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## APPOINTMENT OF ACADEMIC PERSONNEL

### I. REFERENCES AND RELATED POLICIES

[Academic Personnel Manual](#) (APM)

[UCSD Policy and Procedure Manual \(PPM\) 230-28, Advancements and Reappointments](#)

[Memorandum of Understanding, University of California and University Federation of Librarians University Council - American Federation of Teachers, Professional Librarian Unit](#)

[Memorandum of Understanding, University of California and University Council - American Federation of Teachers, Non-Senate Instructional Unit](#)

### II. INTRODUCTION

This section of the Policy and Procedure Manual (PPM) contains the campus policies and procedures pertaining to the appointment of academic personnel at the University of California, San Diego.

This PPM section incorporates and implements provisions of the University of California Academic Personnel Manual (APM). For additional information, contact the appropriate divisional dean's office or refer directly to the APM.

This PPM section is not applicable to appointees in series covered by a Memorandum of Understanding with an exclusive bargaining agreement, except when the Memorandum of Understanding specifically states that certain section(s) of the PPM apply.

### III. GLOSSARY OF TERMS

A complete glossary of academic personnel terms is available on the [UCSD Academic Personnel Web site](#).

### IV. RECRUITMENT OF ACADEMIC PERSONNEL

An open recruitment is required to propose a candidate for a new academic appointment, including an appointment that is an intercampus or intracampus transfer. Information on recruiting academic personnel is available on the [UCSD Academic Personnel Web site](#). [PPM 230-6, Academic Personnel Affirmative Action Program](#), sets forth the requirements for the open recruitment process. No action may be taken on the appointment proposal until the recruitment process has been completed, unless the appointment is exempt as noted below.

#### A. Appointments Exempt from Open Recruitment

1. Appointments of UCSD academic personnel to "Recalled" status.
2. Appointments to "Visiting" titles when a candidate is on leave from another university, college, or public or private research laboratory.
3. Postgraduate Research appointments (all of which are limited to five years).
4. Non-salaried appointments.

5. Appointments at 50% time or less, except for Ladder-Rank positions. An open recruitment is required for Ladder-Rank positions, regardless of percentage of appointment.
6. Appointments at more than 50% time, but limited to *two quarters* or less (academic-year basis) or six months or less (fiscal-year basis).

NOTE: Any extension beyond two quarters or six months (total time worked at UCSD) requires an open recruitment unless the proposed reappointment is at 50% time or less.

7. Positions requiring student status, e.g., teaching assistant, research assistant, tutor.

#### **B. Additional Recruiting Requirements**

Special conditions must be met before initiating negotiations with a candidate who:

1. Is a non-U.S. citizen. Departments should consult with the International Center regarding visa requirements for appointments of non-U.S. citizens before an appointment file is submitted for consideration. Candidates must verify eligibility to work in the United States. The federal government has designated the I-9 form, *Employment Eligibility Verification*, as the document to be used in the verification process for non-U.S. citizens. For additional information, refer to [PPM 395-13, Payroll/Alien Information](#) and [APM 530, Recruitment/Non-citizens](#).
2. Is employed by another California public institution. Combined teaching appointments at the University of California and the California State University (CSU) may not exceed 120% of full time, except for University Extension service. That is, CSU faculty who are employed 100% time may be appointed at UCSD up to 20% time with written authorization by the appropriate dean at the CSU campus. For additional information, refer to [APM 500, Recruitment/General](#) and [APM 501, Recruitment From Other California Institutions](#).
3. Is employed by another University of California campus. For additional information, refer to [APM 500, Recruitment/General](#), and [APM 510, Recruitment/Intercampus Transfers](#).
4. Holds a tenured appointment at any institution that is a member of the Association of American Universities (AAU). For additional information, refer to [APM 500, Recruitment/General](#).
5. Is a near relative of an employee in the same department. The employment of near relatives in the same department is permitted when the near relative relationship is disclosed and the appointment is pre-authorized. For additional information, refer to [APM 520, Recruitment/Employment of Near Relatives](#).

## V. GENERAL APPOINTMENT POLICIES

Upon the successful completion of a recruitment, or when a recruitment is not required, an appointment file must be prepared proposing a candidate for appointment at UCSD.

### A. Department Chair Responsibilities

#### 1. General

The department chair (or equivalent officer) is responsible for complying with the policies and procedures for appointment of academic personnel. This includes all recruitment requirements, as well as preparation and submission of academic appointment files consistent with University and campus policies. It is the department's responsibility to submit appointment files sufficiently in advance to allow adequate time for completion of academic review prior to the proposed effective date.

The department chair is also responsible for discussing in the department letter of recommendation the voting process used and the degree of consultation within the department.

#### 2. Funding

The department chair must also ensure that funding is or will be available for the prospective appointee prior to forwarding the appointment file for consideration. For an appointment requiring an FTE, the department chair must also ensure that an FTE has been secured.

#### 3. Potential Conflict of Interest

If the department chair and the candidate proposed for appointment are close collaborators, the department chair should not participate in the preparation of the appointment file. The vice chair or another independent senior faculty member should oversee the process and prepare the department letter of recommendation.

If a recommended appointment will result in a near relative being employed in the same department as an existing appointee, the existing appointee may not participate in any academic review actions affecting the near relative. (For the definition of "near relative," refer to APM 520, "Appointment of Near Relatives.") If an existing appointee would normally participate in the recruitment process and/or vote on the appointment (that is, if the prospective candidate were not a near relative), the departmental recommendation letter should state that the existing appointee did not participate in the recruitment or vote on the appointment of the near relative, and will not participate in any future academic review decisions for the candidate if he or she is appointed.

If the department chair or any faculty member contributing to the file has a financial interest in a company employing a potential faculty member, that information should be included in the file, and such individuals should recuse themselves from contributing to the appointment file.

#### 4. Departmental Recommendation Letter

The department chair is responsible for drafting the departmental recommendation letter, which is a presentation of the department's recommendation of appointment based upon the evaluation of the appointee by all eligible members of the department.

The letter should include:

- a. The proposed title, rank, step, salary, effective appointment date(s), and any funding contingencies.
- b. A brief description of the open recruitment conducted by the department for the position and how the candidate was selected. Other applicants should not be identified in this description.
- c. Justification of the recommended rank, step, and salary based on the criteria specified for the series, including justification for a market off-scale salary, if applicable.
- d. A report of the consultation with members of the department, including a statement specifying the degree of departmental consultation and any dissenting opinion. The letter must make clear who was consulted and the manner of consultation, verify that a complete file was presented for voting members' consideration, and present the results of the vote taken, including the reasons (if known) for any negative votes. Departments are required to document in the appointment file the participation and membership of the departmental ad hoc committee.
- e. A description of the candidate's expected role in the department: research to be conducted and/or classes the candidate will teach; the appointee's contribution to the department's instructional mission at both the undergraduate and graduate levels; and a description of the department's teaching requirements and how the candidate's teaching load meets those requirements (for applicable titles).
- f. A thorough evaluation of the candidate's qualifications in accordance with the specific criteria established for the proposed series. This includes a full and detailed evaluation of the candidate's scholarly and creative achievements, a description and evaluation of the candidate's teaching experience and effectiveness, and assessment of his or her professional reputation in the academic community.
- g. For joint appointments, a description of the degree of consultation in each department or program, as well as the candidate's role in each area. Both departments should submit letters of recommendation or co-sign one letter.

The department chair may also write a separate, confidential letter setting forth his or her personal recommendation, if desired.

## 5. Departmental Search Committee or Ad Hoc Committee

Although the department chair is responsible for documenting and presenting the departmental recommendation, the department chair may appoint a departmental search or ad hoc committee to advise the department.

If a search or ad hoc committee is appointed to advise the department, its recommendation should be included in the academic appointment file.

## 6. External Referee Letters

Letters of evaluation from referees external to UCSD are required for appointment files.

- a. Three (3) external referee letters are required for appointments at the Assistant rank, the Lecturer with Potential for Security of Employment rank, and in the Academic Administrator and Academic Coordinator series.
- b. Five (5) external referee letters are required for appointments at the Associate rank or above and for appointments at the Lecturer or Senior Lecturer with Security of Employment ranks.
- c. One (1) external referee letter is required for a temporary appointment

The department chair should solicit evaluations from individuals who are independent of the candidate, who are expert in the candidate's field, and who are able to provide an objective appraisal of the candidate's work. When possible, letters should be included from those who know candidates only through their work.

Referees should be urged to provide an objective and analytical evaluation with specific comments about the candidate's abilities and accomplishments, rather than uncritical praise.

Use of external referees whom the reviewers may not regard as objective or independent evaluators, either because they are too close to the candidate professionally (e.g., collaborators, thesis supervisors, etc.) or because they have a personal relationship with the candidate, may be included if they shed light on collaborations. Non-independent letters do not count toward the minimum number of required external letters.

External evaluation letters may be solicited from academic appointees at other University of California campuses. Under special circumstances, evaluations by other department members may be appropriate, but in general, letters of evaluation from within a candidate's department is not recommended.

For Assistant-level appointments proposed at Step I or II, external letters of evaluation from the candidate's mentors and others at the home institution are acceptable; however, additional letters from more independent sources should be obtained if available.

For Assistant-level appointments proposed at Step III or higher, and for all appointments at the Associate or Full level, letters should be from external referees who are senior scholars (Associate level or higher) and are independent of the candidate. If external referees are not senior scholars or are not

independent of the candidate, the department should explain why they were selected as the best-qualified referees. *This information should only appear on the Referee I.D. form.*

The department chair must give the candidate the opportunity to suggest names of persons to be solicited for letters of evaluation. Other names should be added to this list by the department chair in consultation with a departmental review committee. Normally, no more than one out of three external letters (when three are required for the file) or two out of five (when five are required for the file) should be from referees selected solely by the candidate. This level may be exceeded if the candidate's list includes all of the recognized experts in the field. Candidates should never solicit their own evaluation letters.

Solicitation letters must include appropriate wording describing the proposed action and explaining to external referees the nature of the position to be filled—e.g., tenured or non-tenured—and the criteria required for appointment to that position. For appointment to tenure and to the top steps of the Professor series (VI, VII, VIII, IX and Above Scale), the solicitation letter should explain the significance of these steps so that referees can evaluate the candidate's achievements in relation to UCSD's criteria for appointment. A description of steps should be used as outlined in [PPM 230-40, the Academic Salary Scales](#).

External letters may be solicited and received electronically, but they must be submitted with an email cover letter or electronic signature from the referee to verify authenticity.

Sample solicitation letters are provided on the [UCSD Academic Personnel Web site](#). Solicitation letters must include the University's confidentiality statement, which is also provided on the [UCSD Academic Personnel Web site](#).

All external referee letters received must be included in the file.

A copy of the departmental letter to external referees, reflecting the date the letter was mailed, must be included in the appointment file. If the same letter is sent to several individuals, only one copy should be included in the file. If the text of the letter varies among referees, one copy of each version should be included in the file, indicating the date the letter was sent and the names of recipients.

The department should provide typed versions of any handwritten letters received; both the handwritten and typed versions of the letter must be included in the file.

Typed translations of letters written in foreign languages must be included in the file, along with the original untranslated versions. At the end of the translation, the translator must be identified by name and position held. Candidates may not serve as translators for letters solicited for their appointment files.

a. Unsolicited Letters of Evaluation

~~Unsolicited letters of evaluation~~ that are added to the file by the candidate are not considered confidential.

Unsolicited letters received by the department but NOT added to the file by the candidate may be included in the file at the department chair's discretion. Before including an unsolicited letter in the appointment file, the department chair must send the University's confidentiality statement to the letter writer and obtain a signed or electronic authorization to use the unsolicited letter in the file. The authorization, the unsolicited letter, and the department chair's letter transmitting the confidentiality statement should be included in the file.

#### **7. File Submission – Timing of Offer**

A formal offer of appointment from the Senior Vice Chancellor for Academic Affairs must be made by April 1 if the candidate is from another UC campus, or by April 30 if the candidate is from another Association of American Universities (AAU) member institution if the appointment is to be effective the following academic year.

The department chair is responsible for submitting the appointment file sufficiently in advance to allow adequate time for file review if the proposed start date is the beginning of next academic year.

Department chairs do not have the authority to extend offers of employment.

#### **B. Series**

The series proposed for a candidate must be appropriate for the functions and duties he or she will perform. Special attention must be paid to the criteria for appointment specified for each academic series, which are described in Section VI, General Description of Appointment Criteria, and Section VII, Series Descriptions.

#### **C. Rank or Step**

When establishing the rank or step for a candidate, a department must give due consideration to the candidate's experience and accomplishments. Specific requirements for certain ranks are listed under the relevant series in Section VI.

#### **D. Limitation on Total Period of Service**

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.

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 UCSD appointment.

Eight years is the maximum period of cumulative service in these titles; service in any individual title may be for a period of less than eight years.

By exception, the President of the University of California may approve appointment of an Assistant Professor, a Lecturer with Potential for Security of Employment, or a Senior Lecturer with Potential for Security of Employment beyond the eighth year for no more than two years.

TABLE 1

COLUMN A	COLUMN B
<p style="text-align: center;"><b>UCSD titles subject to a limitation on total period of service:</b></p>	<p style="text-align: center;"><b>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:</b></p>
<ul style="list-style-type: none"> <li>▪ Assistant Professor (Ladder-Rank)</li> <li>▪ Assistant Professor In Residence</li> </ul>	<p><i>Professor series and related titles</i></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><i>Supervisor of Physical Education series</i></p> <ul style="list-style-type: none"> <li>▪ Junior Supervisor of Physical Education</li> <li>▪ Assistant Supervisor of Physical Education</li> </ul> <p><i>Professor in Residence series</i></p> <ul style="list-style-type: none"> <li>▪ Instructor in Residence</li> <li>▪ Assistant Professor in Residence</li> </ul> <p><i>Astronomer series and related titles</i></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><i>Agronomist in the Agricultural Experiment Station series and related titles</i></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>Note: Appointment at less than full time to a title in this section while in student status on any campus of the University of California will not count toward the eight-year limit.</p>

TABLE 2

COLUMN A	COLUMN B
<p style="text-align: center;"><b>UCSD titles subject to a limitation on total period of service:</b></p>	<p style="text-align: center;"><b>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:</b></p>
<ul style="list-style-type: none"> <li>▪ Lecturer with Potential for Security of Employment*</li> <li>▪ Senior Lecturer with Potential for Security of Employment*</li> </ul> <p style="margin-top: 20px;">* Note: 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><i>Lecturer titles at more than 50% time</i></p> <ul style="list-style-type: none"> <li>▪ Lecturer</li> <li>▪ Senior Lecturer</li> <li>▪ Lecturer with Potential for Security of Employment</li> <li>▪ Senior Lecturer with Potential for Security of Employment</li> </ul> <p><i>Professor series and related titles</i></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><i>Professor of Clinical (e.g., Medicine) series</i></p> <ul style="list-style-type: none"> <li>▪ Assistant Professor of Clinical (e.g., Medicine)</li> </ul> <p><i>Health Sciences Clinical Professor series</i></p> <ul style="list-style-type: none"> <li>▪ Health Sciences Assistant Clinical Professor at more than 50% time</li> </ul> <p><i>Supervisor of Physical Education series</i></p> <ul style="list-style-type: none"> <li>▪ Junior Supervisor of Physical Education</li> <li>▪ Assistant Supervisor of Physical Education</li> </ul> <p><i>Professor in Residence series</i></p> <ul style="list-style-type: none"> <li>▪ Instructor in Residence</li> <li>▪ Assistant Professor in Residence</li> </ul> <p><i>Adjunct Professor series</i></p> <ul style="list-style-type: none"> <li>▪ Adjunct Instructor at more than 50% time</li> <li>▪ Assistant Adjunct Professor at more than 50% time</li> </ul>

TABLE 3

COLUMN A	COLUMN B
<p style="text-align: center;"><b>UCSD titles subject to a limitation on total period of service:</b></p>	<p style="text-align: center;"><b><i>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:</i></b></p>
<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><i>Professor series and related titles</i></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><i>Professor of Clinical (e.g., Medicine) series</i></p> <ul style="list-style-type: none"> <li>▪ Assistant Professor of Clinical (e.g., Medicine)</li> </ul> <p><i>Health Sciences Clinical Professor series</i></p> <ul style="list-style-type: none"> <li>▪ Health Sciences Assistant Clinical Professor at more than 50% time</li> </ul> <p><i>Supervisor of Physical Education series</i></p> <ul style="list-style-type: none"> <li>▪ Junior Supervisor of Physical Education</li> <li>▪ Assistant Supervisor of Physical Education</li> </ul> <p><i>Professor in Residence series</i></p> <ul style="list-style-type: none"> <li>▪ Instructor in Residence</li> <li>▪ Assistant Professor in Residence</li> </ul> <p><i>Adjunct Professor series</i></p> <ul style="list-style-type: none"> <li>▪ Adjunct Instructor at more than 50% time</li> <li>▪ Assistant Adjunct Professor at more than 50% time</li> </ul> <p><i>Astronomer series and related titles</i></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><i>Agronomist series</i></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><i>Lecturer titles at more than 50% time</i></p> <ul style="list-style-type: none"> <li>▪ Lecturer</li> <li>▪ Senior Lecturer</li> <li>▪ Lecturer with Potential for Security of Employment</li> <li>▪ Senior Lecturer with Potential for Security of Employment</li> </ul>

**TABLE 4**

COLUMN A	COLUMN B
<p align="center"><b>UCSD titles subject to a limitation on total period of service:</b></p>	<p align="center"><b>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:</b></p>
<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>

**1. Computation of Years of Service Prior to Appointment**

The following rules of computation 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. 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.
- 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.

## **2. Applicability of Periods of Leave Toward Calculating Years of Service**

- a. 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.
- b. Except as provided in (i) below, periods of leave, whether with or without salary, will be counted toward the eight-year limit unless the Senior 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 Senior Vice Chancellor may permit the leave period to be excluded from service for the purposes of calculating the eight years.
  - 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.

## **E. Effective Appointment Dates**

An appointment may become effective only after approval by the appropriate approval authority.

### **1. Academic Year**

Academic-year appointments must be effective at the beginning of quarterly pay periods (i.e., July 1 for fall quarter; November 1 for winter quarter; March 1 for spring quarter).

### **2. Fiscal Year**

Fiscal-year appointments may be effective on any date, preferably the first day of a month.

**3. Series Change (New Appointments)**

If an appointment that represents a series change coincides with an advancement, the advancement must be effective on July 1, regardless of the effective date of the proposed new appointment.

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

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

**F. Departmental Voting**

**1. Academic Senate Bylaw 55**

[University of California Academic Senate Bylaw 55](#) sets forth the voting requirements for departmental faculty for the appointment of academic personnel. Department chairs are responsible for ensuring compliance with the provisions of Bylaw 55 and should review them carefully prior to initiating departmental votes.

**2. Departmental Voting Rules**

Departments should develop their own rules, when necessary, for voting on personnel actions not covered in Academic Senate Bylaw 55. The department chair is responsible for articulating in the departmental recommendation letter the voting process used and the degree of consultation within the department.

If a departmental vote is required, the results of the vote must be reflected accurately on the UCSD Summary of Appointment Recommendation form and thoroughly discussed in the departmental recommendation letter.

Except in unusual circumstances, whenever University or departmental policy requires a vote on a proposed action, the action must be supported by at least 50% of the members eligible to vote and in residence on campus in the quarter when the vote is taken. Unusual circumstances may make it impossible to comply with this rule. In such cases, the department chair should explain the circumstances in the recommendation letter.

If deemed acceptable by the department, mail ballots are permissible and may be necessary to ensure a sufficient number of votes on the proposed action. Ideally, the faculty voting will be familiar with the file through attendance at a department meeting. If this is not possible, it is expected that faculty will familiarize themselves with the candidate's academic file in order to render an informed vote.

Votes are recorded as "yes," "no," or "abstain." If faculty members are on approved leave away from campus, or otherwise unavailable, they should be counted as absent. If known, the reasons for negative votes should be explained in the departmental letter. Members of the voting faculty who are on the Academic Senate Committee on Academic Personnel or who will comment on the file (i.e., deans, etc.) should abstain. The department chair may also abstain.

## **G . Salaries**

### **1. Academic Salary Scales**

Professorial salaries are based upon a salary scale established by The Regents on the recommendation of the President. Non-professorial academic salaries are established by the President. All academic salary scales may be found in [PPM 230-40, the Academic Salary Scales](#).

### **2. Off-Scale Salaries to Meet Market Conditions**

Off-scale salaries may be used for appointments when necessary to meet competitive conditions at comparable academic institutions.

- a. At UCSD, a market off-scale salary may not be the same as any salary on the published salary scale for the particular title or series.
- b. Off-scale salaries for Acting appointees are determined in the same manner as those for regular ranks.

Refer to [PPM 230-41, Academic Off-Scale Salaries](#), for policies regarding off-scale salaries.

## **H. Additional Policy Considerations**

### **1. UC Patent, Payroll, Loyalty Oath, and General Personnel Policies**

Persons to whom an offer of academic appointment is extended are subject to the policies and procedures of the University, including, but not limited to, signing of the UC Patent Agreement, all relevant payroll policies and procedures ([PPM 395, Payroll](#)), signing of the Loyalty Oath, and other general personnel policies ([PPM 200, Personnel - General](#)).

## **VI. GENERAL DESCRIPTION OF SERIES CRITERIA**

Candidates for academic appointments at UCSD must demonstrate achievements that meet each of the criteria specified for their proposed academic series. In evaluating the candidate's qualifications within these areas, flexibility will be permitted when circumstances warrant it; however, flexibility does not entail a relaxation of high standards. UCSD is committed to excellence and equity in every facet of its mission. In addition to research, teaching, and general professional and public service, service contributions that promote diversity and equal opportunity are encouraged and given recognition in the evaluation of the candidate's qualifications. Examples include, but are not limited to, developing strategies for the educational or professional advancement of students in underrepresented groups; efforts to advance equitable access and diversity in education; and activities such as recruitment, retention, and mentoring or advising of underrepresented students or new faculty.

A description of the four primary criteria required for academic appointments is provided below.







































































































