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Assembly of the Academic Senate
Academic Council
1111 Franklin Street, 12th Floor
Oakland, CA 94607-5200

April 11, 2008

**SYSTEM-WIDE SENATE COMMITTEE CHAIRS
DIVISION CHAIRS**

RE: Proposed revisions to Academic Personnel Policy [220-85-b](#), Professor Series; Academic Personnel Policy [335-10-a](#), Cooperative Extension Advisor Series; and Academic Personnel Policy [740-11-c](#), Leaves of Absences/Sabbatical Leave; and Proposed Rescission of Academic Personnel Policy [350](#), Postgraduate Research (e.g. *Physicist*)

RESPONSE DATE: June 12, 2008

Dear System-wide Senate Committee and Division Chairs:

On behalf of Chair Michael T. Brown, please find enclosed the proposed revisions to Academic Personnel Policies as noted above.

The UCOP office for Academic Personnel has provided the following summary for each of the proposed revisions and the reason for the proposed rescission of APM 350:

- **APM - 220-85-b (Professor Series)**

The proposed revision would correct an error in numbering which occurred during an earlier policy revision. APM - 220-85-b specifies that an “ad hoc review committee shall be appointed in accordance with the provisions of APM - 220-80-e, and it shall carry out its duties as therein specified.” However, the reference should be to APM - 220-80-g instead.

- **APM - 335-10-a (Cooperative Extension Advisor Series)**

As one of the recommendations of the February 1, 2007 Cooperative Extension Advisor Task Force Report, the proposed revision would delete the minimum requirement of a Bachelor’s degree for the Cooperative Extension Advisor Series. The task force found that the educational background for appointees in this series is substantially higher. Also, the proposed revision would make criteria for Advisors consistent with criteria for Specialists in Cooperative Extension.

- **APM - 740-11-c (Leaves of Absences/Sabbatical Leaves)**

APM - 740-11-c provides that individuals with specified academic administrative or Senior Management Group appointments who also hold a faculty title are eligible to accrue sabbatical leave. However, UC Berkeley faculty serving as administrators at the Lawrence Berkeley National Laboratory (LBNL) are denied this benefit accorded to other academic administrators. Because the Memorandum of Understanding with LBNL has provisions to ensure that the benefits provided to faculty working at the laboratory should be consistent and equitable with those provided under the APM, it is recommended that the titles of Laboratory Director, Associate Laboratory Director, and Deputy Director be added to the list of eligible titles.

- **APM - 350 (Postgraduate Research (e.g. *Physicist*))**

On July 1, 2003, APM - 390 (Postdoctoral Scholars) was issued along with transitional guidelines that required appointees who were not postdoctoral scholars to be moved to other titles, established new title codes, and required the gradual phase out of Postgraduate Research and Visiting Postdoctoral Scholar titles with the retirement of these titles to be effective January 1, 2010. As these changes have rendered APM - 350 obsolete and given that the policy contains virtually no information on job duties, and individuals currently in the Postgraduate Research title are now subject to the provisions of APM - 390, it is recommended that APM - 350 be rescinded.

UCOP would like to complete the review of these proposed APM revisions by the end of June. In order to accommodate that request, **System-wide Senate Committee Chairs and Divisional Chairs are asked to submit comments by no later than June 12, 2008.**

As a reminder to System-wide Senate Committee Chairs, please note that **request for comments are sent out to all System-wide Committees. Each committee may decide whether or not to opine.** Please notify the Senate Office either directly by emailing me or through your Committee Analyst, if your committee chooses not to participate in this review.

Cordially,



María Bertero-Barceló, Executive Director
Academic Senate

Encl: 1

Copy: Academic Council Chair Michael T. Brown
Divisional Senate Directors
Academic Senate Committee Analysts



OFFICE OF THE PROVOST AND EXECUTIVE VICE PRESIDENT –
ACADEMIC AND HEALTH AFFAIRS

OFFICE OF THE PRESIDENT
1111 Franklin Street
Oakland, California 94607-5200

April 1, 2008

**COUNCIL OF VICE CHANCELLORS
ACADEMIC COUNCIL CHAIR BROWN
VICE PRESIDENT DOOLEY
INTERIM LABORATORY DEPUTY DIRECTOR ALIVISATOS**

Dear Colleagues:

**Re: Systemwide Review of Proposed Revised APM - 220-85-b, Professor Series;
APM - 335-10-a, Cooperative Extension Advisor Series; and APM - 740-11-c,
Leaves of Absences/Sabbatical Leave; and Proposed Rescission of APM - 350,
Postgraduate Research (e.g. *Physicist*)**

Enclosed for systemwide review are the following Academic Personnel policy proposals:

- **APM - 220-85-b (Professor Series)**

The proposed revision would correct an error in numbering that was recently brought to our attention. APM - 220-85-b specifies that an “*ad hoc* review committee shall be appointed in accordance with the provisions of APM - 220-80-e, and it shall carry out its duties as therein specified.” However, the reference should be to APM - 220-80-g instead. When APM - 220 (formerly numbered APM - 52) was revised in 1977, the reference to APM - 52-80-e should have been changed to APM - 52-80-g but it was inadvertently overlooked.

- **APM - 335-10-a (Cooperative Extension Advisor Series)**

One of the recommendations of the February 1, 2007, Cooperative Extension Advisor Status Task Force report was to delete the minimum requirement of a Bachelor’s degree for the Cooperative Extension Advisor Series. The task force found that the educational background for appointees in this series is substantially higher. In practice, all Cooperative Extension Advisor searches require a Master’s degree or higher. No Cooperative Extension Advisors have been hired with a Bachelor’s degree only in over the last 23 years. In 2005-06, 89 percent of the Cooperative Extension Advisors hired possessed Ph.D. degrees. The proposed deletion of the educational requirement from APM - 335-10-a would make the criteria for Cooperative Extension Advisors consistent with criteria for Specialists in Cooperative Extension (APM - 334-10-a).

- **APM - 740-11-c (Leaves of Absences/Sabbatical Leaves)**

APM - 740-11-c provides that individuals with specified academic administrative or Senior Management Group appointments who also hold a faculty title are eligible to accrue sabbatical leave credit. Thirty-three titles are included in the list. Some of the most distinguished UC Berkeley faculty have taken on the responsibilities of serving as administrators at the Lawrence Berkeley National Laboratory and have been appointed to the Senior Management Program. However, they are denied a benefit accorded to other academic administrators. The Memorandum of Understanding with Lawrence Berkeley National Laboratory has provisions to ensure that the benefits provided to faculty working at the Laboratory should be consistent and equitable with those provided under the APM. It is recommended that the titles of Laboratory Director, Associate Laboratory Director, or Deputy Director be added to the list of titles that are eligible to qualify for sabbatical leave service.

- **APM - 350 (Postgraduate Research (e.g. *Physicist*))**

On July 1, 2003, APM - 390 (Postdoctoral Scholars) was issued. Transition guidelines were also issued that required appointees who were not postdoctoral scholars to be moved to other titles, established new title codes, and required the gradual phase out of Postgraduate Research and Visiting Postdoctoral Scholar titles with the retirement of these titles to be effective by January 1, 2010. These changes have rendered APM - 350 obsolete. In addition, the reference in APM - 350 to graduate students is no longer correct as graduate students have not been eligible for the Postgraduate Research title for some time. Given that APM - 350 contains virtually no information on job duties, and individuals currently in the Postgraduate Research title are now subject to the provisions of APM - 390, it is recommended that APM - 350 be rescinded.

As this is a systemwide review of Academic Personnel policy proposals, employees should be afforded the opportunity to review and comment on the proposals, which are available online at: <http://www.ucop.edu/acadadv/acadpers/apm/review.html>. Enclosed is a model communication which can be used to inform non-exclusively represented employees affected by these proposals. Please forward your comments to Gina Durrin by June 30, 2008. Comments may be sent by e-mail if you wish to gina.durrin@ucop.edu. If you have any questions, please contact Executive Director Slocum at jill.slocum@ucop.edu or (510) 987-9482.

Sincerely,



Nicholas P. Jewell
Vice Provost
Academic Personnel

April 1, 2008

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cc: Provost and Executive Vice President Hume
Associate Vice President Boyette
Vice Provosts for Academic Personnel
Executive Director Bertero-Barceló
Executive Director Pripas
Executive Director Slocum
Associate Director Glasscock
Director Frazier
Director Simon
Acting Director Sykes
Director Westlye
Academic Personnel Directors
Chief Human Resources Officer Potapenko
Assistant Director Dudley
Coordinator Capell
University Labor Relations Consultant Donnelly
University Labor Relations Consultant Okada
Principal Analyst Agustin
Human Resources Policy Analyst Bello
Principal Analyst Lopez
University Counsel Van Houten
Administrative Assistant Durrin

- e. Each Chancellor is authorized to establish policies for responding to or denying requests for written statements of reasons for non-reappointments subject to these conditions:
 - (1) No written statement shall be furnished except in response to a request in writing from the appointee.
 - (2) When a written response is provided, it shall be given by the Chancellor.

220-85 **Procedure for Appointment or Promotion to the Rank of Associate Professor or Professor**

The general rules of APM - 220-80 apply here. In addition:

- a. With a recommendation for promotion to tenure rank, the chair shall include the following information in the chair's detailed statement:
 - (1) the nature and extent of the faculty member's responsibilities in formal teaching and in supervision of individual student study over a specified period of years;
 - (2) the nature and extent of the faculty member's responsibilities in guidance of students in research toward a graduate or professional degree; and
 - (3) current bio-bibliographical information.
- b. An *ad hoc* review committee shall be appointed in accordance with the provisions of ~~APM - 220-80-e~~ APM - 220-80-g, and it shall carry out its duties as therein specified.
- c. The Chancellor makes a decision as to appropriate action on the basis of the accumulated evidence and recommendations and in accordance with the provisions of APM - 220-80-d, -e, -f.
- d. The Chancellor is authorized to approve above-scale salaries up to and including the Regental compensation threshold.

In a case involving initial appointment or advancement to above-scale salary beyond the Regental compensation threshold (See Section 101.2(a)(1) of the Standing Orders of The Regents), if the Chancellor supports the appointment or advancement, the recommendation shall be sent to the President, with

- (2) in the employ of the University but not with a title in either of these series.
- c. A *promotion* is an advancement from one rank to a higher rank within either of these series, usually the next rank as listed above. A change from a title in another series to a title in either of these series (possibly involving an increase in salary) is not defined as a promotion or merit increase, but as an appointment.
- d. A *merit increase* is an advancement in salary step or to an above-scale salary rate without change of rank and is dealt with in APM - 615.
- e. The term *reappointment* is used for the renewal of a previous appointment immediately following the ending of the previous appointment in either of these series. A reappointment may or may not be accompanied by a promotion or merit increase.

335-10 **Criteria**

- a. A candidate for appointment, promotion, or merit increase in these series shall be judged by the following criteria:
 - ~~(1) Possession of the minimum of a Bachelor's or equivalent degree, or an equivalent combination of education and experience.~~
 - (2) (1) Performance in extending knowledge and information in disciplines related to the programs of Cooperative Extension.
 - (3) (2) Performance in applied research and creative activity.
 - (4) (3) Professional competence and activity.
 - (5) (4) University and public service.
- b. In evaluating an individual's qualifications within the areas mentioned above, reasonable flexibility should be used to balance, where the case requires it, heavier commitments and responsibilities in one area against lighter commitments and responsibilities in another.
- c. Use of the top step in the salary scale for this series shall be restricted to those for whom there is, in at least three of the criteria mentioned above, documented evidence of exceptional or outstanding achievement or unusual

- b. Subject to the provisions of APM - 740-11-d through 740-11-i, credit toward eligibility to apply for sabbatical leave is accrued by an academic appointee for each full quarter or semester of service in one or more of the following titles but only when such service at the percentage of time indicated below is followed immediately by appointment to a title conferring eligibility to apply for sabbatical leave, as listed in APM - 740-11-a and 740-11-c. (See also APM - 740-14.)
- (1) Half-time or more service: Acting or Visiting prefix with a title in the Professor series, except Acting Professor in the law school which is covered by APM - 740-11-a, Visiting prefix in the Agronomist in A.E.S. series or in the Astronomer series.
 - (2) Half-time or more service: Professor in Residence series and Professor of Clinical (e.g., *Medicine*) series. Such credit shall not be used until after transfer to a title carrying eligibility to apply for sabbatical leave (as indicated in APM - 740-14) and service in such a title for at least a year.
- c. Subject to the provisions of APM - 740-11-d through 740-11-i, credit toward eligibility to apply for sabbatical leave is accrued by an academic appointee with a title listed in APM - 740-11-a who also holds one of the following academic administrative appointments or Senior Management appointments which, by itself or in combination with an appointment in a department of instruction and research, constitutes half-time or more service. Both academic administrative and Senior Management appointments with the Acting or Interim prefixes are included in this provision.
- (1) President, Senior Vice President, Vice President, Associate Vice President, Assistant Vice President
 - (2) Chancellor, Assistant Chancellor, Assistant to the Chancellor, Academic Assistant to the Chancellor, Vice Chancellor, Associate Vice Chancellor, Assistant Vice Chancellor, Assistant to the Vice Chancellor, Academic Assistant to the Vice Chancellor
 - (3) Laboratory Director, Associate Laboratory Director, Deputy Laboratory Director
 - (~~3~~) (4) University Provost, Provost, Vice Provost, Associate Provost, Assistant Provost
 - (~~4~~) (5) The following officers of a school, college, or graduate division:
Dean, Associate Dean, Assistant Dean, Divisional Dean, Associate Divisional Dean

- (5) ~~(6)~~ Dean–University Extension
- (6) ~~(7)~~ Director, Associate Director, Assistant Director of an Organized Research Unit
- (7) ~~(8)~~ Director, Associate Director of an Education Abroad Center
- (8) ~~(9)~~ Director, Associate Director of Relations with Schools
- (9) ~~(10)~~ Academic Administrator
- (10) ~~(11)~~ Other titles as designated by the President

- d. Service with the University must be continuous to retain accrued credit toward sabbatical leave. Any separation from the University, other than by approved leave of absence, interrupts continuous service.

Credit toward sabbatical leave accrued prior to an interruption of University service is not reinstated upon the return of an appointee to qualifying service.

- e. Credit toward eligibility to apply for sabbatical leave is accrued during assignments to overseas technical assistance projects administered by the University, including publicly or privately financed cooperative projects so administered.
- f. Credit toward eligibility to apply for sabbatical leave is accrued during a leave of absence granted by the University for military service in the same way as if the appointee had continued in the appointee's regular University duties. However, an appointee who has rendered no service to the University prior to the beginning of a military leave of absence shall accrue no sabbatical credit during the period of that leave of absence. (See APM - 751.)
- g. Credit toward eligibility to apply for a sabbatical leave is not forfeited or otherwise affected by an intercampus transfer within the University.
- h. Credit toward eligibility to apply for sabbatical leave is not accrued during a period of:
- (1) sabbatical leave;
 - (2) a greater than half-time research appointment to a University-sponsored research institute, program, or comparable unit;

350-4—Definition

~~Appointees to this position are engaged in research. The appointee in Steps I-VI may or may not be a graduate student, but will not be counted as a full-time student in determining faculty-student ratios.~~

~~Student appointees are limited to a maximum of 50 percent of full-time during the academic year.~~

~~This title is not an entry level into the Professional Research series, although it may be possible to advance into that series when and if the appointee meets the qualifications.~~

350-10—Criteria

- ~~a.—Appointment to Steps I-VI in this title requires a minimum of the B.A. or B.S. degree, but it is anticipated that many appointees will have graduate degrees.~~
- ~~b.—Appointment to Steps VII-X requires a doctorate or its equivalent.~~

350-18—Salary

- ~~a.—An authorized salary scale established for this position is issued by the Office of the President.~~
- ~~b.—Intermediate salary levels are at intervals of approximately 5 percent. There is no normal period of service at any salary level within the range.~~
- ~~c.—Merit increases are to be recommended by the director or by the department chair. The Chancellor has authority to approve merit increases.~~

350-24—Authority

~~The Chancellor is authorized to approve appointments, reappointments, merit increases, and terminations of postgraduate researchers.~~