

## 1.1 Academic Personnel Policy

### 1. General

The department chair (or equivalent officer) is responsible for complying with the policies and procedures for the review and appointment of academic personnel. The relevant campus policies governing the academic appointment, review, and ancillary academic personnel actions are as follows:

#### a. General University Policy Regarding Academic Appointees

[PPM 230-133](#) - Limitation on Total Period of Service with Certain Academic Titles

[PPM 230-160](#) - Academic Personnel Records/Maintenance of, Access to, and Opportunity to Request Amendment of

#### b. Appointment and Promotion

[PPM 230-200](#) - General

[PPM 230-205](#) - Recall for Academic Appointees

[PPM 230-210](#) - Review and Appraisal Committees

[PPM 230-220](#) - Professor Series

[PPM 230-230](#) - Visiting Appointments

[PPM 230-235](#) - Acting Appointments

[PPM 230-255](#) - Non-Salary Instructional Positions

[PPM 230-270](#) - Professor of (e.g., Psychiatry) In Residence Series

[PPM 230-275](#) - Professor of Clinical X (e.g., Medicine) Series

[PPM 230-278](#) - Health Sciences Clinical Professor Series

[PPM 230-280](#) - Adjunct Professor Series

[PPM 230-281](#) - Professor of Practice Series

[PPM 230-283](#) - Lecturer and Senior Lecturer Series

[PPM 230-285](#) - Lecturer with Security of Employment (Teaching Professor) Series

[PPM 230-289](#) - Guest Lecturers (Including Lecturers, Miscellaneous Part-Time)

[PPM 230-290](#) - Regents' Professors and Regents' Lecturers

[PPM 230-310](#) - Professional Research (Research Scientist) Series

[PPM 230-311](#) - Project Scientist Series

[PPM 230-330](#) - Specialist Series

[PPM 230-340](#) - Continuing Educator Series

[PPM 230-355](#) - Non-Salary Research Positions

[PPM 230-360](#) - Librarian Series

[PPM 230-370](#) - Academic Administrator Series

[PPM 230-375](#) - Academic Coordinator Series

#### c. Recruitment

[PPM 230-500](#) - Recruitment – General

d. Salary Administration

[PPM 230-610](#) - Salary Increases

[PPM 230-620](#) - Off-Scale Salaries for Appointments and Advancement

## 2. Academic Review File Deadlines

The academic review process is based on principles of fairness and equity. Adherence to deadlines helps ensure personnel cases are treated equitably. Administrative delays are inherently unfair to candidates who provide required file materials in a timely manner. An academic review file that is not submitted for campus review by the established deadline, linked below, may not be considered until the next academic review cycle.

Review File Submission Deadline
<a href="#">CAP</a>
<a href="#">AARP</a>
<a href="#">PSSRP</a>
<a href="#">RS-CAP</a>

Applicable Association of American Universities ([APM-500](#)) and Intercampus Recruitment ([APM 510](#)) procedures and deadlines should be considered when coordinating the submission of appointment files. Please reference [Section 2](#) of this process manual for additional information. While posted campus deadlines do not apply to academic appointment files, departments and deans need to be cognizant of deadlines for the receipt of files that require committee review and should plan well in advance of the appointee's proposed start date. See [Section 1.1.2.c](#) below for details

a. Departmental Deadlines

In each department, the department chair will establish deadlines for the submission of academic review file materials to enable the department to submit files by the dean's deadlines (and likewise, campus deadlines). Departmental deadlines may not be later than the published file cut-off date for actions effective the following July 1. In addition, an academic appointee undergoing review may not add bibliographic or other documentation reflecting activities or accomplishments beyond the published file cut-off date of October 15th. Please note departments, in consultation with their respective chair and dean, may establish earlier cut-off dates.

b. School Deadlines

Dean's offices will establish deadlines that allow for the review of files well in advance of published campus deadlines. Please contact your respective dean's office for current deadline

dates pertaining to your school(s). All academic review files must be submitted to the appropriate dean's office by the dean's established deadline.

#### **About Joint Files**

For academic review files involving the reappointment and/or review of a candidate appointed in two or more departments, the home department must take special care in coordinating the review early enough to allow each department adequate time to meet all applicable deadlines.

Joint academic appointment and review files should include a copy of any established and/or applicable memorandums of agreement (MOU) detailing the candidate's assigned involvement and responsibilities across the multiple departments that compose their FTE.

#### c. Campus Deadlines

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. The posted dates reflect campus file deadlines for the current academic year and are updated each summer to reflect deadlines for the upcoming academic year. Deans' offices must forward files subject to campus-level review to Academic Personnel no later than the stated deadlines in order for actions to be effective July 1. Files received after the specified deadlines will require an effective date the following July 1.

Files received after the published deadline without an approved extension will be returned to the department for submission the following year.

#### d. File Submission

Academic appointments and review files must be submitted via Interfolio, compiled in accordance with established policies and procedures, and submitted to the proper reviewing authorities.