



# UC San Diego

## Policy & Procedure Manual

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### PERSONNEL-ACADEMIC

#### Section: 230-375

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### APPOINTMENT AND PROMOTION ACADEMIC COORDINATOR SERIES

PPM 230-375, Academic Coordinator Series, relates to matters subject to [Academic Personnel Manual \(APM\) Section 375](#), Academic Coordinator Titles. For reference, subsections of PPM 230-375 include citations to associated subsections of the APM; in all cases, the APM is operative where referenced.

#### PPM 230-375-4 Definition

APM 375-0

#### PPM 230-375-8 Levels

APM 375-8

#### PPM 230-375-10 Criteria for Appointment

APM 375-10

#### PPM 230-375-11 Criteria for Evaluating Performance

APM 375-11

#### PPM 230-375-12 Exceptions

APM 375-12

#### PPM 230-375-18 Salary

APM 375-18

#### PPM 230-375-19 Normal Periods of Service at Salary Steps

PPM 230-375-19.a

Appointments to an Academic Coordinator title may be for one year or less, for longer periods, and/or for an indefinite period; however, indefinite appointments can be made only when the appointment file documents availability of long-term funding.

Regular appointments may not exceed a total of two consecutive appointments/reappointments without formal campus review.

Temporary appointments of Academic Coordinators may be made for up to a one-year period and may not exceed a total of two consecutive years without formal campus review.

APM 375-19. b

APM 375-19. c

APM 375-19. d

**PPM 230-375-20 Conditions of Employment**

APM 375-20

**PPM 230-375-22 Funds**

APM 375-22

**PPM 230-375-24 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 230-375-80 Procedures**

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

**PPM 230-375-80, Appendix A**

APM 375-80, Appendix A

**REVISION HISTORY**

July 01, 2017	This policy was made effective.
March 6, 2018	Minor technical edits to update policy hyperlinks.
April 28, 2020	This policy was reviewed for gender neutral language.