

1.0 Introduction

1. General Information

The UC San Diego Academic Personnel Services (APS) Process Manual (Manual) is published annually under the authority of the Executive Vice Chancellor for Academic Affairs (EVC) as a companion guide to [UC San Diego Policy and Procedure Manual \(PPM\) Section 230 – Academic Personnel](#) and the [University of California Academic Personnel Manual](#) (APM). The Manual serves to aid department chairs and staff in the preparation of various academic appointments, reviews, and other academic personnel actions. Should you have questions regarding school, department, or division specific rules and deadlines, please consult with your dean's office AP staff.

For academic appointees in a series covered by a Memorandum of Understanding (MOU) with an exclusive bargaining agreement, procedures in this manual apply to the extent where the Memorandum of Understanding states that such procedures apply. UC's bargaining unit contracts can be found [here](#).

Additional department chair and staff training opportunities are provided throughout the academic year through EVC-sponsored department chair meetings & workshops, and specialized training offered through the UC Learning Center, Academic Personnel, and deans' offices.

2. How to Use This Manual

This manual provides detailed instructions and guidance for many regular appointment and review actions. In addition to instructions in this manual, one should always consult the relevant policy for guidance. Your dean's office is also a resource and can help guide you where policy or procedure may be silent.

3. Process Manual Updates

The Manual represents a joint review effort between the UC San Diego Office of Academic Personnel Service (APS) and the Academic Senate. Future modifications to this manual will be made by APS and reviewed by the Academic Senate prior to issuance. Academic Senate review will not be required in situations where an update is technical in nature or in cases where the Academic Senate has expressly waived its review.

Please contact APS at academicpersonnel@ucsd.edu if you wish to provide comments, feedback, or recommendations related to the modification of this manual