



UC San Diego

Policy & Procedure Manual

[Search](#) | [A-Z Index](#) | [Numerical Index](#) | [Classification Guide](#) | [What's New](#)

PERSONNEL - ACADEMIC

Section: 230-21

Effective: 01/01/1991

Supersedes: N/A

Review Date: TBD

Issuance Date: 05/01/2020

Issuing Office: [Academic Personnel Services](#)

PROCEDURES FOR APPOINTMENT TO UNIT 18 TITLES

I. REFERENCES AND RELATED POLICIES

A. [Memorandum of Understanding \(MOU\)](#)

Refer to the body of this issuance and to the index for specific applicable sections of the Memorandum of Understanding.

B. Contract Administration Manual (CAM)

Refer to body of this issuance and to the index for specific applicable sections of the Contract Administration Manual. The Contract Administration Manual is a training outline developed by the Office of Labor Relations of the University of California for the administration of the Memorandum of Understanding (MOU) between the University of California and the University Council, American Federation of Teachers (UC-AFT). This manual should be read in conjunction with the MOU and other subsequent University instructions.

II. POLICY

A temporary appointment occurs when a person is employed by UCSD for a specific period of time with a stated ending date on the appointment. This issuance will discuss policies pertaining to the appointment of temporary academics in the Unit 18 bargaining unit; however, all persons involved in the appointment review process must also refer to the Memorandum of Understanding, and the Contract Administration Manual for more detailed statements of policies affecting use of titles, criteria for appointment, affirmative action, the review process, etc.

A Memorandum of Understanding has been entered into between The Regents of the University of California and the University Council-American Federation of Teachers. If there is a conflict between this issuance and the Memorandum of Understanding, the Memorandum shall prevail.

A. Funding

1. Before an appointment of a Unit 18 member can be made, there must be funding available to the department or program for the appointment.
2. Temporary positions of one year's duration can be funded from temporary provisions in the department/program or from permanent faculty salary funds which have been released due to leaves of absence and approved for departmental use. Temporary appointments of more than one year's duration can only be funded from temporary

provisions assigned to the department or program for at least the duration of the appointment.

B. Recruitment and Affirmative Action

1. A thorough and determined search should be made both inside and outside the University for candidates including candidates who are minorities, women, handicapped persons, disabled veterans, and Vietnam era veterans. Department chairs and/or heads of Organized Research Units, Programs and Divisions (hereafter referred to as chairs) must insure compliance with policy. Any questions should be directed to the Assistant Academic Affirmative Action Coordinator.

Each department unit must actively pursue the goals of Academic Affirmative Action in all phases of hiring. However, the extensive recruiting effort required for covered appointments is not required for the following types of temporary appointments.

- a. "Visiting" titles for those individuals who are on leave from an educational institution.
 - b. Nonsalaried appointments.
 - c. Appointments for 50% time or less.
 - d. Appointments for two quarters or less (nine-month basis) or six months or less (eleven- month basis).
 - e. Graduate student employment, i.e., Associate in (e.g., Literature).
2. All recruiting is subject to the limitation that appointments must conform to established University policies. Special conditions must be observed before initiating negotiations with the prospective employee who is:
 - a. Employed on another University of California campus or by another California Institution. State University faculty can, with the specific permission of their dean, teach one course per year for UCSD and receive salary that does not exceed 20% of their 100% State University salary, except for University Extension service.
 - b. A near relative of an appointee in the department or unit.
 - c. A noncitizen. Special attention must be given to recruitment to be sure that the candidate holds a visa and employment authorization which allows compensation for services.

C. Title

The title proposed for a temporary appointee must be appropriate for the function and duties the candidate will perform. In proposing salary level for Unit 18 faculty, the following should be considered: highest degree attained; date Ph.D. was obtained, if any; teaching experience and ability; present status at home institution, if any; scholarly achievements, if any; and professional reputation, where applicable.

Special attention must be paid to the criteria for appointment applicable to titles or series as outlined in the Memorandum of Understanding, Article V, page 4 and the Contract

Administration Manual, Article V, C-98.

Titles appropriate for temporary appointees who are represented by the American Federation of Teachers (Unit 18 Members) are:

1. Lecture/Senior Lecturer

Individuals who have full or partial responsibility for instruction of assigned courses for a specified period of time. Senior Lecturer titles shall be given to appointees who qualify for the Lecturer title who provide service of exceptional value to the University and whose salary is at the Professor level.

2. Supervisor of Teacher Education

Individuals who are responsible for activities/classes in the Teacher Education Program. This title shall be concurrent with a Non-Salaried Lecturer title if the appointee has full or partial responsibility for assigned courses.

3. Teacher - Special Programs

Individuals who teach activity classes in the Department of Physical Education.

The title Lecturer -- Non-Salaried is used for individuals who volunteer to teach or participate in an instructional function that requires an instructional title, e.g., serving on dissertation committees. This title is not included in the Unit 18 bargaining unit.

D. Salaries (MOU and CAM Article XXII)

Salaries for exclusively represented appointees are set through the collective bargaining process. The range adjustment for Unit 18 members is determined through the collective bargaining process. The following pay schedules shall be used for Unit 18 members:

1. Academic Standard Table of Pay Rates (MOU, Appendix F)

Refer to this Table for salary steps within the published range for Lecturer/Senior Lecturer series and Teachers of Special Programs.

2. Supervisor of Teacher Education Salaries (MOU, Appendix F)

Unit members shall not be paid on a "By Agreement" basis except where there has been a practice of paying such individuals doing similar work on a "By Agreement" basis (MOU XXII-C and CAM C-128); the Academic Personnel Office must have evidence of such past practice.

Unit 18 appointees coming from private industry shall be paid a salary commensurate with their academic qualifications; they should not be paid a salary that exceeds 75% of their industrial salary. Unit members with concurrent fiscal-year appointments (e.g., Researcher) in the University of California shall receive 86% of their fiscal-year salary. All salaries are adjusted to fit the established pay schedules.

In general the salary level for unit members depends upon the date of the highest degree attained (e.g., Ph.D. date), teaching experience and ability, and current salary (if

any). Recent Ph.D. graduates are paid at the entry level, unless their experience as instructors is over and above that of a Teaching Assistant.

E. Responsibilities of Department Chair

Recommendations for appointments normally originate with the chair. Letters of recommendation shall provide a description of the candidate's qualifications, proposed role in the department, and other detailed evidence to support the evaluation, such as justification of the proposed salary, workload, etc. The letter also may present a report of the chair's consultation with the members of the department, including any dissenting opinion, as well as a description of the national search conducted by the department, if any, to satisfy the Academic Affirmative Action requirements. In addition to the letter of recommendation, the chair is expected to assemble and submit an up-to-date biography together with curriculum vitae, publications, and other scholarly/creative work, if any. Opinions from colleagues in other institutions where the candidate has served and from other qualified persons having first-hand knowledge of the nominee's attainments shall be included.

F. UCSD Workload Policy

1. Appointees to the Lecturer/Senior Lecturer titles in Unit 18 shall teach nine instructional workload courses (IWC) during the entire academic year (or three courses per quarter) when employed at 100% time. An instructional workload course is one that is regularly scheduled, requires significant academic preparation by the instructor outside the class, and meets a minimum of three hours per week.
2. A course is comprised of the lectures and sections listed in the Schedule of Classes. It is the responsibility of the Instructor to cover sections if Teaching Assistants, or other support personnel, have not been assigned to the course by the department. Responsibility for covering sections is not a basis for increasing the workload assigned to a course.
3. The training of Teaching Assistants assigned to the course, including those enrolled in Apprentice Teaching 500, Apprentice Teaching 501 and the Teaching Apprentice Program, is an integral part of the instructor's responsibility for the course and will not be assigned extra workload credit.

G. Workload and Course Equivalencies for Unit 18 Employees (Exhibit D)

The following course equivalencies have been established for the San Diego campus:

1. Basic Language Course

Basic language courses are not equivalent to regular courses and, therefore, are not subject to the one-and-a-half course credits for being taught for the first time (see G.4. below).

2. Colloquia and Seminars

A colloquium or seminar will be counted as an instructional workload course and included in the nine-course load assignment if, in the judgment of the Dean, it requires equivalent preparation, is listed in the schedule of classes, and the enrollment history shows a consistent pattern of enrollments at or above the minimum required by the

Academic Senate. Such courses shall not receive a workload value greater than 1.0.

3. Composition

Four sections of composition are equivalent to three instructional workload courses. The workload for a 100% time appointee for the academic year is twelve (12) sections. This applies to freshman writing sections and comparable writing sections offered by departments and College Writing Programs.

4. First-Time Taught Courses

An appointee teaching an instructional workload course for the first time at the University of California, San Diego, may--upon review by the appropriate Dean of the required preparation--receive an additional fifty percent (50%) workload credit, but not to exceed one-half (.50) of an instructional workload course (IWC) based on the established workload value of the course. This workload credit can be applied only once to a given course.

5. Graduate Courses

All 200 level courses are valued at 1.0.

6. Independent Study

All courses numbered 195, 196, 197, 198, 199, 295, 296, 297, 298, and 299 are assigned a workload value of 0.0.

7. Laboratory, Design, Performance, and Elementary Language Courses

A workload value has been established for each of the Laboratory, Design, Performance, and Elementary Language courses shown on the "Workload Values by Department", *Exhibit D*. All other Laboratory, Design, Performance, and Elementary Language courses are valued at 1.0.

8. Large Enrollment Courses

An appointee assigned an instructional workload course with an enrollment of 200 or more students may receive, upon review by the Dean of the additional workload arising from class size, a workload credit of 1.5. The decision to grant the credit shall rest on the history of enrollments in the course and the number of students pre-registered in the course at the time of the appointment. Changes in enrollment after the first class meeting, whether plus or minus, will not result in a change in the workload assignment for an appointee holding a 100% time appointment.

9. Physical Education Activity Courses

Ten activity courses meeting two hours each week constitute a full time workload for a quarter. The workload will be adjusted appropriately if the activity courses meet more frequently.

10. Split Courses

Prior approval by the appropriate Dean is required to split a course. Courses of 200-plus enrollment that are split will be assigned a workload value of 1.0 each. For split courses with enrollments of 199 and less, the Dean will recommend to the Vice

Chancellor-Academic Affairs a workload value based on programmatic considerations.

11. Team Taught Courses

The workload assignment for team taught courses will be made in proportion to the responsibilities the Unit member has for the course.

12. Technical Courses in the Department of Visual Arts

Technical courses are valued at 1.0 even if first-time taught.

Only one equivalency will be applied to the same course -- no double credits. For example, a first-time taught course with an enrollment of 200 or more students will be assigned an equivalency of 1.5(not 3.0).

H. Loyalty Oath

Prospective University of California employees who are U.S. citizens are required to sign the State Oath of Allegiance on or before the service period. Once signed, no corrections or alterations shall be made on the Oath. If the Oath is signed after the service period, payments for services performed prior to signing the Oath, called "Damage Claims," may be claimed under certain conditions. This policy is not applicable to non-citizens.

I. Patent Agreement

All temporary faculty hired by the University, salaried or non-salaried and citizen or noncitizen, must sign the University's Patent Agreement.

J. Affirmative Action Data Transmittal Form

All temporary academic appointees must be given the opportunity to identify themselves as to ethnic background, handicapped status, and Vietnam era background. Identification forms must be given to the temporary academic appointee at the time of appointment.

The completion of the Ethnic Identity portion of the form is not mandatory for salaried temporary appointees; however, it is mandatory that the University report to the Federal government, so supervisors may have to make the identification for the candidate. The completion of the identification of Handicapped/Vietnam Era Veterans portion is voluntary.

K. Employment Eligibility Verification (Form I-9)

The Immigration Reform and Control Act of November 6, 1986, requires that all employees who are paid through the payroll process provide verification of eligibility to work in the United States. The Federal Government has designated the I-9 form. *Employment eligibility Verification*, as the document to be used in this verification process. Forms with instructions are available at the campus Storehouse. If you have questions about the form and/or the process, contact the Academic Personnel Office.

L. Other Required Attachments

Other required attachments include the following:

1. *Withholding Allowance Certificate* (UC W-4)
2. *Benefits Eligibility Level Indicator* (BELI)

3. *Payroll Wage Distribution Request*
4. *Statement of Citizenship (AT-1)*, where applicable
5. *Certificate of Alien (1078)*, where applicable
6. Substance Abuse Statement

III. PROCEDURES

A. Appropriate Authority and Review Chart with Document Checklist (Exhibit A)

In preparing files for appointment of temporary academic employees, refer to "UCSD Temporary Academic Appointment Authority and Review Chart with Document Checklist," *Exhibit A*, to determine the necessary documentation for each title.

B. Terms of Appointment

1. Pre-Six-Year Appointments

Appointments for the first six years of service in a title in Unit 18.

a. Initial Appointment

The initial appointment will be for a maximum of one year. The department chair's letter of recommendation shall discuss the candidate's qualifications to assume the responsibilities of the position. This information shall address:

1. education and training in the field;
2. previous experience;
3. other special skills that will be meaningful to the assignment;
4. specific course(s) to be taught;
5. justification of proposed percentage of time; and
6. justification of proposed salary.

There must be a clear statement regarding the appointee's ability to teach. A letter of recommendation from outside the University is desirable. Lacking an external letter, it is important that there is firsthand evidence from those within the University as to the candidate's ability to teach the course(s).

b. Subsequent Appointments

Subsequent appointments are normally for a maximum of one year and can be for two or three years only if funding has been approved for the period proposed. The department chair's letter shall address:

1. the candidate's qualifications to assume responsibilities of the proposed position;
2. justification of proposed percentage of time;
3. justification of proposed salary (if a merit increase is due but not proposed,

an explanation is required);

4. evaluations of the candidate's performance in teaching previous courses for the department; and
5. justification of the candidate's ability to teach newly assigned courses.

2. Post-Six-Year Appointments

- a. A unit member with 18 or more quarters of service in a covered title is entitled to consideration for a three-year appointment. If a department has a candidate who is eligible for a post-six-year, three-year appointment and decides not to propose the candidate for such an appointment, the department must document its reasons in an academic file which will undergo the usual academic review.

All post-six-year, three-year appointments are for three years regardless of the percentage of time. (Non-salaried lecturers are not members of Unit 18, and policies and procedures in this PPM are not applicable to such appointees.)

- b. Departmental Decision

If a department wishes to consider a post-six-year appointment for a Unit 18 member, it must first submit a request to the Vice Chancellor-Academic Affairs for funds to support the appointment. Such requests must address the following questions:

1. Is there a continuing or anticipated instructional need for the courses that the proposed appointee will teach? The determination of instructional need cannot be arbitrary or unreasonable. Instructional need includes, but is not limited to, the following:
 - a. The relative needs or demands of budgetary resources, as determined by the campus for the department, program, or board; and/or
 - b. The review and assessment by the campus, based on its academic judgment, of curricular needs; program needs; and relative need for faculty of various ranks.
2. Is there a need for teaching so specialized in character that it cannot be done with equal effectiveness by regular faculty members or by strictly temporary appointees?

- c. Administration's Decision

The department's request for funding should be submitted to the Vice Chancellor-Academic Affairs by October 31. It will be reviewed by the Program Review Committee and a final decision will be made by the Vice Chancellor-Academic Affairs. The Vice Chancellor's decision shall be in writing and, if it is negative, shall give the reasons.

- d. Department Chair's Responsibilities

Upon receipt of a favorable decision from the vice Chancellor-Academic Affairs

regarding funding, the chair may begin the preparation of the appointment file. The file must demonstrate that the instructional performance of the candidate has been excellent based on the criteria specified in Section E, Article VII, of the memorandum of Understanding. The candidate shall be informed in writing of the following:

1. Whether the review will be done by the chair, by a departmental committee, or by a department committee with a Unit 18 member on it.
2. The purpose of the review.
3. The timing of the review.
4. The criteria by which the Unit member will be evaluated. In cases involving Lecturers, teaching performance will likely be the sole criteria by which they are judged. They must be apprised of the evidence that will be used to evaluate their performance.
5. The procedure that will be followed, the nature of the departmental review, the review by a Provost, the review by the Committee on Academic Personnel, and that the final decision will be made by the appropriate dean.
6. That the candidate can provide letters of assessment from persons of their own choosing for inclusion in the file.
7. That the candidate can submit written comments on the departmental evaluation before the department makes its decision.
8. That the candidate can submit a written comment on the department's recommendation for inclusion in the file.

e. Evaluation

Unit members proposed for post-six-year appointments are to be evaluated on the basis of:

1. Demonstrated teaching ability.
2. Demonstrated ability in other assigned duties, if any.

f. Teaching Performance

Teaching performance is to be measured by evidence of:

1. Command of subject matter.
2. Continued growth in mastering new topics.
3. Ability to organize and present course materials.
4. Ability to awaken in students an awareness of the importance of the subject matter.
5. Ability to arouse curiosity in beginning students.

6. Ability to stimulate advanced students to do creative work.
7. Achievement of students in their field.

g. Documentation

Documentation shall include: *Summary* form; chair's letter; letters of recommendation; *Waiver* statement or *Certifications A and B* for current UCSD employees; departmental summary of file, if any; candidate's statement, if any; letters of recommendation; *Course Load and Student Direction* form; candidate's syllabus per course taught previously; teaching evaluations; *Annual Supplement to Biography*, if any; publications, book reviews, tapes, and creative works, if any; updated *Biography*, appropriate payroll forms; and Vice Chancellor-Academic Affairs' three-year funding approval.

h. Dean's Final Decision

Following Committee on Academic Personnel Review, when appropriate, the final decision will be conveyed in writing to the candidate by the appropriate dean. If the decision is positive, the dean's letter will specify the conditions of the appointment. If the decision is negative, the dean will provide the department with written reasons for the decision.

C. Documents to be Submitted with Temporary Academic Files Recommending Appointment

1. *Academic Appointment Summary Form for Temporary Employees (Exhibit B)*

The *Summary* form is a cover sheet affixed to each file and provides important information for the review and appointment of temporary academic appointees. This form recaps the departmental recommendation and the appointee's University of California employment history, if any, and provides for the orderly processing of the file through various reviewing parties.

- a. *Summary* form must be accurately completed and coincide with the information supplied in the Chair's recommending letter, the personnel transaction form, and the candidate's *Biography*. Funding source information must be shown.
- b. Highest degree earned must be provided, giving type, institution and date of receipt.
- c. College of FTE (or the Funding College) should be listed, not the Reviewing College.
- d. Effective dates of the proposed appointment must include both begin and end dates.
- e. Present status must show the current effective dates of employment (not the last or the most recent employment), home institution, title, salary, and percentage of time; also, indicate whether appointment is on a 9-month, 11-month, or 12-month basis. If no current employment, indicate "NONE."
- f. Show in parentheses, under the proposed salary, the date of the salary scale applicable to this salary.
- g. If appointment is for two quarters or for the entire academic year and the percentage of time is variable, use slashes (/) to separate and show the percentage

University of California San Diego Policy – PPM 230 - 21
PPM 230 - 21 Procedures for Appointment to UNIT 18 Titles

of time for each quarter. For example:

1. Effective 7/1/XX - 6/30/XX
%Time: 100/67/33
(this represents 100% for Fall Quarter, 67% for Winter, and 33% for Spring)
 2. Effective 10/1/XX - 3/31/XX
% Time: 50/33
(This represents 50% for Fall Quarter and 33% for Winter)
- h. If a temporary appointee will hold a joint appointment in two or more departments, show all departments and percent time in each, identifying primary department and corresponding percent time, etc., marked (1), and secondary department with corresponding percent time, etc., marked (2).
- i. Check the applicable boxes if:
1. the appointee is on leave from their home institution; is a registered UC graduate student; or is a retired faculty from another institution;
 2. the appointment reflects a merit increase; a 3-year appointment; or a concurrent UCSD appointment.
- j. Under "Previous UC Experience," show all University of California employment history, i.e., staff, academic, or graduate student employment (work history at either the Lawrence Livermore National Laboratory or the Los Alamos National Scientific Laboratory do not apply). Show the actual dates (not the quarters), titles, percentage of time, departments and UC campus, if applicable. Under the annual salary, show in parentheses the date of the salary scale used, and place an asterisk before the dollar sign when the figure includes a merit increase, if any. For Example: "\$29,236 (1/1/90).
- k. The total Unit 18 quarters must show the number of quarters the candidate has accumulated from the beginning of employment at UCSD in a unit title (Ref. MOU 1-B for covered titles), regardless of break in service, through the most recent Unit 18 appointment.
- l. List the proposed classes. Show the quarter and year of instruction (e.g., Fall '90), course number, course name, projected enrollment and actual enrollments for the last two quarters in the past two years the courses were taught. If space is not sufficient, attach the additional information, using the same format as shown on the *Summary* form, and indicate "see attached" on the form.

(NOTE: "Hours/Week" column is provided for the use of the Department of Physical Education.)

- m. List other duties, if any, such as directing the work of Teaching Assistants or Readers and, if so, for which courses. Office hours shall be consistent with departmental policy; TBA (to be announced, if necessary, is acceptable).
- n. Name of designated supervisor(s). In all cases, the department chair or program coordinator (for programs not affiliated with a department) shall be the appointee's supervisor. In instances where there is a program coordinator within a department, the department chair may delegate in writing a major portion of the supervision to the departmental program coordinator.

2. Recommending Officer's Letter

The recommending officer's letter is a presentation of the department's recommendation based upon the evaluation of the temporary appointee by all applicable members of the department.

(NOTE: Although the department chair bears responsibility for documentation and presentation of the departmental recommendation, it may be advantageous in larger departments for a departmental ad hoc committee to be appointed to advise the department.)

3. *Waiver or Certifications A and B*

Departments shall submit either a *Waiver or Certifications A and B* for temporary appointees who have no break in service between appointments.

4. Departmental Summary (if any)

A copy of the departmental summary of the file, if any, which was given to the candidate shall be included in the file.

5. Candidate's Summary (if any)

The statement of the candidate in response to the departmental summary, if the candidate chooses to submit one, shall be part of the temporary appointee's file.

6. External Referee Identification List, if appropriate

7. Solicitation Letters and External Referee Letters

a. A copy of the chair's letter to outside referees shall be attached. If the same letter is sent to several individuals, only one copy shall be included in the file with an indication at the bottom of the letter of the names of all recipients.

b. The chair shall explain to external referees the nature of the position, i.e., temporary appointment, and explain the importance of the need to evaluate the candidate's teaching ability and experience.

c. The chair shall solicit evaluations from individuals who are expert in the appointee's field and able to provide an objective appraisal of the appointee's work. Referees should be urged to provide critical evaluation rather than uncritical praise.

d. Evaluation letters can be solicited from academic appointees at other University of California campuses; evaluations by other department members who may be familiar with the candidate's teaching ability and experience are acceptable.

e. All letters solicited by the department and the candidate shall be included in the file submitted for review.

8. *Course Loan and Student Direction Form (Exhibit C)*

This form is required for reappointments. A complete record of previously taught courses shall be listed and signed by the appointee. If the candidate is unavailable for signature, the form should be annotated and the signature obtained as soon as the candidate is available, the signed form shall be submitted immediately to the Academic Personnel Office to be added to the candidate's file.

9. Candidate's Syllabus

The candidate's syllabus for each previously taught course should be included in the file submitted for review.

10. Teaching Evaluations

CAPE published evaluations shall be included in the file submitted for review. Summaries of unpublished CAPE evaluations or departmental evaluations shall be attached. Individual student evaluations covering a current review might be called for by reviewers.

11. *Biography* Form

The form submitted must be reviewed and signed by the temporary appointee. If the candidate is unavailable for signature, the form should be annotated and the signature obtained later when the candidate is available. An updated *Biography* form must be completed and signed within the past year and a *vitae* may be attached, if any.

The last page of the *Biography* form provides space for bibliographic listings, if any. If it is more convenient to list publications on a separate sheet, staple the page(s) to the back of the *Biography* form. The bibliographies submitted by temporary appointees do not have to be arranged in the standard format required for permanent faculty.

12. *Annual Supplement to Biography*, where applicable

These should be submitted if the candidate has activities that they wish to report.

13. Publications, Book Reviews, Tapes, Creative Work

Publications, book reviews, etc., are not required but may be included as evidence of qualifications.

14. Payroll Forms

- a. All data must coincide with information on the *Biography* form, *Summary* form, and chairs recommending letter.
- b. Chair signs *Employment Certification* form; candidate does not sign until appointment has been approved and offer made.
- c. Specific funding source must be shown on the appropriate block of the *Employment* form.
- d. I-9 Form must not be verified until appointment has been approved and offer made.
- e. the rest of the payroll forms must be completed by the department; candidate

does not sign until appointment has been approved and offer made.

15. *Affirmative Action Compliance Report*

16. Three-Year Funding Approval

D. Assembling Temporary Academic Files

(NOTE: Only an original file is required for temporary academic appointments.)

1. Files shall be assembled in the order listed and stapled together in the upper left-hand corner.

- a. *Summary* Form.
- b. Recommending officer's letter.
- c. Waiver or Certifications A and B for UC employees without a break in service.
- d. Departmental summary, if any
- e. Candidate's statement, if any.
- f. External referee identification list, if any.
- g. Solicitation letters and external referee letters.
- h. Course Load and Student Direction Form.
- i. Candidate's syllabus for courses taught previously.
- j. Teaching evaluations.

(For post-six-year appointments, teaching evaluations shall be from the initial appointment until the time of review. Individual teaching evaluation forms should not be submitted with the files unless reviewers specifically request them; instead, the department should provide statistical summaries of the evaluations, as well as summaries of student comments.)

2. The following shall be stapled separately from the above.

- a. *Biography* form with bibliography and/or curriculum vitae stapled to back page, if any.
- b. *Annual Supplement to Biography*, if any.
- c. Publications, book reviews, tapes, creative work, if any.
- d. Payroll forms.
- e. Vice Chancellor-Academic Affairs funding approval for post-six-year appointment.

E. Routing the File

The Department shall forward/route only one copy of the complete file (original file); three copies of the *Summary* and the payroll forms shall be routed directly to the Academic Personnel Office.

1. General Campus

Departments shall send the original file to the appropriate Reviewing College Provost:

Arts & Humanities -- Fifth College Provost
Mathematics Muir College Provost
Natural Sciences -- Revelle College Provost
Social Sciences -- Third College Provost
Engineering -- Warren College Provost

For initial appointments, following evaluation by the Reviewing Provost, all files will be sent by the Academic Personnel Office to the Dean of the relevant division for final decision.

For subsequent appointments, following evaluation by the Reviewing Provost, all files will be sent by the Academic Personnel Office to the Committee on Academic Personnel (via the Vice Chancellor-Academic Affairs) for evaluation and to the Dean of the relevant division for final decision.

2. Scripps Institution of Oceanography (SIO)

All files for an initial appointment in the Graduate Department of SIO will be sent by the Academic Personnel Office to the Director of SIO for final decision. All files for a second or subsequent term will be sent by the Academic Personnel Office to the Committee on Academic Personnel (via the vice Chancellor-Academic Affairs) and to the Director of SIO for final decision.

3. School of Medicine (SOM)

All files for an initial appointment in the School of Medicine will be sent by the Academic Personnel Office to the Dean of SOM for final decision. All files for a second or subsequent term will be sent by the Academic Personnel Office to the Committee on Academic Personnel (via the Vice Chancellor-Academic Affairs) and to the Dean of SOM for final decision.

F. Offer Letter

Only the appropriate Dean is authorized to make a formal offer to a temporary appointee and the terms and conditions of the appointment are spelled out in the offer letter.

IV. REVISION HISTORY

January 1, 1991	This policy was made effective.
April 27, 2018	Minor technical edits to update policy hyperlinks.
May 1, 2020	Technical edits to remove gendered language.



UC San Diego Policy & Procedure Manual

[Search](#) | [A-Z Index](#) | [Numerical Index](#) | [Classification Guide](#) | [What's New](#)

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																
A U T H O R I T Y	NON-REPRESENTED								REPRESENTED (UNIT 18)							
	Official Recommending Officer	Reviewing Provost-General Campus When Applicable	Dean - Marine Sciences	Dean Applicable When Applicable	Dean School of Medicine When Applicable	Dean College of Engineering 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	DOCUMENT CHECKLIST	Summary Form	Recommending Officer's Letter	State University Vice Chancellor/Dean's Authorization Letter - When Applicable	Waiver or Certifications A & B *	
	I	R	A	A	R	A	R	A	X							
Associate in _____	I	R			C	A	R	A	X		X	X		X		
Education Abroad Program/Visiting Professor	I	R	A	A	R	A	R	A			X	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		X		
Lecturer-Miscellaneous Part-Time	I	R				A					X	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		
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		X		
Teacher-Special Programs	I	R				A	R	A			X	X		X		

TO BE SUBMITTED WHEN AVAILABLE	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	TO BE SUBMITTED WHEN AVAILABLE		
									Publications, Book Reviews, Tapes, Creative Work	Payroll Forms	Affirmative Action Waiver or Compliance Report
	O				X	X	X	O	X	✓	✓
	O	O	X	X	X	X	X	O	X	✓	✓
	O	O	X	X	X	X	X	O	X	✓	✓
	U	O	X	X	X	X	X	O	X	✓	✓
	U	O	O	X	O	X	X	O	X	✓	✓
	U	O	X	X	X	X	X	O	X	✓	✓
	U	O	O	X	X	X	X	O	X	✓	✓
	O	O	X	X	X	X	X	O	X	✓	✓
	O	O	X	X	X	X	X	O	X	✓	✓

REVISION HISTORY

May 1, 2020

This policy was reviewed for gender neutral language.



UC San Diego

Policy & Procedure Manual

[Search](#) | [A-Z Index](#) | [Numerical Index](#) | [Classification Guide](#) | [What's New](#)

PERSONNEL - ACADEMIC

Section: 230-21 EXHIBIT B

Effective: 01/01/1991

Supersedes: N/A

Review Date: TBD

Issuance Date: 05/01/2020

Issuing Office: [Academic Personnel Office](#)

Exhibit B

SAMPLE CONCURRENT APPOINTMENT Academic Appointment Summary form for Temporary Employees

UCSD **SAMPLE - CONCURRENT APPOINTMENT** Effective 10/1/89
 Academic Personnel Supersedes: 3/1/87
 ACADEMIC APPOINTMENT SUMMARY FORM FOR TEMPORARY EMPLOYEES

Name: Jane Doe Department: 1) USP; 2&3) Political Science

Highest Degree/Institution/Year: Phd/UCLA/1979 College of FTE: Muir

PRESENT STATUS Effective Dates: 1&2) 1/1/90-6/30/90; 3) 7/1/89-6/30/90
PROPOSED STATUS

Institution: University of Arizona Title: 1&2) Lecturer; 2&3) Visiting Assoc. Res.

Title: Associate Researcher Salary: 1&2) \$31,188; 3) Non-Sal. % Time: 1&2) 50%; 3) 0

Salary: \$41,200 %Time: 100% Basis: 9-mo X 11-mo Current Year Cost: \$8628.68

Basis: 9-mo 11-mo X 12-mo (Industry) Funding Source: 1) T-061; 2) T-065

Dept./Div. Chair Signature: 1) Amy Bridges 2) Paul Drake Date: 1) 11/2/89 2) 11/9/89

X On Leave from Home Institution Merit Increase RTAD
 Registered UC Grad. Student 3-year Appointment X Concurrent Appointment

 Previous UC Experience (Indicate Merits w/*)

Dates	Title	Annual Salary	% Time	Depart./UC Campus
1/1/89-3/31/89	Lecturer	*\$28,920 (1/88)	50%	PoliSci/UCSD
7/1/88-6/30/89	Visiting Assoc. Res.	Non Salaried	0	PoliSci/UCSD
1/1/88-3/31/88	Lecturer./Vis. Asst. Res.	\$27,624 (1/88)	50/0	USP/UCSD
1/1/87-6/30/87	Lecturer/Vis. Asst. Res.	\$26,136 (7/86)	50/0	PoliSci/UCSD
7/1/77-6/30/79	T.A.	Variable	var.	PoliSci/UCLA

Total Unit 18 Quarters @ UCSD 4 As of 3/31/89 (Indicate end date of last Unit 18 appointment)

Proposed Classes

Quarter	Course No.	Course Name	(For P.E.) Hours/Week	Enrollments	
				Projected	Actual (Past 2yrs)
WQ '90	USP 107*	Urban Politics		250	200 (WQ '88)
SQ '90	PS 102E*	Urban Politics		250	200 (WQ/SQ '87)

*cross-listed
 Other Duties: NONE

Name of Designated Supervisor(s):

REVIEW ACTION	Approve	Disapprove	Modify	Date
Reviewing Provost				
Dean - OGSR				
CAP				
Dean-SOM/Dean-SIO/ Dean of Division				
VCAA				

Attachments: Waiver or Certifications A&B (only if current UC employee), Updated/Completed Biography Form, Teaching Evaluations, and Payroll Forms.
 SEND ORIGINAL FILE TO REVIEWING PROVOST OR, WHERE APPLICABLE, TO DEAN-ENGINEERING, DEAN-SOM, DEAN-SIO. SEND PAYROLL FORMS AND THREE (3) COPIES OF THIS SUMMARY FORM TO ACADEMIC PERSONNEL OFFICE (Q-065).

REVISION HISTORY

May 1, 2020

This policy was reviewed for gender neutral language.



UC San Diego

Policy & Procedure Manual

[Search](#) | [A-Z Index](#) | [Numerical Index](#) | [Classification Guide](#) | [What's New](#)

PERSONNEL - ACADEMIC

Section: 230-21 EXHIBIT C

Effective: 01/01/1991

Supersedes: N/A

Review Date: TBD

Issuance Date: 05/01/2020

Issuing Office: [Academic Personnel Office](#)

Exhibit C

COURSE LOAD AND STUDENT DIRECTION

NAME: _____ DEPT: _____ COLLEGE: _____ SAN DIEGO CAMPUS: _____
Date Prepared

COURSE LOAD AND STUDENT DIRECTION

(Information must cover the three immediately prior years including the year of review)

COURSES TAUGHT					
PERIOD (By Quarter)	Title	Number Students	*Hours	Course Number	Units
Departmental Annual Course Load:					
Candidate's Annual Course Load:					
Signature of Appointee				Date:	

INDIVIDUAL INSTRUCTION		
Name of Student	Date	*Level

****PH.D's COMPLETED	Year

*Refers to contact hours per course per quarter

(10/92)

(Ref. PPM 230-28)

**If supervision shared, indicate fraction shared
 ***G1: Masters or 1st Stage Doctoral
 G2: Advanced Doctoral Candidate
 ****List students completing during past six years

REVISION HISTORY

May 1, 2020

This policy was reviewed for gender neutral language.



UC San Diego

Policy & Procedure Manual

[Search](#) | [A-Z Index](#) | [Numerical Index](#) | [Classification Guide](#) | [What's New](#)

PERSONNEL - ACADEMIC

Section: 230-21 EXHIBIT D

Effective: 01/01/1991

Supersedes: N/A

Review Date: TBD

Issuance Date: 05/01/2020

Issuing Office: [Academic Personnel Office](#)

Exhibit D

WORKLOAD VALUES BY DEPARTMENT University of California, San Diego

Workload values have been established for the following courses. The notation "All Standard Courses" means that all courses in the department are valued at 1.0.

DEPARTMENT OF ANTHROPOLOGY

All Standard Courses

DEPARTMENT OF APPLIED MECHANICS AND ENGINEERING SCIENCES

AMES 15	1.50
AMES 156A ME Design I (amended 2/1/89)	1.00
AMES 156B ME Design II (amended 7/24/89)	1.50
AMES 170, 171A, 177 A, 177B	1.50

DEPARTMENT OF BIOLOGY

Biology 103, 112, 123, 132, 138, 142, 152, 154, 157, 168L	1.50
--	------

DEPARTMENT OF CHEMISTRY

Chemistry 4 (amended 7/5/88)	1.50
Chemistry 6BL (amended 12/8/89)	1.50
Chemistry 143A, 143B, 143C	1.50

CHICANO STUDIES (Program)
CHINESE STUDIES (Program)
CLASSICAL STUDIES (Program)
COGNITIVE SCIENCE (Program)

All Standard Courses

DEPARTMENT OF COMMUNICATION

Communication/SF 101A, 101B	1.50
Communication/Cul 113, 116	1.50

COMPARATIVE STUDIES IN LANGUAGE, SOCIETY & CULTURE (Program)

All Standard Courses

**University of California San Diego Policy – PPM 230 – 21 Exhibit D
PPM 230 - 21 Workload Values By Department**

COMPUTER SCIENCE AND ENGINEERING (CSE)

CSE 70, 175B, 175C 1.50

CONTEMPORARY BLACK ARTS PROGRAM (Program)

All Standard Courses

CONTEMPORARY ISSUES (Program)

Contemporary Issues 23, 50 0.50

CULTURAL TRADITIONS (Program)

EARTH SCIENCES (Program)

DEPARTMENT OF ECONOMICS

ELECTRICAL AND COMPUTER ENGINEERING (ECE)

FRONTIERS OF SCIENCE (Program)

DEPARTMENT OF HISTORY

HUMANITIES (Program)

ITALIAN STUDIES (Program)

JAPANESE LANGUAGE (Program)

JUDAIC STUDIES (Program)

LAW & SOCIETY (Program)

All Standard Programs

DEPARTMENT OF LINGUISTICS

Linguistics 51, 52, 53, 54 0.75

Linguistics 31, 32, 33, 34 0.50

Linguistics 31/51, 32/52, 33/53, 34/54 (combined) 1.00

Linguistics 11, 19

Determined on the basis of a 50%
appointment for each fifty students
registered in either class

DEPARTMENT OF LITERATURE

French 9, 10, 25, 50 0.75

Spanish 7, 8, 10, 25, 50 0.75

German 10, 15 0.75

25 (amended 8/17/88) 1.00

Italian 1, 2, 3 0.75

Russian 1A, 1B, 1C (amended 2/1/89) 1.00

2A, 2B, 2C (amended 2/1/89) 1.00

DEPARTMENT OF MATHEMATICS

All Standard Courses

DEPARTMENT OF MUSIC

Music 32, 132, 232 Six hours of private lessons
per week equals one course

DEPARTMENT OF PHILOSOPHY

**University of California San Diego Policy – PPM 230 – 21 Exhibit D
PPM 230 - 21 Workload Values By Department**

All Standard Courses

DEPARTMENT OF PHYSICAL EDUCATION

Physical Education 160L (amended 4/26/88) 0.50

DEPARTMENT OF PHYSICS

Physics 2A-a, 2A-b 2.25

Physics 2B-a, 2B-b (amended 3/16/87) 2.25

Physics 1AL, 1CL 0.50

DEPARTMENT OF POLITICAL SCIENCE

DEPARTMENT OF PSYCHOLOGY

RUSSIAN AND SOVIET STUDIES PROGRAM (Program)

SCIENCE, TECHNOLOGY AND PUBLIC AFFAIRS (Program)

SCRIPPS INSTITUTION OF OCEANOGRAPHY

All Standard Courses

SOCIAL SCIENCE (Program)

Social Science 60 (amended 3/30/87) 1.50

DEPARTMENT OF SOCIOLOGY

All Standard Courses

TEACHER EDUCATION PROGRAM

TEP 170A, 170B, 170C (amended 3/30/89) 2.00

TEP 171A, 171B, 171C (amended 3/30/89) 1.50

TEP 180A, 180B 2.00

TEP 181A, 181B 1.50

TEP 181C (amended 3/16/87) 1.50

DEPARTMENT OF THEATRE THIRD WORLD STUDIES (Program)

All Standard Courses

URBAN STUDIES & PLANNING (Program)

USP 131L 0.50

USP 186A, 186B, 186C 1.50

DEPARTMENT OF VISUAL ARTS

GRADUATE SCHOOL OF INTERNATIONAL RELATIONS

AND PACIFIC STUDIES

All Standard Courses

REVISION HISTORY

May 1, 2020

This policy was reviewed for gender neutral language.