

UC San Diego

ACADEMIC AFFAIRS

Academic Personnel Services

Announcements Archives by Topic

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Above Scale - salary calculation guidelines (10/5/09, updated for 2012)

2/28/2012

If a faculty member with an above-scale salary is proposed for an *on-cycle* advancement (i.e., the faculty member is reviewed on the normal four-year review cycle), a full or partial merit increase is likely.

- A full merit increase (also referred to as an "A" merit or a 100% merit) is 100% of the difference between the top two steps (steps 8 and 9) of the salary scale for the full Professor rank.
- A partial merit increase (also referred to as a "B" merit or a 50% merit) is 50% of the difference between the top two steps of the salary scale for the full Professor rank.

If a faculty member with an above-scale salary is proposed for an *accelerated* advancement, a two-year or four-year acceleration is likely.

- A two-year accelerated advancement equals a 150% salary increment.
- A four-year accelerated advancement equals a 200% salary increment.

Thus, based on the **fiscal-year** salary scale for 2011-2012,

- a 150% increment = \$19,500
- a 200% increment = \$26,000

Based on the **academic-year** salary scale for 2011-2012,

- a 150% increment = \$17,100
- a 200% increment = \$22,800

Acceleration files - stating normal merit standards (11/14/03)

2/29/2012

In a review file proposing an accelerated merit, the departmental recommendation letter should include a description of the range of accomplishments expected for a *normal* merit to the rank and step being proposed, so that it is clear how the candidate's achievements exceed these standards. This is applicable only to files for series reviewed by CAP.

Administrative stipends prohibited for faculty on sabbatical (9/1/12)

8/31/2012

Faculty members may not receive administrative stipends while on sabbatical. If you receive a sabbatical request from a faculty member who receives an administrative stipend for work performed in another unit (e.g., an ORU or division), please inform that unit that the individual will be on sabbatical leave and that the stipend must be suspended during the leave.

In exceptional cases, a faculty member may be granted approval to take a "sabbatical leave in residence," during which substantial administrative duties will be substituted for teaching responsibilities, as stated in APM 740-8b. Under these circumstances, the faculty member can continue to receive his or her administrative stipend.

APM 025 - disclosure of Category I activities (annual reminder)

2/28/2012

In accordance with the Academic Personnel Manual, [Section 025](#) (Conflict of Commitment and Outside Activities for Faculty Members), eligible faculty who anticipate or are engaged in Category I activities must prepare a "Request for Approval of Category I Activity" and submit it to their department chair(s) and dean for review and approval. Examples of Category I activities are:

- Assuming an executive or managerial position in a for-profit or not-for-profit business. This does not include consulting for or serving on the board of directors of an outside entity.
- Serving as a salaried employee outside the University.
- Administering a grant outside the University that would ordinarily be administered under the auspices of the University.
- Engaging in other compensated outside professional activities which common sense and good judgment would indicate are likely to raise issues of conflict of commitment.

This policy applies to salaried full-time and part-time faculty members, including academic deans, provosts, and vice chancellors. It does not apply to Unit 18 lecturers, research scientists, project scientists, specialists, academic administrators, or academic coordinators. Instructions for completing the Category I request form may be found in APM 025.

Appointment after UC or AAU deadlines - annual reminder

2/28/2012

If a department wishes to extend an offer to an employee of another UC after April 1, or to an employee of an institution that is a member of the Association of American Universities (AAU) after April 30, it is advised to ensure that the candidate is communicating about the recruitment with his or her home institution. Once the appointment file is received in Academic Personnel Services, a notice of UCSD's recruitment will be issued immediately to the president of that institution by APS. The Academic Personnel Manual, [Section 500](#), contains a complete listing of AAU member institutions.

Appointment end dates - In Residence and Clinical X appointments (1/12/09)

2/28/2012

Effective January 1, 2009, all new faculty appointments (including changes in series) in the Professor in Residence and Professor of Clinical X series will be made with an end date coinciding with the candidate's period of academic review. All appointments in these series that began *prior* to January 1, 2009, will remain "indefinite," including appointments for those at the Assistant rank who began prior to January 1, 2009, and are promoted after that date.

Appointment summary form - use of 2010 update (11/23/10)

2/28/2012

The [UCSD Summary of Appointment Recommendation form](#) has been updated to include a field for the search or waiver number. The form also contains a field for the candidate's research specialty if a ladder-rank faculty or LPSOE/LSOE appointment on the General Campus is proposed. If you provide this information on the form, you do not need to send a copy of the approved Recruitment Selection Report with the appointment file.

ASMD reporting - no acknowledgment letter sent (1/15/13)

1/15/2013

If a department submits a Family Accommodation Reporting (FAR) form on behalf of an academic appointee who has requested a period of Active Service with Modified Duties (ASMD), the data regarding the ASMD is simply recorded by Academic Personnel Services upon retrieval of the form from the SharePoint portal. Academics no longer receive letters acknowledging receipt of the FAR form.

However, if an academic requests an *extension of the probationary period* and/or a *deferral of academic review* in conjunction with a period of ASMD, the academic will receive a letter from the Executive Vice Chancellor for Academic Affairs acknowledging the request and outlining the details of the extension and/or deferral.

For those at the Assistant rank who have not started the sixth-year review process, a one-year extension of the probationary period will occur automatically when childbearing or parental leave is requested, unless the academic chooses (via the FAR form) to opt out of this extension.

Biography-Bibliography form - reminder to use most current version (9/1/11)

2/28/2012

The most current version of the UCSD Biography and Bibliography form (March 2008) should be used in preparing academic review files in order to adhere to privacy laws. Older versions of the bio-bib form, which contain a field for the candidate's birth date, should not be used.

Note: Older versions also do not include Section II.f, "Most Significant Contributions Promoting Diversity." The current form is available on the [Forms and Examples page](#) on the APS Web site.

Co-authored publications - description in departmental letter (2/4/11)

2/28/2012

The Committee on Academic Personnel (CAP) and the Executive Vice Chancellor for Academic Affairs wish to remind departments to describe in detail candidates' individual scholarly

contributions to co-authored publications. Pro forma statements citing a contribution to all publications listed in the bibliography are not sufficient for this purpose.

College affiliations - need for accurate information in PPS (3/4/05)

2/28/2012

The Council of Provosts and each Provost generate their own lists of faculty assigned to colleges via the Academic Personnel College Data query. Because this data is generated from PPS, it is important that PPS reflect the correct college affiliation for faculty members. Please ensure that all college assignments for your ladder-rank faculty (LRF) are accurate in PPS, and make corrections as needed. Departments should enter college affiliations upon receipt of the appointment letter for new LRF hires, or when departments receive notification of a change in college affiliation.

Demographic Data Transmittal - revised form available (9/10/10)

2/28/2012

The UC Office of the President recently revised the Demographic Data Transmittal form so that the ethnic categories are similar to those used in the 2010 Census. This form should be provided to all new employees as part of the process of getting new personnel into the employment system. Do NOT provide this form to applicants for open positions as a means of collecting ethnicity data.

The form and related information are available on the UCOP ["At Your Service"](#) Web site.

Distinguished Professor - use of title (11/8/04)

2/28/2012

Following broad campus consultation and endorsement by the Academic Senate, the title "Distinguished Professor" has been established for faculty in the professorial series who have achieved the highest level of scholarship.

Because the criteria for this professorship are the same as those for advancement to Above Scale, this title will be conferred on all Senate faculty in the professorial series at the time they advance to Above Scale.

Faculty who hold this title at the time they retire from UCSD will be eligible to use the title "Distinguished Professor, emeritus/emerita."

Distinguished Professor is an honorary title without a title code. Therefore, it cannot be used on contract and grant applications, since these are legal documents that require an official title (i.e., one with a title code). However, the title can be included in the "Honors/Awards" section of CVs and the UCSD Biography and Bibliography form, as well as in correspondence.

In addition to honoring our most accomplished faculty, establishment of the Distinguished Professor title should help to clarify the meaning of Above Scale status for external reviewers asked to comment on the achievements of such faculty.

Diversity statements - from diversity candidates or opportunity hires (4/1/11)

2/28/2012

When submitting a Selection Report or Waiver Request for a diversity candidate or opportunity hire, please also include the candidate's written diversity statement. These statements are required in order to process diversity FTE files.

Diversity statements - from LRF candidates (8/3/11)

2/28/2012

All candidates for ladder-rank faculty positions should be asked to submit statements regarding their personal contributions to diversity as part of the application process. Each candidate's past and/or planned contributions to diversity must be evaluated by the search committee during the selection process, and the search committee will need to submit an evaluation of each candidate on the short list prior to the interview process. These evaluations will be reviewed during the recruitment process by the divisional Equity Advisor, the Office of Academic Diversity and Equal Opportunity, and the Associate Vice Chancellor for Faculty Equity before the short list is submitted to the dean for his or her final approval.

Emeritus faculty - maintaining appropriate PPS entries (11/14/11)

2/29/2012

Senate faculty continue to be Senate members even after retirement, and many remain active in their departments and at the campus level. Others leave but still retain emeritus status. Emeritus faculty may serve on committees and have certain Senate voting privileges. When a Senate faculty member retires, his or her continuing relationship with the University should be documented by entering an Emeritus appointment in PPS. Only the department can enter this appointment in PPS, and the department should do so after the faculty member has received his or her first retirement paycheck to ensure that the member remains on appropriate listings.

External referee solicitation letters - template update (11/1/11)

2/29/2012

Academic Personnel Services provides templates for departments to use in preparing solicitation letters to external referees. These templates have been updated, and new templates have been included for three additional series (LSOE/LPSOE, Academic Administrator, and Academic Coordinator).

These templates contain the preferred descriptions of appointment and review criteria for the various series; lists of points that external referees should cover in their letters; brief instructions for submitting these letters; and the required UCSD confidentiality statement. Using these templates will help ensure that procedural requirements are met and that referees' responses meet reviewers' needs, thereby preventing delays in the appointment and review processes.

The templates are available on the [Forms and Examples](#) page on the APS Web site.

File deadline extensions - deans' authority (2/17/04)

2/29/2012

Deans have the authority (effective February 17, 2004) to grant up to a two-week extension of the campus deadline for receipt of academic personnel files. In the interest of fairness and equity to all candidates, extensions should only be granted for exceptional, unavoidable, one-time circumstances. Before an extension is granted, a letter requesting the exception must be sent by

the department chair or ORU director to the dean. The dean must convey his or her written decision to the department or ORU, with a copy to the SVCAA [now EVC].

Fiscal-year appointments - effective date (4/17/03)

2/29/2012

Fiscal-year appointments may be proposed with any effective date, but preferably the first of the month. If a fiscal-year file is received in Academic Personnel Services *after* the proposed effective date, the appointment will be made effective no sooner than the first of the month *following receipt of the file in APS*.

Gender and ethnicity - applicant data collection (3/1/11)

2/29/2012

The University and auditors focus heavily on recruitment applicant pools and the short lists provided in the selection reports submitted by departments. Departments are reminded that a means of collecting gender and ethnicity data from applicants must be used for *all* recruitments.

If your department uses AP On-Line *Recruit*, the opportunity to collect the required data is provided within *Recruit*.

If your department is not using *Recruit*, then upon receipt of each application, the [Academic Applicant Demographic Form](#) must be sent to the applicant.

By making this good-faith effort, UCSD can meet federal requirements.

Initial continuing lecturer appointments - teaching evaluations (11/14/11)

2/29/2012

Academic personnel staff need to be sure that candidates' teaching is evaluated via more than just CAPE reports. For a proposed continuing appointment, evidence of teaching excellence may include student evaluations; assessments by former students; assessments by other members of the department, program, or unit and other appropriate faculty members; a description of new and effective instruction techniques and materials developed by the candidate; and assessments resulting from classroom visits by colleagues and evaluators.

International faculty - hiring those who need visa sponsorship (4/2/13)

6/26/2013

Departments should contact the International Scholar Office (ISO) immediately when planning to hire international scholars who will require visa sponsorship through UCSD.

Most such hires will require submission of H-1B petitions, which can take many months to be approved by the U.S. Department of Homeland Security. The earlier departments inform ISO of prospective international hires, the more likely it is that ISO will be able to secure their eligibility for employment at UC San Diego in a timely manner and smooth their transition to UC San Diego and the greater community.

If your department is planning a July 1 hire date for a prospective international faculty member, it should also plan to request the U.S. Citizenship and Immigration Service's Premium Processing service to guarantee a 15-calendar-day adjudication of the H-1B petition. Although there is a \$1,225 fee for the Premium Processing service, ISO recommends using this service for all H-1B hires to avoid potential issues with employment eligibility.

Additionally, departments need to inform ISO of all faculty hires for whom they intend to sponsor permanent residence, particularly if departments are allowing them to defer their hire dates, or if they have employment eligibility through an EAD card based on F-1 Optional Practical Training or a comparable situation that does not require ISO support in sponsorship. There is a limited window of opportunity for ISO to file the complicated documentation required for such hires, and if it learns about the need too late, the department may be forced to do another national search in order to sponsor its faculty member for permanent residence.

Questions about international faculty hires may be directed to Scholar Advisor Karla Macias at kmacias@ucsd.edu or to ISO Director Roark Miller at rtmiller@ucsd.edu.

Joint appointments - releasing EVC review decisions (11/14/11)

2/29/2012

When releasing the EVC's decision following review of a faculty member with a joint appointment involving two deans, the deans' AP staffs should coordinate the timing of the release. The dean's AP staff for the *primary* department should coordinate the release with the

dean's staff for the second department to ensure that both departments receive the information at the same time.

Leaves - obtaining approval (4/17/03)

2/29/2012

Departments are reminded of the importance of obtaining approval for leaves of absence one quarter in advance of the proposed leave. If an unexpected leave opportunity arises and this notice cannot be provided, it is the faculty member's responsibility to obtain approval prior to the date of departure. Failure to obtain an approved leave of absence in this manner may result in the leave not being approved as proposed.

Medical leaves - dean's authority to approve (9/10/10)

2/29/2012

Effective September 1, 2010, deans have authority to approve faculty medical leave requests that are not exceptions to policy. See PPM 230-10 for medical leave policy.

PPS - PPS to ISIS interface (3/1/11)

2/29/2012

To ensure ease of scheduling and inclusion of faculty in institutional reporting related to instruction, please follow the four business practices noted below:

- Enter new appointments in PPS as soon as you have the necessary employment forms (i.e., do not wait until the October PPS deadline to enter a 10/1 lecturer appointment).
- Process a recall appointment for a retired faculty member who will be teaching any course (including 199s and 299s), even if he or she is teaching on a non-salaried basis.
- Enter Adjunct Professor appointments in PPS, even if appointees are non-salaried.
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- If you hire a visiting instructor (professor, lecturer, etc.) from another UC campus, process the necessary file and temporary intercampus appointment form, and also add the

individual to the UCSD affiliates database. Since these individuals cannot be entered in the UCSD payroll system, they must be entered in the affiliates database to ensure that their status as UCSD instructors is captured in institutional reporting.

Project Scientists - changes in review of uncontested no-change actions (2/4/11)

2/29/2012

The Project Scientist and Specialist Review Panel (PSSRP) will no longer review uncontested no-change actions for appointees in the Project Scientist series, as follows:

- For Associate and Full Project Scientists, PSSRP not review any uncontested no-changes. It will continue to review no-changes when there is disagreement.
- For Assistant Project Scientists, PSSRP will not review uncontested no-changes at the first review. It will continue to review all no-changes after the first review, and will review all no-changes when there is disagreement.

The [Authority and Review Chart](#) has been amended accordingly.

Records request - guidelines for department response (2/10/06)

3/1/2012

Departments may occasionally receive requests for departmental records, including salary data on department faculty.

If records are requested by individuals outside of the department or University, or if chairs are unsure whether the information requested may be released, please contact Policy and Records Administration at Ext. 42552 before providing any records pursuant to this request. (Alternate phone numbers are Ext. 43393 and Ext. 20009).

If salary data is requested by department faculty, the chair may provide current salary information without first contacting Policy and Records Administration. Please keep in mind the following:

- a. The request should be in writing and should be addressed to the department chair
- b. Only currently salary information should be released. If information on salary history is requested, please contact Policy and Records Administration for guidance.

- c. Requests should be processed within 10 working days.
 - d. It is the chair's decision whether or not to notify the individual(s) whose salary data has been requested and to identify the person requesting the information.
 - e. If the chair intends to notify the individual(s) whose salary data has been requested, the requestor of the information should also be made aware of the intent to notify.
 - f. A request for salary data cannot be denied on the basis of the reason for the request. However, the reason may be important in considering whether or not to notify faculty that their salary data has been requested.
-

Recruitment plans - electronic submission required (6/10/10)

3/1/2012

All recruitment plans must be submitted via *e-Recruitment Plan (e-RP)*, which is part of the Academic Personnel On-Line suite of services. *e-RP* allows electronic submission, routing, and approval of recruitment plans.

Department AP staff can list outreach efforts for advertising the open position, identify search committee members, and draft a job announcement within *e-RP*. The system then automatically routes the recruitment plan from the department staff (Originator) to the department chair (Unit Approver), to the Office of Academic Diversity and Equal Opportunity (Endorser), to the dean's staff (Reviewer), and to the dean (Final Approver). All participants are notified via e-mail once the dean has approved the recruitment plan.

Access to *e-RP* is via Single Sign-On and requires a user ID and password. Contact your business officer or Department Security Administrator (DSA) if you need further information about obtaining access to *e-RP*.

Recruitments - adherence to open recruitment requirements (4/2/12)

4/4/2012

The Office of Academic Diversity and Equal Opportunity wishes to remind departments' and deans' AP staff about the need for strict adherence to the University's open recruitment requirements.

Open recruitments are required for all ladder-rank faculty positions, regardless of the percentage of time of the appointment.

For other academic series, an open recruitment is required if the appointment exceeds 50% time

AND the appointment (or a series of appointments) lasts longer than a cumulative total of two quarters (9-month salary scale) or six months (11-month salary scale). Note that all time worked at UCSD is counted toward this cumulative total. An open recruitment is not required for an appointment at 50% time or less, or if the appointment exceeds 50% time for a total of no more than two quarters/six months and then returns to and remains at 50% or less.

Departments should be mindful of these requirements when proposing appointments, and deans' offices should notify OADEO if an open recruitment becomes necessary.

Recruitments - new forms and instructions available (11/1/12)

1/15/2013

In order to streamline the recruitment process, Academic Diversity and Equal Opportunity (ADEO) has revised both the Recruitment Interim Report form and the Recruitment Selection Report form and has provided step-by-step instructions for filling out and submitting these forms and related materials. The new forms and instructions are now available on the [Procedures, Forms, and Resources for Faculty Recruitment](#) Web page. Please discard other versions of these report forms and start using the new forms immediately.

The new forms are more intuitive and will help you to efficiently and accurately submit all required information. The new Interim Report form eliminates the need for a separate Diversity Evaluation Criteria and Process Statement, and the new Selection Report form eliminates the need for a separate Search Chair Selection Statement.

The forms and instructions should reduce or even eliminate follow-up phone calls from ADEO to obtain missing information, and they will help ADEO to review and endorse each report more quickly.

Please bear in mind that ADEO processes a large volume of plans, reports, waivers, and other materials every year. For example, last year ADEO processed 187 recruitment plans, 46 interim reports, 167 selection reports, 195 waiver requests, and 19 applications for Faculty Career Development Program awards. For this reason, you should plan to allow two weeks for ADEO to process your reports after your materials are received.

Recruitments - requirements for retaining records (6/28/13)

6/28/2013

As a federal contractor, UC San Diego is currently undergoing an audit by the Office of Federal Contract Compliance Programs (OFCCP), and it has come to light that some departments have

not complied with campus and federal regulations regarding retention of past recruitment records.

This is an extremely important reminder that past recruitment materials cannot be discarded for a period of three to five years.

Use of AP On-Line *Recruit* has been mandatory since May 1, 2013, so recruitment records will automatically be maintained electronically going forward. However, departments are still required to retain records for recruitments completed outside *Recruit* prior to May 1. They are also required to retain any recruitment materials that may be received outside of *Recruit* in the future.

The UC San Diego Policy and Procedures Manual, Section 480-20.V.8, stipulates that complete and accurate records regarding each position, including applicant files, must be retained for a period of three to five years and are subject to audit by the director of the Office of Academic Diversity and Equal Opportunity at any time.

Further, OFCCP regulations stipulate that all federal contractors are required to maintain any personnel or employment records made or kept by them. These records include but are not limited to

- Job descriptions
- Job postings and advertisements
- Job applications and resumes
- Interview notes
- Tests and test results
- Written employment policies and procedures
- Records pertaining to hiring, assignment, promotion, demotion, transfer, lay-off, termination, compensation, and personnel files

OFCCP regulations state that, in general, records must be kept for two years from the date of making the personnel record or taking the personnel action, whichever is later. Note, however, that UC San Diego requires retention of these materials for a longer period.

Recruitments - Unique Recruit URLs required in recruitment plans

8/1/2013

UC San Diego relies on AP On-Line *Recruit* to track and retain completed applicant information for compliance with Office of Federal Contract Compliance Programs requirements. For this reason, all departments have been required to use AP On-Line *Recruit* to manage all academic recruitment applications since May 1, 2013.

In order to ensure that applicants are able to apply via *Recruit*, it is essential that departments provide the unique *Recruit* job application URL (e.g., <https://apol-recruit.ucsd.edu/apply/JPF00xxx>) in the application instructions in each job advertisement included in recruitment plans submitted via *e-Recruitment Plan*.

Since all job applicants must use the unique *Recruit* URL to apply directly for each job, any recruitment plan lacking the unique *Recruit* URL in job advertisements will be returned to the submitter, and processing of the recruitment plan will be delayed.

The simplest way to insert the unique *Recruit* URL in job advertisements is to open *e-Recruitment Plan* and *Recruit* simultaneously, copy the URL from *Recruit*, and paste it into the job advertisement(s) you provide in *e-Recruitment Plan*.

For further information, or for instructions on how to access *Recruit* or obtain the unique URL, contact adeo@ucsd.edu.

Research series actions - deans' authority (10/4/10)

3/1/2012

Division deans now have authority for reappointments, normal merits, and uncontested no-changes in the Research Scientist, Project Scientist, and Specialist series. The Vice Chancellor for Research retains authority for these actions for General Campus organized research units (ORUs) only. Please see the [Authority and Review Chart](#).

Review process change - no provost, OGS dean review of GC files (10/4/10)

3/1/2012

To streamline the review process, General Campus files are no longer reviewed by the provosts or the Dean of Graduate Studies (effective as of the 2010-2011 academic review year). Please see the [Authority and Review Chart](#).

Sabbatical leaves - effect on faculty benefits (5/22/03)

3/1/2012

The University of California offers a [sabbatical leave benefits checklist](#) that provides detailed information for faculty about the effects of sabbatical leaves on their benefits. Please provide this checklist to faculty who wish to take sabbatical leaves.

Sabbatical leaves - restrictions for disengaged faculty (4/15/05)

3/1/2012

For disengaged faculty who have had two or more no-change reviews, a sabbatical leave or leave in lieu of sabbatical should be granted only if the leave is part of the faculty member's plan for re-engaging in research or creative activity.

Votes - determining whether quorum has been met (11/14/11)

3/1/2012

Academic Personnel Services is often asked, "How should 'eligible to vote and in residence' be interpreted in determining whether a quorum has been met?"

In order for an action to be moved forward by the department, it must be supported by at least 50% of the departmental faculty "eligible to vote and in residence on campus in the quarter when the vote is taken" (PPM 230-20.V.F.).

Faculty who are on approved leaves and are away from campus are not counted for the purpose of determining the 50% minimum. Similarly, faculty members who have abstained due to a conflict or for administrative reasons (e.g., because they will serve as reviewers later in the process) are not counted for this purpose.

Those who are in residence but choose not to participate in the review or cast a vote *are* counted in the total number of eligible faculty for the purpose of determining the 50% minimum. For this reason, it is important that departments indicate on the Summary form how many absences are due to approved leaves and how many abstentions are for administrative reasons.

Votes - ensuring department vote is valid (4/2/12)

4/4/2012

Departments should be sure to verify the validity of any department vote before sending files forward for review. A proposed action can only go forward if it is supported by a majority (50% or more) of faculty who are eligible to vote and are in residence at the time of the vote.

An approved leave is a valid reason for absence from campus. Faculty on approved leaves are not considered to be in residence, so they can be subtracted from the total number of faculty eligible to vote (as reported on the file Summary).

A faculty member who is in residence and eligible to vote, but who chooses not to attend the faculty meeting or vote, cannot be reported as absent from campus and cannot be subtracted from the total number of faculty eligible to vote.

Example: If a department has 45 faculty members who are eligible to vote on a proposed action, and three are away from campus on approved leaves, the number of faculty eligible to vote and in residence is 42. At least 50% (21) of these must support the proposed action in order for it to go forward.