

## 2.1 Limitations on Total Period of Service in Certain Academic Titles

**Related Manual Sections:**     [3.2.14](#)     [3.2.15](#)     [3.2.23](#)

### 1. General

University of California policy ([APM 133](#)) and UC San Diego policy ([PPM 230-133](#)) provide limits on periods of service in certain academic titles. Total University service in the academic titles listed in Column A in the tables below is limited to a maximum of eight years (referred to as the eight-year limit). Periods of service on any campus of the University of California in any combination of the titles listed in Column B below count toward the eight-year limit. At UC San Diego, this eight-year limit is known as the “probationary period.”

If a candidate for appointment to a series listed in Column A has had prior University of California service in any of the titles listed in Column B, **it is the department’s responsibility to compute the maximum remaining years of service allowable in the proposed title and to inform the candidate of the remaining years of service allowable for the UC San Diego appointment.**

University policies ([PPM 230-15](#) and [PPM 230-133](#)) allow extensions to the probationary period if certain conditions are met. Depending on the reason, the appointee would either complete the [Family Accommodations Reporting Form](#) and submit it to their department chair, or request an exception to policy by completing the [Policy Exception Form](#) with any supporting documentation, and submit all to the department chair.

**TABLE 1**

COLUMN A	COLUMN B
UC San Diego titles subject to a limitation on total period of service:	Previous periods of service on any campus of the University of California in any combination of the following titles count toward the eight-year limit:
<ul style="list-style-type: none"> <li>Assistant Professor (Ladder-Rank)</li> <li>Assistant Professor In Residence</li> </ul>	<p>Professor series and related titles</p> <ul style="list-style-type: none"> <li>Instructor</li> <li>Assistant Professor</li> <li>Acting Assistant Professor</li> <li>Acting Associate Professor</li> <li>Acting Professor</li> <li>Visiting Assistant Professor</li> <li>Visiting Associate Professor</li> <li>Visiting Professor</li> </ul> <p>Supervisor of Physical Education series</p> <ul style="list-style-type: none"> <li>Junior Supervisor of Physical Education</li> <li>Assistant Supervisor of Physical Education</li> </ul> <p>Professor in Residence series</p> <ul style="list-style-type: none"> <li>Instructor in Residence</li> <li>Assistant Professor in Residence</li> </ul>

	<p>Astronomer series and related titles</p> <ul style="list-style-type: none"> <li>• Junior Astronomer</li> <li>• Assistant Astronomer</li> <li>• Acting Junior Astronomer</li> <li>• Acting Assistant Astronomer</li> <li>• Visiting Assistant Astronomer</li> </ul> <p>Agronomist in the Agricultural Experiment Station series and related titles</p> <ul style="list-style-type: none"> <li>• Junior Agronomist</li> <li>• Assistant Agronomist</li> <li>• Acting Junior Agronomist</li> <li>• Acting Assistant Agronomist</li> <li>• Visiting Assistant Agronomist</li> </ul> <p><b>Note:</b> Appointment at less than full time to a title in this section while in student status on any UC campus will not count toward the 8yr limit.</p>
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TABLE 2

COLUMN A	COLUMN B
UC San Diego titles subject to a limitation on total period of service:	Previous periods of service on any campus of the University of California in any combination of the following titles count toward the eight-year limit:
<ul style="list-style-type: none"> <li>• Assistant Teaching Professor (Lecturer with Potential for Security of Employment*)</li> <li>• Senior Lecturer with Potential for Security of Employment*</li> </ul>	<p>Lecturer titles at <b>more than 50% time</b></p> <ul style="list-style-type: none"> <li>• Lecturer</li> <li>• Senior Lecturer</li> <li>• Assistant Teaching Professor (Lecturer with Potential for Security of Employment)</li> <li>• Senior Lecturer with Potential for Security of Employment</li> </ul> <p>Professor series and related titles</p> <ul style="list-style-type: none"> <li>• Instructor</li> <li>• Assistant Professor</li> <li>• Acting Assistant Professor</li> <li>• Acting Associate Professor</li> <li>• Acting Professor</li> <li>• Visiting Assistant Professor</li> <li>• Visiting Associate Professor</li> <li>• Visiting Professor</li> </ul> <p>Professor of Clinical (e.g., Medicine) series</p> <ul style="list-style-type: none"> <li>• Assistant Professor of Clinical (e.g., Medicine)</li> </ul> <p>Health Sciences Clinical Professor series</p> <ul style="list-style-type: none"> <li>• Health Sciences Assistant Clinical Professor at <b>more than 50% time</b></li> </ul>

<p><b>Note:</b> Candidates with the title of Lecturer or Senior Lecturer who do not have the potential for security of employment are not subject to the limitation on total period of service.</p>	<p>Supervisor of Physical Education series</p> <ul style="list-style-type: none"> <li>• Junior Supervisor of Physical Education</li> <li>• Assistant Supervisor of Physical Education</li> </ul> <p>Professor in Residence series</p> <ul style="list-style-type: none"> <li>• Instructor in Residence</li> <li>• Assistant Professor in Residence</li> </ul> <p>Adjunct Professor series</p> <ul style="list-style-type: none"> <li>• Adjunct Instructor at <b><i>more than 50% time</i></b></li> <li>• Assistant Adjunct Professor at <b><i>more than 50% time</i></b></li> </ul>
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TABLE 3

COLUMN A	COLUMN B
UC San Diego titles subject to a limitation on total period of service:	Previous periods of service on any campus of the University of California in any combination of the following titles count toward the eight-year limit:
<ul style="list-style-type: none"> <li>• Acting Assistant Professor</li> <li>• Acting Associate Professor</li> <li>• Acting Professor</li> <li>• Visiting Assistant Professor</li> <li>• Visiting Associate Professor</li> <li>• Visiting Professor</li> <li>• Assistant Professor of Clinical (e.g., Medicine)</li> <li>• Health Sciences Assistant Clinical Professor at more than 50% time</li> <li>• Assistant Adjunct Professor at more than 50% time</li> </ul>	<p>Professor series and related titles</p> <ul style="list-style-type: none"> <li>• Instructor</li> <li>• Assistant Professor</li> <li>• Acting Assistant Professor</li> <li>• Acting Associate Professor</li> <li>• Acting Professor</li> <li>• Visiting Assistant Professor</li> <li>• Visiting Associate Professor</li> <li>• Visiting Professor</li> </ul> <p>Professor of Clinical (e.g., Medicine) series</p> <ul style="list-style-type: none"> <li>• Assistant Professor of Clinical (e.g., Medicine)</li> </ul> <p>Health Sciences Clinical Professor series</p> <ul style="list-style-type: none"> <li>• Health Sciences Assistant Clinical Professor at <b><i>more than 50% time</i></b></li> </ul> <p>Supervisor of Physical Education series</p> <ul style="list-style-type: none"> <li>• Junior Supervisor of Physical Education</li> <li>• Assistant Supervisor of Physical Education</li> </ul> <p>Professor in Residence series</p> <ul style="list-style-type: none"> <li>• Instructor in Residence</li> <li>• Assistant Professor in Residence</li> </ul>

	<p>Adjunct Professor series</p> <ul style="list-style-type: none"> <li>• Adjunct Instructor at <b>more than 50% time</b></li> <li>• Assistant Adjunct Professor at <b>more than 50% time</b></li> </ul> <p>Astronomer series and related titles</p> <ul style="list-style-type: none"> <li>• Junior Astronomer</li> <li>• Assistant Astronomer</li> <li>• Acting Junior Astronomer</li> <li>• Acting Assistant Astronomer</li> <li>• Visiting Assistant Astronomer</li> </ul> <p>Agronomist series</p> <ul style="list-style-type: none"> <li>• Junior Agronomist</li> <li>• Assistant Agronomist</li> <li>• Acting Junior Agronomist</li> <li>• Acting Assistant Agronomist</li> <li>• Visiting Assistant Agronomist</li> </ul> <p>Lecturer titles at <b>more than 50% time</b></p> <ul style="list-style-type: none"> <li>• Lecturer</li> <li>• Senior Lecturer</li> <li>• Assistant Teaching Professor (Lecturer with Potential for Security of Employment)</li> <li>• Senior Lecturer with Potential for Security of Employment</li> </ul>
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TABLE 4

COLUMN A	COLUMN B
UC San Diego titles subject to a limitation on total period of service:	Previous periods of service on any campus of the University of California in any combination of the following titles count toward the eight-year limit:
<ul style="list-style-type: none"> <li>• Assistant Research Scientist</li> </ul>	<ul style="list-style-type: none"> <li>• Assistant Research Scientist</li> <li>• Associate Research Scientist</li> <li>• Research Scientist</li> <li>• Visiting Assistant Research Scientist</li> </ul>
<ul style="list-style-type: none"> <li>• Assistant Project Scientist</li> </ul>	<ul style="list-style-type: none"> <li>• Assistant Project Scientist</li> <li>• Associate Project Scientist</li> <li>• Project Scientist</li> <li>• Assistant Research Scientist</li> <li>• Associate Research Scientist</li> <li>• Research Scientist</li> </ul>

## 2. Calculation of Years of Service Prior to Appointment

The following rules must be observed when calculating years of service at another UC campus:

- a. For purposes of calculating service toward the eight-year limit, service on any campus of the University of California counts. “On any campus” means “anywhere in the University system.”
- b. All years of service on any campus of the University of California are counted. If there is any break in service, whether because of leave without salary or because of resignation and subsequent reappointment, service prior to the interruption counts toward the eight-year limit. For example, if an individual who previously served as an Assistant Professor on one campus is appointed as an Assistant Professor on another campus after a break in service, all previous years of service count toward the eight-year limit.
- c. Years of service are calculated from the beginning of the first complete semester or quarter of service.
- d. For an academic-year appointee, eight years will consist of 16 complete semesters or, under the quarter system, 24 complete quarters, or a combination of these, with one semester equal to one and one-half quarters. However, no academic-year appointee may accrue more than three quarters of service credit in any one fiscal year toward the eight-year limit unless the fourth quarter was approved under an arrangement to provide compensatory time off and that year is immediately preceded or succeeded by a two-quarter year of service.
- e. For a fiscal-year appointee, eight years will consist of 96 months of completed service, inclusive of accrued vacation time.
- f. An appointment at any percentage of time, including 0% or without salary, counts toward the eight-year limit, unless otherwise specified in Table 1 above. Appointments that are at 0% time because the appointee is on leave may be eligible for exclusion, as specified below.
- g. Complete semesters or quarters of service for an academic-year appointee and complete months of service for a fiscal-year appointee will be counted regardless of the percentage of time of the appointment in alignment with percentage thresholds specified in Table 1 above.
- h. Any break in service, whether because of leave without salary or because of resignation and subsequent reappointment, does not invalidate the counting of service prior to the interruption.

## 3. Applicability of Periods of Leave Toward Calculating Years of Service

### i. Temporary Transfers or Change of Status

Temporary transfers or changes of status from Assistant Professor (or any other title listed in Column A above) to any other title or title series will be regarded as periods of academically related leave under this rule and will be counted toward the eight-year limit.

j. Without Salary Status

Except as provided in the additional provisions in 2.1.2.c below, periods of leave, whether with or without salary, will be counted toward the eight-year limit unless the Executive Vice Chancellor for Academic Affairs, after consultation with the Academic Senate Committee on Academic Personnel, determines that the activity undertaken during the course of the leave was substantially unrelated to the individual's academic career. For new appointments, this determination is made on the basis of a petition filed at the time of the proposed appointment. In such cases, the Executive Vice Chancellor may permit the leave period to be excluded from service for the purposes of calculating the eight years.

k. Additional Provisions

- i. Periods of childbearing and/or parental leave equal to or in excess of one quarter or one semester, whether with or without salary, are not included as periods of service for the purposes of calculating the eight years.
- ii. The combined total of periods of leave excluded as unrelated to academic duties or as childbearing and/or parental leave may not exceed two years.
- iii. See [4.1 Appendix B](#) for information on COVID-19 related extensions of the probationary period

#### 4. Appointments Subject to the Eight Year Limit

Whenever possible, appointments subject to the eight-year limit should be made effective July 1st.