



UC San Diego

Policy & Procedure Manual

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PERSONNEL-ACADEMIC

Section: 230-235

Effective: 07/01/2017

Supersedes: New

Review Date: 07/01/2020

Issuance Date: 04/20/2020

Issuing Office: [Academic Personnel Services](#)

APPOINTMENT AND PROMOTION ACTING APPOINTMENTS

PPM 230-235, Acting Appointments, relates to matters subject to [Academic Personnel Manual \(APM\) Section 235](#), Acting Appointments. For reference, subsections of PPM 230-235 include citations to associated subsections of the APM; in all cases, the APM is operative where referenced.

PPM 230-235-4 Definitions

PPM 230-235-4.a

The “Acting” prefix will be accorded only to a person on a temporary appointment. The prefix thus will signify the conditional, probationary, or emergency status of the appointment, as well as the privilege and responsibility of conducting research, and will often be applied to a person under consideration for appointment to a regular professorial title.

- i. A probationary appointment in an Acting title is appropriate when a department or the appointing authority has reservations about recommending an individual for a regular professorship and wishes to observe the appointee's teaching or research for a one- or two-year probationary period. If the expressed doubts are removed, the person will be “regularized”—that is, proposed for a regular professorship—at the end of the probationary period.
- ii. An Acting title in the Ladder-Rank series can be used for an individual who does not have an appropriate visa, or when an academic condition that would justify a regular Ladder-Rank appointment is lacking—i.e., the terminal degree of the field, such as the Ph.D. A conditional appointment is made with the intention of converting the Acting title to a regular title when the candidate acquires the requisite academic or immigration credential.
- iii. When the Acting prefix is used to indicate the lack of the Ph.D. for an Assistant Professor candidate whom the department intends to transfer to the regular ranks Assistant Professor title, the appointment file proposing the Acting title must indicate clearly the department's recommendation regarding regularization. A change to a regular appointment may be made upon receipt of official certification that an appointee has completed all formal degree requirements.

APM 235-4. b

APM 235-4. c

PPM 230-235-18 Salary

APM 235-18

PPM 230-235-20 Conditions of Employment

APM 235-20. a

APM 235-20. b

APM 235-20. c

PPM 230-235-20. d

Acting appointments do not accord tenure or security of employment.

PPM 230-235-20 e

Assistant-level acting appointments do not convey membership in the Academic Senate.

PPM 230-235-20. f

Acting appointments are subject to APM 137, Non-Senate Academic Appointees/Term Appointment.

PPM 230-235-24 Authority

No appointment, reappointment or academic review action is final until there has been an academic review and the individual with final authority has approved the action.

The UC San Diego [Authority and Review Chart](#) sets forth the individual(s) and/or committees responsible for review, as well as the final authority for approval.

PPM 230-235-25 Transfer to Regular Status

An Acting appointee may be transferred to a regular appointment at regular-scale salary provided the appointment has had appropriate Academic Senate review and approval of the Chancellor.

APM 235-25. a

PPM 230-235-25. b

When a change to a regular appointment is approved for an academic-year appointee, the change in title shall be effective with the beginning of the quarter following the date of completion of all formal degree requirements and the change in salary shall be effective at the beginning of the pay period for that quarter. For a fiscal-year appointee, the change in title will be effective at the beginning of the month following the date of completion of all formal degree requirements.

PPM 230-235-80 Procedures

Procedural guidelines are available in the [Academic Personnel Process Manual](#).

REVISION HISTORY

July 01, 2017	This policy was made effective.
April 19, 2018	Minor technical edits to update names and policy hyperlinks.
April 20, 2020	This policy was reviewed for gender neutral language.