



# UC San Diego Policy & Procedure Manual

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## PERSONNEL - ACADEMIC

Section: 230-21 EXHIBIT A

Effective: 01/01/1991

Supersedes: N/A

Review Date: TBD

Issuance Date: 05/01/2020

Issuing Office: [Academic Personnel Services](#)

### Exhibit A

## APPROPRIATE AUTHORITY AND REVIEW CHART WITH DOCUMENT CHECKLIST

**UCSD TEMPORARY ACADEMIC APPOINTMENT AUTHORITY AND REVIEW CHART WITH DOCUMENT CHECKLIST**

**KEY:**  
 A = Authority  
 I = Initiate  
 R = Review/Recommend  
 C = Certify  
 X = Required  
 O = Optional  
 ✓ = Check Policy

	A U T H O R I T Y										DOCUMENT CHECKLIST																
	Official Recommending Officer	Reviewing Provost-General Campus When Applicable	Dean - Marine Sciences When Applicable	Dean School of Medicine When Applicable	Dean College of Letters and Arts When Applicable	Dean of Division When Applicable	Committee on Academic Personnel When Applicable	Vice Chancellor-Academic Affairs When Applicable	Committee on Education Policy When Applicable	Summary Form	Recommending Officer's Letter	State University Vice Chancellor/Dean's Authorization Letter - When Applicable	Waiver or Certifications A & B *	Departmental Summary	Candidate's Statement	External Referee Identification List	Solicitation Letters and External Referee Letters	Course Load and Student Direction Form	Candidate's Syllabus Per Course Taught Previously - When Applicable	Teaching Evaluations	Updated Biography	Annual Supplement to Biography	Publications, Book Reviews, Tapes, Creative Work	Payroll Form	Affirmative Action Waiver or Compliance Report	VCAA 3-Year Funding Approval	
<b>NON-REPRESENTED</b>																											
Associate in _____	I	R				C	A	R	A	X																	
Education Abroad Program/Visiting Professor	I	R	A	A	R	A	R	A			X	X															
Guest Lecturer	I	R	A	A	R	A	R	A			X	X	✓	X													
Inter-campus Transfer	I	R	A	A	R	R	R	A			X	X															
Lecturer-Miscellaneous Part-Time	I	R					A				X	X															
Lecturer - Non-Salaried	I	R	A	A	R	A	R	A			X	X	✓	X													
Visiting Professor (Associate/Assistant)	I	R	A	A	R	A	R	A			X	X	X	X													
<b>REPRESENTED (UNIT 10)</b>																											
Lecturer/Senior Lecturer	I	R	A	A	R	A	R	A			X	X	X	X													
Supervisor of Teacher Education	I	R					A	R	A		X	X															
Teacher-Special Programs	I	R					A	R	A		X	X															

\*For Reappointment Without A Break In Service.

### REVISION HISTORY

May 1, 2020

This policy was reviewed for gender neutral language.