January 04, 2019

EXECUTIVE VICE CHANCELLOR
Academic Affairs
0001

SUBJECT: Delegation of Authority – Promotions and Appointments; Layoffs, Involuntary Reductions in Time, and Notices of Non-Reappointment; Specialist Series

2. APM 145, General University Policy Regarding Academic Appointees/Non-Senate Appointees/Layoff and Involuntary Reduction in Time
3. UC San Diego Policy and Procedure Manual (PPM) 230-7, Non-Senate Appointees/Layoff and Involuntary Reduction in Time
4. APM 200, Appointment and Promotion/General
5. PPM 230-200, Appointment and Promotion/General
6. APM 205, Appointment and Promotion/Recall for Academic Appointees
7. PPM 230-205, Appointment and Promotion/Recall for Academic Appointees
8. APM 330, Appointment and Promotion/Specialist Series
9. PPM 230-330, Appointment and Promotion/Specialist Scientist Series
10. APM 355, Appointment and Promotion/Non-Salary Research Titles
11. PPM 230-355, Appointment and Promotion/Non-Salary Research Titles

In accordance with the references above, I hereby delegate to the Executive Vice Chancellor for Academic Affairs, authority for the following academic personnel actions for appointees in the Specialist Series:

a. appointment and promotion decisions, including the grant or denial of all academic review actions, and the associated salary actions, subject to the reservations provided in this letter;

b. all layoffs and involuntary reductions in time for appointees; and

c. decisions regarding the issuance of all Notices of Action of Non-reappointment for appointees with term appointments, in accordance with APM 137-32.c.

This delegation does not include the approval of Recall to Active Duty appointments at the Associate or Full level that qualify as exceptions to policy.
With the approval of the Chancellor, the Executive Vice Chancellor may redelege all or part of the authority delegated by this letter. Any redelegation must be in writing with a copy to the Chancellor and a copy to Policy and Records Administration.

All actions made pursuant to this delegation or any redelegation must be reported to the Chancellor’s office within thirty days after taking action.

All prior delegations inconsistent with this delegation are hereby superseded and rescinded.

cc: Vice Chancellor for Health Sciences
Vice Chancellor for Marine Sciences
Vice Chancellor for Research Affairs
Dean, Arts & Humanities
Dean, Biological Sciences
Dean, Graduate Division
Dean, Graduate School of Global Policy and Strategy
Dean, Jacobs School of Engineering
Dean, Physical Sciences
Dean, Rady School of Management
Dean, School of Medicine
Dean, Skaggs School of Pharmacy and Pharmaceutical Sciences
Dean, Social Sciences
Policy and Records Administration
January 31, 2019

DAVID BRENNER, VICE CHANCELLOR, HEALTH SCIENCES
MARGARET LEINEN, VICE CHANCELLOR, MARINE SCIENCES
SANDRA A. BROWN, VICE CHANCELLOR, RESEARCH AFFAIRS
CRISTINA DELLA COLETTA, DEAN, DIVISION OF ARTS AND HUMANITIES
KIT POGLIANO, DEAN, DIVISION OF BIOLOGICAL SCIENCES
PAUL K.L. YU, INTERIM DEAN OF GRADUATE STUDIES
PETER COWHEY, DEAN, SCHOOL OF GLOBAL POLICY & STRATEGY
ALBERT P. PISANO, DEAN, JACOBS SCHOOL OF ENGINEERING
STEVEN BOGGGS, DEAN, DIVISION OF PHYSICAL SCIENCES
ROBERT S. SULLIVAN, DEAN, RADY SCHOOL OF MANAGEMENT
CAROL PADDEN, DEAN, DIVISION OF SOCIAL SCIENCES
MARY L. WALSHOK, DEAN, UNIVERSITY EXTENSION

SUBJECT: Delegation of Authority to Make Certain Academic Personnel Decisions; Specialist Series

REFERENCES:

1. Academic Personnel Manual (APM) 137, General University Policy Regarding Academic Appointees/Non-Senate Appointees/Term Appointment
2. APM 145, General University Policy Regarding Academic Appointees/Non-Senate Appointees/Layoff and Involuntary Reduction in Time
3. UC San Diego Policy and Procedure Manual (PPM) 230-7, Non-Senate Appointees/Layoff and Involuntary Reduction in Time
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10. APM 355, Appointment and Promotion/Non-Salary Research Titles
11. PPM 230-355, Appointment and Promotion/Non-Salary Research Titles

Dear Colleagues,

In accordance with Delegation of Authority UCSD DA3748, dated January 4, 2019, I hereby delegate to you, in your capacity as Vice Chancellor or Divisional Dean, the authority to make academic review decisions, as described in the attached Delegation of Authority for Academic Review Actions – Specialist Series chart, dated January 29, 2019. This chart lists the authority being given to you pursuant to this delegation. For reference, the chart also details the authority for actions being retained by the Chancellor and by me in my capacity as Executive Vice Chancellor, Academic Affairs.
All prior delegations inconsistent with this delegation are hereby superseded and rescinded.

Exercise of this authority requires you to report your decisions to the Executive Vice Chancellor of Academic Affairs within thirty days of making the decision. This delegation may be re-delegated with the prior approval of the Executive Vice Chancellor. Any re-delegations shall be in writing, with a copy provided to the Chancellor, the Executive Vice Chancellor, and Policy and Records Administration.

Sincerely,

Elizabeth H. Simmons
Executive Vice Chancellor

cc: Chancellor Khosla
    Academic Senate Chair Horwitz
    Senior Associate Vice Chancellor Continetti
    Assistant Vice Chancellor Palmer
    Assistant Vice Chancellor Owen
    Associate Dean Hidalgo
    Policy and Records Administration
<table>
<thead>
<tr>
<th>Specialist</th>
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<tbody>
<tr>
<td>Assistant</td>
<td>1</td>
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<tr>
<td>Associate/Full</td>
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</table>
## Delegation of Authority for Academic Review Actions – Specialist Series (UCSD DA3753)

### ASSISTANT SPECIALIST

<table>
<thead>
<tr>
<th>General Campus Divisional Dean or Vice Chancellor for Research</th>
<th>Vice Chancellor for Marine Sciences</th>
<th>Vice Chancellor for Health Sciences</th>
<th>Executive Vice Chancellor for Academic Affairs</th>
<th>Chancellor</th>
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</thead>
<tbody>
<tr>
<td>Appointment &lt;sup&gt;2&lt;/sup&gt;</td>
<td>A&lt;sup&gt;4,5&lt;/sup&gt;</td>
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<tr>
<td>Reappointment &lt;sup&gt;2&lt;/sup&gt;</td>
<td>A&lt;sup&gt;4,5&lt;/sup&gt;</td>
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<tr>
<td>Merit advancement &lt;sup&gt;2&lt;/sup&gt;</td>
<td>A&lt;sup&gt;4,5&lt;/sup&gt;</td>
<td>A</td>
<td>A</td>
<td></td>
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<tr>
<td>First no change &lt;sup&gt;2&lt;/sup&gt;</td>
<td>A&lt;sup&gt;4,5&lt;/sup&gt;</td>
<td>A</td>
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<td>A&lt;sup&gt;4,5&lt;/sup&gt;</td>
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<tr>
<td>Merit advancement or no change with off-scale salary increase &lt;sup&gt;2&lt;/sup&gt;</td>
<td>A&lt;sup&gt;4,5&lt;/sup&gt;</td>
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<tr>
<td>Merit advancement or no change with off-scale salary requested as exception to policy &lt;sup&gt;2&lt;/sup&gt;</td>
<td>A&lt;sup&gt;4,5&lt;/sup&gt;</td>
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<td>Accelerated merit advancement &lt;sup&gt;2&lt;/sup&gt;</td>
<td>A&lt;sup&gt;4,5&lt;/sup&gt;</td>
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<td>Promotion &lt;sup&gt;2&lt;/sup&gt;</td>
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<td>Promotion with acceleration &lt;sup&gt;2&lt;/sup&gt;</td>
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<tr>
<td>Visiting appointment &lt;sup&gt;2&lt;/sup&gt;</td>
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<td>Layoff/Involuntary Reduction in Time &lt;sup&gt;2&lt;/sup&gt;</td>
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<tr>
<td>Notice of Non-Reappointment (following 8 or more years ≥ 50%) &lt;sup&gt;2,3&lt;/sup&gt;</td>
<td>A&lt;sup&gt;4,5&lt;/sup&gt;</td>
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</tbody>
</table>

**A = AUTHORITY**

<sup>1</sup>IF THERE IS DISAGREEMENT BETWEEN THE CANDIDATE, DEPARTMENT, OR REVIEWING ADMINISTRATOR (e.g., Dean or Vice Chancellor), EVC IS AUTHORITY

<sup>2</sup>IF THE PROPOSED ACTION IS FOR A NEAR RELATIVE AS DEFINED IN APM 520, EMPLOYMENT OF NEAR RELATIVES, EVC IS AUTHORITY

<sup>3</sup>IF NOTICE OF NON-REAPPOINTMENT IS REQUIRED PURSUANT TO APM 137 – NON-SENATE APPOINEES/TERM APPOINTMENTS, THE DEAN OR VICE CHANCELLOR IS AUTHORITY FOR THE NOTICE OF ACTION OF NON-REAPPOINTMENT

<sup>4</sup>IF THE PROPOSED ACTION IS FOR AN APPOINTEE IN A GENERAL CAMPUS DEPARTMENT, THE DIVISIONAL DEAN IS AUTHORITY

<sup>5</sup>IF THE PROPOSED ACTION IS FOR AN APPOINTEE IN A GENERAL CAMPUS ORU, THE VICE CHANCELLOR FOR RESEARCH IS AUTHORITY
## Delegation of Authority for Academic Review Actions – Specialist Series (UCSD DA3753)

**ASSOCIATE/FULL SPECIALIST**

<table>
<thead>
<tr>
<th>Action Description</th>
<th>General Campus Divisional Dean or Vice Chancellor for Research</th>
<th>Vice Chancellor for Marine Sciences</th>
<th>Vice Chancellor for Health Sciences</th>
<th>Executive Vice Chancellor for Academic Affairs</th>
<th>Chancellor</th>
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<tbody>
<tr>
<td>Appointment²</td>
<td>A⁴,⁵</td>
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<tr>
<td>Merit advancement²</td>
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<tr>
<td>No change²</td>
<td>A⁴,⁵</td>
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<td>A</td>
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<tr>
<td>Consecutive no change²</td>
<td>A⁴,⁵</td>
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<tr>
<td>Merit advancement or no change with off-scale salary increase (standard)²</td>
<td>A⁴,⁵</td>
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<tr>
<td>Merit advancement or no change with off-scale salary requested as exception to policy²</td>
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<td>A</td>
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<td>Accelerated merit advancement²</td>
<td>A⁴,⁵</td>
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<td>Promotion to Full Specialist²</td>
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<td>Merit advancement to Specialist, Step VI²</td>
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<td>Merit advancement to Specialist, Above Scale²</td>
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<td>Further above-scale merit advancement²</td>
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<td>Recall (standard)</td>
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<td>Recall as exception to policy</td>
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<td>Visiting appointment²</td>
<td>A⁴,⁵</td>
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<td>A⁴,⁵</td>
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<tr>
<td>Notice of Non-Reappointment (following eight or more years at ≥ 50%)²</td>
<td>A⁴,⁵</td>
<td>A</td>
<td>A</td>
<td>A</td>
<td></td>
</tr>
</tbody>
</table>

A = AUTHORITY

¹If there is disagreement between the candidate, department, or reviewing administrator (e.g., Dean or Vice Chancellor), EVC is authority

²If the proposed action is for a near relative as defined in APM 520, Employment of Near Relatives, EVC is authority

³If notice of non-reappointment is required pursuant to APM 137 – Non-Senate Appointees/Term Appointments, the Dean or Vice Chancellor is authority for the notice of action of non-reappointment

⁴If the proposed action is for an appointee in a general campus department, the divisional dean is authority

⁵If the proposed action is for an appointee in a general campus ORU, the vice chancellor for research is authority