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Kaustuv Roy, Chair
Academic Senate
0002

Subject: Policy and Procedure Manual (PPM) - Proposed Reorganization to Adopt System-wide Policy Format; Revisions to PPM 230-20 - Academic Appointments, PPM 230-28 - Academic Advancements and Reappointments, and PPM 230-29 - Policies and Procedures to Ensure Fairness in the Academic Personnel Review Process

Dear Kaustuv:

I am pleased to forward for Academic Senate review proposed revisions to UCSD Policy and Procedure Manual (PPM) Sections 230-20 - Academic Appointments, PPM 230-28 - Academic Advancements and Reappointments, and PPM 230-29 - Policies and Procedures to Ensure Fairness in the Academic Personnel Review Process.

The proposed revised policies and a draft announcement regarding formal campus review are provided as PDF documents (attached). In addition, please find a copy of the supporting work documents used to develop this proposal. A summary of the key proposed revisions is also attached for your reference.

Updates have been made to make the PPM more straightforward, to provide local academic appointment and advancement policies consistent with the system-wide Academic Personnel Manual (APM), and to reorganize the content of PPM 230-20, PPM 230-28 and PPM 230-29 to adopt the structure of the APM. For clarity, duplicative language (policy language which currently appears in both the PPM the APM) has been removed from the newly proposed PPM Sections.

The primary goal of the proposal is to modify the presentation of existing policy to reduce confusion for the campus community and increase efficiency; however, the proposed revisions do include limited changes that are required to bring UCSD policy into conformance with the system-wide APM. Key changes are listed below; and detailed on the attached summary of proposed revisions:

- 1) Content of Proposed PPM 230-330 - Specialist Series, has been updated to reflect substantive revisions to System-wide APM 330 - Specialist Series (effective July 1, 2015), which had not yet been incorporated into the PPM; Content of Proposed PPM 230-360 - Librarian Series, has been updated to reflect substantive revisions to System-wide APM 360 - Librarian Series (effective October 1, 2016), which had not yet been incorporated into the PPM.
- 2) Language in Proposed PPM 230-133 - Limitation on Total Period of Service with Certain Academic Titles, has been updated for compliance with system-wide policy.
- 3) Language in proposed PPM 230-311-10 concerning the performance criteria in the Project Scientist series has been updated for compliance with system-wide policy.

- 4) Language in current PPM 230-29 III. G 1., stating that procedural safeguards outlined in the policy apply only to current University of California employees has been removed for compliance with system-wide policy.
- 5) Notice requirements referred to in current PPM 230-28 VII. D. 7. have been updated for compliance with system-wide policy.

The supporting work documents take the place of a traditional redline version of the PPM. This document presents policy in three columns to provide a clear visual representation of the changes being proposed. The first column is the PPM as it exists today; the second column is the corresponding APM; the third column three provides the newly proposed PPM. For reference, the key below describes the flow of this document map:

- Sections highlighted in **yellow** are being transitioned to an Academic Personnel Services Instruction Manual.
- Text highlighted in **blue** is carried over from another section of the existing PPM.
- Strike through ~~text~~ has been identified as being redundant, non-substantive or in conflict with the APM.
- Underlined text is newly proposed language (typically provided for editorial transition or context)
- Black text (regular font) is existing PPM language not proposed for change
- Bold **text** is existing APM language which is bolded to indicate that the text may change if the APM changes.

In addition to this effort to align UCSD policy with the APM, we recognize the need to develop a companion process manual. Development of campus guidelines and checklists to instruct chairs about their duties and responsibilities in connection with personnel reviews is a requirement of the APM (220.80.c). In addition, the APM requires that abbreviation to the review process occur only if there is agreement on procedures reached at the campus level between the Chancellor and the Committee on Academic Personnel (220.80.k). Academic Personnel Services is drafting these guidelines in a process manual, tentatively titled *Academic Personnel Services Appointment and Advancement Instructions*. We expect to begin campus and CAP review of the *Instructions* during spring quarter, 2017.

The Academic Senate's review of this policy is essential and very much appreciated. The proposed policies will be distributed for campus-wide review April, 1, 2017. I would appreciate receiving any comments the Academic Senate might have no later than June 1, 2017.

With best regards,



Tamara L. Wall
Associate Vice Chancellor
Academic Personnel

c: IEVC Cowhey
AVC Palmer
Director Rodriguez

Attachments