

230 - Personnel-Academic

Section: 230-375

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PPM 230-375 Policy [[pdf format](#)]

APPOINTMENT AND PROMOTION - ACADEMIC COORDINATOR SERIES

PPM 230-375, Academic Coordinator Series, relates to matters subject to [Academic Personnel Manual \(APM\) Section 375](#), Academic Coordinator Titles. For reference, subsections of PPM 230-375 include citations to associated subsections of the APM; in all cases, the APM is operative where referenced.

PPM 230-375-4 Definition

APM 375-0

PPM 230-375-8 Levels

APM 375-8

PPM 230-375-10 Criteria for Appointment

APM 375-10

PPM 230-375-11 Criteria for Evaluating Performance

APM 375-11

PPM 230-375-12 Exceptions

APM 375-12

PPM 230-375-18 Salary

APM 375-18.a

[APM 375-18.b](#)

[APM 375-18.c](#)

Continued salary advancement beyond the highest step in any level shall depend on demonstration of continued performance commensurate with that on which advancement to the highest step was based. The normal salary increase for an appointee beyond the highest step is 100% of the difference between the highest two steps of the salary scale (i.e., 100% of the salary increase between the two highest steps in the level.) Files proposing 100% of the difference between the top two steps must demonstrate exemplary performance in all areas

(administrative performance, professional competence and activity, and University and public service). Files proposing more than 100% of the difference between the top two steps will be considered acceleration files and will only be considered in rare and compelling cases. In all cases, accelerations are limited to 150% above the highest step on the salary scale.

APM 375-18.d

PPM 230-375-19 Normal Periods of Service at Salary Steps

PPM 230-375-19.a

Appointments to an Academic Coordinator title may be for one year or less, for longer periods, and/or for an indefinite period; however, indefinite appointments can be made only when the appointment file documents availability of long-term funding.

Regular appointments may not exceed a total of two consecutive appointments/reappointments without formal campus review.

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.

APM 375-19. b
APM 375-19. c
APM 375-19. d.

Performance review for the purpose of continued merit advancement beyond the highest step in any level shall take place at the same frequency as that for normal advancement between steps in the series – at least every two years for Academic Coordinator I and II and three years for Academic Coordinator III.

PPM 230-375-20 Conditions of Employment

APM 375-20

PPM 230-375-22 Funds

APM 375-22

PPM 230-375-24 Authority

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

The UC San Diego [Authority and Review Chart](#) sets forth the individual(s) and/or committees responsible for review, as well as the final authority for approval.

PPM 230-375-80 Procedures

Procedural guidelines are available in the [Academic Personnel Process Manual](#).

Authority:

- [Formal panel review is required for every merit beyond the highest step in any level](#)
- [EVC-AA is Authority for Accelerated Merits beyond the highest step in any level.](#)

PPM 230-375-80, Appendix A

APM 375-80, Appendix A

REVISION HISTORY

July 01, 2017	This policy was made effective.
April 20, 2018	Minor technical edits to update names and policy hyperlinks.