

## 1.5 Series Appointment & Advancement Criteria

### 1. General

The main appointment and advancement criteria at UC San Diego vary depending on the appointee's academic series. The chart below indicates the specific required (indicated by X) and desirable/allowable (indicated by Y) criteria for each academic series.

#### About Departmental Recommendations

Accomplishments in each of these areas, as well as other performance-related information, must be discussed in the departmental recommendation letter. Follow the APM policy links for each series for detailed information.

Academic Criteria as Derived from Academic Personnel Manual ( <a href="#">APM</a> ) Section 210, Review and Appraisal Committees							
Academic Series	Teaching and Mentoring	Research & Creative Work	Scholarly or creative activity	Creative Work	Professional and/or Scholarly Achievement and Activity, Including Creative Activity	Professional Competence & Activity	University & Public Service
<a href="#">Professor (Ladder-Rank)</a>	X	X				X	X
<a href="#">Professor in Residence</a>	X	X				X	X
<a href="#">Professor of Clinical X</a>	X			X		X	X
<a href="#">Health Sciences Clinical Professor</a>	X		X			X	X
<a href="#">Adjunct Professor</a>	X	X				X	X
<a href="#">Professor of Practice</a>	X	X <sup>a</sup>				X	X
<a href="#">Teaching Professor (LSOE)</a>	X				X		X
<a href="#">Professional Research (Research Scientist)</a>	Y <sup>1</sup>	X				X	X <sup>b</sup>
<a href="#">Project Scientist</a>		X				X	
<a href="#">Specialist</a>		X				X	X <sup>c</sup>
<a href="#">Academic Administrator</a>		Y <sup>2</sup>				X	X
<a href="#">Academic Coordinator</a>		Y <sup>2</sup>				X	X
<a href="#">Librarian Series</a>		X				X	X
<a href="#">Continuing Educator</a>						X	X

<sup>a</sup> Contributions to the research and/or creative mission of the University, with emphasis on professional practice and leadership contributions

<sup>b</sup> Academic appointees at the Associate and Full level are expected to engage in University and/or public service in accordance with policy.

<sup>c</sup> Specialists may engage in University and/or public service provided these services comply with the requirements of the candidate's funding source. Such service should be related to the candidate's area of professional expertise and achievement. Service activities may be at the level of the department, the organized research unit (ORU), the college/school/division, the campus, the University, and/or the public.

**Y<sup>1</sup>** on occasion, a Research Scientist whose full-time salary is administered by the University participates in the instructional program. In order to engage in formal instruction and/or significant participation in the instructional program, the individual must be appointed in a salaried

instructional title. The service requirement may be interpreted flexibly; service activities should be focused on the professional development of the appointee and may include teaching.

<sup>2</sup> 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.

#### About Contributions to Diversity

Contributions to diversity may appear as a component to any of the above listed appointment and advancement criteria. Contributions to diversity are encouraged and worthy of discussion in an academic's appointment and/or review file.

A new appointment is defined as employment of an individual whose immediately prior status was:

- a. not in the employ of the University of California, San Diego, or
- b. in the employ of the University of California, San Diego, but in a series that is different than the series being proposed. (This is commonly referred to as a "series change.")
- c. in the employ of the University of California, but at another campus in the UC system.

Once a department has identified a need to hire an academic in a specific area and has received approval from the appropriate authority (e.g., school dean, EVC, Chancellor) to go forward with the hire, a recruitment begins and a search ensues. Once a final candidate has been identified, an appointment file is then prepared. The appointment file highlights the candidate's professional achievements and qualifications as they relate to the criteria for the academic position they are being proposed for. It also includes documentation of the department's assessment of the candidate and provides the record that campus reviewers will read, further assess, and then document their recommendation on the hiring of the prospective candidate.

Department chairs are expected to propose appointments and prepare appointment files in compliance with policy (see table above).

Once the file has progressed through all levels of review, the final authority for the appointment proposal will render a final decision. An approval by the final authority results in an official offer letter to the candidate.