to a person on a	PPM Unnecessary; rely upon APM 235-17.
to be only temporary in nature.	temporary appointment.	
d. Term of Service		
	APM 235-17 - Term of Appointment	
Each appointment as Acting Assistant Professor will be for a		
specified term, not to exceed one year. The total period of	a. Each appointment as Acting Assistant Professor (or	
service in this title is limited to two years.	equivalent) shall be for a specified term, not to exceed one	
	year. The total period of service with this title is limited to	
Each appointment as Acting Associate Professor or Acting	two years. (See also APM - 133-0.)	
Professor must be for a specified term, not to exceed two		
years. The total period of service in these titles is limited to	b. Each appointment as Acting Associate Professor or Acting	
four years.	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.)	

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.

Present	ADM 225 Acting Appointments	Proposed
PPM 230-20. VII. E. 1 – Special Status Titles/Acting Titles	APM 235 – Acting Appointments	PPM 230-235 – Acting Appointments
Conditions of Employment	APM 235-20 - Conditions of Employment	PPM 230-235-20 - Conditions of Employment
Acting appointments do not accord tenure or security of employment.	The following provisions apply to the conditions of employment of an Acting appointee:	The following provisions apply to the conditions of employment of an Acting appointee:
Acting appointments do not convey membership in the Academic Senate.	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.	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.
Acting appointments are subject to APM 137, Non-Senate Academic Appointees/Term Appointment.	b. Sabbatical leave credit may be accrued by an Acting appointee under special conditions described in APM - 740-	b. Sabbatical leave credit may be accrued by an Acting appointee under special conditions described in APM - 740-
An Acting appointee employed 50% time or more is included in the University of California Retirement Plan, if the appointee meets the eligibility requirements.	11-b(1). An Acting Professor in a School of Law accrues sabbatical leave credit in the same manner as an Assistant Professor.	11-b(1). An Acting Professor in a School of Law accrues sabbatical leave credit in the same manner as an Assistant Professor.
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.	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.	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.
Removal expenses may be allowed an Acting appointee, as provided in APM 560-14-b, Removal Expenses/General.		d. Acting appointments do not accord tenure or security of employment.
		e. <u>Assistant-level</u> acting appointments do not convey membership in the Academic Senate.
		f. Acting appointments are subject to APM 137, Non-Senate Academic Appointees/Term Appointment.

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.

Present	APM 230- Visiting Appointments	Proposed
PPM 230-20. VII. E. 2 – Special Status Titles/Visiting Titles	APIVI 250- VISITING Appointments	PPM 230-230 – Visiting Appointments
2. Visiting Titles	APM 230-4 - Definition and Policy	PPM 230-230-4 - Definition and Policy
		PPM Unnecessary; rely upon APM 235-4.
a. Definition	a. The Visiting prefix is used to designate one who:	
The Visiting prefix is used to designate one who is appointed	(1) is appointed temporarily to perform the duties of the title	
temporarily to perform the duties of the title to which the	to which the prefix is attached; and	
prefix is attached. It may be assigned to an established scholar	(2) either has held, is on leave from, or is retired from an	
with a permanent position at another university, college, or	academic or research position at another educational	
public or private research laboratory.	institution, or, alternatively, whose research, creative	
	activities or professional achievement makes a Visiting	
An appointment as a Visiting Research or Project Scientist may	appointment appropriate. In the latter cases, the Chancellor	
be made for an established scholar (as defined above) who is	must solicit advice on the appointment from the Divisional	
engaged in a UC San Diego research program and who has no	Committee on Academic Personnel or its equivalent.	
teaching responsibilities. Such appointments normally are		
made at the same rank and salary as the home institution	b. The Visiting prefix may be attached to titles in any of the	
appointment, for a period of up to one year.	following series: Professor, Astronomer, Agronomist in the	
	Agricultural Experiment Station, Professional Research,	
The Visiting prefix may be attached to titles in the Professor	Specialist in Cooperative Extension, Project Scientist, and	
(Ladder Rank), Research Scientist, Project Scientist, and	Librarian; except that the Visiting prefix shall not be attached	
Librarian series.	to the title Instructor, Junior Astronomer, or Junior	
	Agronomist.	
	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).	
	a straint anni story ji	
	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.	
	·	

Notes: Headings are non-substantive. Substance of deleted text appears in APM 230-4.

Present	ADM 220 Viciting Apprintments	Proposed
PPM 230-20. VII. E. 2 – Special Status Titles/Visiting Titles	APM 230- Visiting Appointments	PPM 230-230 – Visiting Appointments
<del>b. Criteria</del>	APM 230-10 Criteria	PPM 230-230-10 - Criteria
		PPM Unnecessary; rely upon APM 235-10.
The criteria for appointment in a Visiting title will be the same	The criteria for evaluation of a candidate for appointment	
as for the corresponding regular title. Because the	with a Visiting title shall be the same as for the corresponding	PPM 230-230-4 - Definition and Policy
appointment is temporary, reasonable flexibility may be	regular title. Because the appointment is temporary,	PPM Unnecessary; rely upon APM 235-4.
employed in the application of these criteria.	reasonable flexibility may be employed in the application of	
	these criteria. Care should be taken to inform the appointee	
The departmental recommendation letter should clearly state	of the provisions of Section 230-4-d.	
that the individual will be returning to the home institution		
upon completion of the visiting appointment, and it should	APM 230-4 - Definition and Policy	
describe clearly the special expertise that the visitor brings to	d If an academic anneinter with a Visiting title is later	
the campus.	d. If an academic appointee with a Visiting title is later	
Visiting Professors (who do not participate in committee and	considered for transfer to a corresponding appointment in the regular series, the proposal for such transfer shall be	
other University service work) should be assigned teaching	treated as a new appointment subject to full customary	
loads that are greater than those assigned to regular faculty.	review.	
iodus triat are greater triair triose assigned to regular racurty.	Teview.	
c. Restrictions		
o. Mean and		
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.		
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.		

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

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Present	ADM 220 Visiting Appaintments	Proposed
PPM 230-20. VII. E. 2 – Special Status Titles/Visiting Titles	APM 230- Visiting Appointments	PPM 230-230 – Visiting Appointments
d. Terms of Service	APM 230-17 - Terms of Service	PPM 230-230-17 - Terms of Service
		PPM Unnecessary; rely upon APM 235-17.
Visiting appointments may be made for up to a one-year	Each appointment or reappointment with a Visiting title shall	
period and may not exceed a total of two consecutive years.	be for a specified term not to exceed one year. The total	
	period of consecutive service with a Visiting title shall not	
Visiting Professors have a six-course annual teaching load for	exceed two years, unless a longer period is approved by the	
full-time appointment (e.g., one course/quarter = 50% time;	Chancellor.	
two courses/quarter = 100% time).		
	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.	

Notes: Heading is non-substantive. Substance of first paragraph appears in APM 230-17.

Present	ADBA 220 Ministra Annaistranta	Proposed
PPM 230-20. VII. E.2 – Special Status Titles/Visiting Titles	APM 230 – Visiting Appointments	PPM 230-230 – Visiting Appointments
Salary	APM 230-18 - Salary	PPM 230-23-18 - Salary
	a. The salary of an appointee with a Visiting title shall be	a. Salaries for visitors are not restricted to the published salary
Based upon a six-course annual teaching load, part-time	determined according to the special circumstances of the	scale. The salary of an appointee with a Visiting title shall be
payments would be calculated as follows:	case, with due consideration given to the individual's regular	determined according to the special circumstances of the
	salary or professional income. In some cases, it will be	case, with due consideration given to the individual's regular
Quarter Teaching Load Quarter Appointment	appropriate to separate considerations of rank from those of	salary or professional income. In some cases, it will be
	salary.	appropriate to separate considerations of rank from those of
2 courses 100% appointment		salary.
1 course 50% appointment	b. Since the negotiated salary for an appointment to a Visiting	b. Since the negotiated salary for an appointment to a Visiting
	title may take into account certain relocation expenses, it	title may take into account certain relocation expenses, it
The salary paid to a Visiting appointee will be at a negotiated	should not necessarily be regarded as the appropriate salary	should not necessarily be regarded as the appropriate salary
annual rate based upon the individual's regular salary at his or	for any subsequent regular appointment. (Relocation	for any subsequent regular appointment. (Relocation
her home institution or on his or her professional income, and	expenses are not the same as travel expenses; for travel	expenses are not the same as travel expenses; for travel
consistent with the service rendered. The salary paid may not	expense reimbursement to a Visiting appointee, see the	expense reimbursement to a Visiting appointee, see the
include travel expenses but may include an amount to cover	provisions of APM - 230-20-h.)	provisions of APM - 230-20-h.)
relocation expenses if the department chair and the respective		The salary paid may not include travel expenses but may
Dean agree that University funding is available to cover such	c. An appointee with a Visiting title in one of the schools of	include an amount to cover relocation expenses if the
relocation expenses. Any relocation costs included in the salary	health sciences is not eligible for any of the Strict Full-Time or	department chair and the respective Dean agree that
must be justified in the departmental recommendation letter.	other special compensation plans of these schools. The	University funding is available to cover such relocation
	Chancellor, after consultation with the Academic Senate, may	expenses. Any relocation costs included in the salary must be
Salaries for visitors are not restricted to the published salary	approve exceptions to this provision in cases of full-time	justified in the departmental recommendation letter.
scale. For example, with proper justification, the salary for a	appointments involving patient-care responsibilities.	c. An appointee with a Visiting title in one of the schools of
<u>Visiting Assistant Professor may be below that for an Assistant</u>		health sciences is not eligible for any of the Strict Full-Time or
<u>Professor, Step I, or above that for an Assistant Professor, Step</u>	d. Because salaries of Visiting appointees are negotiated on	other special compensation plans of these schools. The
<u>VI.</u>	an individual basis, such salaries are not subject to range	Chancellor, after consultation with the Academic Senate, may
	adjustments which, when given, automatically affect the	approve exceptions to this provision in cases of full-time
	regular salary scales.	appointments involving patient-care responsibilities.
		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.

Present	APM 230 – Visiting Appointments	Proposed
PPM 230-20. VII. E. 2 – Special Status Titles/Visiting Titles	AFWI 230 - VISICING Appointments	PPM 230-230 – Visiting Appointments
f. Conditions of Employment	APM 230-20 - Conditions of Employment	PPM 230-23-20 - Conditions of Employment
	a. Inasmuch as a Visiting appointment is temporary, with an	PPM Unnecessary; rely upon APM 235-20.
Visiting appointments do not accord tenure or security of	ending date, and there is no expectation of continued	
employment.	employment, notice of intention not to reappoint is not	
	required, but the formal appointment letter shall specify the	
Visiting appointments do not convey membership in the	starting and termination dates of the service period and	
Academic Senate.	indicate that the appointment is self-terminating.	
	b. As established under the terms of Section 103.9 of the	
Visiting appointments are subject to APM 137, Non-Senate	Standing Order of The Regents, termination of the	
Academic Appointees/Term Appointment.	appointment of a faculty member, including that of a Visiting	
	faculty member, before expiration of the contracted term	
Certain removal expenses may be allowed a Visiting appointee	shall be only for good cause, after opportunity for a hearing	
who is subsequently appointed to regular faculty rank, or to	before the properly constituted advisory committee of the	
the regular Research Scientist Series, as provided in APM 560-	Academic Senate. In all other cases of grievances pertaining	
14-d. e, Removal Expenses/General.	to appointees holding a Visiting title, the provisions of APM -	
	140 are applicable.	
Sabbatical leave credit may be accrued by a Visiting appointee	c. An appointee with a Visiting title is not a member of the	
under the special conditions described in APM 740-11, Leaves	Academic Senate.	
of Absence/Sabbatical Leave. Sick leaves, vacation leaves, or	d. Certain removal expenses may be allowed a Visiting	
authorized special leaves with pay for Visiting appointees will	appointee who is subsequently appointed to regular faculty	
be subject to the policies for corresponding ranks without the	rank, or to the regular professional research series, as	
Visiting prefix.	provided in APM - 560-14-d.	
	e. Sabbatical leave credit may be accrued by a Visiting	
	appointee under the special conditions described in APM -	
	740-11-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.	
	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.)	

Notes: Heading is non-substantive. Substance of deleted text appears in APM 230-20.

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

Notes: Heading is non-substantive. Substance of deleted text appears in APM 230-20.

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Present		Proposed
PPM 230-20. VII. E. 3 – Special Status Titles/Recall	APM 205— Recall for Academic Appointees	PPM 230-205 – Recall for Academic Appointees
Appointments		Privi 230-203 - Recall for Academic Appointees
b. Conditions of Employment	APM 205-20 - Terms and Conditions of Employment	PPM 230-205-20 - Terms and Conditions of Employment
	b. Return to Service	PPM Unnecessary; rely upon APM 205-20.
Recalled academic appointees are ineligible for merit or	A recall appointment service date may occur no earlier than 30	
promotion salary increases.	days following the academic appointee's retirement date. c. Length of Recall Appointments	
	Recall appointments are normally one year or less but may be up	
A recall appointment service date may occur no earlier than 30	to three years in cases of pre-retirement agreements, or if faculty	
days following the academic appointee's retirement date.	have active research grants with secured funding for the recall	
	period. Recall appointments are term appointments for a specific	
Recall appointments are term appointments for a specified	period of time and expire on the end date with no further notice	
period of time and expire on the end date with no further	required.	
notice required.	d. Reappointment	
If the terms and conditions of the recall agreement are no	Following a review, recall appointments may be renewed on an	
longer applicable, the University may end a recall contract prior	annual basis.	
to the specified end date with a minimum of 30 days' notice, or	e. Early Termination	
	If the terms and conditions of the recall agreement are no longer	
pay-in-lieu of notice for those who are compensated.	applicable, the University may terminate a recall contract prior to	
Decall appointments may be renewed an an appual basis	the specified end date with a minimum of 30 days' notice, or pay- in-lieu of notice for those who are compensated.	
Recall appointments may be renewed on an annual basis.	g. Percentage of Effort	
Assignment of office space is subject to the agreement reached	All recall appointments must be included when calculating the	
between the faculty member and the department or school	appointment percentage, not to exceed a maximum total of 43	
etween the lacuity member and the department of school	percent time for each month.	
<u> </u>		

Notes: Heading is non-substantive. Substance of deleted text appears in APM 230-20.

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

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

Present		Proposed
PPM 230-20. VII. E. 5 – Guest Lecturers	APM 289– Guest Lecturers	PPM 230-289- Guest Lecturers,
PPIVI 250-20. VII. E. 5 – Guest Lecturers		(Including Lecturer, Miscellaneous Part Time)
Guest Lecturers	APM 289-6 - Responsibility	PPM 230- 289-4 – Definition
		Individuals who will participate in the instructional program for
Individuals who will participate in the instructional program for	In the capacity as a University administrative officer, the	a short period of time (i.e., two weeks or less in a quarter) and
a short period of time (i.e., two weeks or less in a quarter) and	department chairperson must establish procedures to insure	do not have full or partial responsibility for a course may be
do not have full or partial responsibility for a course may be	that the chair will be notified about any intended use of guest	eligible for payment as Guest Lecturers. These are individuals
eligible for payment as Guest Lecturers. These are individuals	lecturers, and the chairperson must decide whether or not	who do not hold titles with the University but who are brought
who do not hold titles with the University but who are brought	the participation of an individual proposed as a guest lecturer	to the University for their expertise in given subjects.
to the University for their expertise in given subjects.	is of such a nature as to require appointment to a position	
	with an appropriate instructional title. If the department	The Lecturer, Miscellaneous Part-Time title is appropriate for
Procedures for issuing payments to Guest Lecturers are	chairperson determines that such an appointment is	individuals who are being proposed to teach a course or
available on the UC San Diego Academic Personnel Services	necessary, then the guest lecturer shall not participate in the	courses for more than two weeks in a quarter, but less than a
Web site.	presentation of the course unless the chairperson	full quarter, who do not hold a title with the University, who
	recommends the appointment and the appointment is	are brought to the University for their expertise in a given
	approved, after appropriate review, by the Chancellor or the	subject, and who are paid a "By Agreement" (BYA) salary.
	Chancellors representative.	
	The department chairperson is responsible for the	PPM 230-289-6 – Responsibility
	maintenance of records and preparation of reports on which	PPM unnecessary; rely upon APM 289-6
	to base periodic administrative review of the use of guest	
	lecturers.	

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.

Present		Proposed
PPM 230-20. VII. E. 6 – Temporary Intercampus Transfer	APM	
Temporary Intercampus Transfer	n/a	n/a
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.		

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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Highlighted/Double Underline = Existing PPM language that will appear in the APS Appointment and Advancement Instructions.

Present	ADM 2FF Non Colony Bosseych Bositions	Proposed
PPM 230-20. VII. E. 7 – Non-salaried Research Titles	APM 355 – Non-Salary Research Positions	PPM 230- APM 355 – Non-Salary Research Positions
7. Non-salaried Research Titles	APM 355-4 Definitions	PPM 230-355-4 - Definitions
		PPM Unnecessary; rely upon APM 355-4.
a. Definitions	a. Research Associate	
	Research Associate is a non-salaried appointment for visiting	
These titles are intended to recognize an association with the	scholars and scientists of distinguished standing who may be	
University for scholars and scientists of distinguished standing.	recommended by departments for such association with the	
They may be appropriate for researchers who have retired and	University.	
will continue an association with the University on a non-		
salaried basis.	b. Research Fellow	
	Research Fellow is a non-salaried appointment for visiting	
i. Research Associate	fellows who come to the University, for example, as a	
	National Research Council Fellow; a Social Science Research	
Non-salaried Research Associate appointments are for visiting	Council Fellow; a Commonwealth Fund Fellow; a Rockefeller	
scholars and scientists of distinguished standing who may be	Foundation Fellow; or as traveling fellows from other	
recommended by departments for such association with the	universities, etc.	
University.		
ii. Research Fellow		
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.		

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

Present	APM 355 – Non-Salary Research Positions	Proposed
PPM 230-20. VII. E. 7 – Non-salaried Research Titles	APIVI 333 - NOII-Salary Research Positions	PPM 230- APM 355 – Non-Salary Research Positions
b. Criteria	APM 355-10 – Criteria	PPM 230-355-10 – Criteria
		PPM Unnecessary; rely upon APM 355-10.
i. Research Associate	In judging a candidate for appointment, the following criteria	
	are applied:	PPM 230-355-17 - Terms of Service
The candidate must hold a Ph.D. degree or possess training substantially equivalent to that required for the Ph.D., and	a. Research Associate	
must have demonstrated exceptional fitness in independent	The candidate must hold the degree of Ph.D. or possess	Appointments may be made for a maximum of three years and
research in addition to that required for the Ph.D. degree.	training substantially equivalent to that required for the	may be renewed following academic review. Appointment or
rescurent in addition to that required for the rails, degree.	Ph.D., and must have demonstrated exceptional fitness in	reappointment period may be for a shorter term.
ii. Research Fellow	independent research in addition to that required for the	Post-retirement appointment must be for one year or less, but
	Ph.D. degree.	may be renewed following academic review.
The candidate must hold a Ph.D. degree or possess training		may be renewed ronowing academic review.
equivalent to that required for the Ph.D., but need not have	b. Research Fellow	
had experience as an independent researcher aside from	The candidate must hold the degree of Ph.D. or possess	
research for the doctoral degree.	training equivalent to that required for the Ph.D., but need	
	not have had experience as an independent research worker	
c. Terms of Service	aside from research for the doctoral degree.	
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.		
,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		
Post-retirement appointment must be for one year or less, but		
may be renewed following academic review.		
d. Conditions of Employment		
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.		
than to denote an employer employee relationship.		

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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Present	4.004	Proposed
PPM 230-20. VII. E. 8 – Non-salaried Instructional Titles	АРМ	PPM 230-255 - Non-Salary Instructional Positions
Non-salaried Instructional Titles	n/a	PPM 230-255-4 Definitions
Occasionally, eminent scholars and scientists, either already		Occasionally, eminent scholars and scientists, either already
appointed at UC San Diego or not affiliated with the University,		appointed at UC San Diego or not affiliated with the University,
are appointed to non-salaried instructional titles (e.g., non-		are appointed to non-salaried instructional titles (e.g., non-
salaried Lecturer or Adjunct Professor) to assist in the teaching		salaried Lecturer or Adjunct Professor) to assist in the teaching
of undergraduate and graduate students. Non-salaried		of undergraduate and graduate students. Non-salaried
instructional appointees do not assume full responsibility for a		instructional appointees do not assume full responsibility for a
course. Department chairs must ensure that the use of non-		course. The series assigned to such appointees should be
salaried instructional appointees is not abused. The series		determined by the degree of teaching involvement as
assigned to such appointees should be determined by the		described in <u>policy</u> ( <u>See</u> , <u>PPM 230-230</u> , Visiting
degree of teaching involvement as described in the Academic		Appointments; PPM 230-235, Acting Appointments; and PPM
Personnel Manual (Ref. APM 230, Visiting Appointments; APM		230-280, Adjunct Professor Series.)
235, Acting Appointments; APM 280, Adjunct Professor Series;		
and APM 283, Lecturer and Senior Lecturer).		When a research appointee whose full-time salary is
		administered by the University participates in an instructional
The departmental recommendation letter should clearly		program, s/he must be appointed in a salaried instructional
outline the type and amount of teaching the candidate will do,		title for formal instruction and/or significant participation.
as well as the effectiveness of his or her teaching in any		Appointees also may be appointed to and perform services
previous period of appointment.		under a non-salaried instructional title. For example, a non-
		salaried instructional title may be accorded for an occasional
a. Non-salaried instructional titles for individuals		lecture or seminar dealing with the research being sponsored
funded from sources not administered by the University (e.g.,		by the funding agency and is required for a researcher to
Salk Institute appointees):		supervise a doctoral thesis, provided the thesis is appropriate
. An area taken and a second for a residual of house and		to the investigator's line of research.
i. An appointment may be made for a period of two or		
three years, depending on the appointee's rank (e.g., two years		Department chairs must ensure that the use of non-salaried
for the Assistant rank).		instructional appointees is not abused. The departmental
ii Annaintment files should include the same		recommendation letter should clearly outline the type and
ii. Appointment files should include the same		amount of teaching the candidate will do, as well as the
documentation required for salaried appointees in the title or series.		effectiveness of his or her teaching in any previous period of
series.		appointment.
		PPM 230-255-10 Types
		a. Non-salaried instructional titles for individuals funded from
		sources not administered by the University (e.g., Salk Institute
		appointees)
		b. Non-salaried instructional titles for individuals whose full
		time salaries are administered by the University
	<u> </u>	time salaries are daministered by the offiversity

Notes: Heading is non-substantive.

Present	4.004	Proposed
PPM 230-20. VII. E. 8 – Non-salaried Instructional Titles	APM	PPM 230-255 - Non-Salary Instructional Positions
b. Non-salaried instructional titles for individuals whose	n/a	PPM 230-255-16 Restrictions
full time salaries are administered by the University:		For non-salaried instructional titles for individuals whose full
		time salaries are administered by the University:
i. If an appointee is paid under another title from a		
federal contract or grant and participates in the instructional		a. If an appointee is paid under another title from a federal
program under a non-salaried instructional title, the		contract or grant and participates in the instructional program
department chair must assure compliance with the University's		under a non-salaried instructional title, the department chair
contractual agreement with the funding agency.		must assure compliance with the University's contractual
ii. Under no circumstances should appointees paid		agreement with the funding agency.
entirely from federal funds be permitted to be officers of		b. Under no circumstances should appointees paid entirely
instruction in regularly scheduled courses, unless they are paid		from federal funds be permitted to be officers of instruction in
from non-federal funds for the proportion of time spent on		regularly scheduled courses, unless they are paid from non-
teaching. In such cases, the appointee should be appointed to a		federal funds for the proportion of time spent on teaching. In
salaried instructional title and paid for the proportion of time		such cases, the appointee should be appointed to a salaried
spent on teaching. His or her salaried appointment will be		instructional title and paid for the proportion of time spent on
reduced accordingly so that the total percentage does not		teaching. His or her salaried appointment will be reduced
exceed 100%. The occasional lecture or seminar, dealing with		accordingly so that the total percentage does not exceed 100%.
the research and creative activity being sponsored, is		The occasional lecture or seminar, dealing with the research
considered part of the normal research and creative process		and creative activity being sponsored, is considered part of the
and should be encouraged.		normal research and creative process and should be
		encouraged.
iii. A federally funded appointee may supervise a		s A fodovally fundad annointee may supervise a dectoral thesis
doctoral thesis occasionally, provided the research topic is appropriate to the investigator's line of research. Such		c. A federally funded appointee may supervise a doctoral thesis occasionally, provided the research topic is appropriate to the
supervision is contingent upon the approval of the department		investigator's line of research. Such supervision is contingent
chair and the subsequent administrative approval of an		upon the approval of the department chair and the subsequent
appropriate instructional title for the investigator. In such		administrative approval of an appropriate instructional title for
cases, departments should consult the Office of Research		the investigator. In such cases, departments should consult the
Affairs to determine the necessity of a non-salaried lecturer		Office of Research Affairs to determine the necessity of a non-
appointment in order for an appointee to qualify to serve on a		salaried lecturer appointment in order for an appointee to
thesis committee.		qualify to serve on a thesis committee.
		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.

Present		Proposed
PPM 230-20. VII. E. 8 – Non-salaried Instructional Titles	APM	PPM 230-255 - Non-Salary Instructional Positions
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.	n/a	PPM 230-255-17 Terms of Service  a. Non-salaried instructional titles  For 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
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.		three years, depending on the appointee's rank (e.g., two years for the Assistant rank).  Appointment files should include the same documentation required for salaried appointees in the title or series.  b. Non-salaried instructional titles for individuals whose full time salaries are administered by the University:
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.		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.
		PPM 230-255-24 Authority  No appointment, reappointment or academic review action is final until there has been an academic review and the individual with final authority has approved the action.  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.
		PPM 230-255-80 Procedures [APS Appointment and Advancement Instructions]

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

Present	ADNA	Proposed
PPM 230-20. VIII	АРМ	PPM 230 (all new sections)
VIII. ACADEMIC APPOINTMENT FILE REVIEW AND FINAL	n/a	Each new PPM section will include the statement below in
AUTHORITY		Subsection 24 (Authority) as applicable.
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.  The <u>UC San Diego Authority and Review Chart</u> sets forth the individual(s) and/or committee responsible for review, as well as the final authority for approval.		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> .  The UC San Diego <u>Authority and Review Chart</u> sets forth the individual(s) and/or committees responsible for review, as well as the final authority for approval.

Notes: Heading is non-substantive.

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

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

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	APM	Proposed
PPM 230-28. II	APIVI	PPM 230 (all new sections)
II. INTRODUCTION  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.		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.  Bargaining Agreement Disclaimers will appear in new PPM sections, as applicable.
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 Academic Personnel Manual.		
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.		

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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
III. GLOSSARY OF TERMS	n/a	
A complete glossary of academic personnel terms is available on the Academic Personnel Services Web site.		

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

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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Present	APM 220 – Professor Series	Proposed
PPM 230-28. IV.A. 3 and A. 4	APIVI 220 – Professor Series	PPM 230-220- Professor Series
3. Deadlines	APM 220-80. c - Recommendations and Review: General	PPM 230-220-80. c -: General Procedures
The department chair may establish departmental deadlines	Procedures	Early in the course of a personnel review, before
for submission of academic review file materials as early as	Early in the course of a personnel review, before	departmental consideration of a case, the chair shall notify
necessary to enable the department to submit files by the	departmental consideration of a case, the chair2 shall notify	the candidate of the impending review and in one or more
campus deadlines (set forth in the Campus Deadlines	the candidate of the impending review and in one or more	conferences with the candidate make certain that the
Schedule). Departmental deadlines may not be later than	conferences with the candidate make certain that the	candidate is adequately informed about the entire review
October 15An appointee may not add bibliographic or other	candidate is adequately informed about the entire review	process and is given the appropriate opportunity to ask
documentation reflecting activities or accomplishments	process and is given the appropriate opportunity to ask	questions, to supply pertinent information and evidence to be
<u>beyond October 15.</u>	questions, to supply pertinent information and evidence to be	used in the review, and, where relevant, to suggest names of
	used in the review, and, where relevant, to suggest names of	persons to be solicited for letters of evaluation.
4. Policy to Ensure Fairness in the Academic Review Process	persons to be solicited for letters of evaluation. Each campus	Department chairs should establish in writing a deadline (no
	shall develop guidelines and checklists to instruct chairs about	later than the established campus deadline) for the submission
Policy and Procedure Manual Section 230-29 sets forth the	their duties and responsibilities in connection with personnel	by candidates of all materials for their Review Files.
University's policies to ensure fairness in the academic review	reviews. The chair has an obligation to consider the interests	Departments may establish an earlier deadline, but, in these
processThe department chair is responsible for ensuring	of both the candidate and the University, and to see to it that	cases, candidates must have a reasonable period of time to
compliance with the provisions of PPM 230-29 for each	the departmental review is fair to the candidate and rigorous	gather and submit the material. Departmental deadlines may
academic review file prepared.	in maintaining University standards	not be later than the established campus deadline. For equity
		reasons, an appointee may not add bibliographic or other
		documentation reflecting activities or accomplishments
		beyond the established campus deadline.
		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.
		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
Notes: Headings and first sentence of current PPM 230-28	.IV.4 are non-substantive. Substance of second sentence is c	·

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

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the appointee's performance in

b. For all actions but appointments:

Proposed Disposition of PPM 230-28. IV – AC	ADEMIC ADVANCEMENTS AND REAPPOINTMENTS/General Advancement and Reappointment Policies
	each area should be evaluated in terms of the department's established performance norms and expectations, using established departmental evaluation methods.
	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.
	<ul> <li>c. Discuss the proposed title, rank, step, salary, effective appointment date(s).</li> <li>d. [Justify] the recommended rank, step, and salary</li> </ul>
	based on the criteria specified for the series, including justification for an market off-scale salary, if applicable.
	e. <u>Include verification</u> that a complete file was presented for voting members' consideration 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.)
	g. Include a statement regarding external referees' recommendations, ensuring that individuals who have provided confidential letters of evaluation are not identified in the departmental letter except by
	h. Include a statement from the chair regarding any conflicts of interest.
	For appointments, the letter should include:  1. The proposed title, rank, step, salary, effective appointment date(s), and discussion of any funding contingencies
	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.)  3. Documentation of the participation and membership of the departmental ad hoc committee

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 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).  For Visiting Titles:  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.

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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Present	APM 220 – Professor Series	Proposed
PPM 230-28. IV. B	APIVI 220 – Professor Series	PPM 230-220- Professor Series
External referee letters are required as follows:  - Five (5) external referee letters are required for promotion to the Associate level Three (3) external referee letters are required for promotion to the Full level and advancement to Above Scale.  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.  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.  In cases in which the department chooses not to solicit letters from external referees, campus reviewers may later recommend that the department do so.	APM 220-80. c - Recommendations and Review: General ProceduresIn 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.	PPM 230-220-80. c - Recommendations and Review: General ProceduresIn 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.  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 statementsSample solicitation letters are provided on the Academic Personnel Services Web site
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.  Sample solicitation letters are provided on the Academic Personnel Services Web site	*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.	

Notes: Heading is non-substantive. Substance of all other deleted sections appears in APM 220-80. c

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Present	APM 220 – Professor Series	Proposed
PPM 230-28. IV. B	APIVI 220 – Professor Series	PPM 230-220- Professor Series
External referees should be individuals who are independent of the appointee, who are expert in the appointee's field, and		External referee letters are required as follows:
who are able to provide an objective appraisal of the appointee's work. Referees should be urged to provide an		Appointment:
objective and analytical evaluation with specific comments about the appointee's abilities and accomplishments, rather than uncritical praise.  Use of external referees whom the reviewers may not regard		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.
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		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.
letters.		Advancement:
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		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.
evaluation of an appointee's contributions to pedagogy on campus.  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		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.
should be obtained if possible.  External referee letters should be solicited from senior scholars who are at the same rank as that proposed for the appointee, or higher.		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
		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

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Present	ADM 220 Duefeesen Contra	Proposed
PPM 230-28. IV. B	APM 220 – Professor Series	PPM 230-220- Professor Series
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.  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. 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.		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.  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.
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.		

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Present	APM 220 – Professor Series	Proposed
PPM 230-28. IV. B	APIVI 220 – Professor Series	PPM 230-220- Professor Series
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.  Solicitation letters must include the University's confidentiality statement.  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		
chair's letter transmitting the confidentiality statement should be included in the file.  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.  All external referee letters received must be included in the file, regardless of the action ultimately proposed by the department.		
Unsolicited Letters of Evaluation Unsolicited letters of evaluation that are added to the file by the appointee are not considered confidential. 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.  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.		

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Present	ADM 220 Professor Code	Proposed
PPM 230-28. IV. C	APM 220 – Professor Series	PPM 230-220- Professor Series
C. Academic Appointee Responsibilities  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.  Appointees are expected to submit (if applicable):  An updated and signed UC San Diego Academic Biography and Bibliography Form (also referred to as the biobib form)  Evidence of teaching effectiveness (syllabi, evaluations, testimonials, thank-you letters, etc.)  Copies of publications from the review period  Other items that the department chair may request 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.  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.  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. 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.).	APM 220-80. c - Recommendations and Review: General Procedures 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	PPM 230-220-80. c - Recommendations and Review: General Procedures 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.  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.  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 PPM 230-220-89, Professor Series/Procedures for Career Equity Review.)

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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	APIVI 220 – PIOIESSOI SEIIES	PPM 230-220- Professor Series	
D. Potential Conflict of Interest  If the department chair and the appointee under review are	APM 220-80.c Recommendations and Review: General ProceduresThe departmental recommendation is made in accordance	PPM 230-220-80.c - Recommendations and Review: General ProceduresThe departmental recommendation is made in accordance	
close collaborators, the department chair should not prepare the academic review. The vice chair or another independent senior faculty member should oversee the academic review and prepare the departmental recommendation letter.	with the procedural regulations of the Academic Senate	with the procedural regulations of the Academic Senate	
An academic appointee may not participate in any academic review affecting a near relative. (For the definition of "near			
relative," refer to APM 520, Appointment of Near Relatives.) If	APM 520 - Employment of Near Relatives	PPM 230-520 - Employment of Near Relatives	
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.	APM 520-16 - Restrictions 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.	PPM 230-520-16 - Restrictions PPM unnecessary; rely upon APM 520-16.	
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.			

Note Heading is non-substantive. Substance of deleted section appears in APM 520-16.

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Present	ADM 220 Professor Covies	Proposed
PPM 230-28. IV. E	APIVI 220 – Protessor Series	PPM 230-220- Professor Series
E. Retentions	APM 220-8 - Types	PPM 230-220-8 – Types
PPM 230-28. IV. E	APM 220-8 - Types a. Titles (and ranks) in the Professor series are: (1) Instructor (2) Assistant Professor (3) Associate Professor (4) Professor 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. 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. 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. 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.	PPM 230-220- Professor Series
	promotion of mericine case.	f. A retention occurs when a department prepares an academic review file for a faculty member who is being recruited by another institution.

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Present	4014 222 22	Proposed
PPM 230-28. IV. F	APM 220-80. a	PPM 230-220-80. a
F. Joint Appointments  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. 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.). Each department	APM 220-80. a - Recommendations and Review: General Procedures 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.	PPM 230-220-80. a - Recommendations and Review: General Procedures 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.  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.  Each department should act independently in arriving at its recommendation for inclusion in the academic review file.

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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	
G. Interdisciplinary Programs/Units			
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			
<u>referees.</u>			

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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	APIVI	n/a
IX. SUBMISSION OF ADVANCEMENT AND REAPPOINTMENT FILES		
A. Timely Submission		
All academic review files must be submitted to the appropriate dean's office by the dean's established deadline.		
All academic review files are due in the UC San Diego Academic Personnel office on or before the due dates set forth in Campus File Deadlines on the Academic Personnel Services Web site.		
Files received after the stipulated deadline will be returned to the department for submission the following year.		
Instructions for preparing and submitting academic review files are available on the Academic Personnel Web site.		

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Present		Proposed	
PPM 230-28. V	APM 210 – Review and Appraisal Committees	•	
Advancement is contingent upon demonstration of achievement in each of the criteria specified for the appointee's series. 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.  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.  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	APM 210-1. C. (1) Instructions to Review Committees Which Advise on Actions Concerning Appointees in the Professor and Corresponding Series – Procedures/General The letter of recommendation should provide a comprehensive assessment of the candidate's qualifications together with detailed evidence to support this evaluation	PPM 230-210 - Review and Appraisal Committees  PPM 230-210-1. C. (1) Instructions to Review Committees  Which Advise on Actions Concerning Appointees in the  Professor and Corresponding Series – Procedures/General  PPM unnecessary; rely upon APM 210-1. C. (1)	
is expected as for full-time appointees.		Proposed	
The four main performance criteria at UC San Diego are	APM 220 - Professor Series	PPM 230-220 - Professor Series	
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.  In addition to the information presented in this section, departments are encouraged to review APM 210, Review and Appraisal Committees. This APM section sets forth the criteria and standards used by review committees when advising on actions concerning a number of academic series.  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).  (Chart follows on next page.)	APM 220-10 - Criteria 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  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	PPM 230-220-10 - Criteria PPM unnecessary; rely upon APM 220-10.	

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

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

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

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#### Present Proposed APM 210-1 Instructions to Review Committees PPM 230-210-1 - Instructions to Review Committees Which Advise on Actions Concerning Appointees in the PPM 230-28, V. A. 1 Which Advise on Actions Concerning Appointees in the **Professor and Corresponding Series Professor and Corresponding Series** PPM 230-210-1. d. (2) Research and Creative Work Research and Other Creative Activity APM 210-1. d. (2) Research and Creative Work ...Publications in research and other creative accomplishment Research publications and other creative accomplishments ...Publications in research and other creative accomplishment should be evaluated, not merely enumerated. There should be should be evaluated, not merely enumerated. There should be should be evaluated, not merely enumerated. There should evidence that the candidate is continuously and effectively evidence that the appointee is continuously and effectively be evidence that the candidate is continuously and effectively engaged in creative activity of high quality and significance. Work engaged in research and creative activity of high quality and engaged in creative activity of high quality and significance. in progress should be assessed whenever possible. 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 When published work of joint authorship (or any other product When published work in joint authorship (or other product of the department chair to establish as clearly as possible the role of of joint effort) is presented as evidence, the department should joint effort) is presented as evidence, it is the responsibility of the candidate in the joint effort. This is crucial for work judged describe the appointee's role in the joint effort. This is crucial the department chair to establish as clearly as possible the most significant to the case, or when much of the work submitted for work judged most significant to the case, or when much of role of the candidate in the joint effort. It should be is multi-authored. When the appointee's contributions to the work submitted is multi-authored. When the appointee's recognized that special cases of collaboration occur in the collaborative work are unclear, the department may: contributions to collaborative work are unclear, the performing arts and that the contribution of a particular Request a personal statement from the collaborator may not be readily discernible by those viewing department may: appointee describing his or her individual -Request a personal statement from the appointee the finished work. When the candidate is such a collaborator. contributions to collaborative research, and/or describing his or her individual contributions to collaborative it is the responsibility of the department chair to make a Solicit feedback from the appointee's research, and/or separate evaluation of the candidate's contribution and to collaborators regarding the nature and extent of the -Solicit feedback from the appointee's collaborators provide outside opinions based on observation of the work appointee's contributions to specific works. regarding the nature and extent of the appointee's while in progress. Account should be taken of the type and It should be recognized that special cases of collaboration occur in the performing arts and that the contribution of a particular contributions to specific works. quality of creative activity normally expected in the collaborator may not be readily discernible by those viewing the The type and quality of creative activity normally expected in candidate's field. finished work. When the candidate is such a collaborator, it is the the candidate's field should be specified. responsibility of the department chair to make a separate Textbooks, reports, circulars, and similar publications evaluation of the candidate's contribution and to provide outside Textbooks, reports, and similar publications normally are normally are considered evidence of teaching ability or public opinions based on observation of the work while in progress. considered evidence of teaching ability or public service. service. However, contributions by faculty members to the Account should be taken of the type and quality of creative However, contributions by faculty members to the professional professional literature or to the advancement of professional activity normally expected in the candidate's field...Textbooks. literature or to the advancement of professional practice or practice or professional education, including contributions to reports, circulars, and similar publications normally are professional education, including contributions to the the advancement of equitable access and diversity in considered evidence of teaching ability or public service. advancement of equitable access and diversity in education. education, should be judged creative work when they present However, contributions by faculty members to the professional should be regarded as creative work when they present new new ideas or original scholarly research. literature or to the advancement of professional practice or ideas or original scholarly research. professional education, including contributions to the A mere listing of publications is inadequate; the work must be advancement of equitable access and diversity in education, analyzed with regard to its nature, quality, importance, and should be judged creative work when they present new ideas or

Notes: Heading is non-substantive.

impact on the appointee's field. Departmental

or whether they contain new ideas or results.

recommendation letters for Health Sciences faculty should make clear whether clinical case reports are merely historical

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original scholarly research.

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

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

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

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Present	APM 210-1 Instructions to Review Committees	Proposed
PPM 230-28. V. A. 2	Which Advise on Actions Concerning Appointees in the Professor and Corresponding Series	PPM 230-210-1 - Instructions to Review Committees Which Advise on Actions Concerning Appointees in the Professor and Corresponding Series
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.  C. Evidence of Teaching Effectiveness  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. More than one form of evaluation is encouraged and may be particularly critical in career reviews.	APM 210-1. d. (1) Teaching 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 basedIt 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.	PPM 230-210-1. d. (1) Teaching 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.

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

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Present		Proposed
PPM 230-28. V. A. 4	APM 220 – Professor Series	PPM 230-220 – Professor Series
The departmental recommendation-letter should-also indicate	APM 220-80 Recommendations and Review: General	PPM 230-220-80 - Recommendations and Review: General
whether the appointee holds appointed or elective office in	Procedures	Procedures
professional organizations, on professional publications, or	e. The departmental recommendation is made in accordance	e. The departmental recommendation is made in accordance
within community, state, national, or international	with the procedural regulations of the Academic Senate and	with the procedural regulations of the Academic Senate and
organizations in which professional standing is a prime	established governance practices of the department. The	established governance practices of the department, and is
consideration for appointment.	chair initiates a personnel action for an appointment,	based upon the evaluation of the appointee by all eligible
	promotion, merit increase, appraisal, reappointment, non-	members of the department. The chair initiates a personnel
The <del>departmental recommendation</del> letter should specify and	reappointment, or terminal appointment by addressing a	action for an appointment, promotion, merit increase,
evaluate the appointee's administrative service within the	letter setting forth the departmental recommendation to the	appraisal, reappointment, non-reappointment, or terminal
department, on the campus, and within the University of	Chancellor (or to the Dean, Provost, or Vice Chancellor,	appointment by addressing a letter setting forth the
California.	according to the applicable campus procedure). This	departmental recommendation to the approval authority.
	departmental letter shall discuss the proposed personnel	
	action in the light of the criteria set forth in APM - 220-10,	This departmental letter shall:
	and shall be accompanied by supporting evidence. The chair	Discuss the proposed personnel action in the light of
	shall report the nature and extent of consultation on the	the criteria set forth in APM - 220-10 and shall be
	matter within the department (including any vote taken) and	accompanied by supporting evidence.
	present any significant evidence and differences of opinion	
	which would support a contrary recommendation. The chair	a. <u>For appointments,</u> the letter should
	should ensure that individuals who have provided	provide a thorough evaluation of the
	confidential letters of evaluation are not identified in the	candidate's qualifications in accordance
	departmental letter except by code. The department shall	with the specific criteria established for the
	adopt procedures under which the letter setting forth the	proposed series. This includes a full and
	departmental recommendation shall be available, before	detailed evaluation of the candidate's
	being forwarded, for inspection by all those members of the	scholarly and creative achievements, a
	department eligible to vote on the matter or by a designated	description and evaluation of the
	committee or other group of such members. Pursuant to	candidate's teaching experience and
	campus procedures, the chair may also, in a separate letter,	effectiveness, and assessment of his or her
	make an independent evaluation and recommendation,	professional reputation in the academic
	which may differ from the departmental recommendation.	community. b. For all actions but appointments:
		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.
		evaluation methods.
		2. Report the nature and extent of consultation on the

Proposed Disposition of PPM 23	30-28. V – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Evaluation of Performance
Proposed Disposition of PPM 23	matter within the department (including any vote taken) and present any significant evidence and differences of opinion which would support a contrary opinion.  3. Discuss the proposed title, rank, step, salary, effective appointment date(s).  4. [Justify] the recommended rank, step, and salary based on the criteria specified for the series, including justification for an market off-scale salary, if applicable.  5. Include verification that a complete file was presented for voting members' consideration  6. Provide information about 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.)  7. Include a statement regarding external referees' recommendations, ensuring that individuals who have provided confidential letters of evaluation are not identified in the departmental letter except by
	8. Include a statement from the chair regarding any conflicts of interest.
	Connicts of interest.
	For appointments, the letter should include:
	1. The proposed title, rank, step, salary, effective
	appointment date(s), and any funding contingencies
	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.)
	3. Documentation of the participation and membership
	of the departmental ad hoc committee  4. A description of the candidate's expected role in the
	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 requirements and now the candidate's teaching load meets those requirements (for
	applicable titles).

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

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.

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

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

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

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

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

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

Present	ADM 220.2	Proposed
PPM 230-28. V. B. 2	APM 220-2	PPM 230-210-2. b(2)(a) and 230-210-2. b(2)(b)
a. Standards for Promotion	APM 210-2. b(2)(a)	PPM 230-210-2. b(2)(a)
	For promotion to or appointment at the Associate Professor	PPM unnecessary; rely upon APM 210-2. b. (2) (a).
For promotion to the Associate Professor rank, an appointee	rank, an appointee should be recognized at least in the local	
should be recognized at least in the local metropolitan health-	metropolitan health care community as an authority within a	PPM 230-210-2. b(2)(b)
care community as an authority within a clinical specialty. A	clinical specialty. A physician normally will have a regional	PPM unnecessary; rely upon APM 210-2. b. (2) (b.)
clinician normally will have a regional reputation as a referral	reputation as a referral physician; another health professional	
physician; another health professional normally will have a	normally will have a regional reputation as evidenced in such	
regional reputation as evidenced in such work as that of a	work as that of a consultant.	
consultant.		
	For promotion to or appointment at the Professor rank, the	
For promotion to the Professor rank, the appointee will have a	appointee will have a national reputation for superior	
national reputation for superior accomplishments within a	accomplishments within a clinical specialty and may have a	
clinical specialty and may have a leadership role in a	leadership role in a department or hospital. Appointees may	
department or medical center. The appointee may receive	receive patients on referral from considerable distances,	
patients on referral from considerable distances, serve as a	serve as consultants on a nationwide basis, serve on specialty	
consultant on a nationwide basis, serve on specialty boards, or	boards, or be members or officers of clinical and/or	
be a member or officer of clinical and/or professional societies.	professional societies.	
b.Evaluation of Clinical Achievement	APM 210-2. b(2)(b)	
	Evaluation of clinical achievement is both difficult and	
Evaluation of clinical achievement is both difficult and	sensitive. In many cases, evidence will be testimonial in	
sensitive. In many cases, evidence will be testimonial in nature,	nature and, therefore, its validity should be subject to critical	
and therefore its validity should be subject to critical scrutiny.	scrutiny. The specificity and analytic nature of such evidence	
The specificity and analytic nature of such evidence should be	should be examined; the expertise and sincerity of the	
examined; the expertise and sincerity of the informant should	informant should be weighed.	
<del>be weighed.</del>		
Comparison of the individual with peers at the University of	Comparison of the individual with peers at the University of	
California and elsewhere should form part of the evidence	California and elsewhere should form part of the evidence	
provided. Letters from external authorities, when based on	provided. Letters from outside authorities, when based on	
adequate knowledge of the individual and written to conform	adequate knowledge of the individual and written to conform	
to the requirements cited above, are valuable contributions.	to the requirements cited above, are valuable contributions.	
External evaluation or review by peers within the institution is	Evaluation or review by peers within the institution is	
necessary; evaluation by departmental members is not	necessary. The chair should also seek evaluations from	
considered an appropriate or acceptable substitute for	advanced clinical students and former students in academic	
external/independent evaluation.  The department chair also	positions or clinical practice.	
should seek evaluations from advanced clinical students and		
former students in academic positions or clinical practice.		

Notes: Headings are non-substantive. Substance of all other deleted sections appears in APM 210-2. b(2)(a) and APM 210-2. b(2)(b).

KEY: Plain Text = Existing PPM language proposed for inclusion in new section of PPM

Strikethrough = Existing PPM language proposed for deletion

Underlined Text = New policy language proposed for inclusion in new section of PPM

Bold Text = Existing APM language

<u>Highlighted/Double Underline</u> = Existing PPM language that will appear in the *APS Appointment and Advancement Instructions*.

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

Notes: Headings are non-substantive. Substance of all other deleted sections appears in APM 210-2. b (3)

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**Bold Text** = Existing APM language

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Actions Concerning Appointees in the Professor of Clinical (e.g., Medicine) Series  4. University and Public Service 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.  For more information on the Professor of Clinical X series, please see Supplement II, "Guidelines for the Professor of Clinical X series."  APM 210-2. b (4)  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.  For more information on the Professor of Clinical X series, please see Supplement II, "Guidelines for the Professor of Clinical X series, please see Supplement II, "Guidelines for the Professor of Clinical X series, professor of Clinical X (e.g., Medicine) Series  APM 275- Professor of Clinical (e.g., Medicine) Series  PPM 230-275-4 — Definition For more information on the Professor of Clinical X series,	Present	PPM 230-210-2 - Instructions to Review Committees Which Advise on	Proposed
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.  For more information on the Professor of Clinical X series, please see Supplement II, "Guidelines for the Professor of Clinical X (e.g., Medicine) Series."  The review committee should evaluate both the amount and the quality of 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.  For more information on the Professor of Clinical X series, please see Supplement II, "Guidelines for the Professor of Clinical X series."  APM 275- Professor of Clinical (e.g., Medicine) Series  PPM 230-275- Professor of Clinical X series, power information on the Professor of Clinical X series, profess	PPM 230-28. V.B.4	Actions Concerning Appointees in the	Actions Concerning Appointees in the
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.  For more information on the Professor of Clinical X series, please see Supplement II, "Guidelines for the Professor of Clinical X (e.g., Medicine) Series."  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.  For more information on the Professor of Clinical X series, please see Supplement II, "Guidelines for the Professor of Clinical (e.g., Medicine) Series  APM 275- Professor of Clinical (e.g., Medicine) Series  PPM 230-275 Professor of Clinical (e.g., Medicine) Series  PPM 230-275-4 – Definition For more information on the Professor of Clinical X series,	4. University and Public Service	APM 210-2. b (4)	PPM 230-210-2. b (4)
School, the campus, the University, and the public, 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.  For more information on the Professor of Clinical X series, please see Supplement II, "Guidelines for the Professor of Clinical X (e.g., Medicine) Series."  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.  Proposed  Phym 230-275 Professor of Clinical (e.g., Medicine) Series  Phym 230-275-4 – Definition For more information on the Professor of Clinical X series,	' ' ' ''	The review committee should evaluate both the amount and	PPM unnecessary; rely upon APM 210-2. b (4)
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.  For more information on the Professor of Clinical X series, please see Supplement II, "Guidelines for the Professor of Clinical X (e.g., Medicine) Series."  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.  Proposed  Phy 230-275 Professor of Clinical (e.g., Medicine) Series  PPM 230-275-4 – Definition For more information on the Professor of Clinical X series,		, , ,	
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.  For more information on the Professor of Clinical X series, please see Supplement II, "Guidelines for the Professor of Clinical X (e.g., Medicine) Series."  The departmental 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.  Proposed  Phy 230-275 Professor of Clinical (e.g., Medicine) Series  Phy 230-275-4 – Definition For more information on the Professor of Clinical X series,	, , , , , ,		
recommendation letter must provide both a list of service activities and an analysis of the quality of this service.  For more information on the Professor of Clinical X series, please see Supplement II, "Guidelines for the Professor of Clinical X (e.g., Medicine) Series."  APM 275- Professor of Clinical (e.g., Medicine) Series  Proposed  PPM 230-275 Professor of Clinical (e.g., Medicine) Series  PPM 230-275-4 – Definition For more information on the Professor of Clinical X series,	, , , , , , , , , , , , , , , , , , , ,	<sup>1</sup>	
activities and an analysis of the quality of this service.  For more information on the Professor of Clinical X series, please see Supplement II, "Guidelines for the Professor of Clinical X (e.g., Medicine) Series."  APM 275- Professor of Clinical (e.g., Medicine) Series  Proposed  PPM 230-275 Professor of Clinical (e.g., Medicine) Series  PPM 230-275-4 – Definition For more information on the Professor of Clinical X series,	i i	·	
For more information on the Professor of Clinical X series, please see Supplement II, "Guidelines for the Professor of Clinical X (e.g., Medicine) Series."  APM 275- Professor of Clinical (e.g., Medicine) Series  Proposed  PPM 230-275 Professor of Clinical (e.g., Medicine) Series  PPM 230-275-4 – Definition For more information on the Professor of Clinical X series,	· ·	· ·	
please see Supplement II, "Guidelines for the Professor of Clinical X (e.g., Medicine) Series  APM 275- Professor of Clinical (e.g., Medicine) Series  PPM 230-275 Professor of Clinical (e.g., Medicine) Series  PPM 230-275-4 – Definition For more information on the Professor of Clinical X series,		, , ,	
Clinical X (e.g., Medicine) Series."  PPM 230-275-4 – Definition For more information on the Professor of Clinical X series,	For more information on the Professor of Clinical X series,	ADM 275 Duefoccou of Clinical (e.g. Madisina) Sovies	Proposed
For more information on the Professor of Clinical X series,		APINI 275- Professor of Chilical (e.g., Medicine) Series	PPM 230-275 Professor of Clinical (e.g., Medicine) Series
	Clinical X (e.g., Medicine) Series."		PPM 230-275-4 – Definition
places see DDM 220.275. Appendix A. Cuidelines for the			For more information on the Professor of Clinical X series,
			please see PPM 230-275, Appendix A, Guidelines for the
Professor of Clinical X (e.g., Medicine) Series, and Appendix B,			, , , , , , , , , , , , , , , , , , , ,
Guidelines for the Professor of Clinical X (e.g., Pharmacy) Series			Guidelines for the Projessor of Clinical X (e.g., Pharmacy) Series
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Notes: Headings are non-substantive. Substance of all other deleted sections appears in APM 210-2. b (4).

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

Notes: Heading is non-substantive. Substance of all other deleted sections appears in APM 280-10.

Present	APM 278 Health Sciences Clinical Professor Series	Proposed
PPM 230-28.V. D	APIVI 276 Health Sciences Chilical Professor Series	PPM 230-278 Health Sciences Clinical Professor Series
D. Health Sciences Clinical Professor Series		PPM 230-278-10 - Criteria
		The criteria for the Health Sciences Clinical Professor series and
The criteria for the Health Sciences Clinical		information on evaluating the criteria are detailed in PPM 230-
Professor series and information on		278, Appendix A, Guidelines for the Health Sciences Clinical
evaluating the criteria are detailed in		Professor Series."
Supplement II, "Guidelines for the Health		
Sciences Clinical Professor Series."		

Notes: Heading is non-substantive.

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

Notes: Heading is non-substantive.

Present	n/a	Proposed
PPM 230-28. F	n/a	PPM 230-281 Professor of Practice Series
Professor of Practice		PPM 230-281-10 Criteria
Criteria for advancement and reappointment in this series are:		Criteria for advancement and reappointment in this series are:
1. Professional competence and activity		1. Professional competence and activity
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 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.
the field.  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		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.
appointees.  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.  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		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.  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.
core courses at the undergraduate level.  3. Contributions to the research and/or creative mission of the University, with emphasis on professional practice and leadership contributions.  4. Service contributions  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.		<ul> <li>3. Contributions to the research and/or creative mission of the University, with emphasis on professional practice and leadership contributions.</li> <li>4. Service contributions</li> <li>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.</li> </ul>

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Present	2/2	Proposed
PPM 230-28. F	n/a	PPM 230-281 Professor of Practice Series
Professional activity, teaching, and creative contributions may		PPM 230-281-10 Criteria
differ from standard ladder-rank professorial activities, and can		Professional activity, teaching, and creative contributions may
also be judged on the basis of professional competence,		differ from standard ladder-rank professorial activities, and can
intellectual contribution, originality, and the total value of the		also be judged on the basis of professional competence,
appointee's engagement with the department. Evaluation of		intellectual contribution, originality, and the total value of the
the candidate with respect to these criteria should take into		appointee's engagement with the department. Evaluation of
account the nature of the University assignment of duties and		the candidate with respect to these criteria should take into
responsibilities. Appointees in the Professor of Practice series		account the nature of the University assignment of duties and
may contribute predominantly to the University's instructional		responsibilities. Appointees in the Professor of Practice series
program, with lesser contributions to the University's research		may contribute predominantly to the University's instructional
and/or creative programs; or, they may contribute primarily to		program, with lesser contributions to the University's research
the University's research and/or creative programs, and have		and/or creative programs; or, they may contribute primarily to
limited responsibility in teaching. In all cases, however,		the University's research and/or creative programs, and have
successful reappointment and/or advancement in the		limited responsibility in teaching. In all cases, however,
Professor of Practice series is contingent upon documented		successful reappointment and/or advancement in the
contributions in all four criteria as listed above (professional		Professor of Practice series is contingent upon documented
competence and activity, teaching, research and/or creative		contributions in all four criteria as listed above (professional
activity, and service). At the time of review, the department		competence and activity, teaching, research and/or creative
must demonstrate that the appointee has maintained a		activity, and service). At the time of review, the department
significant presence in the department during all periods of		must demonstrate that the appointee has maintained a
active service. Active and meaningful participation and		significant presence in the department during all periods of
excellence with respect to the duties assigned upon		active service. Active and meaningful participation and
appointment are essential for reappointment and eligibility for		excellence with respect to the duties assigned upon
a merit increase. The department must fully document the		appointment are essential for reappointment and eligibility for
appointee's contributions and demonstrate the quality of work		a merit increase. The department must fully document the
performed and its impact on the department. A change of		appointee's contributions and demonstrate the quality of work
duties to a different mixture from those within the above		performed and its impact on the department. A change of
categories may be requested as part of consideration for		duties to a different mixture from those within the above
reappointment.		categories may be requested as part of consideration for
		reappointment.
Upon successful performance as Professor of Practice, the		PPM 230-280-17 Terms of Service
appointee will be eligible for a standard salary increase of 5%		Visiting Professors of Practice may serve a maximum of two
of the current salary.		consecutive years and may not be reappointed.
		PPM 230-280-18 Salary
Visiting Professors of Practice may serve a maximum of two		Upon successful performance as Professor of Practice, the
consecutive years and may not be reappointed.		appointee will be eligible for a standard salary increase of 5%
		of the current salary.

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Present	ADBA 205 Leatures with Convitor of Freedom and Covice	Proposed
PPM 230-28. V. G	APM 285 – Lecturer with Security of Employment Series	PPM 230-285 - Lecturer with Security of Employment Series
Lecturer with Security of Employment (Teaching Professor)	APM 285-10 - Criteria	PPM 230-285-10. a.
Series	a. A candidate for appointment, merit increase, or promotion	A candidate for appointment, merit increase, or promotion ir
	in this series shall be judged by achievements in the following	this series shall be judged by the following criteria:
<u>Criteria</u>	areas: teaching, professional achievement and activity, and	<ul> <li>Teaching, of truly exceptional quality and so</li> </ul>
The criteria for advancement in this series are:	University and public service	specialized in character that it cannot be done with equal effectiveness by Professor (Ladder-Rank)
Teaching of truly exceptional quality and so	See also, APM 210-3.c (1)	<ul> <li>Professional achievement and activity; ; an</li> </ul>
specialized in character that it cannot be done with equal	Clearly demonstrated evidence of excellent teaching is an	appointee in the LSOE series is expected to maintain
effectiveness by ladder-rank faculty members or by strictly	essential criterion for appointment, advancement, or	currency in the profession and pedagogy
temporary appointees	promotion. Under no circumstances will security of	<ul> <li>University and public service.</li> </ul>
<ul> <li>Professional achievement and activity</li> </ul>	employment be conferred unless there is clear	<ul> <li>Educational leadership beyond the campus and</li> </ul>
<ul> <li>University and public service</li> </ul>	documentation of outstanding teaching.	contributions to instruction-related activities (i.e.,
<ul> <li>Educational leadership recognized beyond the</li> </ul>		conducting TA training, supervision of student affairs
campus and contributions to instruction-related activities (e.g.,	APM 285-10 - Criteria	development of instructional materials/multimedia)
conducting teaching assistant training, supervision of student		
affairs, development of instructional materials)	c. Appointment and advancement of a part-time appointee	The departmental recommendation letter should state what
	with a title in this series shall depend on the quality of	the candidate's teaching load will be and how it compares with
Advancement of a part-time appointee in this series will	performance at a level of distinction comparable to that	the normal load for professors in the department.
depend on performance at a level of distinction comparable to	demanded of a full-time appointee; however, when	
that demanded of a full-time appointee; however, when	circumstances warrant, a lesser rate of professional	Criteria for examining achievement in these areas are set
circumstances warrant it, a lesser rate of professional	achievement and activity will be acceptable. Teaching	forth in PPM 230-210-3, Instructions to Review Committees
achievement and activity will be acceptable. Teaching	assignments and departmental, committee, and other service	Which Advise on Actions Concerning the Lecturer with
assignments and departmental, committee, and other service	should be in proportion to the percentage of time of the	Security of Employment (SOE) Series.
should be in proportion to the percentage of time of the	position, but the same quality of performance is expected as	
position, but the same quality of performance is expected as	for a full-time appointee.	PPM 230-285-10. c
for a full-time appointee.		PPM unnecessary; rely upon APM 285-10. c.
•		

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

#### APM-285-4 - Definition -

- These titles are assigned to individuals who engage in teaching, professional activities, and University and public service.
- 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).

#### APM 285-8 Titles

- a. Titles in the Lecturer with Security of Employment series are:
- (1) Lecturer with Potential for Security of Employment (PSOE);
- (2) Senior Lecturer with Potential for Security of Employment (PSOE)
- (3) Lecturer with Security of Employment (SOE)
- (4) Senior Lecturer with Security of Employment (SOE)

#### APM 285-10 - Criteria

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

#### See also, APM 210-3.c (1)

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.

#### PPM 230-285-4 - Definition -

- a. These titles are assigned to individuals who engage in teaching, professional activities, and University and public service.
- 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).
- <u>c.</u> Appointees in the Lecturer with Security of Employment series may use the working title "Teaching Professor," as indicated in PPM 230-285-8, below.

#### PPM 230-285-8 - Titles

- a. Titles in the Lecturer with Security of Employment series are:
- (1) Lecturer with Potential for Security of Employment (LPSOE) (Assistant Teaching Professor)
- (2) Senior Lecturer with Potential for Security of Employment (LPSOE) (Assistant Teaching Professor)
- (3) Lecturer with Security of Employment (LSOE) (Associate Teaching Professor)
- (4) Senior Lecturer with Security of Employment (Senior LSOE) (Teaching Professor)

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.

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.

Present	ADM 20E Locturer with Convitor of Franciscope Conice	Proposed
PPM 230-28. V. G	APM 285 – Lecturer with Security of Employment Series	PPM 230-285 - Lecturer with Security of Employment Series
	285-4 Definition -	PPM 230-285-4 - Definition -
a. Lecturer and Senior Lecturer with Potential for Security of	a. These titles are assigned to individuals who engage in	a. These titles are assigned to individuals who engage in
Employment (LPSOE)	teaching, professional activities, and University and public service.	teaching, professional activities, and University and public service.
An appointee with the title of Lecturer or Senior Lecturer with	b. The Lecturer with Security of Employment series should not	b. The Lecturer with Security of Employment series should not
Potential for Security of Employment (LPSOE or Senior LPSOE)	be confused with Regents' Lecturer (see APM - 290), or with	be confused with Regents' Lecturer (see APM - 290), or with
is subject to and should be evaluated in accordance with the	Lecturer and Senior Lecturer (see Memorandum of	Lecturer and Senior Lecturer (see Memorandum of
provisions of Section VII. D., Evaluation of Senate Assistant-	Understanding: Non-Senate Instructional Unit).	Understanding: Non-Senate Instructional Unit).
Rank Appointees.		c. Appointees in the Lecturer with Security of Employment
	APM-285-18 Salary	series may use the working title "Teaching Professor," as
For merit advancements, there should be evidence of the		indicated in PPM 230-285-8, below.
professional achievement required for an equivalent salary in	Senior Lecturer SOE titles should be paid at a level no less	
the Professor series.	than Professor, Step I. Normally, an appointee shall be	PPM 230-285-8 - Titles
	reviewed every three years for a merit increase, until the	a. Titles in the Lecturer with Security of Employment series
For advancement to Senior LPSOE, the proposed salary must	salary is equivalent to that of Professor Step V. Service at	are:
be equal to or above that of a Professor, Step I. The	that level and higher may be of indefinite duration, and	(1) Lecturer with Potential for Security of Employment
appointee's services must be of exceptional value to the	review for advancement will not usually occur after less than	(LPSOE) (Assistant Teaching Professor)
University.	four years.	(2) Senior Lecturer with Potential for Security of Employment (LPSOE) (Assistant Teaching Professor)
For promotion from Senior LPSOE to Senior Lecturer with		
Security of Employment, the appointee's services must be of		PPM 230-285-10. b
exceptional value to the University, and the proposed salary		Lecturer and Senior Lecturer with Potential for Security of
must be at the Professor level. An appointee with the title of		Employment (LPSOE)
Lecturer with Potential for Security of Employment (LPSOE)		
may use the working title "Assistant Teaching Professor."		For merit advancements, there should be evidence of the
		professional achievement required for an equivalent salary in
		the Professor series.
		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.
		 DDM 220 05 10 Solom:
		PPM 230-85-18 Salary
		PPM unnecessary; rely upon APM 285-18.

Heading and first paragraph are non-substantive.

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Present	APM 285 – Lecturer with Security of Employment Series	Proposed
PPM 230-28. V. G	Al W 200 Eccturer with occurry of Employment Series	PPM 230-285 - Lecturer with Security of Employment Series
b. Lecturer with Security of Employment (LSOE)	APM 285-18 – Salary	PPM 285-18 - Salary
	The Office of the President publishes a salary range for this	The Office of the President publishes a salary range for this
Appointees with the title of Lecturer or Senior Lecturer with	series. The rate of advancement may be more variable, and	series. The rate of advancement may be more variable, and
Security of Employment (LSOE or Senior LSOE) should be	in many cases slower, than for professorial positions.	in many cases slower, than for professorial positions.
reviewed for salary advancement every two to four years,		Salaries for Lecturer PSOEs will normally begin in a range
depending upon the normal period of service for the rank and	For a Lecturer SOE, the normal period of service before	approximately equivalent to that for Assistant Professors, with
step in the Professor series to which their current salaries	review for advancement for a merit increase is three years.	academic review occurring every two years. The salary for a
correspond. For example, an LSOE paid a salary equivalent to	The period of service in the rank of Lecturer SOE may be of	Senior Lecturer PSOE must be equal to or above that of a
that of an Associate Professor, Step II, should be reviewed for	indefinite duration. Promotion to Senior Lecturer SOE is not	Professor, Step I.
salary advancement every two years. An appointee with the	normally expected, but may occur when warranted. Review	Salaries for Lecturer SOEs normally begin in a range
title of Lecturer with Security of Employment (LSOE) may use	for promotion to the Senior Lecturer SOE title will normally	approximately equivalent to that for Associate Professors, with
the working title "Associate Teaching Professor."	occur only after a minimum of six years in the title of	academic review occurring every two years. If a Lecturer SOE is
	Lecturer SOE.	being paid at a level equivalent to the salary of a Professor, the
c. Senior Lecturer with Security of Employment (Senior		academic review will occur every three or four years.
<del>LSOE)</del>	Senior Lecturer SOE titles should be paid at a level no less	Advancement of an LSOE to a salary level equivalent to that of
	than Professor, Step I. Normally, an appointee shall be	Professor, Step VI, may be granted on evidence of great
Promotion to Senior LSOE is not normally expected, but may	reviewed every three years for a merit increase, until the	distinction, recognized nationally or internationally, in the
occur when warranted. Review for promotion to the Senior	salary is equivalent to that of Professor Step V. Service at that	areas of professional achievement and educational leadership,
LSOE title will normally occur only after a minimum of six years	level and higher may be of indefinite duration, and review for	teaching, and University and public service.
in the title of LSOE.	advancement will not usually occur after less than four years.	The period of service in the rank of Lecturer SOE may be of
		indefinite duration. Promotion to Senior Lecturer SOE is not
Senior LSOEs will be reviewed every three years for merit		normally expected, but may occur when warranted. Review
advancements, until the salary is equivalent to that of		for promotion to the Senior Lecturer SOE title will normally
Professor, Step V. Service at that level and higher may be of		occur only after a minimum of six years in the title of
indefinite duration, and review for advancement will not		Lecturer SOE.
usually occur after less than four years. An appointee with the		Senior SOE titles should be paid at a level no less than
title of Senior Lecturer with Security of Employment (LSOE)		Professor, Step I. Normally, an appointee shall be reviewed
may use the working title "Teaching Professor."		every three years for a merit increase, until the salary is
		equivalent to that of Professor Step V. Service at that level
Advancement to a salary level equivalent to that of Professor,		and higher may be of indefinite duration, and review for
Step VI, may be granted on evidence of great distinction,		advancement will not usually occur after less than four years.
recognized nationally or internationally, in the areas of		Advancement of an LSOE to a salary level equivalent to that of
professional achievement and educational leadership,		Professor, Step VI, may be granted on evidence of great
teaching, and University and public service.		distinction, recognized nationally or internationally, in the
, ,		areas of professional achievement and educational leadership,
		1

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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teaching, and University and public service.

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

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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Present	APM 283- Lecturer and Senior Lecturer	Proposed
PPM 230-28. V. H	APIVI 285- Lecturer and Semior Lecturer	PPM 230-283- Lecturer and Senior Lecturer
H. Lecturer and Senior Lecturer Series (Unit 18)	n/a	PPM 230-283-17 - Eligibility
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).		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).

Notes: Heading is non-substantive.

Present		Proposed
PPM 230-28, V, I	APM 310 – Professional Research Series	PPM 230-310 – Professional Research (Research Scientist)
FFIVI 230-20. V. I		Series
Professional Research (Research Scientist) Series	APM 310-10 Criteria	PPM 230-310-10.c Criteria/University and/or Public Service
The performance criteria for the Professional Research	"A candidate for appointment, reappointment, merit	An Assistant Research (e.g., Physicist) is not required to
(Research Scientist) series (hereafter referred to as the	increase, or promotion in this series shall be judged by the	participate in service activities. An Associate Research (e.g.,
Research Scientist series) are the same as for the Professor	criteria specified below:	Physicist) and a Research (e.g., Physicist) are expected to
(Ladder Rank) series in the area of research and creative	a. Research qualifications and accomplishments equivalent to	engage in University and/or public service,
activity. The appointee must be continuously and effectively	those for the Professor series	such as service on research review boards.
engaged in independent research and creative activity of high	b. Professional competence and activity equivalent to those	
quality and significance, equivalent to that expected of the	for the Professor series	Associate and Full Research Scientists are expected to engage
Professor series.	c. University and/or public service	in University and/or professional service, within the constraints
		of the applicable funding source(s). This service requirement
Associate and Full Research Scientists are expected to engage	An Assistant Research (e.g., Physicist) is not required to	can be interpreted flexibly; service activities may be focused on
in University and/or professional service, within the constraints	participate in service activities. An Associate Research (e.g.,	the professional development of the appointee. If there are
of the applicable funding source(s). This service requirement	Physicist) and a Research (e.g., Physicist) are expected to	limitations on potential service contributions due to
can be interpreted flexibly; service activities may be focused on	engage in University and/or public service,	constraints imposed by a funding source, this should be
the professional development of the appointee. If there are	such as service on research review boards.	discussed.
limitations on potential service contributions due to		
constraints imposed by a funding source, this should be	An appointee in this series must demonstrate continuous and	
discussed.	effective engagement in independent and creative research	
	activity of high quality and significance, equivalent to that	
Assistant Research Scientists are not required to participate in	expected of the Professor series. Proposed merit increases	
service activities.	and promotions in the Professional Research series shall be	
	reviewed with the same rigor accorded to proposed merits	
Departments and ORUs should establish voting procedures for	and promotions in the Professor series. See APM - 210-1."	
academic review actions for Research Scientists.		

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

Present	ADM 211 Project to a Colembiat Source	Proposed
PPM 230-28. V. J	APM 311 – Project (e.g., Scientist) Series	PPM 230-311 – Project (e.g., Scientist) Series
Project Scientist Series	APM 311-10 Criteria	PPM 230-311-10 Criteria
Criteria for advancement and reappointment in this series are	A candidate for appointment, reappointment, merit increase,	PPM unnecessary; rely upon APM 311-10.
demonstrated significant, original contributions to a research	or promotion in this series shall be judged by the criteria	
project or creative program. Appointees in this series need not	specified below:	
demonstrate the same leadership ability, independence, or		
scholarly breadth as members of the Research Scientist or	a. Demonstrated significant, original, and creative	
Professor series. University and public service are encouraged	contributions to a research or creative program or project	
but not required.		
	b. Professional competence and activity	
At the time of academic review, the Project Scientist's		
supervisor (normally the principal investigator) should evaluate	Appointees in this series need not demonstrate the same	
the Project Scientist and submit his or her written evaluation	independence or scholarly breadth as members of the	
and recommendation to the department chair.	Professor or Professional Research series. University and	
	public service are encouraged but not required.	

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

#### Present Proposed APM 330 – Specialist Series PPM 230-28. V. K PPM 230-330 - Specialist Series Specialist Series - Criteria for advancement and reappointment APM 330-10 - Criteria PPM 230-330-10 - Criteria in this series are: A candidate for appointment or advancement in this series is PPM unnecessary; rely upon APM 330-10 Performance of research in specialized areas evaluated using a process of academic peer review according Professional competence and activity to the following guidelines for specialized research, PPM 230-330-80 Recommendation and Review professional competence and activity, and, if appropriate, At UC San Diego, advancement to Specialist, Above Scale, is University and/or public service. The degree of responsibility c. Advancement to Above-Scale Advancement to Above-Scale reserved for Specialists with records of outstanding, in each criteria is dependent on multiple factors, including status involves an overall career review and is reserved for distinguished performance, judged in an arena substantially funding source for the position and level of independence only the most highly distinguished Specialists whose (1) work broader than the particular research groups with which they required to fulfill the duties of the position. of sustained and continuing excellence has attained national are associated. Testimonials from outstanding extramural and international recognition and broad acclaim reflective of research groups in the same or related fields will be necessary 330-80 Recommendation and Review its significant impact, (2) professional achievement is in order to document the level of performance required for outstanding, and (3) service is highly meritorious. advancement to Specialist, Above Scale. In some instances. advancement to the Above Scale level may be justified on the c. Advancement to Above-Scale Advancement to Above-Scale Advancement requires demonstration of additional merit and basis of the Specialist's publications, or on his or her own status involves an overall career review and is reserved for distinction beyond the performance on which advancement to Step V was based. scientific, technical, or otherwise creative contributions (as only the most highly distinguished Specialists whose (1) work of sustained and continuing excellence has attained national At UC San Diego, advancement to Specialist, Above Scale, is compared to contributions to a group effort). and international recognition and broad acclaim reflective of reserved for Specialists with records of outstanding, Mere length of service and continued meritorious performance its significant impact, (2) professional achievement is distinguished performance, judged in an arena substantially at the top step of the Specialist series are not sufficient outstanding, and (3) service is highly meritorious. broader than the particular research groups with which they justification for further salary advancement. There must be demonstration of exceptional merit and distinction beyond the Advancement requires demonstration of additional merit and are associated. Testimonials from outstanding extramural distinction beyond the performance on which advancement research groups in the same or related fields will be necessary performance on which advancement to Step V was based. to Step V was based. Except in rare and compelling cases, in order to document the level of performance required for Advancement to Specialist, Above Scale, following service of less than three years as Specialist, Step V, will be considered an advancement will not occur in less than four years at Step V; advancement to Specialist, Above Scale. In some instances, mere length of service and continued performance at Step V advancement to the Above Scale level may be justified on the acceleration. Once an appointee has been advanced to Above is not justification for further advancement. A further merit basis of the Specialist's publications, or on his or her own Scale, a merit advancement occurring at an interval of less than increase for an individual already serving at Above-Scale scientific, technical, or otherwise creative contributions (as four years is considered an acceleration. Appointees in the Specialist series are not eligible for off-scale salary level must be justified by new evidence of compared to contributions to a group effort). distinguished achievement; continued performance is not an salaries. Except in rare and compelling cases, advancement will not adequate justification. Only in the most superior cases with At the time of academic review, the Specialist's supervisor occur in less than four years at Step V; mere length of service strong and compelling evidence will a further increase be (normally the principal investigator) should evaluate the and continued performance at Step V is not justification for Specialist and submit his or her written evaluation and approved at an interval shorter than four years. further advancement. A further merit increase for an recommendation to the department chair. individual already serving at Above-Scale salary level must be The department chair must specify in the departmental justified by new evidence of distinguished achievement; recommendation letter the role of the Specialist in the continued performance is not an adequate justification. Only research project. in the most superior cases with strong and compelling evidence will a further increase be approved at an interval

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.

**KEY:** Plain Text = Existing PPM language proposed for inclusion in new section of PPM

Strikethrough = Existing PPM language proposed for deletion

<u>Underlined Text</u> = New policy language proposed for inclusion in new section of PPM

**Bold Text** = Existing APM language

Highlighted/Double Underline = Existing PPM language that will appear in the APS Appointment and Advancement Instructions.

shorter than four years.

Present	ADM 270 Academic Administrator Corice	Proposed
PPM 230-28. V. L	APM 370 – Academic Administrator Series	PPM 230-370 – Academic Administrator Series
Academic Administrator Series	APM 370-10-Criteria	PPM 230-370-4
a. Criteria for Evaluating Performance		PPM unnecessary; rely upon APM 370-4
Merit advancements and promotions are based on	c. Merit increases and promotions are based on	
administrative performance, professional competence and	administrative experience, professional competence and	PPM 230-370-10
activity, and University and public service. Although the	activity, and University and public service.	PPM unnecessary; rely upon APM 370-10
function of an Academic Administrator may include oversight	d. Although the function of an Academic Administrator may	
of a program involving research, responsibility for engaging in	include the overseeing of a program involving research,	PPM 230-370-19
research, while desirable, is not implied by appointment to this	responsibility for engaging in research, while desirable, is not	PPM 230-370-19. a, unnecessary; rely upon APM 370-19. a
series. The Level of Administrative Responsibility form should	implied by appointment to this series.	PPM 230-370-19. b, unnecessary; rely upon APM 370-19. b
be included in all Academic Administrator review files. A job		PPM 230-370-19. c, unnecessary; rely upon APM 370-19.c
description must be provided, along with an explanation of the	APM 370-4. B - Definition	
appointee's role in the program and within a larger unit, if	Appointment to the Academic Administrator series may be at	PPM 230-370-19. d.
appropriate.	any one of seven titles, i.e., Academic Administrator I through	Recommendations for merits and advancements normally will
There are three separate title codes for this series with	VII, each of which will be identified by a separate title code.	be reviewed every second year until an appointee reaches the
ascending levels of responsibility. Promotion from one title		level of Academic Administrator IV, Step 5, after which review
code to another within the series will not normally occur until	APM 370-19 – Normal Periods of Service at Salary Steps	for merit advancement will take place every three years. Once
the appointee has served at least six years in the lower title		the appointee reaches the level of Academic Administrator VI,
code, including at least two years at the top step for that title	c. If promotion of an appointee from one title to another	Step 7.0, review for merit advancement will take place every
code. A performance review, in the absence of a merit	within the series is justified, such promotion shall not	four years. Service as Academic administrator VII, Step 8.0,
advancement or promotion review, must take place at least	normally occur until the individual has served at least six	may be of indefinite duration, and appointees at this step will
every four years. Formal review by the appropriate campus	years with the lower title, including at least two years at the	be reviewed every four years for reappointment.
committee is required every six years.	top step for that title.	Formal review by the appropriate campus committee is
b. Normal Periods of Service at Salary Steps	d. A performance review, in the absence of a merit or	required every six years. A performance review, in the
Recommendations for merits and advancements normally will	promotion review, shall take place at least every four years.	absence of a merit or promotion review, shall take place at
be reviewed every second year until an appointee reaches the		least every four years.
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.		

Notes: Headings are non-substantive.

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

Notes: Heading is non-substantive.

Present	APM 375 – Academic Coordinator Titles	Proposed
PPM 230-28. V. L. 2. b	APINI 373 – Academic Coordinator Titles	PPM 230-375 – Academic Coordinator Titles
b. Normal Periods of Service at Salary Steps	APM 375-19 Normal Periods of Service at Salary Steps	PPM 230-375-19 Normal Periods of Service at Salary Steps
Temporary appointments of Academic Coordinators may be	a. Appointments to an Academic Coordinator title may be for	a. Appointments to an Academic Coordinator title may be for
made for up to a one-year period and may not exceed a total	one year or less, for longer periods, and/or for an indefinite	one year or less, for longer periods, and/or for an indefinite
of two consecutive years without formal campus review.	period, according to campus practice or guidelines.	period, according to campus practice or guidelines.
	Appointments may be renewed, at campus discretion, with or	Appointments may be renewed, at campus discretion, with or
Recommendations for merit advancements will be reviewed	without a limit on the number of renewals.	without a limit on the number of renewals.
every second year for an Academic Coordinator I or II, and		
every third year for an Academic Coordinator III. A	b. Recommendations for merit increases normally shall be	Academic Coordinator appointments may be made for up to a
performance review must precede any reappointment. There	reviewed every second year for Academic Coordinator I and	three-year period (depending on the level) and may not exceed
is no expectation of movement between levels without	II, and every third year for Academic Coordinator III."	a total of two consecutive appointments/reappointments
significant changes in the scope and complexity of the program	There is no expectation of movement between the levels	without formal campus review.
being administered. Academic Coordinator appointments may	without significant changes in the scope and complexity of	
be made for up to a three-year period (depending on the level)	the program being administered.	Temporary appointments of Academic Coordinators may be
and may not exceed a total of two consecutive		made for up to a one-year period and may not exceed a total
appointments/reappointments without formal campus review.	c. There is no expectation of movement between the levels	of two consecutive years without formal campus review.
	without significant changes in the scope and complexity of	
	the program being administered.	PPM 375-19. b unnecessary; rely upon APM 375-19. b
		PPM 375-19.c unnecessary; rely upon APM 375-19.c
	d. In the absence of a reappointment, a merit, or a change in	PPM 375-19.d unnecessary; rely upon APM 375-19. d
	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.	

Notes: Heading is non-substantive. Substance of deleted text appears in APM 375-19.

Present	APM 360 – Librarian Series	Proposed
PPM 230-28. V.L.3	AT W 300 EINTERTAIN SCIES	PPM 230-360 – Librarian Series
Librarian Series	APM 360-24 Authority	PPM 230-360-17 - Eligibility
The Executive Vice Chancellor for Academic Affairs has	a. Each Chancellor is authorized to approve appointments,	For those appointees in the Librarian series covered by the
delegated responsibility for the Librarian Series to the	promotions, career status actions, and merit increases	Memorandum of Understanding (MOU) entered into by the
University Librarian.	consistent with the published salary scales after appropriate	Regents of the University of California and University Council,
	review, subject to the provisions of APM - 360-24-c.	American Federation of Teachers (UC-AFT), the terms and
Refer to APM 360 for the Librarian Series advancement and		conditions of appointment may be found in the MOU.
reappointment policies.		
For those appointees in the Librarian series covered by the		PPM 230-360-24 Authority
Memorandum of Understanding (MOU) entered into by the		No appointment, reappointment or academic review action is
Regents of the University of California and University Council,		final until there has been an academic review and the
American Federation of Teachers (UC-AFT), the terms and		individual with final authority has approved the action.
conditions of appointment may be found in the MOU.		
		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.

Notes: Heading is non-substantive.

Present	ADM 240 Continuing Educator	Proposed
PPM 230-28. V. L.4	APM 340 – Continuing Educator	PPM 230-340 – Continuing Educator
Continuing Educator Series and Coordinator of Public	n/a	PPM 230-340-24 Academic File Review and Final Authority
Programs Series  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.  Refer to APM 340 for the Continuing Educator advancement and reappointment policies.  Information about the Continuing Educator series and Coordinator of Public Programs series may be obtained from Extended Studies and Public Programs.		No appointment, reappointment or academic review action is final until there has been an academic review and the individual with final authority has approved the action.  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.  Information about the Continuing Educator series and Coordinator of Public Programs series may be obtained from Extended Studies and Public Programs.

Notes: Heading and last two paragraphs are non-substantive.

Present	ADM 225 Acting Appointments	Proposed
PPM 230-28.V.M	APM 235 – Acting Appointments	PPM 230-235 – Acting Appointments
Acting Titles	APM 235-10 Criteria	PPM 230-235-10 - Criteria
		PPM unnecessary; rely upon APM 235-10
An academic review file must be submitted in order to reappoint an individual to a new term under an Acting title.  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.	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.	

Notes: Heading is non-substantive.

Present	ADM 220 Visiting Appaintments	Proposed
PPM 230-28. V. N	APM 230 – Visiting Appointments	PPM 230-230 – Visiting Appointments
Visiting Titles	APM 230-10 Criteria	PPM 230-230-10 Criteria
An academic review file must be submitted to reappoint an	The criteria for evaluation of a candidate for appointment	The criteria for evaluation of a candidate for appointment
individual to a new term under a Visiting title.	with a Visiting title shall be the same as for the corresponding	with a Visiting title shall be the same as for the corresponding
	regular title. Because the appointment is temporary,	regular title. Because the appointment is temporary,
Although no steps are assigned to Visiting appointees, the	reasonable flexibility may be employed in the application of	reasonable flexibility may be employed in the application of
departmental recommendation letter must justify the salary	these criteria. Care should be taken to inform the appointee	these criteria. Care should be taken to inform the appointee
level recommended. Visiting appointments may be made for a	of the provisions of Section 230-4-d.	of the provisions of Section 230-4-d.
period of up to one year; total service is limited to two	ADM 200 477 (G. )	
consecutive years.	APM 230-17 Terms of Service	The visitor should bring special expertise to the campus and
The criteria for evaluation of an appointee for reappointment	Each appointment or reappointment with a Visiting title shall	should be returning to the home institution upon completion
in a Visiting title are the same as for the corresponding regular	be for a specified term not to exceed one year. The total	of the visiting appointment.
title. Because the appointment is temporary, reasonable	period of consecutive service with a Visiting title shall not exceed two years, unless a longer period is approved by the	PPM 230-230-17 Terms of Service
flexibility may be employed in the application of these criteria.	Chancellor.	PPM unnecessary; rely upon APM 230-17
mexibility may be employed in the application of these effects.	Chancellor.	Frivi diffiecessary, refy upon Arivi 230-17
The departmental recommendation letter should describe	In the case of Visiting Assistant Professor Programs in	PPM 230-230-18 Salary
clearly the special expertise that the visitor brings to the	Mathematics, the total period of consecutive service shall not	a. The salary of an appointee with a Visiting title shall be
campus and should clearly state that the individual will be	exceed three years, unless a longer period is approved by the	determined according to the special circumstances of the
returning to the home institution upon completion of the	Chancellor.	case, with due consideration given to the individual's regular
visiting appointment.		salary or professional income. In some cases, it will be
	230-230-18 Salary	appropriate to separate considerations of rank from those of
	a. The salary of an appointee with a Visiting title shall be	salary. Although no steps are assigned to Visiting appointees,
	determined according to the special circumstances of the	the departmental recommendation letter must justify the
	case, with due consideration given to the individual's regular	salary level recommended.
	salary or professional income. In some cases, it will be	
	appropriate to separate considerations of rank from those of	
	salary.	

Present	APM 220- Professor Series	Proposed	
PPM 230-28. V. N	APINI 220- Professor Series	PPM 230-220 – Professor Series	
Privi 250-26. V. IV	APM 220-80 Recommendations and Review: General Procedures	PPM 230-220-80 - Recommendations and Review: General Procedures 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.  For appointments, the letter should include:  1. The proposed title, rank, step, salary, effective appointment date(s), and any funding contingencies 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.) 3. Documentation of the participation and membership of the departmental ad hoc committee 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).	
		For Visiting Titles: 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.	

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

**KEY:** Plain Text = Existing PPM language proposed for inclusion in new section of PPM Strikethrough = Existing PPM language proposed for deletion <u>Underlined Text</u> = New policy language proposed for inclusion in new section of PPM **Bold Text** = Existing APM language

Highlighted/Double Underline = Existing PPM language that will appear in the APS Appointment and Advancement Instructions.

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

Notes: Heading and content is non-substantive.

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

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

Present	APM	Proposed
PPM 230-28.VI	APIVI	
VI. PREPARING THE ACADEMIC REVIEW FILE		No substantive information to include in PPM
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		
The department chair is responsible for ensuring compliance with PPM 230-29, Policies and Procedures to Assure Fairness in the Academic Personnel Review Process.  The required documentation (which varies departing upon the proposed action) is set forth in		
depending upon the proposed action) is set forth in the chart below.  Detailed instructions on preparing academic advancement and reappointment review files are available on the Academic Personnel Web site.		

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.

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

<sup>\*</sup> Not required for temporary files

<sup>\*\*</sup> External referee letters are not required if the departmental recommendation is termination.

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

Notes: Heading and first sentence are non-substantive.

Present	ADM 200 40 D ( C : C !	Proposed
PPM 230-28.VII.A.1 – Computation of Rank and Step	APM 220-18 – Professor Series - Salary	PPM 230-220-18 – Professor Series - Salary
1. Normal Periods of Service	APM 220-18. b (2)	PPM 230-220-18-b (2)
The normal period of service at each step in the Assistant	The normal period of service at a given step in this rank is	PPM unnecessary; rely upon APM 220-18 b. (2)
Professor rank is two years, although it may be one year at	two years. The first four steps in rank and corresponding	
steps V and VI. In most cases, promotion to the Associate level	salary levels are for normal use. Steps V and VI may be used	PPM 230-220-18-b (3)
occurs following two years of service at step IV; however, when	in exceptional situations and with proper justification. Service	PPM unnecessary; rely upon APM 220-18 b. (3)
an Assistant-level appointee completing service at step IV is	at Assistant Professor, Step V, may be in lieu of service at	
not ready for promotion, but is otherwise performing	Associate Professor, Step I, for which the published salary is	
adequately, he or she may be considered for advancement to	slightly higher. Likewise, service at Assistant Professor, Step	
step V or step VI. In case of subsequent promotion to Associate	VI, may be in lieu of service at Associate Professor, Step II.	
Professor, previous service at steps V or VI and the conclusions		
of a career review are used to determine the entry step in the	In those instances of service at Assistant Professor, Step V,	
Associate rank. Service at Assistant, Step V, may be in lieu of	followed by service at Associate Professor, Step I, the normal	
service at Associate, Step I; service at Assistant, Step VI, may be	period of combined service with both titles at the steps	
in lieu of service at Associate, Step II.	indicated is two years. The same normal two-year period of	
	combined service applies when service at Assistant Professor,	
The normal total period of service at the Associate rank is six	Step VI, is followed by service at Associate Professor, Step II.	
years. The normal period of service at any of the first three		
steps in the Associate rank is two years. In most cases,	APM 220-18. b. (3)	
promotion to the Full level occurs following two years of	Associate Professor: The normal period of service in rank of	
service at step III; however, when an Associate-level appointee	Associate Professor is six years. The normal period of service	
completing service at step III is not ready for promotion, but is	at any one of the first three steps of the rank is two years.	
otherwise performing adequately, he or she may be considered	Steps IV and V may be used in exceptional situations and with	
for advancement to step IV or step V. The normal period of	proper justification. Service at Associate Professor, Step IV,	
service at steps IV and V is three years. In case of subsequent	may be partly or entirely in lieu of service at Professor, Step I,	
promotion to the Full level, previous service at steps IV or V	for which the published salary is slightly higher.	
and the conclusions of a career review determine the entry	Libertine and the Advantate Burfaces Charles and be unable	
step in the Full rank. Service at Associate, Step IV, may be in lieu of service at the Full level, Step I; service at Associate, Step	Likewise, service at Associate Professor, Step V, may be partly	
V, may be in lieu of service at the Full level, Step II.	or entirely in lieu of service at Professor, Step II. The normal	
<del>v, may be in lieu or service at the Full level, step il</del> .	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.	
	to that is, associate i foressor, step iv, and i foressor, step ii	

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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Present	ADNA 220.40 Duefesseu Cavies Calami	Proposed
PPM 230-28.VII.A.1 – Computation of Rank and Step	APINI 220-18 – Professor Series - Salary	PPM 230-220-18 – Professor Series - Salary
PPM 230-28.VII.A.1 – Computation of Rank and Step  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 nationally or internationally.  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	APM 220-18 – Professor Series - Salary  APM 220-18. b (4) 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.  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 VII 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.   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	•
	-	

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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Present	ADM 220.19 Drofossor Sovies Salary	Proposed
PPM 230 28. VII.A.1 – Computation of Rank and Step	APIVI 220-16 - Professor Series - Salary	PPM 230-220-18 – Professor Series - Salary
	APM 220-18 – Professor Series - Salary  APM- 220-18. b (4) 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.	•
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		exemplary performance in all areas (research and creative activity, teaching, service, and professional competence and activity). Files proposing more than 100% of the difference
files.		between the top two steps will be considered acceleration files.

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

Pı	resent	АРМ	Proposed
PPM 23	30 28. VII.A	APIVI	n/a
Assistant Professor:			
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			
Associate Professor:			
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			
Professor:			
Professor I			
Professor II	Three years at step		
Professor III			
Professor IV			
Professor V			
<mark>Professor VI</mark>	3 years or indefinite		
Professor VII			
Professor VIII			
Professor IX	4 years or indefinite		
Professor, Above Scale	4 years at each salary level		
1	or indefinite		

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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Present		Proposed
DDM 220.20 VII A. 2. Chariel Considerations	APM 610 – Salary Administration – Salary Increases	PPM 230 - 610 – Salary Administration – Salary
PPM 230 28. VII.A. 2 – Special Considerations		Increases
Special Considerations	APM 610-9.c - Merit and Promotion Increases/ Normal	PPM 230-610-9.c Merit and Promotion Increases/Normal
	Periods of Service at Salary Steps	Periods of Service at Salary Steps
a.Academic year: An academic-year appointee who has served	(1) Two or more full quarters of service at 50 percent time or	(1).Two or more full quarters of service at 50 percent time or
at least two full quarters in any fiscal year (July 1 through June	more by an academic-year appointee in any one academic	more by an academic-year appointee in any one academic
30) will receive credit for one year of service at rank and step.	year (from the beginning of the fall quarter to the end of the	year (from the beginning of the fall quarter to the end of the
An academic-year appointee who has served just one quarter	spring quarter, as set forth in the academic calendar) count as	spring quarter, as set forth in the academic calendar) count as
in any fiscal year (July 1 through June 30) will not receive credit	one full year of a normal period of service. Fewer than two	one full year of a normal period of service. Fewer than two
for that year's service at rank and step.	full quarters at 50 percent time or more in any one academic	full quarters at 50 percent time or more in any one academic
	year does not count.	year does not count.
b.Fiscal year: A fiscal-year appointee who is appointed during		
the period July 1 through January 1 will receive credit for one	••••	(3) A fiscal-year appointee who is appointed during the period
year of service at rank and step. A fiscal-year appointee who is		July 1 through January 1 will receive credit for one year of
appointed during the period January 2 through June 30 will not	(3) Six months or more of service at 50 percent time or more	service at rank and step. A fiscal-year appointee who is
receive credit for that year's service at rank and step.	by a fiscal-year appointee in any one fiscal year (July 1 to June	appointed during the period January 2 through June 30 will not
	30) count as one full year of a normal period of service; fewer	receive credit for that year's service at rank and step.
Refer to PPM 230 20 for additional information on calculating	than six months of service at 50 percent time or more in any	
years at rank and step.	one fiscal year does not count.	

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

Present	ADM 220 8 Duefessou Covies /Turner	Proposed
PPM 230-28. VII.B and PPM 230-28. VII.B. 1	APINI 220-8 – Professor Series/Types	PPM 230- 220-8 – Professor Series/Types
	a. Titles (and ranks) in the Professor Series/Types  a. Titles (and ranks) in the Professor series are: (1) Instructor (2) Assistant Professor (3) Associate Professor (4) Professor 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. 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. 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. 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.	promotion or merit increase in salary) is not defined as a promotion or merit increase, but as an appointment.  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.  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.  f. A retention occurs when a department prepares an academic review file for a faculty member who is being recruited by another institution.  g. A. deferral occurs when an appointee delays the regularly scheduled academic review for one year by request.

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...

Present		Proposed
PPM 230-28. VII.B and PPM 230-28. VII.B. 1	APM 220 – Professor Series	PPM 230-220-86 (new) - Procedure for Deferral of the Academic Review
Deferral     With appropriate justification, an appointee may request that	n/a	Procedure for Deferral of the Academic Review
his or her regularly scheduled academic review be deferred. An appointee may request a maximum of two consecutive deferrals. Obtaining approval of a deferral request is the only alternative to recommending a no-change action.		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:
An appointee may request a deferral of his or her academic review when:		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
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		2.circumstances beyond the appointee's control have impacted his or her productivity (i.e., illness, family member's illness, etc.).
2.circumstances beyond the appointee's control have impacted his or her productivity (i.e., illness, family member's illness, etc.).		In general, the following appointees are not eligible to defer academic reviews: Assistant-rank appointees (except when approved as a family accommodation; see [Link to PPM 230-
The appropriate dean has the authority to approve the first deferral request. The Executive Vice Chancellor must approve a second consecutive deferral request. In general, the following		760], non-salaried Adjunct Professors, and appointees with established ending dates (term appointments).
appointees are not eligible to defer academic reviews: Assistant-rank appointees (except when approved as a family accommodation; see PPM 230-15, Family Accommodations),		Deferral requests must be submitted to the appointee's department(s) no later than October 15.
non-salaried Adjunct Professors, and appointees with established ending dates (term appointments).		An appointee may request a maximum of two consecutive deferrals.
Deferral requests must be submitted to the appointee's department(s) no later than October 15.		

Present	ADM 220 9 Duefeesey Sovies /Tymes	Proposed
PPM 230-28. VII. B. 2	APM 220-8 – Professor Series/Types	PPM 230-220-8 – Professor Series/Types
2.Appointee Not Recommended for Advancement (No Change)  An academic review file must be prepared and submitted for review for an appointee serving in the final year of the normal period at step1, 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.	a. Titles (and ranks) in the Professor series are: (1) Instructor (2) Assistant Professor (3) Associate Professor (4) Professor 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. 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. 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. 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.	a. Titles (and ranks) in the Professor series are: (1) Instructor (2) Assistant Professor (3) Associate Professor (4) Professor 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. 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. 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. 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. f. A retention occurs when a department prepares an academic review file for a faculty member who is being recruited by another institution. g. A. deferral occurs when an appointee delays the regularly scheduled academic review for one year by request. 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.

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

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

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
2.Appointee Not Recommended for Advancement (No Change)	n/a	The general Rules of PPM 230-220-80/APM 220-80 apply here. In addition:
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. 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 APM 137, Non-Senate Appointees/Term Appointment, the department may allow the appointment to expire instead of recommending a no-change action.		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 APM 137, Non-Senate Appointees/Term Appointment, the department may allow the appointment to expire instead of
If the appointee has an off-scale salary, its disposition should be discussed in the departmental letter.  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.		recommending a no-change action.  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.
The appropriate dean has the authority to approve the first nochange action.		

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<sup>&</sup>lt;sup>2</sup> For appointees subject to APM 137, this applies only if the appointee is to be reappointed. <sup>3</sup> For appointees subject to APM 137, this applies only if the appointee is to be reappointed.

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

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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
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.	n/a	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 [Link to PPM 230-620].
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.		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.
The appointee is ineligible to defer a regularly scheduled review until deficiencies in the record are corrected and the appointee advances.  Proposals for consecutive no change actions generally require committee review. See the UC San Diego Authority and Review Chart for complete information.		The appointee is ineligible to defer a regularly scheduled review until deficiencies in the record are corrected and the appointee advances.

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

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Present	APM 220-8 – Professor Series/Types	Proposed
PPM 230-28. VII.B. 3		PPM 230-220-8 – Professor Series/Types
3. Appointee Recommended for Merit Advancement or	a. Titles (and ranks) in the Professor series are:	a. Titles (and ranks) in the Professor series are:
Promotion	(1) Instructor	(1) Instructor
	(2) Assistant Professor	(2) Assistant Professor
If an appointee is serving in the final year of the normal period	(3) Associate Professor	(3) Associate Professor
at step, he or she is eligible for a merit advancement (or	(4) Professor	(4) Professor
promotion, if applicable and if the appointee has met the	b. An appointment (as distinguished from a promotion)	b. An appointment (as distinguished from a promotion)
<u>criteria) on the following July 1.</u>	occurs when a person is employed in one of the four ranks	occurs when a person is employed in one of the four ranks
	above, if the individual's immediately previous status was:	above, if the individual's immediately previous status was:
A merit advancement is an advancement in step and salary rate	(1) not in the employ of the University; or	(1) not in the employ of the University; or
(or advancement to a further-above-scale salary) without a	(2) in the employ of the University but not with a title in this	(2) in the employ of the University but not with a title in this
change in title or rank. Normal years at rank and step are	series.	series.
outlined above and in the Academic Salary Scales located on	c. A promotion is an advancement from one rank to a higher	c. A promotion is an advancement from one rank to a higher
the <u>Academic Personnel Services</u> Web site.	rank within this series, usually the next rank as listed above. A	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	change from a title in another series to a title in this series
A promotion is an advancement from one rank to a higher rank	(possibly involving an increase in salary) is not defined as a	(possibly involving an increase in salary) is not defined as a
within a series and requires a full career review. Other	promotion or merit increase, but as an appointment.	promotion or merit increase, but as an appointment.
advancements that require career reviews include	d. A merit increase is an advancement in salary step or to an	d. A merit increase is an advancement in salary step or to an
advancement to and through Professor, Step VI (and	above-scale salary rate without change of rank and is dealt	above-scale salary rate without change of rank and is dealt
comparable titles), and to Above Scale.	with in APM - 610.	with in APM - 610.
	e. The term reappointment is used for the renewal of a	e. The term reappointment is used for the renewal of a
	previous appointment immediately following the ending of	previous appointment immediately following the ending of
	the previous appointment in this series. A reappointment	the previous appointment in this series. A reappointment
	may or may not be accompanied by a promotion or merit	may or may not be accompanied by a promotion or merit
	increase.	increase.
		f. A retention occurs when a department prepares an academic
		review file for a faculty member who is being recruited by
		another institution.
		g. A. deferral occurs when an appointee delays the regularly
		scheduled academic review for one year by request. 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.
		aparted the materials.
Notes: Heading is non-substantive. Substance of first sentence of	f second paragraph is stated in APM 220-8. d. Second sentence of so	econd paragraph is non substantive. Substance of first sentence

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.

Present	ADM 220 C. Direferent Carles/Turner	Proposed
PPM 230-28. VII.B. 4	APM 220-8 – Professor Series/Types	PPM 230-220-8 – Professor Series/Types
Appointee Recommended for Accelerated Merit Advancement or Accelerated Promotion	APM-220-8 – Types	PPM 230-220-8 – Types
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.	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.  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.  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.  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. 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.  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.  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.  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.  f. A retention occurs when a department prepares an academic review file for a faculty member who is being recruited by another institution.  g. A. deferral occurs when an appointee delays the regularly scheduled academic review for one year by request.  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.  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.

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.1., and PPM 230-28. VII B. 3.

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

Present		Proposed
PPM 230-28. VII.B. 4	APM 220 – Professor Series	PPM 230-220-88 (new) – Professor Series/Procedure for
		Accelerated Advancement
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	n/a	- 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		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		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.		rate, extraordinary achievements in additional performance criteria are necessary to justify accelerated advancement.
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		- 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.		research, the quality of publications, the awarding of prizes or election to national or international learned academies.
Other series:		Other series:
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.		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.

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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. 4	APM 220 – Professor Series	PPM 230-220-88 (new) – Professor Series/Procedure for
		Accelerated Advancement
Timing of Accelerated Advancement	n/a	Timing of Accelerated Advancement
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.		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.
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.		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.
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.		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.
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.		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.

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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. 4	APM 220 – Professor Series	PPM 230-220-88 (new) – Professor Series/Procedure for
FFIVI 230-28. VII.D. 4		Accelerated Advancement
General Considerations	n/a	General Considerations
The previous award of bonus off-scale salary is immaterial to the consideration of any acceleration proposal.		The previous award of bonus off-scale salary is immaterial to the consideration of any acceleration proposal.
Acceleration proposals based on unpublished work or work yet to be evaluated by scholarly review are inappropriate.		Acceleration proposals based on unpublished work or work yet to be evaluated by scholarly review are inappropriate.
Acceleration is an inappropriate mechanism to address purely salary-related issues.		Acceleration is an inappropriate mechanism to address purely salary-related issues.
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.		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.
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.		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.
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.		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.

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Present	ADM 630 Salary Administration (Off Scale Salaries for	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
	777	for Appointments and Advancement
Appointee Recommended for a Bonus or Market Off-Scale	620-0 Policy	PPM 230-620-0 Policy
	In order to preserve the significance and value of the salary	PPM 230-620-0 unnecessary; rely upon APM 620-0.
Salaries should be on scale to the greatest extent feasible.	scales, salaries should be on-scale to the greatest extent	
Nevertheless, off-scale salaries are a necessary component of	feasible. However, when justified, appointment or	
the University of California salary structure, as they allow	advancement to a position with an off-scale salary may be	
flexibility in recruiting and retaining faculty and rewarding	approved when necessary to meet conditions described	
outstanding performance. Appointees in all academic series	below.	
covered by PPM 230-28 are eligible for off-scale salary		PPM 230-620-14 Eligibility
components, except as excluded in PPM230-28.II.	620-14 Eligibility	PPM 230-620-14 unnecessary; rely upon APM 620-14.
	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.	

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.

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

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Present	ADM COO. Coloni Administration (Off Cools Colonies for	Proposed
DD14 220 20 1/4 D 5	APM 620 - Salary Administration/Off-Scale Salaries for Appointments and Advancement	PPM 230- 620 - Salary Administration/Off-Scale Salaries
PPM 230-28. VII.B. 5		for Appointments and Advancement
Market Off-Scale	620-80 Campus Procedures	620-80 Campus Procedures
A market off-scale may be proposed for an existing appointee		
when marketplace conditions necessitate such measures to		b. Market Off-Scale
keep UC San Diego salaries competitive.		A market off-scale may be proposed for an existing appointee
		when marketplace conditions necessitate such measures to
Departments may propose a market off-scale when an		keep UC San Diego salaries competitive.
academic appointee receives a competing offer from a peer		
academic institution for appointment in a similar position.		Departments may propose a market off-scale when an
Departments should specifically address how the competing		academic appointee receives a competing offer from a peer
institution compares to UC San Diego and take this information		academic institution for appointment in a similar position.
into consideration when determining the proposed value of a		Departments should specifically address how the competing
market off-scale salary component. Whenever possible,		institution compares to UC San Diego and take this information
departments should discuss the ranking of the department of		into consideration when determining the proposed value of a
the competing institution relative to their own ranking.		market off-scale salary component. Whenever possible,
[See PPM 230-28.IV.E.]		departments should discuss the ranking of the department of
		the competing institution relative to their own ranking.
Market considerations within a specific discipline may also		
justify an off-scale salary. Supporting information may include		Market considerations within a specific discipline may also
salary data from academic institutions of comparable stature		justify an off-scale salary. Supporting information may include
and/or discipline-based salary studies by national		salary data from academic institutions of comparable stature
organizations.		and/or discipline-based salary studies by national
		organizations.
Market off-scale salary components are typically maintained		
indefinitely and do not require rejustification following the		Market off-scale salary components are typically maintained
initial award; however, when there is evidence that an		indefinitely and do not require rejustification following the
academic appointee with a market off-scale salary component		initial award; however, when there is evidence that an
has failed to sustain his or her career trajectory or stature in		academic appointee with a market off-scale salary component
the field, the department or subsequent reviewers may propose reduction or elimination of the market off-scale salary		has failed to sustain his or her career trajectory or stature in the field, the department or subsequent reviewers may
component. [See PPM 230-28.VII.B.2.]		propose reduction or elimination of the market off-scale salary
Component. <del>(See FFIVI 230-20.VII.B.2.)</del>		component.
When an appointee whose salary includes a market off-scale		component.
salary component advances to Above Scale, the market off-		When an appointee whose salary includes a market off-scale
scale salary component is folded into the new above-scale		salary component advances to Above Scale, the market off-
salary.		scale salary component is folded into the new above-scale
,		salary.

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	APM 620 - Salary Administration/Off-Scale Salaries for	Proposed
PPM 230-28. VII.B. 5	Appointments and Advancement	PPM 230- 620 - Salary Administration/Off-Scale Salaries
PPIVI 230-26. VII.B. 5	Appointments and Advancement	for Appointments and Advancement
An off-scale salary must be a multiple of \$100 when the scale	620-4 Definition	PPM 230-620-4 Definition
salaries of the relevant title series are multiples of \$100. A	A salary for an appointee at a certain rank and step is	PPM 230-620-4 unnecessary; rely upon APM 620-
market off-scale salary may not be the same as any salary on	designated off-scale if the salary is above that associated with	
the published salary scale for the particular title or series.	the given rank and step in the published salary scale for the	
Information regarding the calculation and implementation of	relevant title series.	
off-scale salary components, including information regarding		
proposals to reduce or eliminate a market off-scale may be	An off-scale salary shall be a multiple of \$100 when the scale	
found on the <u>Academic Personnel Services</u> website.	salaries of the relevant title series are multiples of \$100.	

Present	ADM 220 9 Professor Sovies	Proposed
PPM 230-28. VII.C	APIVI 220-6 - Professor Series	PPM 230-220-8 – Professor Series
PPM 230-28. VII.C  Career Equity Review 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.	APM 220-8 – Professor Series  APM-220-8 – Types   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.  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.	'
		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.  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.

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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APM 220 – Professor Series	PPM 230-220-89 (new) – Professor Series/Procedure for Career Equity Review PPM 230-220-89 (new) – Procedure for Career Equity
	Review
	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.
	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.

Present		Proposed
PPM 230-28. VII.C	APM 220 – Professor Series	PPM 230-220-89 (new) – Professor Series/Procedure for
PPIVI 230-28. VII.C		Career Equity Review
		PPM 230-220-89 (new) —Procedure for Career Equity
The department should assess the appointee's		Review
accomplishments during the review period and determine its		
recommendation regarding the regular action (e.g., merit		The CER is conducted in parallel with the regularly scheduled
advancement). This should be done by a vote of the eligible		academic review. The department chair should compile an
faculty, if this is the normal department practice. The		academic review file that addresses the appointee's entire
department should then determine its recommendation		academic record for the purposes of the CER, as well as the
regarding recalibration on the basis of a CER, and this must be		regular action for the current review period. If the CER request
determined by a vote of eligible faculty. This recommendation		involves advancement to or through a "barrier" step
should be based upon the appointee's overall record and the		(promotion to Full Professor or advancement to Professor, Step
University's established criteria for the requested rank and		VI, or to Professor, Above Scale), the department must seek
step, with one exception: If a significantly higher rank or step		external referee letters addressing the barrier step
is requested, the case will not require demonstration of the		advancement for inclusion in the file.
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.		
appropriate.		
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.		
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.		
The academic review file must include the faculty member's		
request for the CER.		
<u></u>		

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Present		Proposed
PPM 230-28. VII.C	APM 220 – Professor Series	PPM 230-220-89 (new) – Professor Series/Procedure for
1111120 201 11110		Career Equity Review
		PPM 230-220-89 (new) —Procedure for Career Equity
The department should assess the appointee's		Review
accomplishments during the review period and determine its		
recommendation regarding the regular action (e.g., merit		If recalibration is approved, the effective date will be the same
advancement). This should be done by a vote of the eligible		as that which would have applied to the regular action.
faculty, if this is the normal department practice. The		
department should then determine its recommendation		CERs are intended to supplement regular academic reviews,
regarding recalibration on the basis of a CER, and this must be		and they neither replace nor affect existing procedures for
determined by a vote of eligible faculty. This recommendation		regular reviews.
should be based upon the appointee's overall record and the		
University's established criteria for the requested rank and		The Executive Vice Chancellor's decision on the CER is not
step, with one exception: If a significantly higher rank or step		subject to appeal and is not retroactive.
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.		
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		
<u>review.</u>		
If recalibration is approved, the effective date will be the same		
as that which would have applied to the regular action.		
CERs are intended to supplement regular academic reviews,		
and they neither replace nor affect existing procedures for		
regular reviews.		
-0		
The Executive Vice Chancellor's decision on the CER is not		
subject to appeal and is not retroactive.		

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Highlighted/Double Underline = Existing PPM language that will appear in the APS Appointment and Advancement Instructions.

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

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

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.

Present		Proposed
PPM 230-28. VII.D -	APM 230 – Visiting Appointments	PPM 230-230 – Visiting Appointments
Evaluation of Senate Assistant-Rank Appointees		
2. Terms of Service  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	APM 230-17 Terms of Service  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.  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.	PPM 230-230-17 - Terms of Service 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.  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.
	APM 235 – Acting Appointments	Proposed PPM 230-235 – Acting Appointments
	APM 235-17 - Term of Appointment  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. Each appointment as Acting Associate Professor or Acting	PPM 230- 235-17 - Term of Appointment  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.) The combined initial period of service in the Acting or Visiting Assistant Professor title and the Assistant Professor title should not exceed two years.
	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.)  c. Service in the title Acting Professor in a School of Law counts toward the eight-year limit under Standing Order	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.)
	103.9. The four-year limit described in APM - 235-17-b does not apply.	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.

Notes: Footnote (below) is non-substantive.

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**Bold Text** = Existing APM language

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

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

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.

Present		Proposed
PPM 230-28. VII.D -	APM 220- – Professor Series	PPM 230-220 – Professor Series
<b>Evaluation of Senate Assistant-Rank Appointees</b>		
5. Second Reappointment/Merit Review	APM-220-82 - Procedure for Appointment, Reappointment,	PPM 230-220-82 - Procedure for Appointment,
	or Promotion to the Rank of Assistant Professor	Reappointment, or Promotion to the Rank of Assistant
The second reappointment/merit review of an Assistant-rank	The property of ADM 220 00 and have to addition	Professor
appointee normally occurs in the fourth year of appointment. The second reappointment/merit review is usually combined	The general rules of APM - 220-80 apply here. In addition:	The general rules of APM - 220-80 apply here. In addition:
with an appraisal (see Section 6 below).	a. The Committee on Academic Personnel shall be consulted	The general rules of Arivi - 220-60 apply here. In addition.
with an appraisal (see section o selow).	in these cases, unless the Chancellor and the Committee on	d. [Proposed new Section PPM 230-220-82. d. based on
As a result of the second reappointment/merit review, the	Academic Personnel have explicitly agreed to waive	language in PPM 230-28. D. VII. D. 4 appears on page 31,
department should submit one of the following	Committee on Academic Personnel review.	above.]
recommendations:		
	A review committee shall be appointed if the Chancellor or	(2) Second Reappointment/Merit Review
Reappointment with Merit Advancement	the Committee on Academic Personnel requests it. On the	
If an appointee's performance is satisfactory, the department may recommend a two-year reappointment with merit	basis of the recommendations and evidence provided and any additional information obtained, the review committee shall	The second reappointment/merit review of an Assistant- rank appointee normally occurs in the fourth year of
advancement.	prepare and submit its comments and recommendation to	appointment, and is usually combined with an appraisal in
davancement.	the Chancellor.	accordance with PPM-220-83. The department may
Reappointment without Merit Advancement		propose:
If an appointee's performance does not justify merit	b. The final decision is made by the Chancellor. The	
advancement, the department may recommend a two-year	Chancellor shall give written notification to the candidate of	<ol> <li>Reappointment with Merit Advancement</li> </ol>
reappointment with no merit advancement.	the final decision concerning the candidate's appointment,	If an appointee's performance is satisfactory, the
Towningstion	reappointment, or promotion. The ending date of an	department may recommend a two-year
Termination  If an appointee's performance is unacceptable, the department	appointment or reappointment shall be clearly shown on the form that effects the action.	reappointment with merit advancement.
may consider termination. A recommendation to terminate an	Tom that effects the action.	Reappointment without Merit Advancement
assistant-rank appointee requires a vote of the eligible	c. The chair shall inform the Assistant Professor in writing of	If an appointee's performance does not justify merit
department faculty and may only be recommended after the	the nature and conditions of the appointment, especially as	advancement, the department may recommend a
department has conducted an appraisal (see Section 6 below).	set forth in APM - 220-17-b, 220-20-a, -b, -c, and 220-82, -83, -	two-year reappointment with no merit advancement.
	84, and -85.	
		3. Termination
		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.

Notes: All deleted text is non-substantive.

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

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

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# Present PPM 230-28. VII.D – Evaluation of Senate Assistant-Rank Appointees

b. Department Consideration

The following factors should be evaluated when conducting an appraisal:

- An appointee's published research and other completed creative activity and his or her potential for continued research and creative activity
- 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.
- An appointee's departmental, University and community service contributions.
- Expertise and achievement in clinical activities, if applicable
- An appointee's self-evaluation (if any)

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.

#### External letters are not required for an appraisal.

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.

#### APM 220 - Professor Series

### APM 220-83 - Procedure Formal Appraisal of an Assistant Professor

- 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. 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.

## PPM 230-220-83 - Procedure Formal Appraisal of an Assistant Professor

**Proposed** 

PPM 230-220 - Professor Series

...

- a. 1. 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.
- <u>a.2.</u> The following factors should be evaluated when conducting an appraisal:
  - Published research and other completed creative activity, and potential for continued research and creative activity.
  - teaching effectiveness at the undergraduate and graduate levels
  - Departmental, University and community service contributions.
  - Expertise and achievement in clinical activities, if applicable
  - An appointee's self-evaluation (if any)

#### b. Except in situations...

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## Present PPM 230-28. VII.D – Evaluation of Senate Assistant-Rank Appointees

c. Appraisal Vote

After evaluating and discussing an appointee's achievements and prospects for promotion, the eligible department faculty should vote on an appraisal rating. The possible appraisal ratings are as follows:

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.

#### If the vote results in an Unfavorable rating:

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.

#### **APM 220 - Professor Series**

## APM 220-83 - Procedure Formal Appraisal of an Assistant Professor

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. 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....

#### PPM 230-220-83.a

a.3. Appraisal Vote

•••

The eligible department faculty should vote on an appraisal rating, as follows:

**Proposed** 

PPM 230-220 - Professor Series

	Indicates that promotion is	
	likely, contingent on maintaining	
FAVORABLE	the current trajectory of	
	excellence and on appropriate	
	external validation.	
FAVORABLE	Indicates that promotion is	
	likely, if identified weaknesses	
WITH RESERVATIONS	or imbalances in the record are	
RESERVATIONS	corrected.	
	Indicates that promotion is	
PROBLEMATIC	possible if substantial	
	deficiencies in the present	
	record are remedied.	
	Indicates that substantial	
UNFAVORABLE	deficiencies are present;	
	promotion is unlikely.	

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.

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.

Notes: All deleted text is non-substantive.

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Present		Proposed
PPM 230-28. VII.D -	APM 220 – Professor Series	PPM 230-220 – Professor Series
Evaluation of Senate Assistant-Rank Appointees		
(1) Result of second faculty vote: Continuation of		PPM 230-220-83 - Procedure Formal Appraisal of an Assistant Professor
Appointment is Recommended		
When the appraisal is combined with a reappointment/merit		
review, the department must make a recommendation		a.4. When the appraisal is combined with a
regarding reappointment and merit advancement. (see Section		reappointment/merit review, the department must make a
<del>5 above).</del>		recommendation regarding reappointment and merit
		advancement. The department may propose:
Reappointment with merit advancement indicates that		
sufficient work has been completed during the review period		<ul> <li>Reappointment with Merit Advancement:</li> </ul>
to justify merit advancement, and the potential exists for an		indicates that sufficient work has been completed
appointee to make marked improvements prior to		during the review period to justify merit
consideration for promotion.		advancement, and the potential exists for an
		appointee to make marked improvements prior to
Reappointment without merit advancement indicates there		consideration for promotion.
has not been sufficient work completed in the review period to		
justify merit advancement, but the potential exists for an		<ul> <li>Reappointment without Merit Advancement:</li> </ul>
appointee to make marked improvements prior to		indicates there has not been sufficient work
consideration for promotion.		completed in the review period to justify merit
		advancement, but the potential exists for an
(2) Result of second faculty vote: Termination of		appointee to make marked improvements prior to
Appointment is Recommended		consideration for promotion.
Termination should be considered if the majority of voting		– <u>Termination:</u>
faculty are convinced the substantial deficiencies cannot be		Termination should be considered in accordance with
corrected in time for consideration for promotion and		PPM 230-220-84 if the majority of voting faculty are
therefore further effort will not result in promotion.		convinced that substantial deficiencies in the record
The departmental letter should discuss the justification for the		cannot be corrected in time for consideration for
-		promotion and therefore further effort will not result
recommendation to terminate, as well as the details of the		in promotion.
vote.		

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

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Present		Proposed
PPM 230-28. VII.D -	APM 220 – Professor Series	PPM 230-220 – Professor Series
Evaluation of Senate Assistant-Rank Appointees		
d. Promotion	APM 220-83 - Procedure Formal Appraisal of an Assistant	PPM 230-220-83 - Procedure Formal Appraisal of an
	Professor	Assistant Professor
If, as a result of the appraisal process, the department wishes		
to recommend promotion to the Associate or Full rank, the	c. The Chancellor shall make the final determination	c The UC San Diego Authority and Review Chart sets forth the
department must conduct a promotion review and solicit	concerning the outcome of an appraisal, taking into account	individual(s) and/or committees responsible for review, as well
letters from external referees.	all the available evidence and the recommendations made in	as the final authority for approval.
	the course of the appraisal.	d. The Chancellor shall inform the chair, through the Dean or
e. Campus Review	d. The Chancellor shall inform the chair, through the Dean or	Provost, of any decision and of any information or advice
	Provost, of any decision and of any information or advice	resulting from the appraisal that the Chancellor may think
The Committee on Academic Personnel must review appraisals.	resulting from the appraisal that the Chancellor may think	helpful to the chair or the appointee.
An ad hoc review committee may be appointed if deemed	helpful to the chair or the appointee.	e. If the appointee is to be given notice of non-reappointment
necessary by the Executive Vice Chancellor or the Committee	e. If the appointee is to be given notice of non-reappointment	or a terminal appointment, it is the responsibility of the
on Academic Personnel.	or a terminal appointment, it is the responsibility of the	Chancellor to ensure that written notice is given in
The Executive Vice Chancellor has authority to determine the	Chancellor to ensure that written notice is given in	accordance with the schedule specified in APM - 220-20-c.
final outcome of appraisals.	accordance with the schedule specified in APM - 220-20-c.	
iniai outcome or appraisais.		
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. 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.		
Notes: Headings are non substantive. First naregraph appears in	Dronocad DDM 220-20-83 a 2 on naga 36 ahoya Substanca of ca	and and third necessarily agrees in Duanasad DDM 220-20-02

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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Present		Proposed
PPM 230-28. VII.D -	APM 220 – Professor Series	PPM 230-220 – Professor Series
Evaluation of Senate Assistant-Rank Appointees		
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.  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:  • should be completed prior to the promotion review (the anticipated completion date must be indicated); and  • 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.  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.  External letters of reference are not required if the department recommendation is termination. However, the departmental 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.	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:  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.  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. 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.  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.	PPM 230-220-82 - Procedure for Appointment, Reappointment, or Promotion to the Rank of Assistant Professor  (3) 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, 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:  • should be completed prior to the promotion review (the anticipated completion date must be indicated); and  • 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.  3. Termination is Recommended  If the department believes an appointee's overall career achievements do not justify promotion, the department may vote to recommend termination

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Present	APM 133 - Limitation on Total Period of Service with	Proposed
PPM 230-28. VII.D –	Certain Academic Titles	PPM 230-133 - Limitation on Total Period of Service
Evaluation of Senate Assistant-Rank Appointees	Certain Academic rities	with Certain Academic Titles
8. Tenure or Security of Employment	APM 133-12 Exceptions	PPM 230- 133-12
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	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	PPM unnecessary; rely upon APM 133-12
following a review process that involves consultation with the	ADM 220 Professor Codes	Proposed
Academic Senate Committee on Academic Personnel (CAP).	APM 220 – Professor Series	PPM 230-220 – Professor Series
	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:  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. 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.	PPM 230- 220-82 - Procedure for Appointment, Reappointment, or Promotion to the Rank of Assistant Professor PPM unnecessary; rely upon APM 220-82.

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.

Present		Proposed
PPM 230-28. VII.D -	APM 220-20 – Professor Series/	PPM 230-220-20 – Professor Series
Evaluation of Senate Assistant-Rank Appointees		
9. Notice of Termination	APM 220-20 - Conditions of Employment	PPM 230- 220-20 - Conditions of Employment
	c. When an appointment as Instructor or Assistant Professor	PPM unnecessary; rely upon APM 220-20.
A Senate Assistant-rank appointee with more than two years of	is not to be renewed, written notice shall be given by the	
University service must be provided 12 months' notice of	Chancellor in advance of the expiration date in accordance	
termination. Only the Executive Vice Chancellor may provide	with the following schedule:	
an appointee with written notice of termination.	(1) With less than one year of University service by the end of	
	the current period of appointment: at least a four-month	
	notice.	
	(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.	
	(3) With more than two years of University service by the end	
	of the current period of appointment: at least a twelve-	
	month notice.	
	APM 285 - 17 - Lecturer with Security of Employment Series	Proposed
	APIW 265 - 17 - Lecturer with Security of Employment Series	PPM 230-285 – Lecturer with Security of Employment Series
	APM 285 - 17 - Terms of Service/Appointment Review	PPM 230- 285-17 - Terms of Service/Appointment Review
	When an appointment as a Lecturer PSOE or Senior Lecturer	PPM unnecessary; rely upon APM 285-17.
	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.	
	(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.	

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.

Present		Proposed
PPM 230-28. VII.D -	APM 270 - 20 - Professor In Residence Series	PPM 230-270 – Professor In Residence Series
Evaluation of Senate Assistant-Rank Appointees		
9. Notice of Termination	APM 270-20 - Conditions of Employment	PPM 230- 270-20 - Conditions of Employment
	a. Expiration of an appointment and termination	PPM unnecessary; rely upon APM 270-20.
A Senate Assistant-rank appointee with more than two years of		
University service must be provided 12 months' notice of	(1) Appointments with specific ending dates are subject to the	
termination. Only the Executive Vice Chancellor may provide	following policies:	
an appointee with written notice of termination.		
	(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:	
	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;	
	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;	
	The Chancellor may establish procedures that include notice	
	periods greater than those mentioned above.	
	(b) Non-reappointment of an Assistant Professor as a result of	
	a personnel review:	
	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 of the reasons for non-	
	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.	
	=	

Notes: Reverting to APM language to reflect campus practice and for compliance with system-wide policy.

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Present		Proposed
PPM 230-28. VII.D –	APM 275 - 17 - Professor of Clinical (e.g., Medicine) Series	PPM 230-275 – Professor of Clinical (e.g., Medicine) Series
Evaluation of Senate Assistant-Rank Appointees		11 W 230-273 1 Tolessor of chinical (e.g., Medicine) Series
9. Notice of Termination	APM 275-17 - Terms of Service	PPM 230-275-17- Terms of Service
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	a. Title of Assistant Professor of Clinical (e.g., Medicine) 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.	PPM unnecessary; rely upon APM 275-17
	APM 275 - 20 - Professor of Clinical (e.g., Medicine) Series	Proposed
		PPM 230-275-20 – Professor of Clinical (e.g., Medicine) Series
	APM 275-20 - Conditions of Employment	PPM 230-275-17 - Conditions of Employment
	<ul> <li>a. Expiration of an appointment and termination</li> <li>(1) Appointment with specific ending dates are subject to the following policies:</li> <li>(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.</li> <li>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: <ul> <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> </li> </ul>	PPM unnecessary; rely upon APM 275-17.
	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     The Chancellor may establish procedures that include notice periods greater than those mentioned above.      (b) Non-reappointment as a result of a personnel review:      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.	

Notes: Reverting to APM language to reflect campus practice and for compliance with system-wide policy.

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Present	APM 133 - Limitation on Total Period of Service with	Proposed
PPM 230-28. VII.D –	Certain Academic Titles	PPM 230-133 - Limitation on Total Period of Service
Evaluation of Senate Assistant-Rank Appointees	Certain Academic Titles	with Certain Academic Titles
9. Notice of Termination	APM 133-20 - Notice of Non-Reappointment	PPM 230-133
	The schedule for the Professor series set forth in APM - 220-	PPM unnecessary; rely upon APM 133
If adequate notice of termination cannot be provided due to	20 applies also to notice not to reappoint individuals with	
error or oversight, the Executive Vice Chancellor may authorize	titles listed in APM - 133-0-a except for individuals with Acting	
an extension of the appointment for a period not to exceed	or Visiting appointments. Appointments of these latter types	
one year.	are self-terminating with specified ending dates, and no	
	further notice is required.	
Neither the failure to provide the required notice nor extension		
of the appointment will afford tenure, security of employment,	APM 133-12 - Exceptions	
or promotion.	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.	
	APM 133-6 Responsibility	
	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	

Present		Proposed
PPM 230-28. VII.D –	APM 220 – Professor Series	PPM 230-220 – Professor Series
Evaluation of Senate Assistant-Rank Appointees		
PPM 230-28. VII.D –	APM 220 – Professor Series  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:  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.  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. 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.  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.	·
		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.

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Present	ADMAGO Limitation on Tatal David of Comition with	Proposed
PPM 230-28. VII.D –	APM 133 - Limitation on Total Period of Service with	PPM 230-133 Limitation on Total Period of Service with
Evaluation of Senate Assistant-Rank Appointees	Certain Academic Titles	Certain Academic Titles
11. Five-Year Prohibition of Appointment	APM 133-0. a	PPM Unnecessary; rely upon APM 133.
	This subsection applies to an individual who currently holds	
When there has been an academic review of an Assistant	one of the following titles:	
Professor, an Assistant Professor in Residence, an Assistant	Assistant Professor, Assistant Agronomist, Assistant	
Professor of Clinical X (e.g., Medicine), or a Lecturer PSOE or	Supervisor of Physical Education, Assistant Astronomer, and	
Senior Lecturer PSOE appointed at more than 50% time, and	Assistant Professor in Residence	
the review has resulted in a decision not to continue the	APM 133-0 a. (3)	
individual's appointment in that series (non-reappointment or	In cases where there has been a review of an Assistant	
termination), the individual may not be appointed for a period	Professor or Assistant Professor in Residence and the	
of five years at any campus of the University of California to	Chancellor has decided not to continue the individual's	
the following academic series and titles:	appointment in that series, the individual may not be	
	appointed on any campus to certain faculty titles for a period	
Professor series	of five years. For a list of these faculty titles, see APM - 133,	
Acting titles	Appendix A.	
Visiting titles	APM 133-0. b	
Professor In Residence series	b. This subsection applies to a person who holds the title	
Adjunct Professor series	Lecturer-Potential Security of Employment or Senior Lecturer-	
Professor of Clinical (e.g., Medicine) series	Potential Security of Employment.	
Health Sciences Clinical Professor series	APM 133-0 b. (3)	
Research Scientist series	When there has been a review of a Lecturer PSOE or Senior	
Supervisor of Physical Education series	Lecturer PSOE at more than 50 percent time and the	
Supervisor of Teacher Education	Chancellor has decided not to continue the individual's	
• Lecturer	appointment in that series, the individual may not be	
Senior Lecturer     Lecturer	appointed on any campus to certain faculty titles for a period	
Lecturer with Potential Security of Employment	of five years. For a list of these faculty titles, see APM - 133,	
Senior Lecturer with Potential Security of	Appendix A.	
Employment Consider of Foundament	APM 133, Appendix A	
Lecturer with Security of Employment     Society Lecturer with Security of Employment	For purposes of APM - 133-0-a(3) and APM - 133-0-b(3), the	
Senior Lecturer with Security of Employment     Coordinator of Field Work	following faculty titles or series are applicable.	
Coordinator of Field Work  Field Work Supervisor	Professor series	
Field Work Supervisor     Field Work Consultant	-Acting titles	
Field Work Consultant	-Visiting titles	
Note: The title Lecturer in Summer Session and the Clinical	Professor in Residence series Adjunct Professor series	
	II	
Professor, Voluntary series are not included in this list.	Professor of Clinical (e.g., Medicine) series	
	Health Sciences Clinical Professor series Supervisor of Physical Education series	
	Supervisor of Physical Education Series Supervisor of Teacher Education	
	Supervisor or reactier Education	

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Proposed Disposition of PPM 230-28. VII – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Determining Departmental Recommendations Lecturer Senior Lecturer Lecturer with potential for SOE Senior Lecturer with potential for SOE **Lecturer with SOE Senior Lecturer with SOE** Coordinator of Field Work Field **Work Supervisor Field Work Consultant** Note: The title Lecturer in Summer Session and the volunteer Clinical Professor series are not included in this list.

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.

Present	ADM 122 Limitation on Tatal Bariad of Comics with	Proposed
PPM 230-28. VII.E –	APM 133 - Limitation on Total Period of Service with	PPM 230-133 Limitation on Total Period of Service with
Evaluation of Non-Senate Assistant-Rank Appointees	Certain Academic Titles	Certain Academic Titles
E. Evaluation of Non-Senate Assistant-Rank Appointees	Important Introductory Note	Important Introductory Note
	Please read this note before consulting APM - 133-0.	Please read this note before consulting APM - 133-0.
This section applies to assistant-rank appointees in non-Senate		
series, including the Adjunct Professor, Health Sciences Clinical	I. For determining years toward the eight-year limitation of	I. For determining years toward the eight-year limitation of
Professor, Professional Research (Research Scientist), Project	service with certain academic titles, see APM - 133-0 printed	service with certain academic titles, see APM - 133-0 printed
Scientist, and Specialist series.	below. APM - 133-0 applies to individuals who are appointed	below. APM - 133-0 applies to individuals who are appointed
	to one of the titles specified in 133-0-a, -b, or -c.	to one of the titles specified in 133-0-a, -b, or -c.
1. Probationary Period	For determining years toward the eight-year limitation of	For determining years toward the eight-year limitation of
	service, the combined total of periods of leave unrelated to	service, the combined total of periods of leave unrelated to
At UC San Diego, promotion consideration typically occurs in	academic duties and time off the clock may not exceed two	academic duties and time off the clock may not exceed two
the sixth year of appointment at the Assistant rank. The period	years. For exceptions to the eight-year limit, see APM - 133-	years. For exceptions to the eight-year limit, see APM - 133-
of time prior to consideration for promotion is referred to as	12 and see the appropriate APM section for a specific title.	12 and see the appropriate APM section for a specific title.
the probationary period. During the probationary period,	II. This continue does not consultinite on Chata founding for	II. This continue does not serve limits on Chata founding for
Assistant-rank appointees are expected to produce work	II. This section does not cover limits on State funding for certain titles. See APM - 275-16-b for the Professor of Clinical	II. This section does not cover limits on State funding for certain titles. See APM - 275-16-b for the Professor of Clinical
sufficient to justify promotion.	(e.g., Medicine) series, APM - 270-16-b for the Professor in	(e.g., Medicine) series, APM - 270-16-b for the Professor in
There are limited circumstances in which the probationary	Residence series, APM - 278-16-a for the Health Sciences	Residence series, APM - 278-16-a for the Health Sciences
period may be extended, most commonly as a family	Clinical Professor series, and APM - 280-16-b for the Adjunct	Clinical Professor series, and APM - 280-16-b for the Adjunct
accommodation (see PPM 230-15, Family Accommodations	Professor series.	Professor series.
Policy).	Troicisor series.	Troicisor series.
· oneyj.	III. Campuses may have service limits which are more	III. Campuses may have service limits which are more
2. Procedural Safeguards	restrictive than those in this APM section.	restrictive than those in this APM section.
PPM 230-29, Policies and Procedures to Assure Fairness in the	IV. The maximum period of service in individual titles may be	IV. The maximum period of service in individual titles may be
Academic Personnel Review Process, sets forth procedural	shorter than eight years. For further information, please	shorter than eight years. For further information, please
safeguards to ensure the academic review process is fair and	consult the appropriate APM section for a specific title.	consult the appropriate APM section for a specific title.
consistent. When conducting an evaluation of a non-Senate		
Assistant-rank appointee, particular attention should be paid to		At UC San Diego, promotion consideration typically occurs in
PPM 230-29 Section III. D. (procedural safeguards) and Section		the sixth year of appointment at the Assistant rank. The period
III. E. (additional safeguards for Assistant-level appointees).		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.

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

Present		Proposed
PPM 230-28. VII.E –	APM 220 – Professor Series	PPM 230-220-80 – Professor Series
<b>Evaluation of Non-Senate Assistant-Rank Appointees</b>		
3. Terms of Service	APM 137-4	PPM 230-137-4 unnecessary; rely upon APM 137 and
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.	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.	respective APM sections for each distinct series.
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	APM - 137 does not apply to non-Senate academic appointees who have an appointment with no specific ending date.	
term appointments; reappointment is not automatic. Advancement and reappointment decisions are made in accordance with the UC San Diego Authority and Review Chart.	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.	

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.

Present	ADM 127 Non Consto Academic Appeintage /Terre	Proposed
PPM 230-28. VII.E –	APM 137 –Non-Senate Academic Appointees/Term	PPM 230-137 - Non-Senate Academic Appointees/Term
Evaluation of Non-Senate Assistant-Rank Appointees	Appointment	Appointment
_4. Reappointment/Merit Review	APM 137-4 - Definition	PPM 230-137-4 – Definition
When a non-Senate appointee is scheduled for reappointment/merit review, the department should first determine whether reappointment is warranted. If the	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.	PPM 230-137-4. unnecessary; rely upon APM 137-4.
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.	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;	
If reappointment is warranted, the department must prepare a reappointment/merit review file with one of the following recommendations:	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.	
	APM 220 – Professor Series	Proposed
Reappointment with Merit Advancement	APIVI 220 - PIOIESSOI SEIIES	PPM 230-220 – Professor Series
If an appointee's performance is satisfactory, the department may recommend reappointment with merit advancement.	APM 220-82 - Procedure for Appointment, Reappointment, or Promotion to the Rank of Assistant Professor	PPM 230-XXX-82 - Procedure for Appointment, Reappointment, or Promotion to the Assistant Level (Non-Senate)
Reappointment without Merit Advancement	The general rules of APM - 220-80 apply here. In addition:	The general rules of APM - 220-80 apply here. In addition:
If an appointee's performance does not justify a merit, the department may recommend reappointment with no merit advancement.	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.	Reappointment/Merit Review
		When a non-Senate appointee is scheduled for
	A review committee shall be appointed if the Chancellor or the Committee on Academic Personnel requests it. On the	reappointment/merit review, the department should first determine whether reappointment is warranted. If 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.	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.
	b. The final decision is made by the Chancellor. The Chancellor shall give written notification to the candidate of	If reappointment is warranted, the department must prepare a reappointment/merit review file with one of the following recommendations:
	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	Reappointment with Merit Advancement
	form that effects the action. c. The chair shall inform the Assistant Professor in writing of	Reappointment with Merit Advancement     If an appointee's performance is satisfactory, the
KEY: Plain Text = Existing PPM language proposed for inclusion		ii an appointee 3 periormance is satisfactory, the

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# Proposed Disposition of PPM 230-28. VII – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Determining Departmental Recommendations 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. 4 department may recommend a two-year reappointment with merit advancement. 5 Reappointment without Merit Advancement If an appointee's performance does not justify merit advancement, the department may recommend a two-year reappointment with no merit advancement.

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

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.

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.

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.

combined with a reappointment/merit review, the appraisal must be presented in a separate academic review file.

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.

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 –	APM 220 – Professor Series	PPM 230-220 – Professor Series
Evaluation of Non-Senate Assistant-Rank Appointees		
. Department Consideration	n/a	PPM 230-XXX-83 - Procedure for the Formal Appraisal of
		an [Non Senate] Assistant-Level Appointee
The following factors should be evaluated, if appropriate for the series, when conducting an appraisal:		
the series, when conducting an appraisal.		a 2 Danastanant Canaidanatian
An appointee's published research and other		a.2. Department Consideration
completed creative activity and his or her potential for		The following factors should be evaluated when conducting an
continued research and creative activity.		appraisal:
		<ul> <li>Published research and other completed creative</li> </ul>
At least one type of student or faculty evaluation      At least one type of student or faculty evaluation      At least one type of student or faculty evaluation      At least one type of student or faculty evaluation      At least one type of student or faculty evaluation      At least one type of student or faculty evaluation      At least one type of student or faculty evaluation      At least one type of student or faculty evaluation      At least one type of student or faculty evaluation      At least one type of student or faculty evaluation      At least one type of student or faculty evaluation      At least one type of student or faculty evaluation      At least one type of student or faculty evaluation      At least one type of student or faculty evaluation      At least one type of student or faculty evaluation      At least one type of student or faculty evaluation      At least one type of student or faculty evaluation      At least of type of student or faculty evaluation      At least or faculty evaluation      At least of type of student or faculty evaluation      At least or faculty evaluation      At least or faculty evaluation      At least one type of student or faculty evaluation      At least or faculty eva		activity, and potential for continued research and
each for undergraduate and graduate-level instruction, and other evidence of teaching effectiveness, such as course		creative activity.
syllabi, reading lists, and statements of course goals, as		<ul> <li>teaching effectiveness at the undergraduate and</li> </ul>
applicable.		graduate levels  Departmental, University and community service
		contributions.
An appointee's departmental, University, community		Expertise and achievement in clinical activities, if
or professional service contributions, as applicable.		applicable
Professional (clinical) competence and activity		<ul> <li>An appointee's self-evaluation (if any)</li> </ul>
(patient care)		
(patient care)		
An appointee's self-evaluation (if any)		
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.		
appointed 3 contributions.		
External letters are not required for an appraisal.		
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.		

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

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

Present		Proposed
PPM 230-28. VII.E –	APM 220 – Professor Series	PPM 230-220 – Professor Series
Evaluation of Non-Senate Assistant-Rank Appointees		
6. Final Merit/Reappointment Review		PPM 230-220-82 - Procedure for Appointment, Reappointment, or Promotion to the Rank of Assistant
The third reappointment/merit review of an assistant-rank appointee normally occurs in the sixth year of appointment.		Professor
Absent an extension of the probationary period or a prior		The general rules of APM - 220-80 apply here. In addition:
deferral of an academic review, an appointee's third merit/reappointment review is the appointee's final		The third reappointment/merit review of an assistant-rank
merit/reappointment review is the appointee's final merit/reappointment review at the assistant rank.		appointee normally occurs in the sixth year of appointment.
Three outcomes are possible in the final merit/reappointment		Absent an extension of the probationary period or a prior deferral of an academic review, an appointee's third
review, and the eligible faculty must vote on the proposed		merit/reappointment review is the appointee's final
action.		merit/reappointment review at the assistant rank.
a. Promotion is Recommended		Three outcomes are possible in the final merit/reappointment
If the december of the continue dather the con		review, and the eligible faculty must vote on the proposed
If the department is convinced that an appointee's record meets or exceeds the University's expectations for promotion,		action.  1.Promotion is Recommended
the department may recommend promotion to the Associate		If the department is convinced that an appointee's
or Full level, effective the following July 1.		record meets or exceeds the University's
		expectations for promotion, the department may
If the department proposes postponement of the promotion review, a reappointment file must be submitted in accordance		vote to recommend promotion to the Associate or Full level, effective the following July 1.
with the campus deadline for submission of reappointment		Full level, effective the following July 1.
and merit advancement files.		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:
		should be completed prior to the
		promotion review (the anticipated completion date must be indicated); and
		must be mulcateuj, and

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Proposed Disposition of PPM 230-28. VII – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Deter	•
	<ul> <li>would likely suffice for promotion.</li> <li>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>
	(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.  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.
	(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.
Notes: Headings and last paragraph are non-substantive. Substance of all other paragraphs appear in subsection 82 of each new Prop	osed PPM, as applicable

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

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

Present		Proposed
PPM 230-28. VII.E –	APM 220 – Professor Series	PPM 230-220 – Professor Series
Evaluation of Non-Senate Assistant-Rank Appointees		
b. Postponement of Promotion Review is		PPM 230-220-82 - Procedure for Appointment,
Recommended		Reappointment, or Promotion to the Rank of Assistant
		Professor
If the department believes there is significant work in progress		
that cannot be completed in time to justify promotion, but		The general rules of APM - 220-80 apply here. In addition:
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		f.
postponement of the promotion review.		Postponement of Promotion Review is Recommended
		If the department believes there is significant work in progress
The department must demonstrate that the appointee's		that cannot be completed in time to justify promotion, but
academic record is strong, and that he or she is making active		which should be completed within the reappointment period
and timely progress on substantial work that:		(either one or two years) and, when completed, would likely
should be completed prior to the promotion review		suffice for promotion, the department may propose postponement of the promotion review.
(the anticipated completion date must be indicated); and		postponement of the promotion review.
(the anticipated completion date must be indicated), and		The department must demonstrate that the appointee's
would likely suffice for promotion		academic record is strong, and that he or she is making active
would likely suffice for promotion		and timely progress on substantial work that:
If the department proposes postponement of the promotion		and timely progress on substantial work that.
review, a reappointment file must be submitted in accordance		should be completed prior to the promotion review
with the campus deadline for submission of reappointment		(the anticipated completion date must be indicated); and
and merit advancement files.		
		would likely suffice for promotion
		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.

Present	404407 N. C A. I A	Proposed
PPM 230-28. VII.E –	APM 137 – Non-Senate Academic Appointees/Term	PPM 230-137 - Non-Senate Academic Appointees/Term
Evaluation of Non-Senate Assistant-Rank Appointees	Appointment	Appointment
c. Non-reappointment	137-4 Definition	PPM 230-137-4 unnecessary; rely upon APM 137.
	A term appointment is an appointment for a specific period	
If the department believes that an appointee's overall career	which ends on a specified date. An appointment with an	c. Non-reappointment
achievements do not justify promotion, and that a	established ending date is self-terminating subject to the	
postponement of the promotion review is not warranted, no	notice requirements of APM - 137-32For the purposes of	If the department believes that an appointee's overall career
promotion file is prepared and the appointee will not be	this policy, a non-reappointment is a decision not to	achievements do not justify promotion, and that a
reappointed. In accordance with APM 137, Non-Senate	reappoint an individual beyond the established ending date.	postponement of the promotion review is not warranted, no
Appointees/Term Appointment, the appointment will expire on	ADM 127 20 Non Decompositement	promotion file is prepared and the appointee will not be
the established ending date. In cases of non-reappointment,	APM 137-30 Non-Reappointment	reappointed. In accordance with APM 137, Non-Senate
the department chair should consult with the dean.	a. Appointments of Less Than 50 Percent Time or Short-Term	Appointees/Term Appointment, the appointment will expire on
If promotion is proposed and denied, or if the department does	Appointments of No More than One Semester The University shall not be required to give written notice of	the established ending date. In cases of non-reappointment, the department chair should consult with the dean.
not propose promotion and/or reappointment, in accordance	nonreappointment to appointees who hold appointments at	the department chair should consult with the dean.
with APM 137, Non-Senate Appointees/Term Appointment,	less than 50 percent time or short-term appointments of no	If promotion is proposed and denied, or if the department does
the appointment will expire on the established ending date.	more than one quarter or semester.	not propose promotion and/or reappointment, in accordance
the appointment will expire on the established chang date.	more than one quarter or semester.	with APM 137, Non-Senate Appointees/Term Appointment,
7. Notice of Non-Reappointment	b. Fewer Than Eight Consecutive Years of Service	the appointment will expire on the established ending date.
	For appointees who have served fewer than eight consecutive	
Although notice of non-reappointment is not normally	years in the same academic title or title series on a campus,	7. Notice of Non-Reappointment
required , the department should provide written notice of	the appointment terminates automatically on its specified	''
non-reappointment whenever possible.	ending date unless notice of reappointment is given. It is	Although notice of non-reappointment is not normally
	within the University's sole discretion not to reappoint an	required , the department should provide written notice of
	appointee under this section, so long as the reasons for non-	non-reappointment whenever possible.
	reappointment are not unlawful or in violation of University	
	policy.	
	c. Eight or More Consecutive Years of Service	
	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.	
	performance do not justify renewal of the appointment.	

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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Present	ADM 127 New County Academic Associators / Towns	Proposed
PPM 230-28. VII.E –	APM 137 – Non-Senate Academic Appointees/Term	PPM 230-137- Non-Senate Academic Appointees/Term
Evaluation of Non-Senate Assistant-Rank Appointees	Appointment	Appointment
	Appointment  Appointment  APM 137-32  Procedures for Non-Reappointment of an Appointee Who Has Served Eight or More Consecutive Years  a. Written Notice of Intent  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: (I) 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.  b. Response to Written Notice of Intent 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.  c. Written Notice of Action 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.	

Present	APM 220 – Professor Series	Pro	posed
PPM 230-28. VIII	AFIVI 220 - FIOIESSOI SEIIES	PPM 230- 220	- Professor Series
VIII. VOTING AND CONSULTATION WITHIN THE DEPARTMENT	APM 220-80 - Recommendations and Review/General Procedures		endations and Review/General
<del>DEFARTMENT</del>	e. The departmental recommendation is made in accordance	Procedures	ondation is made in accordance
A. Faculty Consultation and Voting Certain actions require a faculty vote, as described in Academic	with the procedural regulations of the Academic Senate and established governance practices of the department The	e. The departmental recommendation is made in accordance with the procedural regulations of the Academic Senate and established governance practices of the department.	
Senate Bylaw 55.	chair shall report the nature and extent of consultation on the matter within the department (including any vote taken) and	Except in unusual circumstances, whenever University or departmental policy requires a vote on a proposed action, the	
Once the department has compiled the academic review file	present any significant evidence and differences of opinion	action must be supported by a	t least 50% of the members
and the appointee has been provided the opportunity to	which would support a contrary recommendation	eligible to vote and in residence	e on campus in the quarter
contribute to and view the file as stipulated in PPM 230-29,		when the vote is taken.	
Section D (before the departmental recommendation is			
determined), a vote should be solicited in accordance with  Bylaw 55 and the following guidelines:		Except for appraisals, votes sh "abstain," or "absent," as defi	
Except in unusual circumstances, whenever University or		FOR	The voter is in favor of
departmental policy requires a vote on a proposed action, the			the proposed action.
action must be supported by at least 50% of the members			
eligible to vote and in residence on campus in the quarter		AGAINS	The voter is not in favor
when the vote is taken. <u>Unusual circumstances may make it</u>			of the proposed action.
impossible to comply with this rule. In such cases, it is			
incumbent upon the department chair to explain the		ABSTAI	N The voter is available, but
circumstances in the departmental recommendation letter.			has elected to refrain
Mail ballots are permissible at any time and may be necessary			from voting.
to ensure a sufficient number of votes on the proposed action.			
to ensure a sufficient number of votes on the proposed action.		ABSENT	The voter is unavailable
Ideally, the faculty voting should be familiar with the case			for voting due to an
through attendance at a department meeting. If this is not			approved leave or other
possible, faculty should familiarize themselves with the			absence from campus.
appointee's academic file in order to render an informed vote.			
appointed 3 academic inc in order to render an informed vote.		Departments should develop t	heir own rules, when necessary,
Faculty should be notified that the file is available for review		_	cademic personnel actions not
and that voting will be conducted for a designated period of		covered by Academic Senate E	Bylaw 55.
time. Ballots should be prepared and the complete file should			
be placed in a location convenient to faculty. The file should		•	are and extent of consultation
be available for review in a location where its integrity and		on the matter within the depa	
confidentiality will be preserved.			cant evidence and differences of
		opinion which would support	a contrary recommendation
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		AFIVI 220 - FIOIESSOI SEIIES	PPM 230- 220 - Professor Series
After reviewing the file, each faculty men			
ballot and place it in a ballot box or retu			
Alternatively, voting may be conducted v			
department faculty agree and understan			
provide complete confidentiality. The vo			
at the end of the voting period and the r	esults recorded on the		
Academic Recommendation Summary a	nd discussed in the		
departmental recommendation letter.			
Except for appraisals, votes should be "fo			
"abstain," or "absent," as defined below	:		
<b>FOR</b> The	voter is in favor of		
the	proposed action.		
<b>AGAINST</b> The	voter is not in favor		
of th	ne proposed action.		
<b>ABSTAIN</b> The	voter is available, but		
has	elected to refrain		
from	n voting.		
<b>ABSENT</b> The	voter is unavailable		
for v	oting due to an		
appr	roved leave or other		
abse	ence from campus.		
B. Proposed Actions Not Covered	d by Senate Bylaw 55		
Departments may develop their own rule			
consultation or voting on academic person			
covered by Academic Senate Bylaw 55.			
must make clear in the departmental rec	commendation letter		
the degree of consultation with faculty.			

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	APIVI 220 – Professor Series	PPM 230- 220 - Professor Series
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.		

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

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

Notes: Heading is non-substantive.

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

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

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

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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Present	ADM 200 Association and December / Comment	Proposed
PPM 230-29. III.A - Definitions	APM 200 - Appointment and Promotion/General	PPM 230-200 - Appointment and Promotion/General
HII. PROCEDURES  A. Definition of Academic Personnel Review File and Other Academic Personnel Records  1. Personnel Review File  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.	APM 200-30 Academic Personnel Actions – Personnel Review Files  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.	PPM 230-200-30 Academic Personnel Actions – Personnel Review Files PPM is unnecessary; rely upon APM 200-30.
Present	APM 110 – Academic Personnel Definitions	Proposed
PPM 230-29. III.A - Definitions	AFWI 110 - Academic Personnel Demittons	PPM 230-110 – Academic Personnel Definitions
	APM 110-4. (30) Personnel Review File 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).	PPM 230-110-4. (30) Personnel Review File PPM is unnecessary; rely upon APM 110-4. (30).

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

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

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

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

Present	ADM 450 Academic Demonstral Described Matiches and	Proposed
PPM 230-29. III.B – Access by the Individual	APM 160 - Academic Personnel Records/Maintenance of, Access to, and Opportunity to Request Amendment of	PPM 230-160 - Academic Personnel Records/Maintenance of, Access to, and Opportunity to Request Amendment of
B. Access by the Individual to Academic Personnel	APM 160-20. c - Access by the Individual	PPM 160-20. c - Access by the Individual
Records	In any of the academic personnel records pertaining to an	PPM is unnecessary; rely upon APM 160-20. c.
1. The individual shall have access to all documents in	individual, including the individuals personnel review file, all	
the academic personnel records, including the individual's	documents other than confidential academic review records	
Personnel Review File, except those defined as confidential	as defined in APM - 160-20-b (1) shall be accessible at	
academic review records.	reasonable times for inspection by the individual to whom the	
2. When an individual requests access to confidential	record pertains.	
academic review records, the records shall be subject to	(1) In any of the academic personnel records pertaining to an	
redaction as follows:	individual, including the individual's personnel review file, all	
a. For a letter of evaluation or statement from an	documents other than confidential academic review records	
individual evaluator, redaction shall consist of the removal of	as defined in APM - 160-20-b (1) shall be accessible at	
name, title, organizational/institutional affiliation, and	reasonable times for inspection by the individual to whom the	
relational information contained within or below the signature	record pertains (including the right to receive the first copy of	
block of the letter of evaluation. The full text of the body of	such material free, and subsequent copies at reasonable	
the letter is available to the candidate.	cost). Confidential academic review records shall be	
b. For reports or recommendations of an ad hoc	accessible, upon request, in redacted form as defined in	
committee, redaction shall consist of the removal of the names	APM - 160-20-c (4). Access to confidential information as	
of individual members of the committee.	defined in APM - 160-20-b (3) shall be in accord with legal	
c. For information that references the scholarly	requirements.	
credentials or relationship to the candidate of the authors of		
the letters of evaluation, no access shall be provided to the	(4) When an individual requests access to confidential	
candidate. Chairs should provide this information on the	academic review records (as defined in APM - 160-20-b (1)),	
"Identification and Qualifications of External Referees" form	the records shall be subject to redaction as follows:	
<u>(see PPM 230-28).</u>	For a letter of evaluation or statement from an	
	individual evaluator, redaction shall consist of the	
NOTE: Policies and procedures regarding the maintenance of,	removal of name, title, organizational/institutional	
access to, and opportunity to request amendment of Academic	affiliation, and relational information contained below	
Personnel records are contained in PPM 230 11.	the signature block of the letter of evaluation.	
	For reports or recommendations of an ad hoc	
	committee, redaction shall consist of the removal of	
	the names of individual members of the committee.	
	<ul> <li>For information that references the scholarly</li> </ul>	
	credentials or relationship to the candidate of the	
	authors of letters of evaluation, no access shall be	
	provided to the individual.	

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

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Bold Text = Existing APM language

Present	APM 160 - Academic Personnel Records/Maintenance of,	Proposed
PPM 230-29. III. C – Safeguards against Potential Injustice	Access to, and Opportunity to Request Amendment of	PPM230-160 - Academic Personnel Records/Maintenance of,
Frivi 230-23. III. C = Saleguarus against Fotentiai injustice	Access to, and opportunity to request Amendment of	Access to, and Opportunity to Request Amendment of
C. Safeguards Against Potential Injustice	APM 160, Appendix AProcedural Safeguards Designed to	PPM 230-160, Appendix AProcedural Safeguards Designed
There are several elements in the academic personnel process	Assure Fairness in the Academic Personnel Process	to Assure Fairness in the Academic Personnel Process
of the University that provide safeguards to assure that the use	(b) There are several elements in the academic personnel	PPM is unnecessary; rely upon APM 160, Appendix A.
of confidential documents in that process does not cloak	process of the University which provide safeguards to assure	
abuse, while retaining the benefits to that process from the	that the use of confidential documents in that process, as	
receipt of confidential evaluations. These safeguards are:	described in APM - 160, does not cloak abuse. There are	
	understandable concerns that the use of confidential	
1. An academic personnel process in which final	evaluations may sometimes produce unjust results These	
administrative decisions are based solely upon the Personnel	safeguards are:	
Review File, which contains only documentary material	1. An academic personnel process in which, as set forth in	
relevant to consideration of personnel actions concerning the	APM - 200-30, final administrative decisions are based solely	
individual under applicable University criteria.	upon the personnel review file, which contains only	
	documentary material relevant to consideration of personnel	
2. A multitiered process of academic review typically	actions concerning the individual under applicable University	
involving two or three different faculty review groups	criteria.	
(departmental faculty, campus ad hoc or standing committees,	2. A multi-tiered process of academic review, as set forth in	
and the Committee on Academic Personnel) and review by two	APM - 220, typically involving (and in particular in cases of	
or three different administrators (chair, Provost, Dean, and/or	decisions concerning tenure) three different faculty review	
Vice Chancellor Academic Affairs).	agencies (departmental faculty, campus ad hoc committee,	
	and standing Committee on Academic Personnel or	
3. Opportunity for the individual to contribute to the	equivalent Committee), and two or three different	
Personnel Review File.	administrative reviews (department chairperson, Dean or	
	Provost, and Chancellor's Office)	
4. Opportunity for the individual to receive, upon	3. Opportunity for the individual to receive, upon request, a	
request, a copy of all non-confidential documents and a	redacted copy of all confidential academic review records in	
redacted copy of all confidential academic review records in	the personnel review file, as provided in APM - 160-20-c(1),	
the Personnel Review File.	(2) and (3).	
5 Classic defined and a constant and the control of the	4. Opportunity for the individual to contribute to the	
5. Clearly defined grievance procedures through which	personnel review file, as set forth, for example, in APM - 220-	
individuals can have their complaints inquired into concerning allegations of failure to comply with applicable procedural	80 and 220-84.	
requirements in the academic personnel review process or	5. Clearly defined grievance procedures through which individuals can have their complaints inquired into concerning	
allegations of the use of impermissible criteria in the process.	allegations of failure to comply with applicable procedural	
unegations of the use of impermissible effects.	requirements in the academic personnel process, or	
	allegations of the use of impermissible criteria in the process.	
	anegations of the use of impermissible criteria in the process.	

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).

KEY: Plain Text = Existing PPM language proposed for inclusion in new section of PPM

Strikethrough = Existing PPM language proposed for deletion

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Present	APM 220 – Professor Series	Proposed
PPM 230-29. III. D – Procedural Safeguards	APINI 220 – Professor Series	PPM - 220 – Professor Series
D. Procedural Safeguards in the Academic Personnel	APM 220-80 - Recommendations and Review: General	PPM 230-220 -80 - Recommendations and Review: General
Review Process	Procedures	Procedures
	c. Early in the course of a personnel review, before	PPM is unnecessary; rely upon APM 220-80. c.
The following are to insure fairness in the academic personnel	departmental consideration of a case, the chair shall notify	
review process:	the candidate of the impending review and in one or more	
	conferences with the candidate make certain that the	
<ol> <li>Before Personnel Review File is Assembled:</li> </ol>	candidate is adequately informed about the entire review	
	process and is given the appropriate opportunity to ask	
a. The chair or unit head (hereafter referred to as chair)	questions, to supply pertinent information and evidence to be	
notifies candidate of impending review.	used in the review, and, where relevant, to suggest names of	
	persons to be solicited for letters of evaluation	
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.		
c. The chair makes certain the candidate is given an		
opportunity, within reasonable deadlines, to:		
(4)		
(1) Ask questions,		
(2) Comply montingers information and evidence		
(2) Supply pertinent information and evidence,		
(3) Suggest, where relevant, names of persons to be		
solicited for letters of evaluation,		
Solicited for letters of evaluation,		
	l	

Notes: Headings are non-substantive. Substance of remaining deleted text appears in APM 220-80. c.

Present	APM 220 – Professor Series	Proposed
PPM 230-29. III. D – Procedural Safeguards	AFIVI 220 - FIOIESSUI SEIIES	PPM - 220 – Professor Series
D.1.c.(4) Provide in writing to the chair names of persons who,	APM 220-80 - Recommendations and Review: General	PPM 230-220-80 - Recommendations and Review: General
for reasons set forth by the candidate, might not objectively	Procedures	Procedures
evaluate the candidate's qualifications and performance. Such	cThe candidate may provide in writing to the chair names	cThe candidate may provide in writing to the chair names
statement shall be included in the Personnel Review File.	of persons who, in the view of the candidate, for reasons set	of persons who, in the view of the candidate, for reasons set
	forth, might not objectively evaluate the candidate's	forth, might not objectively evaluate the candidate's
Based upon the above, candidates occasionally have asked that	qualifications or performance. Any such statement provided	qualifications or performance. Any such statement provided
the department chair, Deans, Provosts, members of the	by the candidate shall be included in the personnel review	by the candidate shall be included in the personnel review
Committee on Academic Personnel, and other individuals	file	file.
within and outside the department be excluded from		
participation in their academic personnel review.		Based upon the above, candidates occasionally have asked that
		the department chair, Deans, Provosts, members of the
CAP does not consider it appropriate to honor requests to		Committee on Academic Personnel, and other individuals
exclude particular members of CAP from participation in the		within and outside the department be excluded from
review of any file. CAP members routinely exclude themselves		participation in their academic personnel review.
from review of candidates at the departmental level, and to		
exclude them at the CAP level would essentially disenfranchise		CAP does not consider it appropriate to honor requests to
them. It would, in general, be inappropriate to exclude them		exclude particular members of CAP from participation in the
from consideration of any cases involving candidates from their		review of any file. CAP members routinely exclude themselves
own or other departments because their expertise is needed		from review of candidates at the departmental level, and to
by CAP. Any member of CAP can, however, on his/her own		exclude them at the CAP level would essentially disenfranchise
initiative, voluntarily withdraw from a review.		them. It would, in general, be inappropriate to exclude them
		from consideration of any cases involving candidates from their
Candidates occasionally name reviewers, inside and outside the		own or other departments because their expertise is needed
University, who, for reasons stated in writing, might not		by CAP. Any member of CAP can, however, on his/her own
provide an objective evaluation of the candidate's work. The		initiative, voluntarily withdraw from a review.
department chair, in consultation with the voting members of		
the department, should decide whether or not to solicit letters		Candidates occasionally name reviewers, inside and outside the
from those named. If a named reviewer is used, the chair		University, who, for reasons stated in writing, might not
should explain the reasons for consulting the named individual		provide an objective evaluation of the candidate's work. The
so that the file will show not only the candidate's reasons for		department chair, in consultation with the voting members of
the exclusion, but also the reason for the department's		the department, should decide whether or not to solicit letters
decision to seek the opinion of the named person.		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.

Notes: Substance of deleted text appears in APM 220-80. c.

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

Present	APM 220 – Professor Series	Proposed
PPM 230-29. III. D – Procedural Safeguards	APIVI 220 - PIOTESSOI SETIES	PPM - 220 – Professor Series
D. 2. Solicitation of Letters of Evaluation	APM 220-80 - Recommendations and Review: General	PPM 230-220 -80 - Recommendations and Review: General
a. In accordance with established policy applicable to the	Procedures	Procedures
personnel action under consideration, the chair shall solicit	cIn accordance with established policy applicable to the	PPM is unnecessary; rely upon APM 220-80. c.
letters of evaluation from qualified persons, including a	personnel action under consideration, the chair shall solicit	
reasonable number of persons nominated by the candidate.	letters of evaluation of the candidate from qualified persons,	
All such letters received shall be included in the File; unsolicited	including a reasonable number of persons nominated by the	
letters that are used also shall be included in the File. NOTE:	candidate. All such letters received shall be included in the	
All letters received shall be included in the file, including files	file; unsolicited letters that are used shall also be included in	
for which the departmental recommendation is one that	the file.	
normally does not require outside referee letters.		
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.		

Notes: Heading is non-substantive. Substance of remaining deleted text appears in APM 220-80. c.

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Present	APM 220 – Professor Series	Proposed
PPM 230-29. III. D – Procedural Safeguards	APINI 220 – Professor Series	PPM - 220 – Professor Series
D. 2.b. In soliciting or receiving unsolicited letters of evaluation,	APM 220-80 - Recommendations and Review: General	PPM 230-220-80 - Recommendations and Review: General
the chair should include, attach or send a statement regarding	Procedures	Procedures
the confidentiality of such letters. This statement must include	cIn soliciting or receiving unsolicited letters of evaluation,	cIn soliciting or receiving unsolicited letters of evaluation,
the following (or its equivalent):	the chair should include, attach or send a statement regarding	the chair should include, attach or send a statement regarding
	the confidentiality of such letters. The Provost and Senior Vice	the confidentiality of such letters. This statement must
"Under University of California policy, the identity of authors of	President—Academic Affairs shall issue guidelines for the	include the following (or its equivalent):
letters of evaluation which are included in the personnel	contents of statements.	
review file will be held in confidence. A candidate may, upon		"Although a candidate may request to see the contents of
request, be provided access to such letters in redacted form.		letters of evaluation, your identity will be held in confidence.
Redaction is defined as the removal of identifying information		The material made available will exclude the letterhead, the
(including name, title, institutional affiliation, and relationship		signature block, and material below the signature block.
to the candidate) contained either at the top of the letterhead		Therefore, material that would identify you, particularly
or within or below the signature block of the letter of		information about your relationship to the candidate, should
evaluation. The full text of your letter, therefore, will be		be placed below the signature block. In any legal proceeding or
provided to the candidate if so requested. Thus, if you provide		other situation in which the source of confidential information
any information that tends to identify you in the body of the		is sought, the University does its utmost to protect the identity
letter, that information may become available to the		of such sources."
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.		
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."		

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

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

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

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

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

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

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.

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

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

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

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

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

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

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

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

Notes:

### Present PPM 230-29. III.E - Additional Safeguards 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: 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). 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.

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.

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.

# APM 220 – Professor Series APM 220-84- Recommendations and Review: Procedure for

Non-Reappointment of an Assistant Professor The general rules of APM - 220-80 apply here. In addition: ...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.

## Proposed PPM - 220 – Professor Series

PPM 230-220 -84 - Recommendations and Review: Procedure for Non-Reappointment of an Assistant Professor ...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.

KEY: Plain Text = Existing PPM language proposed for inclusion in new section of PPM

Strikethrough = Existing PPM language proposed for deletion

Underlined Text = New policy language proposed for inclusion in new section of PPM

Bold Text = Existing APM language

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		Proposed
PPM 230-29. III. F Certifications	APM 220 – Professor Series	PPM - 220 – Professor Series
1. Certification A		
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.		
2. <u>Certification B</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.		
3. Certification C		
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.		
NOTE: APM 158, 160, 210, and 220, revised effective August 1,		
1992, eliminate the use of Waivers in the academic personnel		
review process.		
Terrent process.	<u>l</u>	

Notes: Last sentence is non-substantive.

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**Bold Text** = Existing APM language

Present	ADM 220 Professor Cories	Proposed
PPM 230-29. III. G - Miscellaneous	APM 220 – Professor Series	PPM - 220 – Professor Series
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.		
2. 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.		
3. 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		

Notes: Deleted text has been removed for compliance with APM 220.

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Underlined Text = New policy language proposed for inclusion in new section of PPM

Bold Text = Existing APM language

Present	ADM 220 Professor Carles	Proposed
PPM 230-29. III. G - Miscellaneous	APINI 220 – Professor Series	PPM - 220 – Professor Series
	APM 220-80 - Recommendations and Review: General Procedures 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). 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	•

**KEY:** Plain Text = Existing PPM language proposed for inclusion in new section of PPM Strikethrough = Existing PPM language proposed for deletion <u>Underlined Text</u> = New policy language proposed for inclusion in new section of PPM **Bold Text** = Existing APM language

Present	APM 220 – Professor Series	Proposed
PPM 230-29. III. G - Miscellaneous		PPM – 220 – Professor Series
PPM 230-29. III. G	APM 220-80. c - Recommendations and Review: General	PPM 230-220-80. c: General Procedures
6. Unless a request to defer a review has been approved by the	Procedures	Early in the course of a personnel review, before
Vice Chancellor-Academic Affairs, a Personnel Review File must	Early in the course of a personnel review, before	departmental consideration of a case, the chair shall notify
be submitted during the year of normal academic review. If a	departmental consideration of a case, the chair2 shall notify	the candidate of the impending review and in one or more
candidate refuses to participate in his/her review, a Personnel	the candidate of the impending review and in one or more	conferences with the candidate make certain that the
Review File should be forwarded based upon the information	conferences with the candidate make certain that the	candidate is adequately informed about the entire review
that is available to the department.	candidate is adequately informed about the entire review	process and is given the appropriate opportunity to ask
7. The following procedural guidelines should eliminate	process and is given the appropriate opportunity to ask	questions, to supply pertinent information and evidence to be
unnecessary delays in the review process while maintaining the	questions, to supply pertinent information and evidence to be	used in the review, and, where relevant, to suggest names of
University's commitment to assure candidates of a fair review:	used in the review, and, where relevant, to suggest names of	persons to be solicited for letters of evaluation.
a. Department chairs should establish in writing a deadline (no	persons to be solicited for letters of evaluation. Each campus	Department chairs should establish in writing a deadline (no
later than October 15) for the submission by candidates of all	shall develop guidelines and checklists to instruct chairs about	later than the established campus deadline) for the submission
materials for their Review Files. Departments may establish an	their duties and responsibilities in connection with personnel	by candidates of all materials for their Review Files.
earlier deadline, but, in these cases, candidates must have a	reviews. The chair has an obligation to consider the interests	Departments may establish an earlier deadline, but, in these
reasonable period of time to gather and submit the material.	of both the candidate and the University, and to see to it that	cases, candidates must have a reasonable period of time to
For equity reasons, activities and accomplishments beyond that	the departmental review is fair to the candidate and rigorous	gather and submit the material. Departmental deadlines may
date shall not be added. Adherence to the established	in maintaining University standards	not be later than the established campus deadline. For equity
deadline will allow the necessary time for voting members of		reasons, an appointee may not add bibliographic or other
the department to review the material prior to the		documentation reflecting activities or accomplishments
departmental meeting on the candidate's case.		beyond the established campus deadline.
b. If material is received after the departmental meeting and		If material is received after the departmental meeting and
vote, the chair shall determine whether or not the added		vote, the chair shall determine whether or not the added
material is of such significance that it should be reviewed by all		material is of such significance that it should be reviewed by all
voting members and whether a new departmental meeting		voting members and whether a new departmental meeting
should be scheduled to reconsider the case. If the chair		should be scheduled to reconsider the case. If the chair
determines that the new material is not of such substance as to		determines that the new material is not of such substance as to
require a new departmental meeting and/or vote, the chair		require a new departmental meeting and/or vote, the chair
should take steps to include the material in the File and		should take steps to include the material in the File and
describe the degree of departmental review of the material.		describe the degree of departmental review of the material.
The candidate also should be informed of the degree of		The candidate also should be informed of the degree of
departmental review and asked to sign Certification C as an		departmental review and asked to sign Certification C as an
indication of his/her awareness that the material has been		indication of his/her awareness that the material has been
added to the File.		added to the File.
		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

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
PPM 230-29. III. G		
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:		
(1) <u>New material added to the File after the established</u>		
deadline (e.g., when requested by campus reviewers) will be		
identified as such and the degree of departmental review and		
consultation specified.		
(2) <u>If reviewers do not concur with the chair's judgment,</u>		
the File will be returned to the department for full consultation		
and review by all voting members.		

### 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. H – Faculty Discipline and Academic Reviews		PPM - 220 – Professor Series
H. Faculty Discipline and Academic Reviews	n/a	n/a
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.		

Notes: Section H. is non-substantive.