



# UC San Diego

## Policy & Procedure Manual

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### PERSONNEL-ACADEMIC

#### Section: 230-370

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### APPOINTMENT AND PROMOTION ACADEMIC ADMINISTRATOR SERIES

PPM 230-370, Academic Administrator Series, relates to matters subject to [Academic Personnel Manual \(APM\) Section 370](#), Academic Administrator Series. For reference, subsections of PPM 230-370 include citations to associated subsections of the APM; in all cases, the APM is operative where referenced.

#### PPM 230-370-4 Definition

APM 370-4

#### PPM 230-370-10 Criteria

APM 370-10

#### PPM 230-370-11 Criteria for Evaluating Performance

Materials submitted in support of an appointment, merit increase, or a change in level must provide a comprehensive assessment of the candidate's qualifications and performance in the areas specified below. A job description must be provided, along with an explanation of the candidate's role in the program and within a larger unit, if appropriate.

i. Administration and Management of Programs

Normally, the Academic Administrator will have primary responsibility for the administration of one or more programs and may have responsibility for directing the activities of support staff. Ordinarily, evidence of superior promise and/or performance in areas such as those listed below will be expected:

- Effective administration of the unit managed by the Academic Administrator
- Program planning and development
- Development of proposals for extramural funding of campus programs
- Assessment of program and constituency needs
- Implementation of innovative program changes
- Evaluation of program activities and functions
- Creativity and originality in program development and usage of resources
- Supervision and leadership of staff
- Serving as a liaison with other agencies and institutions in the public and private sectors

ii. Professional Competence

Academic Administrators must provide intellectual leadership in the roles of administrator and supervisor. Appointees should show evidence of:

- Continued professional growth to update and upgrade competency

- Ability to relate effectively with academic faculty, departments, and counterparts in other campus units
- Ability to forecast changing program and constituency needs
- Scholarship (not required but may be submitted as evidence of professional competence)

iii. University and Public Service

Academic Administrators participate in the administration of their home units and the University through appropriate roles in governance and policy formulation. In addition, they may represent the University in both the public and private sectors.

The effective performance of their duties may require productive participation in intra unit, University, and community service, as well as appropriate representation of the University in the private corporate environment.

**PPM 230-370-12 Exceptions**

APM 370-12

**PPM 230-370-18 Salary**

APM 370-18

PPM 230-370-18.a

Academic Administrators who reach the highest step of their appointment level may be proposed for continued merit advancement beyond the top of the associated salary scale.

Continued merit advancement beyond the highest salary step is not considered a career or barrier step review and is based on advancement criteria established by the candidate's department and/or school. Candidates appointed at the highest salary scale step who are proposed for continued merit advancement will not receive a change in Level, Rank, or Step and will not be designated "Above Scale" or eligible to use the "Distinguished" prefix in their title.

Academic Administrators who reach the highest salary step undergo review every four (4) years with advancement beyond the highest salary step calculated as 100% of the difference between the two highest salary scale steps. Continued normal merit advancement after initial advancement beyond the highest salary step will be calculated as 100% of the difference between the two highest salary scale steps. A two (2) year or four (4) year accelerated merit advancement will be calculated as 150% or 200% of the difference between the two highest salary scale steps, respectively.

Salary increases resulting from continued merit advancement beyond the highest salary scale step will be in the form of a new or increased permanent Market Off-Scale (MOS) salary component.

Academic Administrators proposed for continued merit advancement beyond the top of their associated salary scale may be eligible for a temporary bonus off-scale (BOS) salary component. BOS are generally awarded in recognition of outstanding achievements exceeding what is required for normal merit advancement, but insufficient to support accelerated advancement. In limited circumstances, a BOS may be awarded in conjunction with a no-change action, when an appointee's achievement in the review period demonstrate both full service to the University and progress in all series criteria, but fall short of what is required for advancement.

Proposals for a BOS must be addressed in the applicable department standards for merit advancement and articulate the manner in which an appointee's achievements warrant the award of a bonus off-scale salary component.

Bonus off-scale salary components are equivalent to 50% of the difference between the two highest salary scale steps and, if awarded, are in effect for one (1) review period.

### **PPM 230-370-19 Normal Periods of Service at Salary Steps**

PPM 230-370-19.a

Positions with an Academic Administrator title may be established for relatively short periods of time.

Appointments may be finite or indefinite; however, indefinite appointments can be made only when the appointment file documents availability of long-term funding.

APM 370-19. b

APM 370-19. c

PPM 230-370-19. d

Recommendations for merits and advancements normally will be reviewed every second year until an appointee reaches the level of Academic Administrator IV, Step 5, after which review for merit advancement will take place every three (3) years. Once the appointee reaches the level of Academic Administrator VI, Step 7.0, review for merit advancement will take place every four (4) years. Service as Academic administrator VII, Step 8.0, may be of indefinite duration, and appointees at this step will be reviewed every four (4) years for reappointment.

Formal review by the appropriate campus committee is required every six (6) years. A performance review, in the absence of a merit or promotion review, shall take place at least every four (4) years.

PPM 230-370-19.e

Accelerated advancement is an increase greater than is expected based on the time since the appointee's last review. The normal period of service prescribed for each salary step does not preclude more rapid advancement (acceleration) in cases of exceptional merit, nor does it preclude less rapid advancement. Intervals between such merit increases at the top of the salary scale and beyond will continue to follow a four-year review period. Only in the most meritorious cases where there is strong and compelling evidence will increases at intervals shorter than the prescribed years be approved.

### **PPM 230-370-20 Conditions of Employment**

APM 370-20

### **PPM 230-370-22 Funds**

APM 370-22

### **PPM 230-370-24 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. Additional delegation of authority information can be found on Academic Personnel's [Delegation of Authority webpage](#).

### **PPM 230-370-80 Procedures**

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

### **REVISION HISTORY**

July 01, 2017      This policy was made effective.

**University of California San Diego Policy PPM 230 - 370**  
**PPM 230 - 370 – Appointment and Promotion - Academic Administrator Series**

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April 20, 2018	Minor technical edits to update names and policy hyperlinks.
April 27, 2020	This policy was reviewed for gender neutral language.
July 1, 2023	Addition of a continuous merit advancement model for candidates who reach the highest salary scale step.