

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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		<p>each area should be evaluated in terms of the department’s established performance norms and expectations, using established departmental evaluation methods.</p> <ul style="list-style-type: none"> 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. c. Discuss the proposed title, rank, step, salary, effective appointment date(s). d. [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. 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. <u>Include a</u> statement regarding external referees’ recommendations, <u>ensuring that individuals who have provided confidential letters of evaluation are not identified in the departmental letter except by code.</u> h. <u>Include a</u> statement from the chair regarding any conflicts of interest. <p><u>For appointments, the letter should include:</u></p> <ol style="list-style-type: none"> 1. The proposed title, rank, step, salary, effective appointment date(s), and <u>discussion of</u> 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. <u>Documentation of</u> the participation and membership of the departmental ad hoc committee
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		<p>4. A description of the candidate's expected role in the department: research to be conducted and/or classes the candidate will teach; the candidate's anticipated contribution to the department's instructional mission at both the undergraduate and graduate levels; and a description of the department's teaching requirements and how the candidate's teaching load meets those requirements (for applicable titles).</p> <p><u>For Visiting Titles:</u> The departmental recommendation letter should describe clearly the special expertise that the visitor brings to the campus and should clearly state that the individual will be returning to the home institution upon completion of the visiting appointment.</p>
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Notes: Heading is non-substantive. Substance of all other deleted sections appears in APM 220-80. e. See also, APM 210-1. c. (1) "Recommendations concerning appointment, promotion, and appraisal normally originate with the department chair. The letter of recommendation should provide a comprehensive assessment of the candidate's qualifications together with detailed evidence to support this evaluation." Language in blue is from PPM 230-20.V.A.4 and PPM 230-29. III. D. Language in PPM 230-28.IV. A.5.1.b.ii is from PPM 230-28.V.A. 4; Visiting Title language is from PPM 230-28.V.N.

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

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

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

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

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

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

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

Present	APM 220 – Professor Series	Proposed
PPM 230-28. IV. C		PPM 230-220– Professor Series
<p>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. <u>Appointees are expected to submit (if applicable):</u> <u>An updated and signed UC San Diego Academic Biography and Bibliography Form (also referred to as the biobib form)</u> • <u>Evidence of teaching effectiveness (syllabi, evaluations, testimonials, thank-you letters, etc.)</u> • <u>Copies of publications from the review period</u> • <u>Other items that the department chair may request</u> Appointees are encouraged to provide a personal statement <u>describing their research and creative activity, teaching, and service within the review period (which may include more detail than the biobib form)</u>. They may explain any <u>extraordinary responsibilities and accomplishments and the significance of their research and creative activity and its impact on their field.</u> <u>Appointees undergoing career reviews should include scholarly accomplishments since their last career review, as well as a description of significant work produced earlier in their academic careers.</u> <u>Appointees with teaching responsibilities should provide information on the courses they have taught and graduate student mentoring. If the teaching involved the establishment of a new course, major revision of a course, new innovations in teaching, or other extraordinary efforts, these should be described.</u> Appointees should also describe their <u>service contributions, indicating whether they chaired any committees and detailing their committee responsibilities and workloads.</u> If eligible, appointees may initiate a Career Equity Review (CER). An appointee is responsible for requesting a CER at the time of his or her regular, on-cycle academic review (see section VIII.C.).</p>	<p>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. ...</p>	<p>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.</p> <p>Academic appointees must provide evidence of achievement in each of the criteria specified for their series. Appointees are also responsible for meeting the department’s deadlines for submission of academic review file materials.</p> <p>If eligible, appointees may initiate a Career Equity Review (CER). An appointee is responsible for requesting a CER at the time of his or her regular, on-cycle academic review (see <u>PPM 230-220-89</u>, Professor Series/Procedures for Career Equity Review.)</p>

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Present	APM 210-1 Instructions to Review Committees Which Advise on Actions Concerning Appointees in the Professor and Corresponding Series	Proposed
<p data-bbox="302 214 504 237">PPM 230-28. V. A. 1</p> <p data-bbox="92 269 709 526">In certain fields, such as art, dance, music, literature, and theater, distinguished creation should receive consideration equivalent to that accorded to distinction attained in research. In evaluating artistic creativity, the appointee's merit should be defined in the light of such criteria as originality, scope, richness, and depth of creative expression. It should be recognized that in music, theater, and dance, distinguished performance, including conducting and directing, is evidence of an appointee's creativity.</p> <p data-bbox="92 561 709 760">Special cases of collaboration occur in the performing arts, and the contribution of a particular collaborator may not be readily discernible by those viewing the finished work. It is the responsibility of the department chair to provide an evaluation of the appointee's contribution to the work and to obtain outside opinions based on observation of the work while in progress.</p> <p data-bbox="92 795 709 906">The departmental recommendation letter should indicate the standing of the journals in which publications have appeared; in particular, the letter should state whether the journals are refereed.</p> <p data-bbox="92 941 709 1081">Indices of the stature of journals (e.g., journal ratings by professional societies, acceptance/rejection rates, etc.) should be provided for key pieces of work, particularly if they are published in journals that are not likely to be familiar to campus reviewers.</p> <p data-bbox="92 1117 709 1344">The appointee's success in obtaining support for research and other creative activity, including support for graduate students, should be addressed. The appointee's role on grants should be indicated (e.g., Principal Investigator, Co-Principal Investigator, or Co-Investigator, with the number of other co-investigators specified). While evidence of successful grant funding may be an <i>indicator</i> of research productivity or impact, grants are not required as a measure of productivity or impact.</p>	<p data-bbox="739 269 1360 584">APM 210-1. d. (2) Research and Creative Work In certain fields such as art, architecture, dance, music, literature, and drama, distinguished creation should receive consideration equivalent to that accorded to distinction attained in research. In evaluating artistic creativity, an attempt should be made to define the candidate's merit in the light of such criteria as originality, scope, richness, and depth of creative expression. It should be recognized that in music, drama, and dance, distinguished performance, including conducting and directing, is evidence of a candidate's creativity.</p>	<p data-bbox="1444 188 1938 263">PPM 230-210-1 - Instructions to Review Committees Which Advise on Actions Concerning Appointees in the Professor and Corresponding Series</p> <p data-bbox="1381 269 1982 584">PPM 230-210-1. d. (2) Research and Creative Work In certain fields such as art, architecture, dance, music, literature, and drama, distinguished creation should receive consideration equivalent to that accorded to distinction attained in research. In evaluating artistic creativity, an attempt should be made to define the candidate's merit in the light of such criteria as originality, scope, richness, and depth of creative expression. It should be recognized that in music, drama, and dance, distinguished performance, including conducting and directing, is evidence of a candidate's creativity.</p> <p data-bbox="1381 620 1982 730">The departmental recommendation letter should indicate the standing of the journals in which publications have appeared; in particular, the letter should state whether the journals are refereed.</p> <p data-bbox="1381 766 1982 906">Indices of the stature of journals (e.g., journal ratings by professional societies, acceptance/rejection rates, etc.) should be provided for key pieces of work, particularly if they are published in journals that are not likely to be familiar to campus reviewers.</p> <p data-bbox="1381 941 1982 1169">The appointee's success in obtaining support for research and other creative activity, including support for graduate students, should be addressed. The appointee's role on grants should be indicated (e.g., Principal Investigator, Co-Principal Investigator, or Co-Investigator, with the number of other co-investigators specified). While evidence of successful grant funding may be an <i>indicator</i> of research productivity or impact, grants are not required as a measure of productivity or impact.</p> <p data-bbox="1381 1175 1402 1198">...</p>

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

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

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

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

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

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

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

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

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

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

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

		<p>matter within the department (including any vote taken) and present any significant evidence and differences of opinion which would support a contrary opinion.</p> <ol style="list-style-type: none"> 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. <u>Include verification</u> that a complete file was presented for voting members' consideration 6. <u>Provide information about</u> the nature and extent of consultation on the matter within the department (including the results of any vote taken and the reasons (if known) for any negative votes.) 7. <u>Include a</u> 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. 8. <u>Include a</u> statement from the chair regarding any conflicts of interest. <p><u>For appointments, the letter should include:</u></p> <ol style="list-style-type: none"> 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. <u>Documentation of the participation and membership of the departmental ad hoc committee</u> 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).
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Proposed Disposition of PPM 230-28. V – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Evaluation of Performance

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

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

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

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

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

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

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

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

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

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

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

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

Present		Proposed
PPM 230-28. V.B.4	PPM 230-210-2 - Instructions to Review Committees Which Advise on Actions Concerning Appointees in the Professor of Clinical (e.g., Medicine) Series	PPM 230.210-2 Instructions to Review Committees Which Advise on Actions Concerning Appointees in the Professor of Clinical (e.g., Medicine) Series
<p>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.</p> <p>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.”</p>	APM 210-2. b (4)	<p>PPM 230-210-2. b (4) PPM unnecessary; rely upon APM 210-2. b (4)</p>
	APM 275- Professor of Clinical (e.g., Medicine) Series	<p align="center">Proposed</p> <p align="center">PPM 230-275 Professor of Clinical (e.g., Medicine) Series</p>
		<p>PPM 230-275-4 – Definition 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</p>

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

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

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

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

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

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

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

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

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

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

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

Present PPM 230-28. V. G	APM 285 – Lecturer with Security of Employment Series	Proposed PPM 230-285 - Lecturer with Security of Employment Series
<p>Lecturer with Security of Employment (Teaching Professor) Series</p> <p>Criteria The criteria for advancement in this series are:</p> <ul style="list-style-type: none"> 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 Professional achievement and activity University and public service Educational leadership recognized beyond the campus and contributions to instruction-related activities (e.g., conducting teaching assistant training, supervision of student affairs, development of instructional materials) <p>Advancement of a part-time appointee in this series will depend on performance at a level of distinction comparable to that demanded of a full-time appointee; however, when circumstances warrant it, a lesser rate of professional achievement and activity will be acceptable. Teaching assignments and departmental, committee, and other service should be in proportion to the percentage of time of the position, but the same quality of performance is expected as for a full-time appointee.</p>	<p>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</p> <p>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.</p> <p>APM 285-10 - Criteria ... c. Appointment and advancement of a part-time appointee with a title in this series shall depend on the quality of performance at a level of distinction comparable to that demanded of a full-time appointee; however, when circumstances warrant, a lesser rate of professional achievement and activity will be acceptable. Teaching assignments and departmental, committee, and other service should be in proportion to the percentage of time of the position, but the same quality of performance is expected as for a full-time appointee.</p>	<p>PPM 230-285-10. a. A candidate for appointment, merit increase, or promotion in this series shall be judged by the following criteria:</p> <ul style="list-style-type: none"> 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) <p>The departmental recommendation letter should state what the candidate's teaching load will be and how it compares with the normal load for professors in the department.</p> <p>Criteria for examining achievement in these areas are set forth in <u>PPM 230-210-3, Instructions to Review Committees Which Advise on Actions Concerning the Lecturer with Security of Employment (SOE) Series.</u></p> <p>PPM 230-285-10. c PPM unnecessary; rely upon APM 285-10. c.</p>

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

	<p>APM-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).</p> <p>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)</p> <p>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</p> <p>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.</p>	<p>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). c. Appointees in the Lecturer with Security of Employment series may use the working title “Teaching Professor,” as indicated in PPM 230-285-8, below.</p> <p>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)</p> <p>Lecturer PSOE and Senior Lecturer PSOE positions are “security of employment–track” positions in the same way that the Assistant Professor position is a “tenure-track” position.</p> <p>b. 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.</p>
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Proposed Disposition of PPM 230-28. V – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Evaluation of Performance

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

Heading and first paragraph are non-substantive.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Present PPM 230-28. V. N	APM 230 – Visiting Appointments	Proposed PPM 230-230 – Visiting Appointments
<p>Visiting Titles <u>An academic review file must be submitted to reappoint an individual to a new term under a Visiting title.</u></p> <p>Although no steps are assigned to Visiting appointees, the departmental recommendation letter must justify the salary level recommended. Visiting appointments may be made for a period of up to one year; total service is limited to two consecutive years.</p> <p>The criteria for evaluation of an appointee for reappointment in a Visiting title are the same as for the corresponding regular title. Because the appointment is temporary, reasonable flexibility may be employed in the application of these criteria.</p> <p>The departmental recommendation letter should describe clearly the special expertise that the visitor brings to the campus and should clearly state that the individual will be returning to the home institution upon completion of the visiting appointment.</p>	<p>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. Care should be taken to inform the appointee of the provisions of Section 230-4-d.</p> <p>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.</p> <p>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.</p> <p>230-230-18 Salary a. The salary of an appointee with a Visiting title shall be determined according to the special circumstances of the case, with due consideration given to the individual’s regular salary or professional income. In some cases, it will be appropriate to separate considerations of rank from those of salary.</p>	<p>PPM 230-230-10 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. Care should be taken to inform the appointee of the provisions of Section 230-4-d.</p> <p>The visitor should bring special expertise to the campus and should be returning to the home institution upon completion of the visiting appointment.</p> <p>PPM 230-230-17 Terms of Service PPM unnecessary; rely upon APM 230-17</p> <p>PPM 230-230-18 Salary a. The salary of an appointee with a Visiting title shall be determined according to the special circumstances of the case, with due consideration given to the individual’s regular salary or professional income. In some cases, it will be appropriate to separate considerations of rank from those of salary. Although no steps are assigned to Visiting appointees, the departmental recommendation letter must justify the salary level recommended.</p>

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

Present	APM 220- Professor Series	Proposed
PPM 230-28. V. N		PPM 230-220 – Professor Series
	<p>APM 220-80. - Recommendations and Review: General Procedures</p>	<p>PPM 230-220-80 - Recommendations and Review: General Procedures</p> <p>e. The departmental recommendation is made in accordance with the procedural regulations of the Academic Senate and established governance practices of the department, <u>and is based upon the evaluation of the appointee by all eligible members of the department.</u> The chair initiates a personnel action for an appointment, promotion, merit increase, appraisal, reappointment, non-reappointment, or terminal appointment by addressing a letter setting forth the departmental recommendation to <u>the approval authority.</u></p> <p>...</p> <p><u>For appointments, the letter should include:</u></p> <ol style="list-style-type: none"> 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. <u>Documentation of the participation and membership of the departmental ad hoc committee</u> 4. A description of the candidate's expected role in the department: research to be conducted and/or classes the candidate will teach; the candidate's anticipated contribution to the department's instructional mission at both the undergraduate and graduate levels; and a description of the department's teaching requirements and how the candidate's teaching load meets those requirements (for applicable titles). <p><u>For Visiting Titles:</u></p> <p>The departmental recommendation letter should describe clearly the special expertise that the visitor brings to the campus and should clearly state that the individual will be returning to the home institution upon completion of the visiting appointment.</p>

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

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

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

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

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

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

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

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

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

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

* Not required for temporary files

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

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

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

Notes: Heading and first sentence are non-substantive.

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

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

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

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

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

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

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

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

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

Present	APM	Proposed																																			
PPM 230 28. VII.A		n/a																																			
<table border="1"> <tr> <td colspan="2">Assistant Professor:</td> </tr> <tr> <td>Assistant Professor I</td> <td rowspan="4">Two years at each step</td> </tr> <tr> <td>Assistant Professor II</td> </tr> <tr> <td>Assistant Professor III</td> </tr> <tr> <td>Assistant Professor IV</td> </tr> <tr> <td>Assistant Professor V</td> <td rowspan="2">1 or 2 years</td> </tr> <tr> <td>Assistant Professor VI</td> </tr> <tr> <td colspan="2">Associate Professor:</td> </tr> <tr> <td>Associate Professor I</td> <td rowspan="3">Two years at each step</td> </tr> <tr> <td>Associate Professor II</td> </tr> <tr> <td>Associate Professor III</td> </tr> <tr> <td>Associate Professor IV</td> <td rowspan="2">1, 2 or 3 years</td> </tr> <tr> <td>Associate Professor V</td> </tr> <tr> <td colspan="2">Professor:</td> </tr> <tr> <td>Professor I</td> <td rowspan="4">Three years at step</td> </tr> <tr> <td>Professor II</td> </tr> <tr> <td>Professor III</td> </tr> <tr> <td>Professor IV</td> </tr> <tr> <td>Professor V</td> <td rowspan="4">3 years or indefinite</td> </tr> <tr> <td>Professor VI</td> </tr> <tr> <td>Professor VII</td> </tr> <tr> <td>Professor VIII</td> </tr> <tr> <td>Professor IX</td> <td>4 years or indefinite</td> </tr> <tr> <td>Professor, Above Scale</td> <td>4 years at each salary level or indefinite</td> </tr> </table>	Assistant Professor:		Assistant Professor I	Two years at each step	Assistant Professor II	Assistant Professor III	Assistant Professor IV	Assistant Professor V	1 or 2 years	Assistant Professor VI	Associate Professor:		Associate Professor I	Two years at each step	Associate Professor II	Associate Professor III	Associate Professor IV	1, 2 or 3 years	Associate Professor V	Professor:		Professor I	Three years at step	Professor II	Professor III	Professor IV	Professor V	3 years or indefinite	Professor VI	Professor VII	Professor VIII	Professor IX	4 years or indefinite	Professor, Above Scale	4 years at each salary level or indefinite		
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Notes: Chart is a tool that illustrates information stated elsewhere in policy and/or on the UCOP published salary scales and provides no additional substantive information.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Notes: Heading is non-substantive.

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

³ For appointees subject to APM 137, this applies only if the appointee is to be reappointed.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Present		Proposed
<p>PPM 230-28. VII.B. 5</p>	<p>APM 620 - Salary Administration/Off-Scale Salaries for Appointments and Advancement</p>	<p>PPM 230- 620 - Salary Administration/Off-Scale Salaries for Appointments and Advancement</p>
<p>Appointee Recommended for a Bonus or Market Off-Scale</p> <p>Salaries should be on scale to the greatest extent feasible. Nevertheless, off-scale salaries are a necessary component of the University of California salary structure, as they allow flexibility in recruiting and retaining faculty and rewarding outstanding performance. Appointees in all academic series covered by PPM 230-28 are eligible for off-scale salary components, except as excluded in PPM230-28.ii.</p>	<p>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.</p> <p>620-14 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.</p>	<p>PPM 230-620-0 Policy PPM 230-620-0 unnecessary; rely upon APM 620-0.</p> <p>PPM 230-620-14 Eligibility PPM 230-620-14 unnecessary; rely upon APM 620-14.</p>

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

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

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

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

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

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

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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 Appointments and Advancement	Proposed
<p align="center">PPM 230-28. VII.B. 5</p>	<p align="center">APM 620 - Salary Administration/Off-Scale Salaries for Appointments and Advancement</p>	<p align="center">PPM 230- 620 - Salary Administration/Off-Scale Salaries for Appointments and Advancement</p>
<p>An off-scale salary must be a multiple of \$100 when the scale salaries of the relevant title series are multiples of \$100. A market off-scale salary may not be the same as any salary on the published salary scale for the particular title or series. Information regarding the calculation and implementation of off-scale salary components, including information regarding proposals to reduce or eliminate a market off-scale may be found on the Academic Personnel Services website.</p>	<p>620-4 Definition 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.</p> <p>An off-scale salary shall be a multiple of \$100 when the scale salaries of the relevant title series are multiples of \$100.</p>	<p>PPM 230-620-4 Definition PPM 230-620-4 unnecessary; rely upon APM 620-</p>

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

Present	APM 220-8 – Professor Series	Proposed
PPM 230-28. VII.C		PPM 230-220-8 – Professor Series
<p>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.</p>	<p>APM-220-8 – Types</p> <p>...</p> <p>d. A merit increase is an advancement in salary step or to an above-scale salary rate without change of rank and is dealt with in APM - 610.</p> <p>e. The term reappointment is used for the renewal of a previous appointment immediately following the ending of the previous appointment in this series. A reappointment may or may not be accompanied by a promotion or merit increase.</p>	<p>PPM 230-220-8 – Types</p> <p>...</p> <p>e. The term reappointment is used for the renewal of a previous appointment immediately following the ending of the previous appointment in this series. A reappointment may or may not be accompanied by a promotion or merit increase.</p> <p>f. <u>A retention occurs when a department prepares an academic review file for a faculty member who is being recruited by another institution.</u></p> <p>g. <u>A deferral occurs when an appointee delays the regularly scheduled academic review for one year by request.</u></p> <p>h. <u>A no change action occurs when, following an academic review, a faculty member does not advance because productivity is not sufficient to justify advancement, or if the appointee is unresponsive to departmental requests to submit updated file materials.</u></p> <p>i. <u>Accelerated advancement is early advancement to a higher step and/or rank. For series lacking established ranks and/or steps, accelerated advancement is an early increase in salary, or an increase greater than is expected based on the time since the appointee’s last review.</u></p> <p>j. <u>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.</u></p>

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

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

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

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

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

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

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

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

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

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

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

Present		Proposed
PPM 230-28. VII.D – Evaluation of Senate Assistant-Rank Appointees	APM 220 – Professor Series	PPM 230-220 – Professor Series
<p>3. Terms of Service</p> <p>Each reappointment at the Assistant rank is limited to a maximum term of two years. Reappointment may be for a period of less than two years only under the following circumstances:</p> <p>a. An appointment or reappointment with an effective date other than July 1 must end on the second June 30 following the appointment date.</p> <p>b. A promotion or merit advancement may become effective before the end of a two-year term and will mark the beginning of a new term of appointment.</p> <p>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.</p> <p>d. A reappointment to a terminal period of service may be for a term of less than two years, provided adequate notice is provided (see Section 9 below).</p> <p>There is no assurance of reappointment, merit advancement, or eventual promotion. Decisions about reappointment and advancement are based upon careful reviews of an appointee’s achievements and promise for continued progress, in accordance with the UC San Diego Authority and Review Chart.</p>	<p>APM 220-17 – Terms of Service Each appointment and reappointment is limited to a maximum term of two years... The appointment or reappointment of an Assistant Professor may be for a period of less than two years only under the following circumstances.</p> <p>(1) An appointment or reappointment with an effective date other than July 1 shall normally end on the second June 30 following.</p> <p>(2) A promotion or merit increase may become effective before the end of a two-year term, but such advancement shall mark the beginning of a new term of appointment.</p> <p>(3) When the status of an Acting or Visiting Assistant Professor is changed to Assistant Professor during a given year, the term of the new appointment shall normally end on the second June 30 following.</p> <p>(4) A terminal appointment for an Assistant Professor may be for a term of less than two years provided adequate notice has been given, as stipulated in APM - 220-20-c.</p> <p>APM 220-20 – Conditions of Employment An appointee holding the rank of Assistant Professor is a candidate for reappointment, as well as merit increase and eventual promotion. However, there can be no assurance of such reappointment, merit increase, or promotion. Decisions about retention and advancement of the appointee are based on careful reviews of the appointee’s progress, promise, and achievement and may be affected by fiscal and programmatic considerations.</p>	<p>PPM 230-220-17 - Terms of Service PPM 230-220-17 unnecessary; rely upon APM 220-17.</p> <p>PPM 230-220-20. b – Conditions of Employment PPM 230-220-20. b. unnecessary; rely upon APM 220-20. b.</p>

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

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

Present		Proposed
<p align="center">PPM 230-28. VII.D – Evaluation of Senate Assistant-Rank Appointees</p>	<p align="center">APM 230 – Visiting Appointments</p>	<p align="center">PPM 230-230 – Visiting Appointments</p>
<p>3. 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.</p> <p>...</p>	<p>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.</p> <p>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.</p>	<p>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.</p> <p>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.</p>
	<p align="center">APM 235 – Acting Appointments</p>	<p align="center">Proposed</p> <p align="center">PPM 230-235 – Acting Appointments</p>
	<p>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.)</p> <p>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.)</p> <p>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.</p>	<p>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.</p> <p>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.)</p> <p>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.</p>

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

Present		Proposed
PPM 230-28. VII.D – Evaluation of Senate Assistant-Rank Appointees	APM 220 – Professor Series	PPM 230-220 – Professor Series
<p>4. First Reappointment/Merit Review The first reappointment/merit review of an Assistant-rank appointee normally occurs during the second year of appointment. As a result of the first reappointment/merit review, the department should submit one of the following recommendations:</p> <ul style="list-style-type: none"> – <i>Reappointment with Merit Advancement</i> – If an appointee’s performance is satisfactory, the department may recommend a two-year reappointment with merit advancement. – <i>Reappointment without Merit Advancement</i> – If an appointee’s performance does not justify merit advancement, the department may recommend a two-year reappointment with no merit advancement. – <i>Non-Reappointment</i> – If an appointee is not making acceptable progress, the eligible department faculty⁴ may vote to recommend non-reappointment at the end of the first two-year appointment period. <p>...</p>	<p>APM 220-82 - Procedure for Appointment, Reappointment, or Promotion to the Rank of Assistant Professor</p> <p>The general rules of APM - 220-80 apply here. In addition:</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>	<p>PPM 230-220-82 - Procedure for Appointment, Reappointment, or Promotion to the Rank of Assistant Professor</p> <p>The general rules of APM - 220-80 apply here. In addition: ...</p> <p>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.</p> <p>(1) First Reappointment/Merit Review The first reappointment/merit review of an Assistant-rank appointee normally occurs during the second year of appointment. The department may propose:</p> <ul style="list-style-type: none"> (a) <i>Reappointment with Merit Advancement</i> If an appointee’s performance is satisfactory, the department may recommend a two-year reappointment with merit advancement. (b) <i>Reappointment without Merit Advancement</i> If an appointee’s performance does not justify merit advancement, the department may recommend a two-year reappointment with no merit advancement. (c) <i>Non-Reappointment</i> If an appointee is not making acceptable progress, the eligible department faculty may vote to recommend non-reappointment at the end of the first two-year appointment period in accordance with APM 220-20. C., and APM PPM 230-220-84.

Notes: Footnote (below) is non-substantive.

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

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

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

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

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

Present		Proposed
PPM 230-28. VII.D – Evaluation of Senate Assistant-Rank Appointees	APM 220- – Professor Series	PPM 230-220 – Professor Series
<p>5. Second Reappointment/Merit Review</p> <p>The second reappointment/merit review of an Assistant-rank appointee normally occurs in the fourth year of appointment. The second reappointment/merit review is usually combined with an appraisal (see Section 6 below).</p> <p>As a result of the second reappointment/merit review, the department should submit one of the following recommendations:</p> <p><u>Reappointment with Merit Advancement</u> If an appointee’s performance is satisfactory, the department may recommend a two-year reappointment with merit advancement.</p> <p><u>Reappointment without Merit Advancement</u> If an appointee’s performance does not justify merit advancement, the department may recommend a two-year reappointment with no merit advancement.</p> <p><u>Termination</u> If an appointee’s performance is unacceptable, the department may consider termination. A recommendation to terminate an assistant-rank appointee requires a vote of the eligible department faculty and may only be recommended after the department has conducted an appraisal (see Section 6 below).</p>	<p>APM-220-82 - Procedure for Appointment, Reappointment, or Promotion to the Rank of Assistant Professor</p> <p>The general rules of APM - 220-80 apply here. In addition:</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>	<p>PPM 230-220-82 - Procedure for Appointment, Reappointment, or Promotion to the Rank of Assistant Professor</p> <p>The general rules of APM - 220-80 apply here. In addition:</p> <p>...</p> <p>d. [Proposed new Section PPM 230-220-82. d. based on language in PPM 230-28. D. VII. D. 4 appears on page 31, above.]</p> <p>(2) Second Reappointment/Merit Review</p> <p>The second reappointment/merit review of an Assistant-rank appointee normally occurs in the fourth year of appointment, and is usually combined with an appraisal in accordance with PPM-220-83. The department may propose:</p> <ol style="list-style-type: none"> <i>Reappointment with Merit Advancement</i> If an appointee’s performance is satisfactory, the department may recommend a two-year reappointment with merit advancement. <i>Reappointment without Merit Advancement</i> If an appointee’s performance does not justify merit advancement, the department may recommend a two-year reappointment with no merit advancement. <i>Termination</i> If an appointee’s performance is unacceptable, the department may consider termination. A recommendation to terminate an assistant-rank appointee requires a vote of the eligible department faculty and may only be recommended after the department has conducted an appraisal in accordance with PPM 230-220-82.

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

Present		Proposed
PPM 230-28. VII.D – Evaluation of Senate Assistant-Rank Appointees	APM 220 – Professor Series	PPM 230-220 – Professor Series
<p>6. Appraisal</p> <p>An Assistant rank appointee must receive an appraisal, which is a formal evaluation of his or her achievements and progress toward promotion. The appraisal also identifies appointees whose records of performance and achievement are below the level of excellence expected for faculty.</p> <p>An appraisal should provide an appointee with a careful, considered, analytical evaluation of his or her performance to date in the areas of research and creative work, teaching, professional competence and activity, and University and public service, as well as a candid assessment of his or her potential for promotion, based upon the evidence.</p> <p>a. Timing</p> <p>The appraisal is conducted in an appointee’s fourth year of service at the Assistant rank (and is combined with the second reappointment/merit review), except when an extension of the probationary period has been granted. If the appraisal is not combined with the second reappointment/merit review, the appraisal must be presented in a separate academic review file.</p> <p>No appraisal is required if, prior to the normal occurrence of the appraisal, an appointee is recommended for a promotion that will take effect within a year, or has given written notice of resignation, or has been given written notice of non-reappointment.</p>	<p>APM 220-83 - Procedure Formal Appraisal of an Assistant Professor</p> <p>Formal appraisals of Assistant Professors shall be made in order to arrive at preliminary assessments of the prospects of candidates for eventual promotion to tenure rank as well as to identify appointees whose records of performance and achievement are below the level of excellence desired for continued membership in the faculty.</p> <p>The general rules of APM - 220-80 apply here. In addition:</p> <p>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.</p> <p>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.</p> <p>...</p>	<p>PPM 230-220-83 - Procedure Formal Appraisal of an Assistant Professor</p> <p>Formal appraisals of Assistant Professors shall be made in order to arrive at preliminary assessments of the prospects of candidates for eventual promotion to tenure rank as well as to identify appointees whose records of performance and achievement are below the level of excellence desired for continued membership in the faculty.</p> <p>The general rules of APM - 220-80 apply here. In addition:</p> <p>a. 1. Timing</p> <p>The appraisal is conducted in an appointee’s fourth year of service at the Assistant rank (and is combined with the second reappointment/merit review), except when an extension of the probationary period has been granted. If the appraisal is not combined with the second reappointment/merit review, the appraisal must be presented in a separate academic review file.</p> <p>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.</p>

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

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

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

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

Present		Proposed																
PPM 230-28. VII.D – Evaluation of Senate Assistant-Rank Appointees	APM 220 – Professor Series	PPM 230-220 – Professor Series																
<p>c. Appraisal Vote</p> <p><u>After evaluating and discussing an appointee’s achievements and prospects for promotion</u>, the eligible department faculty should vote on an appraisal rating. The possible appraisal ratings are as follows:</p> <table border="1" data-bbox="142 462 667 933"> <tr> <td>FAVORABLE</td> <td>Indicates that promotion is likely, contingent on maintaining the current trajectory of excellence and on appropriate external validation.</td> </tr> <tr> <td>FAVORABLE WITH RESERVATIONS</td> <td>Indicates that promotion is likely, if identified weaknesses or imbalances in the record are corrected.</td> </tr> <tr> <td>PROBLEMATIC</td> <td>Indicates that promotion is possible if substantial deficiencies in the present record are remedied.</td> </tr> <tr> <td>UNFAVORABLE</td> <td>Indicates that substantial deficiencies are present; promotion is unlikely.</td> </tr> </table> <p>If the vote results in an Unfavorable rating:</p> <p>If the majority of eligible department faculty vote for an appraisal rating of “unfavorable,” a second vote of the faculty should be taken to determine whether the department wishes to continue the appointment or recommend termination.</p>	FAVORABLE	Indicates that promotion is likely, contingent on maintaining the current trajectory of excellence and on appropriate external validation.	FAVORABLE WITH RESERVATIONS	Indicates that promotion is likely, if identified weaknesses or imbalances in the record are corrected.	PROBLEMATIC	Indicates that promotion is possible if substantial deficiencies in the present record are remedied.	UNFAVORABLE	Indicates that substantial deficiencies are present; promotion is unlikely.	<p>APM 220-83 - Procedure Formal Appraisal of an Assistant Professor</p> <p>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.</p> <p>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....</p>	<p>PPM 230-220-83.a <u>a.3.</u> Appraisal Vote ... The eligible department faculty should vote on an appraisal rating, as follows:</p> <table border="1" data-bbox="1432 430 1957 901"> <tr> <td>FAVORABLE</td> <td>Indicates that promotion is likely, contingent on maintaining the current trajectory of excellence and on appropriate external validation.</td> </tr> <tr> <td>FAVORABLE WITH RESERVATIONS</td> <td>Indicates that promotion is likely, if identified weaknesses or imbalances in the record are corrected.</td> </tr> <tr> <td>PROBLEMATIC</td> <td>Indicates that promotion is possible if substantial deficiencies in the present record are remedied.</td> </tr> <tr> <td>UNFAVORABLE</td> <td>Indicates that substantial deficiencies are present; promotion is unlikely.</td> </tr> </table> <p>if, as a result of the appraisal process, the department wishes to recommend promotion to the Associate or Full rank, the department must conduct a promotion review and solicit letters from external referees in accordance with PPM 230-220-85.</p> <p>If the majority of eligible department faculty vote for an appraisal rating of “unfavorable,” a second vote of the faculty should be taken to determine whether the department wishes to continue the appointment or recommend termination in accordance with PPM 230-220-84.</p>	FAVORABLE	Indicates that promotion is likely, contingent on maintaining the current trajectory of excellence and on appropriate external validation.	FAVORABLE WITH RESERVATIONS	Indicates that promotion is likely, if identified weaknesses or imbalances in the record are corrected.	PROBLEMATIC	Indicates that promotion is possible if substantial deficiencies in the present record are remedied.	UNFAVORABLE	Indicates that substantial deficiencies are present; promotion is unlikely.
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Proposed Disposition of PPM 230-28. VII – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Determining Departmental Recommendations

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

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

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

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

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

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

Present		Proposed
PPM 230-28. VII.D – Evaluation of Senate Assistant-Rank Appointees	APM 220 – Professor Series	PPM 230-220 – Professor Series
<p>7. Final Merit/Reappointment Review The third reappointment/merit review of an assistant-rank appointee normally occurs in the sixth year of appointment. Absent an extension of the probationary period or a prior deferral of an academic review, an appointee’s third merit/reappointment review is the appointee’s final merit/reappointment review at the assistant rank.</p> <p>Three outcomes are possible in the final merit/reappointment review, and the eligible faculty must vote on the proposed action.</p> <p>a. Promotion is Recommended If the department is convinced that an appointee’s record meets or exceeds the University’s expectations for promotion, the department may vote to recommend promotion to the Associate or Full level, effective the following July 1.</p>	<p>APM-220-82 - Procedure for Appointment, Reappointment, or Promotion to the Rank of Assistant Professor</p> <p>The general rules of APM - 220-80 apply here. In addition:</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>	<p>PPM 230-220-82 - Procedure for Appointment, Reappointment, or Promotion to the Rank of Assistant Professor</p> <p>The general rules of APM - 220-80 apply here. In addition:</p> <p>...</p> <p>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.</p> <p><u>d.</u> [Proposed new Section PPM 230-220-82. d. based on language in PPM 230-28. D. VII. D. 4 appears on page 31, above.]</p> <p><u>e.</u> [Proposed new Section PPM 230-220-82. 3. based on language in PPM 230-28. D. VII. D. 5 appears on page 33, above.]</p> <p><u>f.</u> Final Reappointment/Merit Review The third reappointment/merit review of an assistant-rank appointee normally occurs in the sixth year of appointment. Absent an extension of the probationary period or a prior deferral of an academic review, an appointee’s third merit/reappointment review is the appointee’s final merit/reappointment review at the assistant rank.</p> <p>Three outcomes are possible in the final merit/reappointment review, and the eligible faculty must vote on the proposed action.</p> <p><u>1.</u> Promotion is Recommended If the department is convinced that an appointee’s record meets or exceeds the University’s expectations for promotion, the department may vote to recommend promotion to the Associate or Full level, effective the following July 1.</p>

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

Present		Proposed
PPM 230-28. VII.D – Evaluation of Senate Assistant-Rank Appointees	APM 220 – Professor Series	PPM 230-220 – Professor Series
<p>b. Postponement of Promotion Review is Recommended</p> <p>If the department believes there is significant work in progress that cannot be completed in time to justify promotion, but which should be completed prior to the promotion review and, when completed, would likely suffice for promotion, the department may propose postponement of the promotion review.</p> <p>The department must demonstrate that the appointee’s academic record is strong and that he or she is making active and timely progress on substantial work that:</p> <ul style="list-style-type: none"> should be completed prior to the promotion review (the anticipated completion date must be indicated); and would likely suffice for promotion. <p>If the department proposes postponement of the promotion review, a reappointment file (recommending a two-year reappointment with or without merit advancement) must be submitted in accordance with the campus deadline for submission of reappointment and merit advancement files.</p> <p>c. Termination is Recommended</p> <p>If the department believes an appointee’s overall career achievements do not justify promotion, the department may vote to recommend termination with notice.</p> <p><u>External letters of reference are not required if the department recommendation is termination. However, the departmental recommendation letter must include information on the appraisal rating and should indicate how an appointee failed to improve sufficiently or declined in performance such that promotion is not justified.</u></p>	<p>APM-220-82 - Procedure for Appointment, Reappointment, or Promotion to the Rank of Assistant Professor</p> <p>The general rules of APM - 220-80 apply here. In addition:</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>	<p>PPM 230-220-82 - Procedure for Appointment, Reappointment, or Promotion to the Rank of Assistant Professor</p> <p>...</p> <p>(3) ...</p> <p>2. Postponement of Promotion Review is Recommended</p> <p>If the department believes there is significant work in progress that cannot be completed in time to justify promotion, but which should be completed prior to the promotion review and, when completed, would likely suffice for promotion, the department may propose postponement of the promotion review.</p> <p>The department must demonstrate that the appointee’s academic record is strong and that he or she is making active and timely progress on substantial work that:</p> <ul style="list-style-type: none"> should be completed prior to the promotion review (the anticipated completion date must be indicated); and would likely suffice for promotion. <p>If the department proposes postponement of the promotion review, a reappointment file (recommending a two-year reappointment with or without merit advancement) must be submitted in accordance with the campus deadline for submission of reappointment and merit advancement files.</p> <p>3. Termination is Recommended</p> <p>If the department believes an appointee’s overall career achievements do not justify promotion, the department may vote to recommend termination with notice.</p>

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

Present		Proposed
<p align="center">PPM 230-28. VII.D – Evaluation of Senate Assistant-Rank Appointees</p>	<p align="center">APM 133 - Limitation on Total Period of Service with Certain Academic Titles</p>	<p align="center">PPM 230-133 - Limitation on Total Period of Service with Certain Academic Titles</p>
<p>8. Tenure or Security of Employment</p> <p>For an appointee to be promoted to a title that accords tenure or security of employment, the appointee must hold a title eligible for tenure or security of employment, and the Executive Vice Chancellor must provide in writing an affirmative decision to grant tenure or security of employment following a review process that involves consultation with the Academic Senate Committee on Academic Personnel (CAP).</p>	<p>APM 133-12 Exceptions</p> <p>...</p> <p>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</p> <hr/> <p align="center">APM 220 – Professor Series</p> <hr/> <p>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:</p> <ul style="list-style-type: none"> 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. ... 	<p>PPM 230- 133-12</p> <p>PPM unnecessary; rely upon APM 133-12</p> <hr/> <p align="center">Proposed</p> <hr/> <p align="center">PPM 230-220 – Professor Series</p> <hr/> <p>PPM 230- 220-82 - Procedure for Appointment, Reappointment, or Promotion to the Rank of Assistant Professor</p> <p>PPM unnecessary; rely upon APM 220-82.</p>

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

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

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

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

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

Present		Proposed
PPM 230-28. VII.D – Evaluation of Senate Assistant-Rank Appointees	APM 270 - 20 - Professor In Residence Series	PPM 230-270 – Professor In Residence Series
<p>9. Notice of Termination</p> <p>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.</p> <p>...</p>	<p>APM 270-20 - Conditions of Employment</p> <p>a. Expiration of an appointment and termination</p> <p>(1) Appointments with specific ending dates are subject to the following policies:</p> <p>(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.</p> <p>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:</p> <ul style="list-style-type: none"> • 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; <p>...The Chancellor may establish procedures that include notice periods greater than those mentioned above.</p> <p>(b) Non-reappointment of an Assistant Professor as a result of a personnel review:</p> <p>When an Assistant Professor is not reappointed as a result of a personnel review, an individual who so requests in writing shall be given a written statement of the reasons for non-reappointment. The written statement shall be given to the individual before the specified ending date, whenever possible. The appointment, however, will expire on the specified ending date, regardless of such statement. See APM - 270-83 and -84.</p>	<p>PPM 230- 270-20 - Conditions of Employment</p> <p>PPM unnecessary; rely upon APM 270-20.</p>

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

Present		Proposed
<p align="center">PPM 230-28. VII.D – Evaluation of Senate Assistant-Rank Appointees</p>	<p align="center">APM 275 - 17 - Professor of Clinical (e.g., Medicine) Series</p>	<p align="center">PPM 230-275 – Professor of Clinical (e.g., Medicine) Series</p>
<p>9. Notice of Termination</p> <p>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.</p> <p>...</p>	<p>APM 275-17 - Terms of Service 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.</p>	<p>PPM 230-275-17- Terms of Service PPM unnecessary; rely upon APM 275-17</p>
	<p align="center">APM 275 - 20 - Professor of Clinical (e.g., Medicine) Series</p>	<p align="center">Proposed PPM 230-275-20 – Professor of Clinical (e.g., Medicine) Series</p>
	<p>APM 275-20 - Conditions of Employment a. Expiration of an appointment and termination (1) Appointment with specific ending dates are subject to the following policies: (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:</p> <ul style="list-style-type: none"> • 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... <p>...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.</p>	<p>PPM 230-275-17 - Conditions of Employment PPM unnecessary; rely upon APM 275-17.</p>

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

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

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

Present		Proposed
PPM 230-28. VII.D – Evaluation of Senate Assistant-Rank Appointees	APM 220 – Professor Series	PPM 230-220 – Professor Series
<p>10. Reconsideration</p> <p>An appointee who has received notice of termination may be reconsidered for promotion. Reconsideration is appropriate only when there is substantial evidence of significant improvement in the appointee’s record of scholarly achievement since the termination decision was reached, particularly with respect to those elements of the record previously identified as areas of weakness.</p> <p>A reconsideration file must be received in the Academic Personnel office no later than February 15 of the terminal year. <u>All reconsideration files are submitted to CAP for review.</u> Neither submission of a reconsideration file nor a failure to meet the file deadline will postpone a terminal appointment ending date.</p> <p><u>A reconsideration file is typically prepared and considered during an appointee’s 12 months’ notice period.</u> If a final decision has not been made by the ending date of the terminal period of service, the appointment will end as scheduled. If reconsideration results in a decision to promote, the promotion action becomes effective retroactive to July 1, regardless of when the decision is reached.</p>	<p>APM-220-82 - Procedure for Appointment, Reappointment, or Promotion to the Rank of Assistant Professor</p> <p>The general rules of APM - 220-80 apply here. In addition:</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>	<p>PPM 230-220-82 - Procedure for Appointment, Reappointment, or Promotion to the Rank of Assistant Professor</p> <p>The general rules of APM - 220-80 apply here. In addition:</p> <p>... 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.</p> <p><u>d. [Proposed new Section PPM 230-220-82. d. based on language in PPM 230-28. D. VII. d. 4 appears on page 31, above.]</u></p> <p><u>e. [Proposed new Section PPM 230-220-82. e. based on language in PPM 230-28. D. VII. d. 5 appears on page 33, above.]</u></p> <p><u>f. [Proposed new Section PPM 230-220-82. f. based on language in PPM 230-28. D. VII. d. 5 appears on page 39, above.]</u></p> <p><u>g. Reconsideration</u></p> <p>An appointee who has received notice of termination may be reconsidered for promotion. Reconsideration is appropriate only when there is substantial evidence of significant improvement in the appointee’s record of scholarly achievement since the termination decision was reached, particularly with respect to those elements of the record previously identified as areas of weakness.</p> <p>A reconsideration file must be received in the Academic Personnel office no later than February 15 of the terminal year. Neither submission of a reconsideration file nor a failure to meet the file deadline will postpone a terminal appointment ending date.</p> <p>If a final decision has not been made by the ending date of the terminal period of service, the appointment will end as scheduled. If reconsideration results in a decision to promote, the promotion action becomes effective retroactive to July 1, regardless of when the decision is reached.</p>

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

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

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

	<p>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</p> <p>Note: The title Lecturer in Summer Session and the volunteer Clinical Professor series are not included in this list.</p>	
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Note: Current PPM 230-28. D. 11 misstates system-wide policy. For those series subject to the prohibition, there is no 5-year system-wide limitation on appointment in the Research Scientist series. All other substance of PPM 230-28. D. 11 appears in APM 133. Reverting to APM for compliance with system-wide policy.

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

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

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

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

Present		Proposed
PPM 230-28. VII.E – Evaluation of Non-Senate Assistant-Rank Appointees	APM 137 –Non-Senate Academic Appointees/Term Appointment	PPM 230-137 - Non-Senate Academic Appointees/Term Appointment
<p>3. Terms of Service</p> <p>Each reappointment at the Assistant rank is limited to a maximum term of two years. Reappointment may be for a period of less than two years.</p> <p>There is no assurance of reappointment, merit advancement, or eventual promotion. The University has the discretion to appoint and reappoint non-Senate academic appointees with term appointments; reappointment is not automatic. Advancement and reappointment decisions are made in accordance with the UC San Diego Authority and Review Chart.</p>	<p>APM 137-4 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.</p> <p>APM - 137 does not apply to non-Senate academic appointees who have an appointment with no specific ending date.</p> <p>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.</p>	<p><u>PPM 230-137-4 unnecessary; rely upon APM 137 and respective APM sections for each distinct series.</u></p>

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

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

Present PPM 230-28. VII.E – Evaluation of Non-Senate Assistant-Rank Appointees	APM 137 –Non-Senate Academic Appointees/Term Appointment	Proposed PPM 230-137 - Non-Senate Academic Appointees/Term Appointment
<p>4. Reappointment/Merit Review</p> <p>When a non-Senate appointee is scheduled for reappointment/merit review, the department should first determine whether reappointment is warranted. If the department does not wish to reappoint, then in accordance with APM 137, Non-Senate Appointees/Term Appointment, the appointment will expire on the established ending date.</p> <p>If reappointment is warranted, the department must prepare a reappointment/merit review file with one of the following recommendations:</p> <p>Reappointment with Merit Advancement</p> <p>If an appointee’s performance is satisfactory, the department may recommend reappointment with merit advancement.</p> <p>Reappointment without Merit Advancement</p> <p>If an appointee’s performance does not justify a merit, the department may recommend reappointment with no merit advancement.</p>	<p>APM 137-4 - Definition 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. APM - 137 does not apply to non-Senate academic appointees who have an appointment with no specific ending date. The University has the discretion to appoint and reappoint non-Senate academic appointees with term appointments; reappointment is not automatic. For the purposes of this policy, a non-reappointment is a decision not to reappoint an individual beyond the established ending date.</p>	<p>PPM 230-137-4 – Definition PPM 230-137-4 unnecessary; rely upon APM 137-4.</p>
	<p>APM 220 – Professor Series</p>	<p>Proposed PPM 230-XXX-82</p>
	<p>APM 220-82 - Procedure for Appointment, Reappointment, or Promotion to the Rank of Assistant Professor</p> <p>The general rules of APM - 220-80 apply here. In addition:</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>c. The chair shall inform the Assistant Professor in writing of</p>	<p>PPM 230-XXX*-82 - Procedure for Appointment, Reappointment, or Promotion to the Assistant Level (Non-Senate)</p> <p>The general rules of PPM 230-XXX*-80 apply here. In addition: ... Reappointment/Merit Review</p> <p>When a non-Senate appointee is scheduled for reappointment/merit review, the department should first determine whether reappointment is warranted. If the department does not wish to reappoint, then in accordance with APM 137, Non-Senate Appointees/Term Appointment, the appointment will expire on the established ending date.</p> <p>If reappointment is warranted, the department must prepare a reappointment/merit review file with one of the following recommendations:</p> <p>Reappointment with Merit Advancement</p> <p><i>1. Reappointment with Merit Advancement</i></p>

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

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

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

Present		Proposed
PPM 230-28. VII.E – Evaluation of Non-Senate Assistant-Rank Appointees	APM 220 – Professor Series	PPM 230-XXX-83
<p>5. Appraisal An assistant-rank appointee in the Adjunct Professor, Health Sciences Clinical Professor, or Professional Research (Research Scientist) series must receive an appraisal, which is a formal evaluation of his or her achievements and progress toward promotion. The appraisal also identifies appointees whose records of performance and achievement are below the level of excellence expected for academic appointees.</p> <p>Departments may conduct appraisals for appointees in other non-Senate series if the department believes such an assessment would be valuable to the department and/or appointee.</p> <p>An appraisal should provide an appointee with a careful, considered, analytical evaluation of his or her performance to date in the applicable areas of research and creative work, teaching, professional competence and activity, and University and public service, as well as a candid assessment of his or her potential for promotion, based upon the evidence.</p> <p>a. Timing The appraisal is conducted in an appointee’s fourth year of service at the Assistant rank (and is combined with the second reappointment/merit review), except when an extension of the probationary period has been granted. If the appraisal is not combined with a reappointment/merit review, the appraisal must be presented in a separate academic review file.</p> <p>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.</p>	<p>PPM 230-220-83 - Procedure for the Formal Appraisal of an Assistant Professor Formal appraisals of Assistant Professors shall be made in order to arrive at preliminary assessments of the prospects of candidates for eventual promotion to tenure rank as well as to identify appointees whose records of performance and achievement are below the level of excellence desired for continued membership in the faculty.</p> <p>The general rules of APM - 220-80 apply here. In addition:</p> <p>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.</p> <p>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.</p>	<p>PPM 230-XXX-83 - Procedure for the Formal Appraisal of a <u>[Non Senate] Assistant-Level Appointee</u></p> <p>5. Appraisal An assistant-rank appointee in the Adjunct Professor, Health Sciences Clinical Professor, or Professional Research (Research Scientist) series must receive an appraisal, which is a formal evaluation of his or her achievements and progress toward promotion. The appraisal also identifies appointees whose records of performance and achievement are below the level of excellence expected for academic appointees.</p> <p>Departments may conduct appraisals for appointees in other non-Senate series if the department believes such an assessment would be valuable to the department and/or appointee.</p> <p>The general rules of PPM 230-XXX-80 apply here. In addition:</p> <p>a. 1. Timing The appraisal is conducted in an appointee’s fourth year of service at the Assistant rank (and is combined with the second reappointment/merit review), except when an extension of the probationary period has been granted. . If the appraisal is not combined with a reappointment/merit review, the appraisal must be presented in a separate academic review file.</p> <p>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.</p>

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

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

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

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

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

Notes: *Substance of all other paragraphs appear in subsection 83 of each new Proposed PPM, as applicable

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

Present		Proposed
PPM 230-28. VII.E – Evaluation of Non-Senate Assistant-Rank Appointees	APM 220 – Professor Series	PPM 230-XXX*-82
<p>6. Final Merit/Reappointment Review</p> <p>The third reappointment/merit review of an assistant-rank appointee normally occurs in the sixth year of appointment. Absent an extension of the probationary period or a prior deferral of an academic review, an appointee’s third merit/reappointment review is the appointee’s final merit/reappointment review at the assistant rank.</p> <p>Three outcomes are possible in the final merit/reappointment review, and the eligible faculty must vote on the proposed action.</p> <p>a. Promotion is Recommended</p> <p>If the department is convinced that an appointee’s record meets or exceeds the University’s expectations for promotion, the department may recommend promotion to the Associate or Full level, effective the following July 1.</p> <p>If the department proposes postponement of the promotion review, a reappointment file must be submitted in accordance with the campus deadline for submission of reappointment and merit advancement files.</p>		<p>PPM 230-XXX*-82 - Procedure for Appointment, Reappointment, or Promotion to the Rank of Assistant XXX*</p> <p>The general rules of PPM 230 -XXX-80 apply here. In addition: ...</p> <p>The third reappointment/merit review of an assistant-rank appointee normally occurs in the sixth year of appointment. Absent an extension of the probationary period or a prior deferral of an academic review, an appointee’s third merit/reappointment review is the appointee’s final merit/reappointment review at the assistant rank.</p> <p>Three outcomes are possible in the final merit/reappointment review, and the eligible faculty must vote on the proposed action.</p> <ol style="list-style-type: none"> 1. Promotion is Recommended If the department is convinced that an appointee’s record meets or exceeds the University’s expectations for promotion, the department may vote to recommend promotion to the Associate or Full level, effective the following July 1. 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: <ul style="list-style-type: none"> • should be completed prior to the promotion review (the anticipated completion date must be indicated); and • would likely suffice for promotion.

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

		<p>If the department proposes postponement of the promotion review, a reappointment file (recommending a two-year reappointment with or without merit advancement) must be submitted in accordance with the campus deadline for submission of reappointment and merit advancement files.</p> <p>(d) Non-reappointment If the department believes that an appointee’s overall career achievements do not justify promotion, and that a postponement of the promotion review is not warranted, no promotion file is prepared and the appointee will not be reappointed. In accordance with APM 137, Non-Senate Appointees/Term Appointment, the appointment will expire on the established ending date. In cases of non-reappointment, the department chair should consult with the dean.</p> <p>If promotion is proposed and denied, or if the department does not propose promotion and/or reappointment, in accordance with APM 137, Non-Senate Appointees/Term Appointment, the appointment will expire on the established ending date.</p> <p>(e) Notice of Non-Reappointment Although notice of non-reappointment is not normally required, the department should provide written notice of non-reappointment whenever possible.</p>
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Notes: Headings and last paragraph are non-substantive.

*Substance of all other paragraphs appear in subsection 82 of each new Proposed PPM pertaining to Non-Senate appointees, as applicable

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

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

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

Present		Proposed
PPM 230-28. VII.E – Evaluation of Non-Senate Assistant-Rank Appointees	APM 137 – Non-Senate Academic Appointees/Term Appointment	PPM 230-137 – Non-Senate Academic Appointees/Term Appointment
<p>c. Non-reappointment</p> <p>If the department believes that an appointee’s overall career achievements do not justify promotion, and that a postponement of the promotion review is not warranted, no promotion file is prepared and the appointee will not be reappointed. In accordance with APM 137, Non-Senate Appointees/Term Appointment, the appointment will expire on the established ending date. In cases of non-reappointment, the department chair should consult with the dean.</p> <p>If promotion is proposed and denied, or if the department does not propose promotion and/or reappointment, in accordance with APM 137, Non-Senate Appointees/Term Appointment, the appointment will expire on the established ending date.</p> <p>7. Notice of Non-Reappointment</p> <p>Although notice of non-reappointment is not normally required, the department should provide written notice of non-reappointment whenever possible.</p>	<p>137-4 Definition A term appointment is an appointment for a specific period which ends on a specified date. An appointment with an established ending date is self-terminating subject to the notice requirements of APM - 137-32...For the purposes of this policy, a non-reappointment is a decision not to reappoint an individual beyond the established ending date.</p> <p>APM 137-30 Non-Reappointment a. Appointments of Less Than 50 Percent Time or Short-Term Appointments of No More than One Semester The University shall not be required to give written notice of nonreappointment to appointees who hold appointments at less than 50 percent time or short-term appointments of no more than one quarter or semester.</p> <p>b. Fewer Than Eight Consecutive Years of Service For appointees who have served fewer than eight consecutive years in the same academic title or title series on a campus, the appointment terminates automatically on its specified ending date unless notice of reappointment is given. It is within the University’s sole discretion not to reappoint an appointee under this section, so long as the reasons for non-reappointment are not unlawful or in violation of University policy.</p> <p>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.</p>	<p>PPM 230-137-4 unnecessary; rely upon APM 137.</p> <p>PPM 230-XXX-82 ... c. Non-reappointment</p> <p>If the department believes that an appointee’s overall career achievements do not justify promotion, and that a postponement of the promotion review is not warranted, no promotion file is prepared and the appointee will not be reappointed. In accordance with APM 137, Non-Senate Appointees/Term Appointment, the appointment will expire on the established ending date. In cases of non-reappointment, the department chair should consult with the dean.</p> <p>If promotion is proposed and denied, or if the department does not propose promotion and/or reappointment, in accordance with APM 137, Non-Senate Appointees/Term Appointment, the appointment will expire on the established ending date.</p> <p>7. Notice of Non-Reappointment</p> <p>Although notice of non-reappointment is not normally required, the department should provide written notice of non-reappointment whenever possible.</p>

Notes: The substance of this section appears in APM 137. The Proposed PPM 230-XXX- 82 for each respective Non-Senate series will include this language and reference to APM 137. (Non-reappointment)

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

Present		Proposed
PPM 230-28. VII.E – Evaluation of Non-Senate Assistant-Rank Appointees	APM 137 – Non-Senate Academic Appointees/Term Appointment	PPM 230-137– Non-Senate Academic Appointees/Term Appointment
	<p>APM 137-32 Procedures for Non-Reappointment of an Appointee Who Has Served Eight or More Consecutive Years</p> <p>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: (1) the intended action is not to reappoint the appointee and the proposed effective date; (2) the basis for non-reappointment, including a copy of any materials supporting the decision not to reappoint; (3) the appointee’s right to respond either orally or in writing within fourteen (14) calendar days of the date of issuance of the written Notice of Intent; and (4) the name of the person to whom the appointee should respond.</p> <p>b. 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.</p> <p>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.</p>	<p>PPM 230-137-32 - Procedures for Non-Reappointment of an Appointee Who Has Served Eight or More Consecutive Years PPM unnecessary; rely upon APM 137</p>

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

Present PPM 230-28. VIII	APM 220 – Professor Series	Proposed PPM 230- 220 - Professor Series								
<p>VIII. VOTING AND CONSULTATION WITHIN THE DEPARTMENT</p> <p>A. Faculty Consultation and Voting Certain actions require a faculty vote, as described in Academic Senate Bylaw 55.</p> <p>Once the department has compiled the academic review file and the appointee has been provided the opportunity to contribute to and view the file as stipulated in PPM 230-29, Section D (before the departmental recommendation is determined), a vote should be solicited in accordance with Bylaw 55 and the following guidelines:</p> <p>Except in unusual circumstances, whenever University or departmental policy requires a vote on a proposed action, the action must be supported by at least 50% of the members eligible to vote and in residence on campus in the quarter when the vote is taken. <u>Unusual circumstances may make it impossible to comply with this rule. In such cases, it is incumbent upon the department chair to explain the circumstances in the departmental recommendation letter.</u></p> <p><u>Mail ballots are permissible at any time and may be necessary to ensure a sufficient number of votes on the proposed action.</u></p> <p><u>Ideally, the faculty voting should be familiar with the case through attendance at a department meeting. If this is not possible, faculty should familiarize themselves with the appointee’s academic file in order to render an informed vote.</u></p> <p><u>Faculty should be notified that the file is available for review and that voting will be conducted for a designated period of time. Ballots should be prepared and the complete file should be placed in a location convenient to faculty. The file should be available for review in a location where its integrity and confidentiality will be preserved.</u></p>	<p>APM 220-80 - Recommendations and Review/General Procedures</p> <p>e. The departmental recommendation is made in accordance with the procedural regulations of the Academic Senate and established governance practices of the department... The chair 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...</p>	<p>PPM 230-220-80 - Recommendations and Review/General Procedures</p> <p>e. The departmental recommendation is made in accordance with the procedural regulations of the Academic Senate and established governance practices of the department. Except in unusual circumstances, whenever University or departmental policy requires a vote on a proposed action, the action must be supported by at least 50% of the members eligible to vote and in residence on campus in the quarter when the vote is taken.</p> <p>Except for appraisals, votes should be “for,” “against,” “abstain,” or “absent,” as defined below:</p> <table border="1" data-bbox="1591 639 2001 1052"> <tr> <td>FOR</td> <td>The voter is in favor of the proposed action.</td> </tr> <tr> <td>AGAINST</td> <td>The voter is not in favor of the proposed action.</td> </tr> <tr> <td>ABSTAIN</td> <td>The voter is available, but has elected to refrain from voting.</td> </tr> <tr> <td>ABSENT</td> <td>The voter is unavailable for voting due to an approved leave or other absence from campus.</td> </tr> </table> <p>Departments should develop their own rules, when necessary, for consultation or voting on academic personnel actions not covered by Academic Senate Bylaw 55.</p> <p>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...</p>	FOR	The voter is in favor of the proposed action.	AGAINST	The voter is not in favor of the proposed action.	ABSTAIN	The voter is available, but has elected to refrain from voting.	ABSENT	The voter is unavailable for voting due to an approved leave or other absence from campus.
FOR	The voter is in favor of the proposed action.									
AGAINST	The voter is not in favor of the proposed action.									
ABSTAIN	The voter is available, but has elected to refrain from voting.									
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Notes: Headings and first two paragraphs are non-substantive. Wording changes in blue were made for consistency with PPM 230-20. V. F.

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

Present	APM 220 – Professor Series	Proposed								
PPM 230-28. VIII		PPM 230- 220 - Professor Series								
<p><u>After reviewing the file, each faculty member should mark a ballot and place it in a ballot box or return it via mail. Alternatively, voting may be conducted via e-mail, if the department faculty agree and understand e-mail does not provide complete confidentiality. The votes should be counted at the end of the voting period and the results recorded on the Academic Recommendation Summary and discussed in the departmental recommendation letter.</u></p> <p>Except for appraisals, votes should be “for,” “against,” “abstain,” or “absent,” as defined below:</p> <table border="1" data-bbox="300 540 709 954"> <tr> <td>FOR</td> <td>The voter is in favor of the proposed action.</td> </tr> <tr> <td>AGAINST</td> <td>The voter is not in favor of the proposed action.</td> </tr> <tr> <td>ABSTAIN</td> <td>The voter is available, but has elected to refrain from voting.</td> </tr> <tr> <td>ABSENT</td> <td>The voter is unavailable for voting due to an approved leave or other absence from campus.</td> </tr> </table> <p>B. Proposed Actions Not Covered by Senate Bylaw 55</p> <p>Departments may develop their own rules, if necessary, for consultation or voting on academic personnel actions not covered by Academic Senate Bylaw 55. The department chair must make clear in the departmental recommendation letter the degree of consultation with faculty.</p>	FOR	The voter is in favor of the proposed action.	AGAINST	The voter is not in favor of the proposed action.	ABSTAIN	The voter is available, but has elected to refrain from voting.	ABSENT	The voter is unavailable for voting due to an approved leave or other absence from campus.		
FOR	The voter is in favor of the proposed action.									
AGAINST	The voter is not in favor of the proposed action.									
ABSTAIN	The voter is available, but has elected to refrain from voting.									
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Proposed Disposition of PPM 230-28. VIII – ACADEMIC ADVANCEMENTS AND REAPPOINTMENTS/Voting and Consultation within the Department

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

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

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

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