

Academic Personnel Policy Archive

2008-2009

New Policy or Procedure

- [UCD-520, Employment of Near Relatives; Exhibit A, Request for Employment of near Relatives](#), provides supplemental information to UC APM 520 and Chapter 380, Section 13 of the Policy and Procedure Manual on the employment of near relatives hired in Academic title series.

Revised Policy or Procedure

- [APM – 035, Affirmative Action and Nondiscrimination in Employment](#), provides consistency between University policy and the Uniformed Services Employment and Reemployment Rights Act of 1994 and the Jobs for Veterans Act of 2002; and prohibits retaliation against any employee for filing a complaint of discrimination or harassment.
- [APM – 335, Cooperative Extension Advisor](#), criteria requiring possession of a bachelor's or equivalent degree, or equivalent combination of education and experience was removed.

Notification via Annual Call

- [Deadline for submitting appointments to the Vice Provost](#). All proposed appointments effective July 1, 2009, that require the Vice Provost's or Chancellor's approval, must be submitted to the Vice Provosts office by May 15, 2009 to ensure they will be approved by the effective date. Any appointment dossier received after this date may not be approved by July 1st.

Notification Via e-mail

- [Elimination of the requirement for pre-approval for removal expenses](#). The Vice Provost eliminated the requirement for pre-approval for removal expenses in excess of 50% of the actual cost for the Professor and Professor in Residence series and for eligible expenses listed in APM 560 – Removal Expenses. This applies only to the Professor and professor in Residence series. Payment of removal expenses in excess of 50% of the actual cost for other eligible titles, and for titles ineligible to receive removal

expenses according to policy APM 560, are still considered exceptions and must be reviewed and approved in the Vice Provost's office.

- [New Cell Phone policy](#). Effective July 1, 2009 pay dates, employees with university-owned cell phones will pay additional federal and state taxes based on an imputed cash value of their university cell phone and cell phone plan. At the same time, UC Davis will begin providing a monthly cash allowance to offset the cost of this tax. Payroll Services has resources on the PPS Website (<http://pps.udcavis.edu>).

2007-2008

New Policy or Procedure

- [APM – 080, Medical Separation](#), Outlines the process for medical separation of academic appointees who have exhausted periods of leave and continue to be unable to work for health reasons, and for whom reasonable accommodation is not possible. This new policy provides a means to handle this issue in a sensitive and respectful manner by establishing a process that keeps such cases distinct from disciplinary actions resulting from misconduct or incompetent performance.
- [APM – 710, Leaves of Absence/Sick Leave/Medical Leave](#), adds a new section APM-710-11, establishing a maximum of paid medical leave to be granted to eligible faculty members who do not accrue sick leave, in cases of personal illness, injury or disability. Other revisions to relevant sections of APM-710 clarify and expand the list of academic titles eligible to accrue sick leave as well as expanding sick leave accrual to appointees in these titles who hold academic year appointments; and provide guidelines for how and when departments should request medical information in support of requests for sick and paid medical leave.
- [APM – 711, Reasonable Accommodation for Academic Appointees with Disabilities](#), establishes systemwide policy governing the interactive process to determine reasonable accommodation for otherwise qualified academic appointees with disabilities, as required for compliance with Federal and California State law – most specifically, the Americans with Disabilities Act (ADA) and the Fair Employment and Housing Act (FEHA).

Revised Policy or Procedure

- [UCD - 120, Emeritus Titles](#), Eliminates the requirement for the deadline to submit a review for conferral of Emeritus appointment three months prior to the date of retirement; updates the position title for Vice Provost and deletes reference to PAF forms for payroll changes no longer in use.
- [UCD - 520](#), Clarifies guidelines for hiring Academic employees who are near relatives, in conjunction with policies APM 520 and PPM 380-13.
- [UCD – 666, Additional Compensation/Lectures and similar Services](#), Duplicate policy statements were deleted. Deleted hard copy form reference for campus one-time payments; on-line process now in use. Clarified current review and approval process already in place. Corrected current form location for intercampus form.
- [UCD – Appendix –II-A](#), The change made to Joint Appointments Faculty Exchange policy was a technical change updating the related policy reference.
- [UCD- Appendix – IV-A, Administration of the Business/ Economics and Engineering Salary Plan](#), Economics was added to the Business/Engineering Salary Plan and the abbreviated name of the salary plan was updated.

Notification via Annual Call

- [Deadline for submitting appointment to the Vice Provost](#). All proposed appointments effective July 1, 2009, that require the Vice Provost's or Chancellor's approval, must be submitted to the Vice Provost's office by May 15, 2009 to ensure they will be approved by the effective date. Any appointment dossier received after this date may not be approved by July 1st.

Notification Via e-mail

2006-07

New Policy or Procedure

Revised Policy or Procedure

- [UCD-710, Sick Leave, 2/12/07](#).
This policy was deleted from the UCD Academic Personnel Manual.

- [UCD-015, Exhibit B, The Faculty Code of Conduct, Allegations of Misconduct Request for Review, 12/8/06](#). The Allegations of Misconduct Request for Review form was changed to add the question; What remedy are you requesting or what would you like to happen as a result of this review?
- [UCD-620, Policies and Procedures for Administration of Off-Scale Salaries, 3/20/07](#). Added clarifying language explaining that individuals who are receiving off-scale salaries pursuant to the DPSS (Davis Professorial Salary Supplement) or other mutually agreed-upon memoranda of understanding are not covered by APM UCD-620.
- [UCD-025, Conflict of Commitment and Outside Activities of Faculty Members; Exhibit B, Report of Category I and II Compensated Outside Professional Activities and Additional Teaching Activities for the Fiscal Year, 4/30/07](#) Changed filing deadline of Report of Category I or II Compensated Outside Professional Activities and Additional Teaching Activities from June 30 to November 1 of the following year.

Notification Via [Annual Call](#)

- Approval Authority on Appeals: When the dean is delegated authority on a merit proposal and the original decision is made before the end of July and thus is not considered retroactive, then the dean will continue to hold authority for the final decision following any appeal of that decision, even if the appeal process does not come to a final resolution until after July 31.
- Assistant Researchers and Health Science Assistant Clinical Professors (at 50% time or more): these appointees have an 8 year limit at the Assistant rank. Because policy does not require a year of notice to these appointees, the promotion review must occur, at the latest, during their 8th year.
- Voting on Academic Federation Instructional Titles not covered by Collective Bargaining Agreements: For personnel actions of Academic Federation instructional titles that are not covered by a collective bargaining agreement (e.g. Adjunct professors, Lecturers WOS, Supervisors of PE, Health Sciences Clinical Professors, etc.), both Academic Senate and Academic Federation faculty may express opinions and may vote. These opinions and votes must be reported in two separate letters. Each letter must discuss the opinions and vote of the group, but only one letter needs to provide the detailed evaluation of the file.
- Deferral for Continuing Unit 18 Appointees: A continuing appointee may request that his or her merit review be deferred for up to one year.

Notification Via e-mail

- Policy on Supplement to Military Pay, 7/20/06, the Policy on supplement to Military Pay which was set to expire June 30, 2006 has been extended through June 30, 2008. (e-mail 7/2/06)
- Eligibility data available on the Action Tracking system, 10/12/06,. Eligibility data, by college, is available in the Action Tracking System for merits, promotions, appraisals and five year reviews. (e-mail 10/12/06)
- Effort-Reporting, Payroll changes and Impact on Faculty, With the implementation by accounting of the effort-reporting system, and the requirement that payroll reflect how extramural effort and salary recovery is reported, regular-rank faculty should be assured that all conditions of employment will be based on their permanently-budgeted professorial position. The temporary appointment to a research title is a payroll action that will have no impact on a faculty member's rights or conditions of employment. Faculty members will retain their full-time professorial position when they are using the research title during a period of salary recovery from extramural sources. (e-mail 2/5/07)
- Sexual Harassment Prevention Training, Notified Deans that language needed to be added to all new appointment letters notifying academics that State law now requires all supervisors to take sexual harassment prevention training.(e-mail 2/6/07)
- Appeal of Career Equity Review Decisions, Career Equity Review decisions may be appealed through the standard appeal process for merits and promotions (http://manuals.ucdavis.edu/apm/220_Proc5.htm) (e-mail from Kristine Peterson, 3/1/07)
- Salary increases for low-paid employees, the University is offering special wage increases for lower-paid appointees (employees earning less than \$40,000), effective April 1, 2007 (e-mail 3/28/07)
- Unit 18 Annual Call – 2007-2008, The annual call provides deadlines for submission of continuing appointment and merit dossiers.(e-mail from Barbara Horwitz 4/18/07)

2005-06

New Policy or Procedure

- APM 278, Health Sciences Clinical Professor Series, 7/1/05. Establishes new Health Sciences Clinical Professor series for faculty who teach or participate in patient care.

- [APM 279](#), Clinical Professor Series, Volunteer Series, 7/1/05.
Establishes new series for appointment of community health care professionals who volunteer in the areas of teaching, patient care, and clinical research.

Revised Policy or Procedure

- [UC Policy APM-260](#), University Professor, 5/24/06.
Removes five-year limit on appointment; removes information regarding individuals recruited from outside the University; provides additional information on work recognized as superior quality; clarifies that candidate should excel at all levels of teaching; removes eligibility for 50% release time from the home department; removes references to reappointment.
- UCD Procedure [220B, Exhibit A](#), 2/13/06.
Added the term "Health Science Clinical Professor series" in first paragraph plus supporting documentation needed.
- [UCD-220](#) Checklists [2](#), [4](#), [5](#) and [6](#), 2/13/06.
The term "Health Sciences Clinical Professor series" added to Checklists for Appointment (2), Promotion (4), Deferral (5) and Position Description (if applicable), with a listing of percentage effort expected for each activity added to 5-year review (6).
- [UC Policy APM-760](#), Family Accommodations for Childbearing and Childrearing, 1/1/06.
Allows for childbearing leave to be taken on an intermittent basis when medically necessary; provides more specific information regarding pay status during childbearing leaves; moves information on duration, sabbatical leave credit, and reinstatement from all leaves to section on General Provisions; provides more specific eligibility information regarding Active-Service Modified Duties; provides additional provisions for Health Sciences Compensation Plan faculty members on Active-Service Modified Duties; adds information on part-time appointment and reduction in time to accommodate family needs; adds information on stopping the clock; adds information on personnel reviews; adds information on exclusion of leave time from the eight-year limit of Assistant level appointees; moves related policies to end of section; updates charts to provide more specific information based on appointment type.
- [UC Policy APM - 133](#), Limitation on Total Period of Service with Certain Academic Titles, 1/1/06.
Updates 17-h to require faculty member responsibility for 50 percent or more of the care of a child to be eligible to stop the clock; specifically states that faculty member shall not be arbitrarily disadvantaged for taking childbearing/childrearing leave or for stopping the clock.

- [UC Policy APM - 210](#), Review and Appraisal Committees, 1/1/06.
Provides for files to be evaluated without prejudice if review time frame was extended due to childbearing/childrearing leave.
- [UC Policy APM - 220](#), Professor Series, 1/1/06.
Provides information regarding reduction in workload and productivity expectations for part-time appointments; allows for either permanent change to part-time appointment or temporary reduction in percentage of time to accommodate family needs defined in APM - 790; requires personnel reviews deferred due to leave for family accommodation to be treated procedurally as though they are taking place at the usual interval; adds Appendix B, Guidelines for Part-Time Appointment and Reduction in Percentage of Time of an Appointment to Accommodate Family Needs.
- [UCD-220](#), rev. 1/5/06.
Technical update--provides link to information on peer evaluation of teaching.
- [UCD 220AF, Exhibit B, Confidentiality Statement](#): – confidentiality statement replaced so that it is the same in UCD 220, Exhibit B.
- [UCD 220](#) and [UCD 220AF, Exhibit B, Solicitation Letters](#): now asking that extramural reviewers state their relationship to the candidate below the signature block. This information will be redacted for the candidate, but will be available to reviewing faculty.
- [UCD 220AF, Exhibit B, Model Format letter](#): added the following language for professional research series---An appointee in the professional research series is reviewed with the same rigor accorded to proposed merits and promotions in the professor series, and must demonstrate continuous and effective engagement in independent and creative research activity of high quality and significance, equivalent to that expected of the professor series.
- [APM 110, Academic Personnel Definitions](#), 7/1/05.
Updates 110-4-14 to include new Health Sciences Clinical Professor Series.
- [APM 112, Academic Titles](#), 7/1/05.
Updates 112-4-b-9 to include Clinical Professor Volunteer Series, and 112-4-b-21 to include Health Sciences Clinical Professor Series.
- [APM 133, Limitation on Total Period of Service With Certain Academic Titles](#), 7/1/05. Updates section to include new Health Sciences Clinical Professor Series.
- [APM 190, Exhibit E, The Faculty Recruitment Allowance Program](#), 9/15/05. Changes program, formerly granting housing allowances to

- selected eligible participants, to include allowances for other expenses such as childcare costs, education/tuition assistance, or other similar expenses in addition to housing costs; maximum allowance is set by the Provost and Senior Vice President--Academic Affairs, and is published in the Academic Salary Scales; allows for payments to be made in installments not to exceed 10 years.
- [APM 210, Review and Appraisal Committees](#), 7/1/05.
Adds 210-6, Instructions to Review Committees Which Advise on Actions Concerning the Health Sciences Clinical Professor Series.
 - [APM 210, Review and Appraisal Committees](#), effective 7/1/05.
Revises APM-210-1-d to recognize faculty in efforts to promote equity and diversity as part of their evaluation process for promotion in the areas of teaching, professional competence and activity, and University and public service.
To see APM-210 that is in effect through 6/30/05, go to <http://www.ucop.edu/acadadv/acadpers/apm/apm-210-1.pdf>.
 - [APM 220, Professor Series](#), 7/1/05.
Updates 220-4-b to include Health Sciences Clinical Professor Series.
 - [APM 240, Deans and Provosts](#), effective 7/1/05.
Adds responsibility to the Dean or Provost to maintain an affirmative action program for faculty and staff recruitment and retention, consistent with University policy. Clarifies that Personnel Policies for Senior Managers apply to Deans or Provosts appointed in the Senior Manager Program.
To see APM-240 that is in effect through 6/30/05, go to <http://www.ucop.edu/acadadv/acadpers/apm/apm-240-1.pdf>.
 - [APM 245, Department Chairs](#), effective 7/1/05.
Adds responsibility to the Department Chair to maintain and report on a departmental affirmative action program for faculty and staff, consistent with University policy.
To see APM-245 that is in effect through 6/30/05, go to <http://www.ucop.edu/acadadv/acadpers/apm/apm-245-1.pdf>.

Notification via Annual Call

- Accelerated Merits for Continuing Appointees: Merits greater than two steps, or prior to three years since the previous merit increase, require review by the Committee on Academic Personnel and the decision of the Vice Provost – Academic Personnel. (and email from VP dated May 20, 2005)

- Instructional Workload Credits (IWC): any proposed changes in IWC or assessment or advancement procedures require the approval of the Vice Provost – Academic Personnel. When such changes are proposed, the VP Office is required to notice the Union on changes that would affect covered employees.
- Eligibility for Five-Year Review: Adjunct Professor, Lecturer SOE, Sr. Lecturer SOE, and Supervisor of Physical Education. (and email from VP dated March 11, 2005)
- Eligibility following Negative Five-Year Review: When a candidate has a Five-Year Review that results in an “unsatisfactory evaluation”, the individual is immediately considered eligible for advancement the following year.
- Review Period clarification: material submitted for advancement to overlapping steps at the Assistant Professor level will not be considered when recommending promotion to Associate Professor. Same for overlapping steps at the Associate Professor level--will not be considered when recommending promotion to Full Professor (i.e. no double counting)

Notification via Email

- Merits to Associate Researcher, Step IV and Step V: since the professional research series is considered equivalent to that of the Professor series, the Vice Provost changed the approval authority for merits to Associate Researcher, Step IV and Step V to parallel that for the Professor series, which is with the Vice Provost. (Email from VP dated July 11, 2005)
- Voting Procedure Protocol: Reminder to deans that when they submit voting procedures, they should not combine academic senate and non-senate procedures in the same document; the former will be reviewed by CAP while the latter will be reviewed by the appropriate Academic Federation Committee. Also, they should not include any titles covered by union contracts (including Unit 18 Lecturers, Unit 18 Senior Lecturers, Supervisors of Teaching Education and Librarians) in Peer Group/Voting Group procedures because this process is not applicable to titles covered by contract. (Email from VP dated 9/28/05)
- Approval authority in relation to the appeal process: When the dean is delegated authority on a merit proposal on a merit proposal, and that original decision is made before the end of July and thus is not retroactive, then the dean will continue to hold authority for the final decision following any appeal that is filed, even if the appeal process does not come to a final resolution until after July 31. (Email from VP dated 11/3/05)

2004-05

New Policy or Procedure

- [UCD 015, Procedures for Faculty Misconduct Allegations](#): outlines procedures for reviewing allegations of violations of APM-015. APM-015 sets forth ethical principles for faculty and unacceptable faculty conduct, and rules and recommendations for enforcement of the Faculty Code, which includes prohibiting a faculty member from entering into a romantic or sexual relationship with any student for whom that faculty member currently has or prospectively might have academic responsibility, or from exercising academic responsibility for any student with whom that faculty member has a romantic or sexual relationship. (issued 8/3/04)
- [UCD 016, Procedures for Faculty Discipline](#). outlines campus procedures for discipline of Senate faculty violating the Faculty Code of Conduct ([APM-016](#)) includes system-wide policy regarding faculty discipline, specifies penalties that may be imposed for violations in the Faculty Code, what types of faculty behaviors are covered by the Faculty Code, and which academic personnel are governed by the Faculty Code. (issued 8/3/04)
- [Checklist for Excellence Review for “Initial Continuing Appointment”](#) - New (11/04)

Revised Policy or Procedure

- [APM 120, Emeritus Titles](#), 1/14/05.
Revises APM-120-10 to expand the definition of retirement for the purposes of conferring Emeritus to include faculty who separate from UC while receiving disability income. Clarifies that Emeritus status is granted automatically to faculty who retire or who take Lump Sum Cashouts within 120 days of separation from UC.
- [APM 137, Non-Senate Appointees/Term Appointment](#). Corrects APM 137-30-c to provide that under the conditions specified, the University may decide not to renew a term appointment on the basis of an appointee's conduct or performance.
- [UCD 191, Endowed Chairs](#), 6/3/05.
Clarifies that the Academic Senate Committee on Planning & Budget Review (CAPBR) reviews the gift agreement, position description, and the department academic plan; requires prior to a search that establishment of an endowed chair is formally approved and an authorized FTE is received; updates procedures for external/internal searches; adds information about reappointment of an endowed chair, endowed administrative chairs, and

annual reporting by an endowed chair; provides references to checklists.

- [APM 200-22](#), [Recall Appointments for Academic Appointees](#), 1/14/05. Adds Appendix A, Pre-Retirement Recall Guidelines for Faculty Recalled for Post Retirement Teaching, regarding recall agreements with retired faculty age 60 or older with 5 or more years of service credit in UCRP. Adds Appendix B, UCRP Reappointment Guidelines for Rehired Retirees, to describe the changes made to the Normal Retirement Date in 2003.
- [UCD 220](#), [Academic Senate Review and Advancement](#), rev. 6/27/05. Faculty titles that also need a five-year review under II. Eligibility for Advancement.
- [UCD 287A](#), [UCD-287B](#), [UCD Appendix II-E](#), [Lecturers and Senior Lecturers](#)---Deleted---and their exhibits regarding Lecturers and Senior Lecturers. Links to Unit 18 guidelines, forms, and checklist on the AP website are provided in the APM Table of Contents.
- [APM 340](#), [Continuing Educator](#), effective 5/1/05. Replaces Continuing Education Specialist title with Continuing Educator title; removes 340-6, Responsibility; supplies additional clarification and criteria for appointment into this title; defines levels for title; extends term of service to three years; clarifies that performance review is required for merit increases; removes stipulation that new appointees are generally paid at minimum salary; allows Chancellor to authorize non-base building incentive plan; removes eligibility for removal expenses; streamlines section on Authority; moves information on performance review procedures and merit increases to new Appendix A.
- [APM 662](#), [Additional Compensation/Additional Teaching](#), effective 5/1/05. Adds Appendix B-4, Additional Compensation for University Extension Teaching by University Extension Academic Appointees; establishes requirements for academic appointees at University Extension to earn extra compensation for teaching.
- [Checklist for Merit for Continuing Appointee](#)—submit all student evaluations and summaries (11/04)
- [Checklist for Promotion \(senate\)](#): added if Lecturer SOE or Sr Lecturer SOE submit all student evaluations and summaries (12/04)
- [Disclosure Statement for Unit 18](#): clarified to address “initial continuing appointment” and “merit for initial continuing appointee” (12/04)
- [UCD 220, Procedure 3, Joint Appointments](#). Adds the department’s responsibilities for updating the Payroll/Personnel System.

Notification via Annual Call

- Advancement dossiers: Academic Senate faculty may include in their dossiers letters from chairs of Academic Senate committees describing and evaluating their service on said committees. Such letters will be solicited by the department chair at the request of the faculty member.
- Junior Specialist: New guidelines for administration of appointment and reappointment, advancement from Step I to Step II---delegation to dean. (and via Email from VP dated 8/9/04).
- Assistant Researcher. With the system-wide revision of APM310, an 8-year service limit at the Assistant rank has been instituted by the Office of the President.
- Eligibility for Five-Year Review: Professional Research (Associate and Full)
- Split appointments: Those with a Professorial/Researcher split appointment will be reviewed by Committee on Academic Personnel.
- Associate Professor, Step IV merit clarification: dept may ask (via dean) for permission to submit merit to Step IV in lieu of promotion, with justification for those faculty at rank 6 years or longer.

Notification via Email

- Appointment letter regarding appraisal and 7th year dates for tenure appointments. The dean's office will now include language in the appointment letter to assistant professor, step I, II, III to accurately include dates of appraisal and 7th year, as well as language pertaining to off-scale policy, if applicable. (Email from VP dated 5/4/05)
- Announcements for merits and promotions from VP Office: announcements will begin in January rather than March, and each month thereafter.
- Visiting Professor appointments/reappointments: appointment and reappointment requests must include candidate's participation in research, creative activities, service, as well as teaching responsibilities if not currently holding a professorial position at another institution to hold a title in the Visiting Professor series (Email from VP dated 2/15/05).
- Recall for Multi-Year teaching: new guidelines and recall form; limit to 43%. (Email from VP dated 9/7/04).

- Deferrals: clarification as follows: a deferral occurs when any academic employee who is eligible for normal advancement is not considered for this advancement (refer to [UCD-220](#) and [UCD 220AF](#) for a list of those employees for which written deferral requests must be submitted to the Dean/Vice Provost-Academic Personnel). Even when a written request is not required for a title series (for example, Project Scientist or Professional Researchers) they are still expected to advance in the time frame provided in policy and summaries in the salary scale. If they do not advance in the defined timeframe, and they are paid an off-scale salary, then the off-scale increment must be reduced in accordance with [UCD-620](#). (Email to APEs listserv dated 12/13/04)

2003-04

New Policy or Procedure

- [UCD 220, Academic Senate Review and Advancement](#), including procedures, checklists, and exhibits. Incorporates and updates the UC Davis policies and procedures that administer the advancement process for Academic Senate appointees; provides links to procedures, checklists, forms, and relevant University-wide policies.
- [UCD 220, Checklist 4, Promotion](#). Updates information for publication list; clarifies the student evaluations documentation required for Lecturer SOE or Senior Lecturer SOE.
- [UCD 220-AF, Academic Federation Review and Advancement](#). This policy section summarizes the principles, policies, and procedures at UC Davis that govern the evaluation and review of academic performance (for merit or promotion) of members of the Academic Federation. The information provided in this document also serves as a guide for the form and content of an employee's review file. These procedures should be used for each personnel action, taking into account relevant variations for the specific title series outlined in Sections [APM-220](#) and [UCD-220](#) for the specific title series of the candidate.
- [APM 311 Project \(e.g., Scientist\)](#). Adds new research series for appointees who make significant and creative contributions to a research program. Appointees are not required to carry out independent research.
- [UCD 330, Appointment, Merit, and Promotion of Specialists](#). New section; provides policy and procedure for appointment, merit, and promotion of Specialists.
- [Career Equity Review](#): new program ---guidelines, titles eligible, general procedures, criteria/format for review, initiation of CER and documents to

be forwarded, checklist, ballot. (letter from VP dated 10/30/03)
http://academicpersonnel.ucdavis.edu/career_equity_main.htm

- Transition Guidelines for Specialist series or Professional Researcher series to Project Scientist series. Movement to the new series will be accepted according to the transition guidelines through June 30, 2004 and will be considered as Appointments via Change in Title. (Email from VP dated 10/9/03)

Revised Policy or Procedure

- [APM 015](#), Faculty Code of Conduct, Revised; has been issued effective July 24, 2003. Revised Part II, Section A, sets forth ethical principles and unacceptable conduct with regard to faculty members engaging in romantic or sexual relationships with students. The revised policy prohibits a faculty member from entering into a romantic or sexual relationship with any student for whom a faculty member has, or should reasonably expect to have in the future, academic responsibility (instructional, evaluative, or supervisory). The revised policy also prohibits a faculty member from exercising academic responsibility (instructional, evaluative, or supervisory) for any student with whom a faculty member has a romantic or sexual relationship.
- [APM 035](#), The University of California Policy on Sexual Harassment and the associated Procedures for Responding to Reports of Sexual Harassment, which cover all members of the University community, have been issued effective December 14, 2004. The policy and procedures have been added to the Academic Personnel Manual as APM - 035, Appendix A-1 and Appendix A-2, respectively. The policy and procedures supersede the *Policy on Sexual Harassment and Complaint Resolution Procedures* issued on April 23, 1992.
- [APM 035](#), Affirmative Action and Nondiscrimination in Employment,. The University of California nondiscrimination policies, including APM 035 on Affirmative Action and Nondiscrimination in Employment, have been revised effective January 1, 2004, to clarify that discrimination on the basis of gender identity and pregnancy is prohibited. The changes incorporate the addition of "gender identity" as a protected status under the California Fair Employment and Housing Act. Discrimination on the basis of pregnancy is included within the category of discrimination based on "sex." The term "pregnancy" has been added to these notices to facilitate understanding of University policy in this regard.
- [APM 120](#), Emeritus Titles, has been revised effective January 14, 2005. The revision expands the definition of retirement for purposes of granting

Emeritus status as provided in Standing Order of the Regents 103.5 by conferring Emeritus status on those faculty who separate from UC while receiving disability income from UCRP, if they are otherwise eligible for Emeritus status. The revisions also clarify that only those faculty who retire within 120 days of separation from UC are eligible for Emeritus status and confirm the existing practice of granting Emeritus status to faculty who take Lump Sum Cashouts, rather than regular service retirement, within 120 days of separation from UC. The revisions have been added to the APM - 120, footnote 1.

- [APM 140, 145, 150, 710 and 730](#) Technical changes to APM - 140, 145, 150, 710 and 730 (excluding postdocs from those policies) have also been issued effective July 1, 2003.
- [APM 310, Professional Research Series](#). Revised: emphasizes that appointees to the Professional Research series are equivalent to ladder-rank faculty in research.
- [APM 390, Postdoctoral Scholars](#), has been issued, effective in two stages, July 1, 2003 and January 1, 2004 or as soon as possible thereafter. The new policy, which applies to postdoctoral scholars who are employees and to those who are funded from fellowships or traineeships, covers terms and conditions of appointments, including provisions on terms of service, salary/stipend, appointment notification, annual reviews, grievance procedures, time off, and various leaves. Also included as part of the policy is an appendix consisting of transition guidelines and certain "grandfather" provisions for current appointees.
- [UCD 500, Exhibit B, Academic Appointments Exempt from Search Requirements](#). Adds that a Senate appointment under the Partner Opportunity Program (POP) has been added as one of the criteria for granting a waiver for a search.
- [APM 620-14, Off-Scale Salaries for Appointment and Advancement](#), Revised; adds the Professor of Clinical (e.g., *Medicine*), Revised; Professor of Clinical series and the Project (e.g., *Scientist*) series eligible for off-scale salaries.
- [APM 740, Leaves of Absences/Sabbatical Leaves](#). Among other changes, this policy has been revised to allow a faculty member as an exception to policy to substitute significant University service for some or all of the teaching requirement for a sabbatical in residence, and to allow a recipient of sabbatical leave at less than full salary to receive additional compensation from another university.
- [APM 758, Leave of Absence/Other Leaves with Pay](#). This policy has been revised to provide the option of administrative leave in lieu of sabbatical leave.

Notification via Annual Call

- Third-Year Deferral/Five-Year Review: clarification to ensure compliance with UC policy: if the third-year deferral coincides with the fifth year since the faculty member was last reviewed, a five-year review must be done in lieu of the third-year deferral.
- Chair's Sequential Checklist: change in procedure---correction to allow candidate access and comment period before faculty see file for Department vote.

Notification via Email

- Extramural letters: Vice Provost will accept MS word attachment (w/electronic signature); however, department must send an email to the reviewer acknowledging their receipt of his/her email.
- Confidentiality Statement in letter to extramural reviewers: new softer/gentler version to use in requests for extramural letters. (email from VP dated 4/12/04) (<http://manuals.ucdavis.edu/apm/220/ExhB.htm>)

Miscellaneous

- Unit 18 Contract Ratified:
(<http://academicpersonnel/ucdavis.edu/amp.cfm>)

2002-03

New Policy or Procedure

- APM 137, Non-Senate Appointees/Term Appointment. A new policy that defines and articulates conditions of employment for non-Senate academic appointees with term appointments, except those covered by an MOU. It also sets forth standards and due process procedures that govern the non-reappointment of this group

Revised Policy or Procedure

- APM 285, Lecturer with Security of Employment series, a revised APM 210-3, Instructions to Review Committees, and a revised APM 135, Security of Employment.
- APM 135, 210, 285, The Lecturer with Security of Employment series is designed to meet the long-term instructional needs of the University which cannot be best fulfilled by an appointee in the regular professorial series or a temporary Lecturer appointment. APM-210-3 contains instructions to

committees which review appointments in the Lecturer with Security of Employment series. APM-135 outlines the policy which applies to security of employment. On July 18, 2002, the Regents approved a revised Standing Order 105.1, which extends Academic Senate membership to full-time Lecturers with Potential for Security of Employment and full-time Senior Lecturers with Potential for Security of Employment. Academic Personnel Manual section 285 incorporates these changes.

- [APM 190, Appendix A-1 and A-2, Selected Presidential Policies](#). The University of California *Policy on Reporting and Investigating Allegations of Suspected Improper Governmental Activities* (Whistleblower Policy) and the Policy for Protection of Whistleblowers from Retaliation and Guidelines for Reviewing Retaliation Complaints (Whistleblower Protection Policy) have been revised to implement the amended California Whistleblower Protection Act. The revised Presidential policies are effective October 4, 2002. They have been added to the Academic Personnel Manual as APM - 190, Appendix A-1 and Appendix A-2, respectively. These policies replace APM - 190, Appendix A (*Policy and Procedures for Reporting Improper Governmental Activities and Protection Against Retaliation for Reporting Improper Activities*).
- [APM 140, 145, and 150, Non-Senate Academic Appointees](#), Revised: apply to non-Senate academic appointees, who are not covered by an MOU. Revisions to APM - 140 provide for a clearer and more timely grievance process. Revisions to APM - 145 set good cause standards for instituting layoff and involuntary reduction in time and clarify procedures for grieving layoff decisions. Revisions to APM - 150 clarify good cause standards and procedures for instituting corrective action or dismissal.
- [APM 715, Leaves of Absence/Family and Medical Leave](#). Revised: extends family and medical leave coverage to academic appointees who need to care for a seriously ill domestic partner. Additionally, "leave year" has been changed to "calendar year" to conform with existing University policy.

Notification via Annual Call

- [Biography form](#): eliminated from merit and promotion dossiers

Notification via Email

- [Delegating authority](#) to dean/VC for decisions on advancement from Step VI to Step VII for all applicable academic federation titles, effective July 1, 2002. (Email from Vice Provost dated March 13, 2002)

- Additional delegation of authority to deans. Deans have the authority to approve normal merits (Professor, Step VIII and IX); Department/Program Chairs/Directors – second action during tenure as chair; accelerations that do not skip a step (Email from Vice Provost dated July 2, 2002)
- Advancement dossiers: may include Outside Professional Activity form in dossier instead of transferring the information to the Service List. Okay to provide information in either of those formats
- Position Descriptions: created sample position descriptions for Academic Coordinator, Academic Administrator, Professional Researcher, Specialist in CE, Specialist, Specialist in AES.

2001-02

Revised Policy or Procedure

- APM 015, The Faculty Code of Conduct, and new APM 016, University Policy on Faculty Conduct and the Administration of Discipline, Revised. Effective January 1, 2002. APM - 015 sets forth professional rights of faculty, both general ethical principles for faculty and examples of unacceptable faculty conduct, and rules and recommendations for the enforcement of the Faculty Code. APM - 016 includes general policy regarding faculty discipline. It specifies the penalties that may be imposed for violations of the Faculty Code of Conduct, what types of faculty behaviors are covered under the Faculty Code, and which academic personnel are governed by the Faculty Code.
- APM 025, Conflict of Commitment and Outside Activities of Faculty Members. Revised effective July 1, 2001. It provides the framework through which potential conflicts of commitment are identified and managed, while at the same time allowing faculty to engage in a wide array of outside activities without unnecessary limitations. A key provision of the policy is the requirement that faculty obtain approval before engaging in certain specified types of activities. Another key provision of APM - 025 is a requirement for faculty to file an annual report.
- APM 375, Academic Coordinators; administer academic programs that provide service closely related to the teaching or research mission of the University, including areas of outreach with K-12 schools. As a transition measure, campuses have until July 1, 2002 to implement the revised policy and salary scales for current appointees.
- APM - 662, Appendix B-1 and Appendix B-2, Additional Compensation/Additional Teaching. Revised, focus on regulating the amount of time devoted to additional teaching rather than on the amount of compensation earned. These revised policies are effective July 1, 2001.

- [APM 740-19, Leaves of Absence/Sabbatical Leaves](#). Revised: allows faculty to engage in compensated outside activities during sabbatical leaves to the same extent that they are allowed to do so during the academic term. The revised policy is effective July 1, 2001.

Notification via Directive

- [Peer Group/Voting Group](#): guidelines for the implementation for Academic Federation series merit and promotions ([Directive #01-110](#) dated August 15, 2001)

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Notification via Email

- [Announcement Process and Attachment 6](#). Effective July 1, 2002, the Vice Provost is returning responsibility for announcing redelegated merits and promotions to the Dean's Offices. Attachment 6 forms will need to be returned to VP office ONLY in the case of a denied action. (Email dated December 17, 2001)
- [Courtesy titles--Delegation Change](#): effective April 1, 2002 approval authority for courtesy titles of Research Associate and Research Fellow have been delegated to the Academic Deans. (Email dated 4/18/02)
- [Delegation of Authority](#): Approval authority for the courtesy titles of Assistant Specialist and Associate Specialist will revert back to the Vice Provost-Academic Personnel. The Graduate Dean will no longer have authority for any of these titles. (Email dated 4/18/02)
- [Appeal process for Academic Senate](#): All appeals are reviewed by a sub committee of CAP called CAPAC---redelegated appeals are reviewed by CAPAC, the dean makes final decision. Non-redelegated appeals are reviewed by CAPAC, the Vice Provost makes final decision.

2000-2001

New Policy or Procedure

- [Position Description](#) required for all federation actions with percent of effort, except Adjunct Professor series
- [Begin to identify peer group](#) of Federation employees. Peer Group requirement will be phased in over two years. It is optional this year, it will be required next year.

Revised Policy or Procedure

- [APM - 360-18-a](#) and [APM - 360, Appendix A, Librarian Series](#). Revised; to implement the transition of librarians excluded from the bargaining unit to a new salary scale.
- [APM 190, Appendix E, Selected Presidential Policies](#). A change has been made to this section of the Academic Personnel Manual to extend the payout period from a maximum of five years to ten years for disbursements under the Salary Differential Housing Allowance Program. This extension will assist campus administrators in the recruitment and retention of faculty members by providing them greater flexibility in structuring the terms of the payout. The lengthened payout period offers the advantage of reducing the risk of losing large up-front payouts from individuals who leave University employment earlier than expected. It will also encourage faculty members to make longer-term commitments to remain at the University of California.

1999-2000

New Policy or Procedure

- [APM 075, Termination for Incompetent Performance](#) has been issued, effective February 24, 2000. The new policy which applies only to Academic Senate faculty with Tenure or Security of Employment, articulates standards for evaluating performance and provides a thorough process of review.
- [APM 358, Faculty Fellows Program](#), provides outstanding new UC Ph.D.'s valuable experience and mentored training in teaching and research. As part of a broad effort to improve undergraduate education, this program will enable the University to lower class size and offer more courses.

Revised Policy or Procedure

- [APM 510, The Guidelines on Intercampus Recruiting](#) apply to the intercampus recruitment of ladder rank faculty. The Guidelines have been revised to emphasize that the Chancellor of the recruiting campus must notify the other Chancellor of the intention to make an offer at the earliest possible opportunity. The Chancellor of the recruiting campus is to provide written information regarding the details of the offer. The Guidelines also clarify the salary level that may be offered to a faculty member by the recruiting campus. The Guidelines shall be used in conjunction with the timing provisions of APM - 510, Intercampus Transfers.
- [APM - 710 \(Sick Leave\) and 760 \(Childbearing Leave, Parental Leave, and Active Service-Modified Duties\)](#) have been revised to clarify that appointees may take leaves to care for their domestic partners and their

domestic partners' children on the same bases as appointees with spouses. APM - 760 has also been revised to clarify the eligibility period for Active Service-Modified Duties. APM - 715 (Family and Medical Leave) has been revised to clarify that in lieu of using family and medical leave, appointees may be eligible under University policy to take other types of leave to care for domestic partners. APM - 520 (Employment of Near Relatives) has been revised to reflect technical changes to conform with the changes to the leave policies cited above

- [APM 670](#) , [Health Sciences Compensation Plan and Guidelines on Occasional Outside Professional Activities](#). (Revised and renamed). The Health Sciences Compensation Plan is a consolidation and revision of the former Medical School Clinical Compensation Plan (MSCCP) and the General Health Sciences Compensation Plan (GHSCP). It is closely patterned after the MSCCP but differs in some respects. The membership requirements of MSCCP and GHSCP have been combined and incorporated in the new Plan. Also, under the new Plan, the President issued the "Guidelines on Outside Professional Activities by Health Sciences Compensation Plan Participants." The Guidelines are included as part of APM - 670. The new Plan and Guidelines provide greater flexibility to campuses with respect to establishing procedures governing outside activities so that Plan participants can be treated more like other faculty at UC and at comparison universities.
- [APM 671. Deleted](#). APM - 671, which contained the previous Medical School Clinical Compensation Plan, was deleted when APM - 670 was revised and renamed.

Notification via Annual Call

- [Priority scores](#): eliminated by CPC for redelegated merits (Annual Call letter dated 6/28/99)

NOTE: For revised and new policies prior to 1999-00 see the following website:
<http://www.ucop.edu/acadadv/acadpers/apm/issuance.html>