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 230-370-19 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 years. Once the appointee reaches the level of Academic Administrator VI, Step 7.0, review for merit advancement will take place every four years. Service as Academic administrator VII, Step 8.0, may be of indefinite duration, and appointees at this step will be reviewed every four years for reappointment.

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

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.

PPM 230-370-80 Procedures


REVISION HISTORY

<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
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<tbody>
<tr>
<td>July 01, 2017</td>
<td>This policy was made effective.</td>
</tr>
<tr>
<td>April 20, 2018</td>
<td>Minor technical edits to update names and policy hyperlinks.</td>
</tr>
<tr>
<td>April 27, 2020</td>
<td>This policy was reviewed for gender neutral language.</td>
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