

1.1 Academic Personnel Policy & Major Academic Series

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. File Deadlines

Review File Submission Deadline
CAP – Committee on Academic Personnel
AARP- Academic Administrator and Academic Coordinator Review Panel
PSSRP – Project Scientist and Specialist Review Panel
RS-CAP – Research Committee on Academic Personnel

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.

Visit the Academic Personnel Services [Academic Review & Appointment Life-Cycle webpage](#) for a visual representation of the academic review process.

Applicable Intercampus Recruitment ([APM 510](#)) procedures and deadlines should be considered when coordinating the submission of appointment files. Please reference [Section 2.0](#) 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. School & Departmental Deadlines

Dean’s offices will establish deadlines that allow for the review of files well in advance of published campus deadlines. Similarly, department chairs will establish deadlines for the submission of academic review file materials to enable departments to submit files by established dean’s deadlines (and likewise, campus deadlines).

Departments should contact their dean’s office for applicable school deadline dates.

Departmental deadlines may not be later than the published file cut-off date for actions effective the following July 1st. 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 June 30th. Departments, in consultation with their respective chair and dean, may establish earlier cut-off dates.

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 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 understanding (MOU) detailing the candidate's assigned involvement and responsibilities across the multiple departments that compose their FTE.

MOU are not required in cases where only one appointment is salaried and the rest are non-salaried or, where all joint appointments are non-salaried.

b. Campus Deadlines

All academic review files are due to Academic Personnel Services (APS) on or before the due dates set forth on APS' [Campus File Deadlines](#) webpage. 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 1st. Files received after the specified deadlines will require an effective date for the following July 1st.

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

c. File Submission

Academic appointments and review files must be submitted via Interfolio Review, Promotion & Tenure (RPT) and compiled in accordance with established policies and procedures, with submission to the proper reviewing authorities.

Visit the Academic Personnel Services [Interfolio webpage](#) for additional information related to RPT.

3. Most Common Academic Series Used at UCSD

a. Professor Series

– **Professor (Assistant, Associate, Full, Above Scale “Distinguished Professor”)**

The professorial series is used for members of the faculty of an academic or professional college or school of the University who have instructional as well as research, University, and public service responsibilities. The terms “regular rank” and “Ladder Rank” are other names for the Professorial series.

Tenure: Yes (Upon promotion to Associate)

Senate Membership: Yes

– **Professor In-Residence (Assistant, Associate Professor, Full)**

Professor In-Residence titles are used for individuals supported by non-state funds who engage in teaching, research or other creative work, as well as University and public service.

Tenure: No

Senate Membership: Yes

– **Professor of Clinical X (Assistant, Associate, Full)**

These are faculty members whose predominant responsibilities are in teaching and clinical service, and who also engage in creative activities.

Tenure: No

Senate Membership: Yes

– **Adjunct Professor (Assistant Adjunct Professor, Associate Adjunct Professor, Adjunct Professor)**

Titles in this series may be assigned to individuals who are predominantly engaged in research or other creative work and who participate in teaching, or to individuals who contribute primarily to teaching and have a limited responsibility for research or other creative work.

Tenure: No

Senate Membership: No

– **Health Sciences Clinical Professor (Assistant, Associate, Full)**

Appointees in the clinical series teach the application of basic sciences and clinical procedures to clinical practice in all those areas concerned with patient care.

Tenure: No

Senate Membership: No

i. Non-Professorial Instructional Series

– **Teaching Professor (Assistant, Associate, Full, Above Scale “Distinguished Teaching Professor”)**

This series is used for appointees who are faculty members with instructional, University, and public service responsibilities.

Tenure: No

Security of Employment: Yes

Senate Membership: Yes (for full time appointees only)

– **Professor of Practice (and Visiting Professor of Practice)**

Appointees in this series are distinguished professionals, either practicing or retired, with specific expertise in their fields, and though leaders in their fields, do not have traditional academic backgrounds.

Tenure: No

Senate Membership: No

– **Supervisor of Teacher Education**

This title is used for individuals who are responsible for activities/classes in the Teacher Education Program. This title normally is concurrent with a non-salaried Lecturer title.

Supervisor of Teacher Education salaries are based upon the Supervisor of Teacher Education salary scale.

Tenure: No

Senate Membership: No

– **Lecturer (Pre-Six, Continuing, Sr. Continuing) – Non-Senate Instructional Unit**

This title is assigned to a professionally qualified appointee not under consideration for appointment in the professorial series whose services are contracted for certain teaching

duties, often for limited periods or for part-time. Please note, this series is represented under by the American Federation Teachers (AFT), please refer to the [UC-AFT Labor Agreement](#) for additional series guidance.

Tenure: No

Senate Membership: No

j. Research Series

– **Research Scientist Series (Assistant, Associate, and Full)**

Research Scientists are expected to carry out independent research programs, to be leaders in an academic field, and to provide service to the academic and public communities. They are engaged personally and directly in research and do not have teaching responsibilities. This title is not intended for individuals whose duties are merely to provide technical assistance to a research project. The review criterion for this tier parallels that of Ladder Rank Faculty. Please note, this series is represented by the International Union, United Automobile, Aerospace and Agricultural Implement Workers of America (UAW), please refer to the [UC-UAW Labor Agreement](#) for additional series guidance.

Tenure: No

Senate Membership: No

– **Project Scientist Series (Assistant, Associate, and Full)**

Project Scientists are expected to make significant and original contributions to university research programs; however, they do not function as independent or principal investigators and are not required to possess the scholarly breadth and academic leadership expected of Professorial and Research Scientist appointees. Project Scientists either serve as ongoing members of a research team or have appointments of limited duration to participate in specific research projects. Please note, this series is represented under by the International Union, United Automobile, aerospace and Agricultural Implement Workers of America (UAW), please refer to the [UC-UAW Labor Agreement](#) for additional series guidance.

Tenure: No

Senate Membership: No

– **Specialist Series (Jr., Assistant, Associate, and Full)**

The specialist series is used for academic appointees who are engaged in research in specialized areas and who do not have any teaching responsibilities. Specialists provide research projects with special skills, experience, and knowledge in support of research, rather than conducting research, and they generally work under the direction of a member of the Professorial, Research Scientist, or Project Scientist series. Please note, this series is represented by the International Union, United Automobile, Aerospace and Agricultural

Implement Workers of America (UAW), please refer to the [UC-UAW Labor Agreement](#) for additional series guidance.

Tenure: No

Senate Membership: No

k. Other Series

– **Academic Administrator Series**

The duties of the position in this series administer programs that either 1) provide service to academic departments, but not as totally or exclusively research or teaching activities; or 2) serve the general public and may be either research or educational in nature.

Tenure: No

Senate Membership: No

– **Academic Coordinator Series**

The duties of the position administer academic programs that provide service closely related to the teaching or research mission of the University e.g. academic departments, students, general public.

Tenure: No

Senate Membership: No