



OFFICE OF THE VICE PROVOST --
ACADEMIC PERSONNEL

OFFICE OF THE PRESIDENT
1111 Franklin Street, 11th Floor
Oakland, California 94607-5200

December 14, 2017

CHANCELLORS
LABORATORY DIRECTOR WITHERELL
ACADEMIC COUNCIL CHAIR WHITE
ANR VICE PRESIDENT HUMISTON

**Re: Second Systemwide Review of Proposed Revised Academic Personnel Manual (APM)
Section 285, Lecturer with Security of Employment Series;
Section 210-3, Instructions to Review Committees Which Advise on Actions Concerning the
Lecturer with Security of Employment Series;
Section 133, Limitation on Total Period of Service with Certain Academic Titles;
Section 740, Leaves of Absence/Sabbatical Leaves;
Section 135, Security of Employment;
Section 235, Acting Appointments**

Dear Colleagues:

Enclosed for a second systemwide review are proposed revisions to the Academic Personnel Manual as follows:

- Section 285, Lecturer with Security of Employment Series;
- Section 210-3, Instructions to Review Committees Which Advise on Actions Concerning the Lecturer with Security of Employment Series;
- Section 133, Limitation on Total Period of Service with Certain Academic Titles;
- Section 740, Leaves of Absence/Sabbatical Leaves;
- Section 135, Security of Employment;
- Section 235, Acting Appointments.

Revisions to these policies have been considered during two previous consultation periods: management consultation, from October to December 2016, and the first systemwide review, from March to June 2017. Substantive feedback related to the above-referenced policies was submitted during the first systemwide review, thus prompting a second systemwide review. In this second systemwide review, endnotes are included on the “clean” version of each proposed draft revision to provide details on changes made in response to comments received during the first systemwide review.

Please note that the policy revisions are presented in three formats:

- First, there is a “clean” version of the policy as proposed for inclusion in the APM. Explanatory endnotes will be removed from final policy.
- Second, there is a “redline” version of the policy section indicating changes from the first systemwide review to the second systemwide review.
- Third, there is another “redline” version of the policy section indicating changes from the current APM policy to the second systemwide review.

We are including two redline versions to allow for a full understanding of the policy development process.

Policy Revisions in Second Systemwide Review

Summarized below are some of the recommendations received during the first systemwide review and incorporated in the second systemwide review proposed policy revisions:

Series. The series is renamed from “Lecturer with Security of Employment Series” to “Security of Employment Series.”

Title. The recommended title and ranks are Assistant Lecturer with Potential for Security of Employment, Associate Lecturer with Security of Employment, and Lecturer with Security of Employment. The working title of “Teaching Professor” or equivalent may be used. Acting titles have expanded to include the Security of Employment series. These changes are responsive to a variety of concerns about the titles proposed in the first systemwide review.

Academic Expectations and Evaluation. “Innovation” was removed as a requirement of “Teaching Excellence.” Performance specifications of this series have been revised from the title of “Professional and Scholarly Achievement and Activity” to the title of “Professional and/or Scholarly Achievement and Activity.” In addition, creative activities are defined as a part of “Professional and/or Scholarly Achievement and Activity.” Advancement to Step VI and to Above-Scale will require overall career reviews modeled on criteria established for the Professor series.

Limits on Use of Title. The current revision clarifies that the Chancellor, in consultation with the Academic Senate, may establish a limit to the number of faculty hired into this series at the campus, school, or departmental level. In related concerns, some comments received expressed concern that the revisions to the series would negatively affect underrepresented minorities and women who may be appointed to the Security of Employment (SOE) series instead of the professorial series. As is the case with all faculty titles, UCOP and the campuses will monitor the diversity of the faculty in the SOE and professorial title series.

Other Related Policy Revisions. Proposed revisions to APM - 135 and APM - 235, which are included in the current review, ensure that appropriate policies are in place to support proposed changes to APM - 285, 210-3, 133, and 740.

Implementation

During the first systemwide review, many questions, concerns, and important issues were raised regarding the implementation of the revised set of policies. In response, UCOP will develop a detailed toolkit and implementation plan to be issued along with the revised policies. A guiding principle of the revisions proposed in this second systemwide review is that all faculty currently in the Lecturer with Potential for Security of Employment/Lecturer with Security of Employment (LPSOE/LSOE) titles be moved to the new titles and related policy. The revised policies are written broadly to serve current and future faculty in the SOE series.

Appointees in the SOE series at the time of transition to a revised APM policy will be covered under the revised policies; however, these faculty are eligible to be evaluated under the current criteria (dated 7/26/02) and should work with their campus administration to individually determine the policy criteria (2002 or 2018) under which they will be evaluated.

Faculty appointed into the SOE series prior to 7/1/19 will also be eligible to be evaluated under the 7/26/02 criteria, although it is encouraged that all SOE faculty be evaluated under the revised 2018 policies whenever possible.

In addition, current SOE faculty may, but will not be required to, delete the time as a Unit 18 Lecturer toward the eight-year clock toward security of employment. All other provisions of the revised policies will apply on the effective date established at the time of issuance. Campuses will have up to one year to implement the revised policies including adoption of new titles, ranks, and steps.

Compensation and Salary Scales. Should the policy revisions be approved, Academic Personnel and Programs (APP)--in consultation with the Academic Senate and administration--will coordinate the development of revised salary scales for the SOE series based on the same salary scales as the Professor series and operating under several principles: 1) the steps and advancement periods for the SOE series will be the same as those for the Professor series including the Business/Engineering/Economics, Law, and Veterinary Medicine scales, 2) salaries for incumbents in the SOE series will not be reduced in the transition to the revised scales, and 3) campuses will transfer incumbents to the step system based on years of experience and the title mapping model shown in the table below. The revised scales (and additional guidance on mapping) will be issued by the UC Provost and Executive Vice President, and campuses will have up to one year after the policies are issued to transfer SOE faculty to the revised scales.

Sabbatical. APP is working on sabbatical conversion guidelines to assist in determining the number of sabbatical credits that should be assigned to those faculty currently in the LPSOE/LSOE titles. Determining factors include years in the series and previous leave history.

Senate Membership. UCOP will work with the UC Regents on possible revisions to the Regents' Standing Order 105.1 that governs the status of full-time and part-time LPSOE/LSOE. Any new APM policy language will be fully compliant with the Regents policy and standing orders.

Proposed Title Mapping

Current Title	Titles proposed in Second Systemwide Review
Lecturer with Potential for Security of Employment	Assistant Lecturer with Potential for Security of Employment (working title of Assistant Teaching Professor)
Lecturer with Security of Employment	Associate Lecturer with Security of Employment (working title of Associate Teaching Professor)
Senior Lecturer with Security of Employment; Senior Lecturer with Potential for Security of Employment	Lecturer with Security of Employment (working title of Teaching Professor)

Systemwide Review

The second systemwide review is intended to resolve prior concerns and to answer remaining questions. It is distributed for additional input and comment to the Academic Senate, the Chancellors, the Director of the Lawrence Berkeley National Laboratory, the Chair of the Academic Council, and the Vice President of Agriculture and Natural Resources with the request that they inform the general University community, especially affected employees, about policy proposals. This current review includes a 90-day comment period to allow for full Academic Senate review.

Employees should be afforded the opportunity to review and comment on the draft policy, available online at <http://www.ucop.edu/academic-personnel-programs/academic-personnel-policy/policies-under-review/index.html>. Attached is a Model Communication which may be used to inform non-exclusively

represented employees about these proposals. The Labor Relations Office at the Office of the President is responsible for informing the bargaining units representing union membership about policy proposals. Please submit your comments no later than **March 14, 2018** to ADV-VPCARLSON-SA@ucop.edu. If you have other comments or questions, please contact Kimberly Grant at Kimberly.Grant@ucop.edu or (510) 987-9499.

Sincerely,



Susan Carlson
Vice Provost
Academic Personnel and Programs

Enclosures:

1. Proposed Revised Draft APM - 285, Lecturer with Security of Employment Series
 - a. clean copy second systemwide review
 - b. redline from first systemwide review to second systemwide review
 - c. redline from current policy to second systemwide review
2. Proposed Revised Draft APM - 210-3, Instructions to Review Committees Which Advise on Actions Concerning the Lecturer with Security of Employment Series
 - a. clean copy second systemwide review
 - b. redline from first systemwide review to second systemwide review
 - c. redline from current policy to second systemwide review
3. Proposed Revised Draft APM - 133, Limitation on Total Period of Service with Certain Academic Titles
 - a. clean copy second systemwide review
 - b. redline from first systemwide review to second systemwide review
 - c. redline from current policy to second systemwide review
4. Proposed Revised Draft APM - 740, Leaves of Absence/Sabbatical Leaves
 - a. clean copy second systemwide review
 - b. redline from first systemwide review to second systemwide review
 - c. redline from current policy to second systemwide review
5. Proposed Revised Draft APM - 135, Security of Employment
 - a. clean copy
 - b. redline from current policy
6. Proposed Revised Draft APM - 235, Acting Appointments
 - a. clean copy
 - b. redline from current policy
7. Model Communication

cc: President Napolitano
Provost and Executive Vice President Brown
Executive Vice Chancellors/Provosts
Executive Vice President and Chief of Staff Nava
Senior Vice President Bustamante
Vice President Duckett

Vice President Ellis
Vice Provosts/Vice Chancellors of Academic Affairs/Personnel
LSOE Senate-Administration Work Group
Academic Personnel Directors
Deputy General Counsel Woodall
Executive Director Baxter
Executive Director Peterson
Executive Director Chester
Chief of Staff and Director Henderson
Chief of Staff Levintov
Director Lee
Director Grant
Manager Donnelly
Manager Smith
HR Manager Crosson
Policy Analyst Ha

Endnotes are for review purposes only and will not appear on the final issuance. The revisions are based on comments received from the first systemwide review.

APPOINTMENT AND PROMOTION
Security of Employment Series

APM - 285
DRAFT

285-0 **Policy**¹

- a. Lecturer titles that have or lead to security of employment are faculty positions designed to meet the long-term instructional needs of the University that cannot be best fulfilled by an appointee in the professorial series (see APM - 220).
- b. A budgeted FTE must be allocated for any full-time appointment in this series. Should the Chancellor approve a less than 100 percent appointment, a portion of a budgeted FTE equal to the percent time appointment must be allocated. See APM - 285-16-b for more information on part-time appointments.

285-4 **Definition**

- a. The Security of Employment (SOE) series is used for appointees who are members of the faculty of an academic or professional college, school, division, department, or program of the University who have instructional and University and public service responsibilities and engage in professional and/or scholarly activities, including creative activities, especially as they relate to instruction and pedagogy. ^{i,ii}

¹ Faculty appointed into the SOE series prior to 7/1/19 are eligible to be evaluated under the criteria in effect as of 7/26/02. All other provisions of this policy apply effective 7/1/18.

- b. An appointee in this series will regularly carry a heavier load of teaching than will appointees in the professorial series.

285-8 **Types of Appointments**

Acting titles may be used (see APM - 235).ⁱⁱⁱ

- a. Titles in the Security of Employment series are:^{iv}
 - (1) Assistant Lecturer with Potential for Security of Employment. Assistant Teaching Professor may be used as a working title. This title is used for those that have not yet been conferred security of employment.
 - (2) Associate Lecturer with Security of Employment. Associate Teaching Professor may be used as a working title.
 - (3) Lecturer with Security of Employment. Teaching Professor may be used as a working title.
- b. An *appointment* (as distinguished from a promotion or reappointment) occurs when a person is employed in one of the three ranks above, if the individual's immediately previous status was:

- (1) not in the employ of the University;
 - (2) in the employ of the University but not with a title in this series; or
 - (3) in the employ of the University in the same title but at a different campus.
- c. A *promotion* is advancement from one rank to a higher rank within the SOE series.
- d. A *merit increase* is advancement in salary rate and step without change of rank (see APM - 610, Salary Increases).
- e. A *reappointment* is the renewal of an Assistant Lecturer with Potential for Security of Employment appointment immediately following the end date of a previous appointment (i.e., without a break in service). A reappointment may or may not be accompanied by a merit increase.

285-9 **Criteria**

- a. A candidate for appointment, reappointment, merit increase, or promotion in this series shall be evaluated by the following three criteria:

(1) Teaching excellence^v

(2) Professional and/or scholarly achievement and activity, including creative activity

(3) University and public service

These criteria are further explained in APM - 210-3, *Instructions to Review Committees That Advise on Actions Concerning the Security of Employment (SOE) Series*.

b. Change of series

In cases when there has been a review of an Assistant Professor and the Chancellor has decided not to continue the individual's appointment in the professorial series, the individual may not subsequently be appointed on any campus to the SOE series (or certain other titles) for a period of five years. (see APM - 133-0-a(3).)

Upon the recommendation of the department, and consistent with campus academic review processes, the Chancellor may appoint an Associate Professor or Professor to the Associate Lecturer with Security of Employment or Lecturer

with Security of Employment title. This change of series requires the written consent of the faculty member.

An appointee in the Security of Employment series may have a change of series into the professorial series, consistent with campus academic review processes and only upon satisfying recruitment compliance.^{vi}

285-16 **Restrictions**

The following restrictions apply to the use of titles in this series:

- a. In order to maintain the University's mission for an appropriate balance between education, research, and service, the Chancellor, in consultation with the Academic Senate, may establish a cap on the number of appointments in this series. If so desired, a cap may be set for each school or department.^{vii}
- b. Normally, an appointment to this series is for 100 percent service to the University.
- c. Security of employment may be granted only for an appointment at 51 percent or more time unless the Chancellor, whose authority may not be redelegated, approves the appointment by special exception.

- d. An initial appointment at less than 100 percent but 51 percent or more time with a title in this series, or a subsequent permanent reduction in the percent time of an appointment, may be authorized under exceptional circumstances, provided the Chancellor specifically approves the arrangement as being in the best interests of the University based on the particular situation.

A memorandum of understanding between the Chancellor and the part-time appointee shall be signed by both parties, to clarify the following:

- (1) There are no implied rights to current or future full-time security of employment and the only security of employment granted with this appointment is at the agreed upon percentage; and
 - (2) Workload expectations are based on the specified percentage of time of the appointment.
- e. Appointment and advancement of a part-time appointee shall depend on the quality of performance in teaching excellence, professional and/or scholarly achievement and activity, and service; expectations for the quantity of performance shall depend on the percentage of time of the appointment. In all cases, when an appointee is considering a part-time appointment, or a temporary

reduction in the percentage of time of an appointment, the terms of the appointment and the expectations for productivity shall be discussed by the dean, department chair, and the appointee at the outset and documented in a memorandum of understanding for advancement.

- f. When there has been a review of an Assistant Lecturer with Potential for Security of Employment, Assistant Professor in the Professorial series, Assistant Professor in Residence, or Assistant Professor of Clinical (e.g., *Medicine*) and the Chancellor has decided not to continue the individual's appointment in that series, the individual may not be appointed on any campus to certain faculty titles for a period of five years as set forth in APM - 133, Appendix A and also APM - 133-0-a(3) and b(3).

285-17 **Terms of Service**

- a. Assistant Lecturer with Potential for Security of Employment

- (1) Term of Appointment

Each appointment and reappointment is limited to a maximum term of two years with a specific end date. The total University service with this title in combination with certain other titles may not exceed eight years, in accordance with APM - 133-0-b.

(2) Appointment for Less Than Two Years

The appointment or reappointment of an Assistant Lecturer with Potential for Security of Employment may be for a period of less than two years only under the following circumstances:

- (a) An appointment or reappointment with an effective date other than July 1st shall end typically on the second June 30th following the appointment or reappointment.
- (b) A promotion or merit increase may become effective on July 1st before the end of a two-year term, but such advancement shall mark the beginning of a new term of appointment.
- (c) Consistent with the eight-year limit, a terminal appointment for an Assistant Lecturer with Potential for Security of Employment may be for a period of less than two years provided adequate notice has been given, per APM - 285-17-a(4).

(3) Advancement

An appointee holding the title Assistant Lecturer with Potential for Security of Employment is eligible for reappointment, merit increase, and promotion based on careful reviews of the appointee's progress and achievement.

(4) Notice for Non-Renewal of Appointment

When an appointment as an Assistant Lecturer with Potential for Security of Employment is not to be renewed, written notice shall be given by the Chancellor prior to the expiration date in accordance with the schedule below.

- (a) With less than one year of service as an Assistant Lecturer with Potential for Security of Employment by the end of the current period of appointment: at least a four-month notice.
- (b) With at least one complete year of service and not more than two years of service as an Assistant Lecturer with Potential for Security of Employment by the end of the current period of appointment: at least a six-month notice.

- (c) With more than two years of service as an Assistant Lecturer with Potential for Security of Employment by the end of the current period of appointment: at least a twelve-month notice.

(5) Termination Before the End of the Appointment Period

(a) Assistant Lecturer with Potential for Security of Employment

Termination of the appointment of an Assistant Lecturer with Potential for Security of Employment before the expiration of the appointment shall be only for good cause, after the opportunity for a hearing before the properly constituted advisory committee of the Academic Senate, in accordance with Regents' Standing Order 103.10 and Senate Bylaws 336 or 337.

(b) Associate Lecturer with Security of Employment and Lecturer with Security of Employment

All appointments and promotions to the ranks of Associate Lecturer with Security of Employment and Lecturer with Security of Employment shall continue until terminated by resignation, retirement, or dismissal. An appointment with security of employment shall not be terminated except for good cause after the opportunity for a hearing before the properly constituted

advisory committee of the Academic Senate, in accordance with Regents' Standing Order 103.10 and Senate Bylaws 336 or 337.^{viii}

285-18 **Salary**

The Office of the President publishes a salary scale for this series. The Security of Employment series will be paid on the same salary scale as the professorial series.^{ix}

The Chancellor, after appropriate review, has authority to approve salaries up to and including the Indexed Compensation Level (ICL).

The Provost and Executive Vice President for Academic Affairs has authority to approve salaries exceeding the ICL threshold. See APM - 220-85-d.

285-19 **Normal Periods of Service**

The normal periods of service at rank and step in this series are shown in the published salary scales and are described below. Although these time periods indicate the usual intervals between advancements, they do not preclude more rapid advancement in the case of exceptional merit or more gradual advancement when warranted and if unrelated to an Assistant Lecturer with Potential for Security of Employment's eight-year limitation. Personnel reviews that are deferred due to

stopping the clock for reasons as defined in APM - 133-17-g, -h, and-i or a family accommodation as defined in APM - 760 should be treated procedurally in the same manner as personnel reviews conducted at the usual intervals. All evidence produced during the probationary period, including the period of the extension, counts in the evaluation of the candidate's review file. The file shall be evaluated without prejudice, without regard to the length of service at the assistant rank, and so stated in the department chair's letter.

- (1) For an Assistant Lecturer with Potential for Security of Employment, the total period of University service in the title Assistant Lecturer with Potential for Security of Employment or in this and certain other titles (see APM - 133-0) shall not exceed eight years, except as provided in APM - 133-12. The normal period of service at a given step in this rank is two years.
- (2) For an Associate Lecturer with Security of Employment, the normal period of service in the Associate rank is six years. The normal period of service at step is two years in each of the first three steps. Service at Steps IV and V is three years in each step.
- (3) For a Lecturer with Security of Employment, the normal period of service at step is three years in each of the first four steps. Service at Step V and

above may be of indefinite duration. Advancement to Step VI usually will not occur after less than three years of service at Step V. This involves an overall career review and will be granted on evidence of sustained and continuing excellence in each of the following three categories: (1) effectiveness and excellence in teaching; (2) professional and/or scholarly achievement and activity; and (3) University and public service.

Advancement from Step VI to Step VII, from Step VII to Step VIII, and from Step VIII to Step IX, will usually not occur before three years, and will only be granted on evidence of continuing achievement at the level required for advancement to Step VI.^x

Lecturers in the SOE series who are on the Law School scale are subject to the same criteria as the professorial series.

Advancement to an Above-Scale rank involves an overall career review and is reserved only for the most highly accomplished faculty (1) whose work of sustained and continuing excellence has attained national or international recognition and broad acclaim reflective of its significant impact on education within the discipline; (2) whose contributions to University teaching and education outcomes are excellent; and (3) whose service is highly meritorious. Except in rare and compelling cases, advancement will not occur after less than four years at Step IX. Moreover,

mere length of service and continued good performance at Step IX are not justification for further merit advancement. There must be demonstration of additional merit and distinction beyond the performance on which advancement to Step IX was based. A merit advancement for a candidate already serving at above-scale must be justified by continuing evidence of accomplishment commensurate with this level. Continued good service is not an adequate justification. Intervals between such merit advances may be indefinite, and only in the most superior cases where there is strong and compelling evidence will advances at intervals shorter than four years be approved.

285-20 **Conditions of Employment**

- a. Assistant Lecturer with Potential for Security of Employment, Associate Lecturer with Security of Employment, and Lecturer with Security of Employment are members of the Academic Senate, per Regents' Standing Order 105.1(a).^{xi}
- b. An appointee to this series may be assigned to teach courses at any level.
- c. An appointee with a title in this series may be eligible to apply for sabbatical leave (see APM - 740).

285-24 **Authority**

Authority to approve appointments, reappointments, merit increases, and promotions to titles in this series are as follows:

- a. Assistant Lecturer with Potential for Security of Employment
The Chancellor, after appropriate review (see APM - 220-82).
- b. Associate Lecturer with Security of Employment
The Chancellor, after appropriate review (see APM - 220-85).
- c. Lecturer with Security of Employment
The Chancellor, after appropriate review (see APM - 220-85).

285-80 **Review Procedures**

The Chancellor, in consultation with the Committee on Academic Personnel, may develop local review procedures for the Security of Employment series. Campus procedures for review and advancement shall be modeled on the general pattern of the review process for members of the professorial series (see APM - 220-80 and APM - 210-3).

285-95 Letters of Invitation and Notification

See APM - 220-95 for model language. The term “security of employment” shall be substituted for the term “tenure.”

ⁱ Performance specifications of this series have been revised from the title of *professional and scholarly achievement and activity* to the title of *professional and/or scholarly achievement and activity*. Creative activities are defined as a part of *professional and/or scholarly achievement and activity*.

ⁱⁱ Changed proposed series title from Teaching Professor Series to Security of Employment Series.

ⁱⁱⁱ Pending revision to APM - 235: adding acting titles to the list of eligible titles and revising criteria to coincide with SOE series requirements.

^{iv} Official series title is Security of Employment; however, Teaching Professor may be used as a working title.

^v Removed innovation as a requirement added in first revision.

^{vi} Previous versions were silent on change of series from the SOE series to the professorial series.

^{vii} Changed quota to cap; clarifying that the Chancellor, in consultation with the Academic Senate, can limit the number of faculty hired into this series and removing the ambiguity regarding establishing a minimum number.

^{viii} Added reference to Bylaw 336.

^{ix} Salary scale for the SOE series will be the same as the professorial series, including B/E/E, Law, and Veterinary Medicine scales.

^x Removed requirement added in first revision: “Above and beyond that, great distinction, recognized nationally, will be required in contributions to pedagogy and/or scholarly or professional achievement.”

^{xi} Pending revision to Regents’ Standing Order 105.1.a to remove the full-time limitation for the SOE series.

285-0 **Policy**

- a. ~~The Teaching Professor~~Lecturer titles that have or lead to security of employment are faculty positions designed to meet the long-term instructional needs of the University that cannot be best fulfilled by an appointee in the ~~ladder-rank~~ professorial series (see APM - 220).

- ~~b. The Teaching Professor series replaces the Lecturer with Security of Employment series. Regents' policies and policies within the Academic Personnel Manual that use the Lecturer with Security of Employment series name and titles are understood to apply to the newly named Teaching Professor series and titles.~~

- ~~eb.~~ A budgeted FTE must be allocated for any full-time appointment in this series. Should the Chancellor approve a less than 100 percent appointment, a portion of a budgeted FTE equal to the percent time appointment must be allocated. See APM - 285-16-b for more information on part-time appointments.

285-4 **Definition**

- a. The ~~Teaching Professor~~Security of Employment (SOE) series is used for appointees who are members of the faculty of an academic or professional college, school, division, department, or program of the University who have instructional and University and public service responsibilities and engage in

professional and/or scholarly activities, including creative activities, especially as they relate to instruction and pedagogy.

- b. An appointee in this series will regularly carry a heavier load of teaching than will appointees in the professorial series.

285-8 ~~Titles~~Types of Appointments

Acting titles may be used (see APM - 235).

a. Titles in the ~~Teaching Professor~~Security of Employment series are:

- (1) Assistant ~~Teaching Professor~~Lecturer with Potential for Security of Employment. Assistant Teaching Professor may be used as a working title.
This title is used for those that have not yet been conferred security of employment.
- (2) Associate ~~Teaching Professor~~Lecturer with Security of Employment. Associate Teaching Professor may be used as a working title.
- (3) ~~Teaching Professor~~Lecturer with Security of Employment. Teaching Professor may be used as a working title.

b. An *appointment* (as distinguished from a promotion or reappointment) occurs when a person is employed in one of the three ranks above, if the individual's immediately previous status was:

(1) not in the employ of the University;

(2) in the employ of the University but not with a title in this series; or

~~(3)~~—in the employ of the University in the same title but at a different campus.

c. A *promotion* is advancement from one rank to a higher rank within the ~~Teaching Professor~~SOE series.

d. A *merit increase* is advancement in salary rate and step without change of rank (see APM - 610, Salary Increases).

d.e. A *reappointment* is the renewal of an Assistant ~~Teaching Professor~~Lecturer with Potential for Security of Employment appointment immediately following the end date of a previous appointment (i.e., without a break in service). A reappointment may or may not be accompanied by a merit increase.

285-10 Criteria

- a. A candidate for appointment, reappointment, merit increase, or promotion in this series shall be evaluated by the following three criteria:

(1) Teaching excellence ~~and innovation~~

(2) Professional and/or scholarly achievement and activity, including creative activity

(3) University and public service

These criteria are further explained in APM - 210-3, *Instructions to Review Committees That Advise on Actions Concerning the ~~Teaching Professor~~Security of Employment (SOE) Series*.

- b. Change of series ~~from the Professor series to the Teaching Professor~~
~~series~~

In cases when there has been a review of an Assistant Professor and the Chancellor has decided not to continue the individual's appointment in the professorial series, the individual may not subsequently be appointed on any campus to the ~~Teaching Professor~~SOE series (or certain other titles) for a period of five years. (See APM - 133-0-a(3).)

Upon the recommendation of the department, and consistent with campus academic review processes, the Chancellor may appoint an Associate Professor or Professor to the Associate ~~Teaching Professor~~Lecturer with Security of Employment or ~~Teaching Professor~~Lecturer with Security of Employment title.

This change of series requires the written consent of the faculty member.

An appointee in the Security of Employment series may have a change of series into the professorial series, consistent with campus academic review processes and only upon satisfying recruitment compliance.

285-16 **Restrictions**

The following restrictions apply to the use of titles in this series:

- a. In order to maintain the University's mission for an appropriate balance between education, research, and service, the Chancellor, in consultation with the Academic Senate, may establish a quotacap on the number of appointments in this series. If so desired, a quotacap may be set for each school or department.
- b. Normally, an appointment to this series is for 100 percent service to the University.
- c. Security of employment may be granted only for an appointment at 51 percent or more time unless the Chancellor, whose authority may not be redelegated,

approves the appointment by special exception.

- d. An initial appointment at less than 100 percent ~~and more than~~but 51 percent or more time with a title in this series, or a subsequent permanent reduction in the percent time of an appointment, may be authorized under exceptional circumstances, provided the Chancellor specifically approves the arrangement as being in the best interests of the University based on the particular situation.

A memorandum of understanding between the Chancellor and the part-time appointee shall be signed by both parties, to clarify the following:

~~(1) An appointment of 51 percent or more time carries membership in the Academic Senate (see Regents Standing Order 105.1);~~

~~(2)~~(1) There are no implied rights to current or future full-time security of employment and the only security of employment granted with this appointment is at the agreed upon percentage; and

~~(3)~~(2) Workload expectations are based on the specified percentage of time of the appointment.

- e. Appointment and advancement of a part-time appointee shall depend on the quality of performance in teaching excellence ~~and innovation~~, professional and or scholarly achievement and activity, and service; expectations for the quantity of performance shall depend on the percentage of time of the

appointment. In all cases, when an appointee is considering a part-time appointment, or a temporary reduction in the percentage of time of an appointment, the terms of the appointment and the expectations for productivity shall be discussed by the dean, department chair, and the appointee at the outset and documented in a memorandum of understanding for advancement.

- f. When there has been a review of an Assistant Lecturer with Potential for Security of Employment, Assistant Professor in the Professorial series, Assistant Professor in Residence, or Assistant Professor of Clinical (e.g. *Medicine*) ~~or Assistant Teaching Professor~~ and the Chancellor has decided not to continue the individual's appointment in that series, the individual may not be appointed on any campus to certain faculty titles for a period of five years as set forth in APM - 133, Appendix A and also APM - 133-0-a(3) and b(3).

285-17 ~~Terms of Service~~Appointment Review

- a. Assistant ~~Teaching Professor~~Lecturer with Potential for Security of Employment

(1) Term of Appointment

Each appointment and reappointment is limited to a maximum term of two years with a specific end date. The total University service with this title in

combination with certain other titles may not exceed eight years, in accordance with APM - 133-0-b.

(2) Appointment for Less Than Two Years

The appointment or reappointment of an Assistant ~~Teaching Professor~~Lecturer with Potential for Security of Employment may be for a period of less than two years only under the following circumstances:

- (a) An appointment or reappointment with an effective date other than July 1 shall end typically on the second June 30th following the appointment or reappointment.
- (b) A promotion or merit increase may become effective on July 1 before the end of a two-year term, but such advancement shall mark the beginning of a new term of appointment.
- (c) Consistent with the eight-year limit, a terminal appointment for an Assistant ~~Teaching Professor~~Lecturer with Potential for Security of Employment may be for a period of less than two years provided adequate notice has been given, per APM - 285-17-a(4~~5~~).

(3) Advancement

An appointee holding the title Assistant ~~Teaching Professor~~Lecturer with Potential for Security of Employment is eligible for reappointment, merit increase, and promotion based on careful reviews of the appointee's progress and achievement.

(4) Notice for Non-Renewal of Appointment

When an appointment as an Assistant ~~Teaching Professor~~Lecturer with Potential for Security of Employment is not to be renewed, written notice shall be given by the Chancellor prior to the expiration date in accordance with the schedule below.

- (a) With less than one year of service as an Assistant ~~Teaching Professor~~Lecturer with Potential for Security of Employment by the end of the current period of appointment: at least a four-month notice.
- (b) With at least one complete year of service and not more than two years of service as an Assistant ~~Teaching Professor~~Lecturer with Potential for Security of Employment by the end of the current period of appointment: at least a six-month notice.

- (c) With more than two years of service as an Assistant ~~Teaching Professor~~Lecturer with Potential for Security of Employment by the end of the current period of appointment: at least a twelve-month notice.

(5) Termination Before the End of the Appointment Period

- (a) Termination of the appointment of an Assistant ~~Teaching Professor~~Lecturer with Potential for Security of Employment before the expiration of the appointment shall be only for good cause, after the opportunity for a hearing before the properly constituted advisory committee of the Academic Senate, in accordance with Regents' Standing Order 103.10 and Senate Bylaws 336 or 337.

- (b) Associate ~~Teaching Professor~~Lecturer with Security of Employment and ~~Teaching Professor~~Lecturer with Security of Employment

All appointments and promotions to the ranks of Associate ~~Teaching Professor~~Lecturer with Security of Employment and ~~Teaching Professor~~Lecturer with Security of Employment shall continue until terminated by resignation, retirement, or dismissal. An appointment with security of employment shall not be terminated except for good cause after the opportunity for a hearing before the properly constituted advisory committee of the Academic Senate per Regents' Standing Order 103.10 and in accordance with

Senate Bylaws 336 or 337.

285-18 **Salary**

The Office of the President publishes a salary scale for this series. The Security of Employment series will be paid on the same salary scale as the professorial series.

The Chancellor, after appropriate review, has authority to approve salaries up to and including the Indexed Compensation Level (ICL).

The Provost and Executive Vice President for Academic Affairs has authority to approve salaries exceeding the ICL threshold. See APM - 220-85-d.

285-19 Normal Periods of Service

~~a. Normal Periods of Service~~

The normal periods of service at rank and step in this series are shown in the published salary scales and are described below. Although these time periods indicate the usual intervals between advancements, they do not preclude more rapid advancement in the case of exceptional merit or more gradual advancement when warranted and if unrelated to an Assistant ~~Teaching Professor~~ Lecturer with Security of Employment's eight-year limitation. Personnel reviews that are deferred due to stopping the clock for reasons as defined in APM - 133-17-g, -h,

and-i or a family accommodation as defined in APM - 760 should be treated procedurally in the same manner as personnel reviews conducted at the usual intervals. All evidence produced during the probationary period, including the period of the extension, counts in the evaluation of the candidate's review file. The file shall be evaluated without prejudice, without regard to the length of service at the assistant rank, and so stated in the department chair's letter.

- (1) For an Assistant ~~Teaching Professor~~Lecturer with Potential for Security of Employment, the total period of University service in the title Assistant ~~Teaching Professor~~Lecturer with Potential for Security of Employment or in this and certain other titles (see APM - 133-0) shall not exceed eight years, except as provided in APM - 133-12. The normal period of service at a given step in this rank is two years.
- (2) For an Associate ~~Teaching Professor~~Lecturer with Security of Employment, the normal period of service in the Associate rank is six years. The normal period of service at step is two years in each of the first three steps. Service at Steps IV and V is three years in each step.
- (3) For a ~~Teaching Professor~~Lecturer with Security of Employment, the normal period of service at step is three years in each of the first four steps. Service at Step V and above may be of indefinite duration. Advancement to Step VI usually will not occur after less than three years of service at Step V. This

involves an overall career review and will be granted on evidence of sustained and continuing excellence in each of the following three categories: (1) effective~~ness~~ and ~~innovative~~excellence in teaching; (2) professional and/or scholarly achievement and activity; and (3) University and public service. ~~Above and beyond that, great distinction, recognized nationally, will be required in contributions to pedagogy and/or scholarly or professional achievement.~~ Advancement from Step VI to Step VII, from Step VII to Step VIII, and from Step VIII to Step IX, will usually not occur before three years, and will only be granted on evidence of continuing achievement at the level required for advancement to Step VI.

Lecturers in the SOE series who are on the Law School scale are subject to the same criteria as the professorial series.

Advancement to an Above-Scale rank involves an overall career review and is reserved only for the most highly ~~distinguished~~accomplished faculty (1) whose work of sustained and continuing excellence has attained national or international recognition and broad acclaim reflective of its significant impact on education within the discipline; (2) whose contributions to University teaching and education outcomes are excellent ~~and innovative~~; and (3) whose service is highly meritorious. Except in rare and compelling cases, advancement will not occur after less than four years at Step IX. Moreover, mere length of service and continued good performance at Step

IX are not justification for further merit advancement. There must be demonstration of additional merit and distinction beyond the performance on which advancement to Step IX was based. A merit advancement for a candidate already serving at above-scale must be justified by continuing evidence of accomplishment commensurate with this level. Continued good service is not an adequate justification. Intervals between such merit advances may be indefinite, and only in the most superior cases where there is strong and compelling evidence will advances at intervals shorter than four years be approved.

285-20 **Conditions of Employment**

a. ~~Full-time (51 percent or greater)~~ Assistant ~~Teaching Professors~~Lecturer with Potential for Security of Employment, Associate ~~Teaching Professors~~Lecturer with Security of Employment, and ~~Teaching Professors~~Lecturer with Security of Employment are members of the Academic Senate, per Regents' Standing Order 105.1(a).

~~b. Part time (less than 51 percent) Assistant Teaching Professors, Associate Teaching Professors, and Teaching Professors are not members of the Academic Senate.~~

~~e.~~b. An appointee to this series may be assigned to teach courses at any level.

- ~~cd.~~ An appointee with a title in this series ~~is~~may be eligible to apply for sabbatical leave (see APM - 740).

285-24 Authority

Authority to approve appointments, reappointments, merit increases, and promotions to titles in this series are as follows:

- a. Assistant ~~Teaching Professor~~Lecturer with Potential for Security of Employment

The Chancellor, after appropriate review (see APM - 220-82).

- b. Associate ~~Teaching Professor~~Lecturer with Security of Employment

The Chancellor, after appropriate review (see APM - 220-85).

- c. ~~Teaching Professor~~Lecturer with Security of Employment

The Chancellor, after appropriate review (see APM - 220-85).

- ~~d. The Chancellor, after appropriate review, has authority to approve salaries up to and including the Indexed Compensation Level (ICL).~~

- ~~e. The Provost and Executive Vice President for Academic Affairs has authority to approve salaries exceeding the ICL threshold. See APM—220-85.~~

285-80 Review Procedures

The Chancellor, in consultation with the Committee on Academic Personnel, may develop local review procedures for the ~~Teaching Professor~~Security of Employment series. Campus procedures for review and advancement shall be modeled on the general pattern of the review process for members of the ~~ladder rank~~ professorial series (see APM - 220-80 and APM - 210-3).

285-95 Letters of Invitation and Notification

See APM - 220-95 for model language. The term “security of employment” shall be substituted for the term “tenure.”

285-0 **Policy**

- a. Lecturer titles ~~which that~~ have or lead to security of employment are faculty positions designed to meet the long-term instructional needs of the University ~~which that~~ cannot be best fulfilled by an appointee in the ~~regular~~ professorial ~~s~~Series (see APM - 220).
- b. A budgeted FTE must be allocated for any ~~full-time appointee appointment~~ in this series. Should the Chancellor approve a less than 100 percent appointment, a portion of a budgeted FTE equal to the percent time appointment must be allocated. See APM - 285-16-b for more information on part-time appointments.

285-4 **Definition**

- a. ~~These titles are assigned to individuals who engage in teaching, professional activities. The Security of Employment series is used for appointees who are members of the faculty of an academic or professional college, school, division, department, or program of the University who have instructional and University and public service responsibilities and engage in professional and/or scholarly activities, including creative activities, especially as they relate to instruction and pedagogy.~~

~~b. The Lecturer with Security of Employment series should not be confused with Regents' Lecturer (see APM 290), or with Lecturer and Senior Lecturer e.b. (see Memorandum of Understanding: Non-Senate Instructional Unit).~~

~~An appointee in this series will regularly carry a heavier load of teaching than will appointees in the professorial series.~~

285-8 **Titles** ~~Types of Appointments~~

~~Acting titles may be used (see APM - 235).~~

a. Titles in the ~~Lecturer with~~ Security of Employment series are:

(1) Assistant Lecturer with Potential for Security of Employment.
~~(PSOE) Assistant Teaching Professor may be used as a working title. This title is used for those that have not yet been conferred security of employment.~~

~~(2) Senior Lecturer with Potential for Security of Employment (PSOE)~~

(2) Associate Lecturer with Security of Employment. Associate Teaching Professor may be used as a working title.

(3) ~~Lecturer with Security of Employment (SOE).~~ Teaching Professor may be used as a working title.

~~(4) Senior Lecturer with Security of Employment (SOE)~~

b. An appointment (as distinguished from a promotion or reappointment) occurs when a person is employed in one of the three ranks above, if the individual's immediately previous status was:

(1) not in the employ of the University;

(2) in the employ of the University but not with a title in this series; or

(3) in the employ of the University in the same title but at a different campus.

c. A promotion is an advancement from one rank to a higher rank within the ~~Lecturer~~ SOE series.

d. A merit increase is advancement in salary rate and step without change of rank (see APM - 610, Salary Increases).

~~Upon promotion, a Lecturer PSOE becomes a Lecturer SOE, and a Senior Lecturer PSOE becomes a Senior Lecturer SOE. A Lecturer SOE may be~~

~~promoted to Senior Lecturer SOE.~~

~~e. A Lecturer PSOE and a Senior Lecturer PSOE have appointments with specific end dates. The term A reappointment means is the renewal of an Assistant Lecturer with Potential for Security of Employment appointment immediately following the end date of a previous appointment ~~in this series~~ (i.e., without a break in service). A reappointment may or may not be accompanied by ~~a promotion or~~ a merit increase.~~

285-~~940~~ **Criteria**

~~a. _____~~ A candidate for appointment, reappointment, merit increase, or promotion in this series shall be ~~judged evaluated~~ by ~~achievements in~~ the following ~~areas:—~~ teaching, professional three criteria:

(1) Teaching excellence

(2) Professional and/or scholarly achievement and activity, including creative activity

~~and—~~

(3) University and public service.

~~These c~~Criteria for examining achievement in these areas are set forth are further explained in APM - 210-3, *Instructions to Review Committees* That ~~Which~~ Advise on Actions Concerning the ~~Lecturer with~~ Security of Employment (SOE) Series.

- ~~a. The title Senior Lecturer with Potential for Security of Employment (PSOE) or Senior Lecturer with Security of Employment (SOE) may be assigned to an appointee who provides services of exceptional value to the University and whose excellent teaching and professional accomplishments have made him or her a recognized leader in his or her professional field and/or in education.~~

- ~~e. Appointment and advancement of a part-time appointee with a title in this series shall depend on the quality of performance at a level of distinction comparable to that demanded of a full-time appointee; however, when circumstances warrant, a lesser rate of professional achievement and activity will be acceptable. Teaching assignments and departmental, committee, and other service should be in proportion to the percentage of time of the position, but the same quality of performance is expected as for a full-time appointee.~~

- d. Transfer of appointees in the regular professorial series to the Lecturer SOE series.

b. Change of series

(+) In cases when there has been a review of an Assistant Professor and the Chancellor has decided not to continue the individual's appointment in the professorial series, the individual may not subsequently be appointed on any campus to the ~~Lecturer~~ SOE series (or certain other titles) for a period of five years. (See APM - 133-0-a(3).)

(2) ~~Upon the recommendation of the department, and consistent with campus academic review processes and following regular academic review, the Chancellor may transfer appoint an Associate Professor or Professor to the Associate Lecturer with Security of Employment or Senior Lecturer with Security of Employment title. This transfer change of series requires the written consent of the faculty member.~~

~~e. When there has been a review of a Lecturer PSOE or Senior Lecturer PSOE and the Chancellor has decided not to continue the individual's appointment in that series, the individual may not subsequently be appointed on any campus to certain faculty titles for a period of five years. For a list of these faculty titles, see APM 133, Appendix A. (See also APM 133-0-b(3).)~~

An appointee in the Security of Employment series may have a change of series into the professorial series, consistent with campus academic review processes and only upon satisfying recruitment compliance.

285-16 **Restrictions**

The following restrictions apply to the use of titles in this series:

- a. In order to maintain the University's mission for an appropriate balance between education, research, and service, the Chancellor, in consultation with the Academic Senate, may establish a cap on the number of appointments in this series. If so desired, a cap may be set for each school or department.

- b. Normally an appointment to this series is for ~~full-time-100 percent~~ service to the University.

- ~~b-c.~~ Security of employment may be granted only for an appointment at 51 percent or more than half-time unless the Chancellor, whose authority may not be redelegated, approves the appointment by special exception. (See Regents' Standing Order 103.10.)

- d. An initial appointment ~~for at~~ less than ~~full-time service-100 percent and more than~~ 51 percent or more time with a title in this series, or a subsequent permanent reduction in the percent time of an appointment, may be authorized under ~~appropriate-exceptional~~ circumstances, provided the Chancellor specifically approves the arrangement as being in the best interests of the University based on the particular situation. ~~Ordinarily, such part-time~~

~~appointments will be limited to cases in which the appointee's professional commitment is to the University. In the rare case that a part-time appointee has a professional commitment other than to the University, the Chancellor must be assured that~~

~~e. A memorandum of understanding between the Chancellor and the part-time appointee will be able to fulfill all the obligations entailed in the University appointment shall be signed by both parties, to clarify the following:-~~

~~In the future, the Chancellor is not obligated to increase the percentage of any part-time appointment, even if the appointee and/or the department request such an increase.~~

~~The appointee shall execute a written agreement that the security of employment status and other conditions of the appointment as described below are limited to the specified percentage of time. The agreement shall be set forth in a letter from the Chancellor advising the individual that the part-time appointment does not imply any future right to a full-time appointment with security of employment. The letter should also state that the rate at which credit for University service accrues for University retirement benefits may likewise be affected. The individual must sign and return a copy of such letter to indicate consent.~~

(1) There are no implied rights to current or future full-time security of employment and the only security of employment granted with this appointment is at the agreed upon percentage; and

(2) A voluntary permanent reduction in Workload expectations are based on the specified percentage of time of the appointment shall be subject to the same restrictions as stipulated above for an initial part time appointment.

~~e. Promotions, merit increases, and reappointments may be made only within the limits of supporting funds.~~

e. Appointment and advancement of a part-time appointee shall depend on the quality of performance in teaching excellence, professional and/or scholarly achievement and activity, and service; expectations for the quantity of performance shall depend on the percentage of time of the appointment. In all cases, when an appointee is considering a part-time appointment, or a temporary reduction in the percentage of time of an appointment, the terms of the appointment and the expectations for productivity shall be discussed by the dean, department chair, and the appointee at the outset and documented in a memorandum of understanding for advancement.

f. When there has been a review of an Assistant Lecturer with Potential for Security of Employment, Assistant Professor in the Professorial series, Assistant

Professor in Residence, or Assistant Professor of Clinical (e.g., *Medicine*) and the Chancellor has decided not to continue the individual's appointment in that series, the individual may not be appointed on any campus to certain faculty titles for a period of five years as set forth in APM - 133, Appendix A and also APM - 133-0-a(3) and b(3).

~~e.—A registered student or candidate for a higher degree at the University of California is not eligible for appointment to a title in this series.—~~

285-17 **Terms of Service ~~Appointment Review~~**

a. Assistant Lecturer with Potential for Security of Employment (~~PSOE~~) and ~~Senior Lecturer with Potential Security of Employment (PSOE)~~

(1) Term of Appointment

Each appointment and reappointment is limited to a maximum term of two years with a specific end date. The total University service with this ~~and title in combination with~~ certain other titles may not exceed eight years, in accordance with APM - 133-0-b, ~~and Regents' Standing Order 103.10 which provides: "...a Lecturer—Potential Security of Employment or Senior Lecturer—Potential Security of Employment appointed at more than half time who has completed eight years of service in that title, or in that~~

~~title in combination with other titles as established by the President, shall not be continued in that title after the eighth year unless given appointment with security of employment.”~~

~~(2) Effective Date of Appointment~~

~~Rules concerning the effective date of appointments shall be as stipulated in APM 200-17; normally an appointment period will coincide with the University’s fiscal year of July 1 through June 30.~~

~~(23) Appointment for Less Than Two Years~~

The appointment or reappointment of an Assistant Lecturer with Potential for Security of Employment ~~or Senior Lecturer PSOE~~ may be for a period of less than two years only under the following circumstances:

- (a) An appointment or reappointment with an effective date other than July 1st shall end ~~normally typically~~ on the second June 30th following the appointment or reappointment.
- (b) A promotion or merit increase may become effective on July 1st before the end of a two-year term, but such advancement shall mark the beginning of a new term of appointment.

- (c) ~~A~~Consistent with the eight-year limit, a terminal appointment for an Assistant Lecturer with Potential for Security of Employment ~~or Senior Lecturer PSOE~~ may be for a period of less than two years provided adequate notice has been given, as stipulated in APM - 285-17-a(45).

(3) Advancement

An appointee holding the title Assistant Lecturer with Potential for Security of Employment ~~or Senior Lecturer PSOE~~ is eligible for reappointment, merit increase, and promotion. ~~Decisions about reappointment, merit increase, and promotion of the appointee are~~ based on careful reviews of the appointee's progress, ~~promise,~~ and achievement, ~~and may be affected by fiscal and programmatic considerations.~~

(5) (4) Notice for Non-Renewal of Appointment

When an appointment as an Assistant Lecturer with Potential for Security of Employment ~~is or Senior Lecturer PSOE is~~ not to be renewed, written notice shall be given by the Chancellor ~~in advance of prior to~~ the expiration date in accordance with the schedule below. ~~Pay in lieu of notice may be authorized by the Chancellor.~~

- (a) With less than one year of service as an Assistant Lecturer with Potential for Security of ~~Employment~~ or Senior Lecturer PSOE by the end of the current period of appointment: at least a four-month notice.

- (b) With at least one complete year of service and not more than two years of service as an Assistant Lecturer with Potential for Security of ~~Employment~~ or Senior Lecturer PSOE by the end of the current period of appointment: at least a six-month notice.

- (c) With more than two years of service as an Assistant Lecturer with Potential for Security of ~~Employment~~ — or Senior Lecturer PSOE by the end of the current period of appointment: at least a twelve-month notice.

(56) Termination Before the End of the Appointment Period

(a) Assistant Lecturer with Potential for Security of Employment

Termination of the appointment of an Assistant Lecturer with Potential for Security of Employment ~~or Senior Lecturer PSOE~~ before the expiration of the appointment shall be only for good cause, after the opportunity for a hearing before the properly constituted advisory committee of the Academic Senate, in accordance with Regents' Standing Order 103.10 and Senate Bylaws 336 or 337.

~~b.~~ (b) Associate Lecturer with Security of Employment ~~(SOE) and Senior Lecturer with Security of Employment (SOE)~~

All appointments and promotions to the ranks of Associate Lecturer with Security of Employment and ~~Senior Lecturer with Security of Employment~~ ~~are continuous shall continue~~ until terminated by resignation, retirement, or dismissal. ~~A Senior Lecturer SOE may be demoted to Lecturer SOE.~~ “An appointment with security of employment shall not be terminated except for good cause after the opportunity for a hearing before the properly constituted advisory committee of the Academic Senate, in accordance with.” ~~(Regents' Standing Order 103.10 and Senate Bylaws 336 or 337).~~

285-18 **Salary**

The Office of the President publishes a salary ~~range scale~~ for this series. ~~The rate of advancement may be more variable, and in many cases slower, than for professorial positions. The Security of Employment series will be paid on the same salary scale as the professorial series.~~

The Chancellor, after appropriate review, has authority to approve salaries up to and including the Indexed Compensation Level (ICL).

The Provost and Executive Vice President for Academic Affairs has authority to approve salaries exceeding the ICL threshold. See APM - 220-85-d.

285-19 Normal Periods of Service

~~For a Lecturer SOE, the normal period of service before review for advancement for a merit increase is three years. The period of service in the rank of Lecturer SOE may be of indefinite duration. Promotion to Senior Lecturer SOE is not normally expected, but may occur when warranted. Review for promotion to the Senior Lecturer SOE title will normally occur only after a minimum of six years in the title of Lecturer SOE.~~

~~Senior Lecturer SOE titles should be paid at a level no less than Professor, Step I. Normally, an appointee shall be reviewed every three years for a merit increase, until the salary is equivalent to that of Professor Step V. Service at that level and higher may be of indefinite duration, and review for advancement will not usually occur after less than four years. Senior Lecturers SOE of the highest distinction, whose work has been internationally acclaimed, are eligible for salaries above the top of the range.~~

The normal periods of service at rank and step in this series are shown in the published salary scales and are described below. Although these time periods indicate the usual intervals between advancements, they do not preclude more rapid advancement in the case of exceptional merit or more gradual advancement when warranted and if unrelated to an Assistant Lecturer with Potential for Security of Employment's eight-year limitation. Personnel reviews that are deferred due to stopping the clock for reasons as defined in APM - 133-17-g, -h, and-i or a family accommodation as defined in APM - 760 should be treated procedurally in the same manner as personnel reviews conducted at the usual intervals. All evidence produced during the probationary period, including the period of the extension, counts in the evaluation of the candidate's review file. The file shall be evaluated without prejudice, without regard to the length of service at the assistant rank, and so stated in the department chair's letter.

- (1) For an Assistant Lecturer with Potential for Security of Employment, the total period of University service in the title Assistant Lecturer with Potential for Security of Employment or in this and certain other titles (see APM - 133-0) shall not exceed eight years, except as provided in APM - 133-12. The normal period of service at a given step in this rank is two years.
- (2) For an Associate Lecturer with Security of Employment, the normal period of service in the Associate rank is six years. The normal period of service at step is two years in each of the first three steps. Service at Steps IV and V is three years in each step.
- (3) For a Lecturer with Security of Employment, the normal period of service at step is three years in each of the first four steps. Service at Step V and above may be of indefinite duration. Advancement to Step VI usually will not occur after less than three years of service at Step V. This involves an overall career review and will be granted on evidence of sustained and continuing excellence in each of the following three categories: (1) effectiveness and excellence in teaching; (2) professional and/or scholarly achievement and activity; and (3) University and public service. Advancement from Step VI to Step VII, from Step VII to Step VIII, and from Step VIII to Step IX, will usually not occur before three years, and

will only be granted on evidence of continuing achievement at the level required for advancement to Step VI.

Lecturers in the SOE series who are on the Law School scale are subject to the same criteria as the professorial series.

Advancement to an Above-Scale rank involves an overall career review and is reserved only for the most highly accomplished faculty (1) whose work of sustained and continuing excellence has attained national or international recognition and broad acclaim reflective of its significant impact on education within the discipline; (2) whose contributions to University teaching and education outcomes are excellent; and (3) whose service is highly meritorious. Except in rare and compelling cases, advancement will not occur after less than four years at Step IX. Moreover, mere length of service and continued good performance at Step IX are not justification for further merit advancement. There must be demonstration of additional merit and distinction beyond the performance on which advancement to Step IX was based. A merit advancement for a candidate already serving at above-scale must be justified by continuing evidence of accomplishment commensurate with this level. Continued good service is not an adequate justification. Intervals between such merit advances may be indefinite, and only in the most superior cases where there is strong and

compelling evidence will advances at intervals shorter than four years be approved.

285-20 **Conditions of Employment**

a. ~~Part-time Lecturers PSOE and part-time Senior Lecturers PSOE are not members of the Academic Senate. Full-time Assistant Lecturers with Potential for Security of Employment, and full-time Senior Lecturers PSOE Associate Lecturer with Security of Employment and Lecturer with Security of Employment are members of the Academic Senate, per-~~

~~b. Part-time Lecturers SOE and part-time Senior Lecturers SOE are not members of the Academic Senate. Lecturers SOE and Senior Lecturers SOE who are full-time appointees are members of the Academic Senate. (See Regents' Standing Order 105.1(a).)~~

~~c. b.~~ An appointee to this series may be assigned to teach courses at any level.

~~d. Since appointment to a title in this series does not imply the responsibility of engaging in research, an appointee will be assigned a heavier instructional load than that of an appointee in the regular professorial series.~~

~~e.c.~~ An appointee with a title in this series may be ~~is not~~ eligible to apply for sabbatical leave. (See APM - 740)

~~e. An appointee with a title in this series is eligible for leave with pay (APM—758) or without pay (APM—759), when the Chancellor determines that the leave is in the interest of the University. The Chancellor may approve a leave of absence with pay for twelve months or less.~~

285-24 ~~Authority to Approve Appointments, Reappointments, and Promotions—~~

~~For a general outline, see APM—220-24 and local campus implementing procedures. Authority to approve appointments, reappointments, merit increases, and promotions to titles in this series are as follows:~~

~~a. Assistant Lecturer with Potential for Security of Employment~~

~~The Chancellor, after appropriate review (see APM - 220-82).~~

~~b. Associate Lecturer with Security of Employment~~

~~The Chancellor, after appropriate review (see APM - 220-85).~~

~~c. Lecturer with Security of Employment~~

~~The Chancellor, after appropriate review (see APM - 220-85).~~

285-80 **Review Procedures**

The Chancellor, in consultation with the Committee on Academic Personnel, may develop local review procedures for the ~~Lecturer with~~ Security of Employment series. Campus procedures for review and advancement shall be modeled on the general pattern of the review process for members of the professorial series. ~~See~~(see APM - 220-80; and ~~220-82 through 220-85~~ APM - 210-3).

285-95 **Letters of Invitation and Notification**

See APM - 220-95 for model language. The term “security of employment” shall be substituted for the term “tenure”.

Endnotes are for review purposes only and will not appear on the final issuance. The revisions are based on comments received from the first systemwide review.

APPOINTMENT AND PROMOTION
Review and Appraisal Committee

APM - 210
DRAFT

210-3 **Instructions to Review Committees That Advise on Actions Concerning the Security of Employment Series¹**

- a. The Bylaws of The Regents provide: “No political test shall ever be considered in the appointment and promotion of any faculty member or employee.” This provision is pertinent to every stage in the process of considering appointments and advancements.
- b. The policies and procedures set forth above in APM - 210-1-a, -b, -c, and -e shall govern the committee in the confidential conduct of its review and in the preparation of its report. The committee should refer to APM - 285 for policies on the Security of Employment series, including use of the working title Teaching Professor.ⁱ
- c. The review committee shall evaluate the candidate with respect to the proposed rank and duties considering the record of the candidate’s performance in (1) Teaching excellence, (2) Professional and/or scholarly achievement and activity, including creative activity, and (3) University and public service.^{ii,iii}

¹ Faculty appointed in the SOE series prior to 7/1/19 are eligible to be evaluated under the criteria in effect as of 7/26/02. All other provisions of this policy apply effective 7/1/18.

Superior intellectual attainment, as evidenced particularly in excellent teaching as well as in professional and/or scholarly achievement and activity, is an indispensable qualification for appointment or promotion to security of employment. This standard for appointees in the Security of Employment series is necessary for maintaining the quality of the University as an institution dedicated to education. The review committee must further evaluate whether the candidate has a record of excellence in teaching while engaging in a program of professional and/or scholarly activity that is appropriate for this series.

When evaluating the candidate's qualifications within these areas, the review committee shall exercise reasonable flexibility, and balancing, when the case requires, heavier commitments and responsibilities in one area against lighter commitments and responsibilities in another. Consideration should also be given to changes in professional emphasis and interest that may occur in an academic career. The review committees must take exceptional care to apply the criteria with sufficient flexibility. However, flexibility does not entail a relaxation of high standards.

The University of California is committed to excellence and equity in every facet of its mission. Contributions in all areas of faculty achievement that promote equal opportunity and diversity should be given due recognition in

the academic personnel process, and they should be evaluated and credited in the same way as other faculty achievements. These contributions to diversity and equal opportunity can take a variety of forms including efforts to advance equitable access to education, public service that addresses the needs of California's diverse population, or teaching that is particularly sensitive to diverse populations. Mentoring and advising of students and faculty members, particularly from underrepresented and underserved populations, should be given due recognition in the teaching or service categories of the academic personnel process.

- d. The candidate is expected to submit for the review file a presentation of his or her activity in all three areas of teaching excellence, professional and/or scholarly achievement and activity, and University and public service. Evidence may be relevant to evaluation of achievement in more than one category and the review committee will assign the evidence to the appropriate category. Campus guidelines may include separate requirements, expectations, or guidelines for various schools or departments. The criteria set forth below are intended to serve as guides for minimum standards by which to evaluate the candidate, not to set boundaries to exclude other elements of performance that may be considered.

(1) **Teaching Excellence**

Clearly demonstrated evidence of excellent teaching is an essential criterion for appointment, advancement, or promotion. Lecturers in the Security of Employment series are expected to maintain a continuous and current command of their disciplinary subjects while demonstrating the ability to foster an inclusive and stimulating learning environment.

When evaluating the effectiveness of a candidate's teaching, the committee should consider the following objectives for individuals in this series: display evidence of continuous growth and mastery of the subject field; emphasize the connections between the subject and other fields of study; foster an environment that supports student curiosity, independent evaluation of evidence, and capacity to reason; provide guidance, mentoring, and advising to students, teaching assistants, and other staff and faculty with teaching responsibilities; create an academic environment that facilitates active participation and learning by all students with a focus on developing effective strategies to advance learning by students in various underrepresented groups; contribute to the development and adoption of effective evidence-based pedagogical strategies including instructional units, materials, and resources; incorporate and promote significant curricular revisions informed by current pedagogical knowledge; and apply and advocate for effective teaching techniques.

The committee should attend to the variety of demands placed on the Security of Employment series by the types of teaching called for in various disciplines and at various levels and should evaluate the total performance of the candidate with proper reference to assigned teaching responsibilities. The committee should clearly indicate the sources of evidence on which its appraisal of teaching excellence has been based. In preparing its recommendation, the review committee should keep in mind that the report is an important record of the candidate's teaching and serves as the basis for additional recommendations and the final decision.

It is the responsibility of the department chair to submit meaningful evaluation, accompanied by supporting evidence, of the candidate's teaching effectiveness.

The following is a broadly defined, non-exclusive list of evidence that may be presented concerning teaching excellence:

- (a) Peer review assessments from other faculty members based on knowledge in the candidate's field; class visitations; attendance at the candidate's lectures before professional societies or in public; or the performance of students who have studied with the candidate;

- (b) Evaluations or comments solicited from students in courses taught since the candidate's last review;

- (c) A term-by-term enumeration of the number and types of courses and tutorials taught since the candidate's last review including:
 - (i) the level of courses and tutorials taught;
 - (ii) the enrollments of courses and tutorials taught;
 - (iii) the percentage of student course evaluations in relation to the total number of students in each course;
 - (iv) brief explanations for abnormal course loads;

- (d) Identification of any new courses taught or of previously-taught courses for which the candidate has substantially reorganized the approach or content;

- (e) Documentation of the introduction of new substantive developments in the field or of new and effective techniques of instruction, including techniques that meet the needs of students from groups that are underrepresented in the field of instruction;

- (f) Documentation of success as a positive role model or effective mentor for students at all levels, including those serving as teaching assistants;
- (g) Results from studies conducted to measure changes in student understanding of the subject material from the beginning to the end of the course;
- (h) Written testimony from former students on the impact and effectiveness of the candidate's teaching and mentorship;
- (i) Awards or other acknowledgements of excellent teaching;
- (j) A self-evaluation of the candidate's teaching.

Initial appointment to the Assistant Lecturer with Potential for Security of Employment title requires clear evidence of the potential for teaching excellence.

Appointment or promotion to the Associate Lecturer with Security of Employment title requires clear documentation of consistent and sustained excellence in effective teaching. Under no circumstances will security of employment be conferred unless there is clear documentation of consistent and sustained excellence in teaching.

Appointment or promotion to the Lecturer with Security of Employment title requires evidence of consistent and sustained excellence in effective teaching and demonstrated distinction in the special competencies appropriate to teaching the particular subject. ^{iv}

(2) Professional and/or Scholarly Achievement and Activity

Clearly demonstrated evidence of professional and/or scholarly achievement and activity, including creative activity, is one of the criteria for appointment or promotion. Professional and/or scholarly activities may be related to the underlying discipline itself or to pedagogy. Such activities should provide evidence of achievement, leadership, and/or influence on the campus or beyond. Certain administrative activities (e.g., of learning centers and teaching programs) and community outreach activities are also relevant, as would be presentations of seminars or lectures at other institutions or professional societies, or participation in scholarly activities (e.g., summer seminars) designed to enhance scholarly expertise in relevant fields. Other records of participation in intensive programs of study - in order to be a more effective teacher and scholar, with the goal of enhancing one's teaching and scholarly responsibilities - are also relevant evidence of professional and/or scholarly activity.

Creative activities count as relevant professional and/or scholarly activities in appropriate disciplines. In certain fields, such as art, architecture, dance, music, literature, and drama, an accomplished creation should receive consideration as an example of professional and/or scholarly achievement and activity. In evaluating creative activities, an attempt should be made to define the candidate's merit in the light of such criteria as originality, scope, richness, and depth of creative expression.

The following are broadly defined, non-exclusive examples of evidence that may be presented: ^v

- (a) Documentation of the development of or contributions to:
 - (i) original materials designed to improve learning outcomes;
 - (ii) evidence-based design and evaluation of educational curricula or pedagogy;
 - (iii) administration and evaluation of a teaching program or a learning center;
 - (iv) systematic quality improvement programs and evaluation of their implementation;

- (v) discipline-specific information systems;

- (vi) development and evaluation of community outreach or community-oriented programs.

- (b) First, senior, or collaborative authorship of scholarly or professional publications;

- (c) Accomplished performance, including conducting and directing;

- (d) Accomplished creation;

- (e) Accepted invitations to present seminars or lectures at other institutions or before professional societies.

Initial appointment to the Assistant Lecturer with Potential for Security of Employment title requires evidence or promise of productive and creative contributions to professional and/or scholarly activity that would support excellent teaching.

Appointment or promotion to the Associate Lecturer with Security of Employment title requires evidence of sustained professional and/or scholarly achievement and activity in support of excellent teaching.

Appointment or promotion to the Lecturer with Security of Employment title requires evidence of consistent and sustained professional and/or scholarly achievement and activity in support of excellent teaching that have made the candidate a leader in the professional field and/or in education.

(3) University and Public Service

The review committee should evaluate the quantity and quality of service to the department, the campus, the University, and the public (whether to the local community, state, or nation). Service which is directly related to the candidate's professional expertise and achievement is of special relevance but so too is service in areas beyond those special capacities when the work done is of sufficiently high quality. Examples of service include: service related to the improvement of curricula or standards in elementary and secondary education; service on thesis and dissertation committees or on student-faculty committees and service to student organizations; and contributions furthering diversity and equal opportunity within the University through participation in recruitment, retention, and mentoring of scholars and students.

Initial appointment to the Assistant Lecturer with Potential for Security of Employment title requires evidence of the likelihood of participation in department activities and the potential for service to the campus.

Appointment or promotion to the Associate Lecturer with Security of Employment title requires evidence of activity on committees within the professional field, department, school, campus, or University; or of service to the public in areas directly related to the candidate's professional expertise and achievement.

Appointment or promotion to the Lecturer with Security of Employment title requires active participation on committees within the professional field, department, school, campus, or University; or of service to the public or profession in areas directly related to the candidate's professional expertise and achievement.

ⁱ Changed proposed series title from Teaching Professor Series to Security of Employment Series. Official series title is Security of Employment; however, Teaching Professor may be used as a working title.

ⁱⁱ Removed innovation as a requirement added in first revision. Performance specifications of this series have been revised from the title of *professional and scholarly achievement and activity* to the title of *professional and/or scholarly achievement and activity*.

ⁱⁱⁱ Creative activities are defined as a part of *professional and/or scholarly achievement and activity*.

^{iv} Removed requirement: "innovative teaching beyond that demonstrated as an Associate Teaching Professor" and replaced with "demonstrated distinction in the special competencies appropriate to teaching the particular subject."

^v Accomplished creation added as part of creative activities.

210-3 **Instructions to Review Committees That Advise on Actions Concerning the**
Teaching Professor Security of Employment Series

- a. The Bylaws of The Regents provide: “No political test shall ever be considered in the appointment and promotion of any faculty member or employee.” This provision is pertinent to every stage in the process of considering appointments and advancements.
- b. The policies and procedures set forth above in APM - 210-1-a, -b, -c, and -e shall govern the committee in the confidential conduct of its review and in the preparation of its report. The committee should refer to APM - 285 for policies on the Teaching Professor Security of Employment series, including use of the working title Teaching Professor.
- c. The review committee shall evaluate the candidate with respect to the proposed rank and duties considering the record of the candidate’s performance in (1) Teaching excellence ~~and innovation~~, (2) Professional and/or scholarly achievement and activity, including creative activity, and (3) University and public service.

Superior intellectual attainment, as evidenced particularly in excellent ~~and innovative~~ teaching as well as in professional and/or scholarly achievement and activity, is an

indispensable qualification for appointment or promotion to security of employment positions. ~~Insistence on~~ This standard for ~~holder appointees of~~ in the ~~teaching professorship~~ Security of Employment series is necessary for maintaining the quality of the University as an institution dedicated to education. The review committee must further evaluate whether the candidate has a record of excellence in teaching ~~and innovation~~ while engaging in a program of professional and/or scholarly activity that is ~~both sound and productive~~ appropriate for this series.

When evaluating the candidate's qualifications within these areas, the review committee shall exercise reasonable flexibility, and balancing, when the case requires, heavier commitments and responsibilities in one area against lighter commitments and responsibilities in another. Consideration should also be given to changes in professional emphasis and interest that may occur in an academic career. The review committees must take exceptional care to apply the criteria with sufficient flexibility. However, flexibility does not entail a relaxation of high standards.

The University of California is committed to excellence and equity in every facet of its mission. Contributions in all areas of faculty achievement that promote equal opportunity and diversity should be given due recognition in the academic personnel process, and they should be evaluated and credited in the same way as other faculty achievements. These contributions to diversity and equal opportunity can take a variety of forms including efforts to advance equitable access to education, public

service that addresses the needs of California's diverse population, or teaching that is particularly sensitive to diverse populations. Mentoring and advising of students and faculty members, particularly from underrepresented and underserved populations, should be given due recognition in the teaching or service categories of the academic personnel process.

- d. The candidate is expected to submit for the review file a presentation of his or her activity in all three areas of teaching excellence ~~and innovation~~, professional and/or scholarly achievement and activity, and University and public service. Evidence may be relevant to evaluation of achievement in more than one category and the review committee will assign the evidence to the appropriate category. Campus guidelines may include separate requirements, expectations, or guidelines for various schools or departments. The criteria set forth below are intended to serve as guides for minimum standards by which to evaluate the candidate, not to set boundaries to exclude other elements of performance that may be considered.

(1) **Teaching Excellence ~~and Innovation~~**

Clearly demonstrated evidence of excellent teaching is an essential criterion for appointment, advancement, or promotion.

~~Teaching Professors~~ Lecturers in the Security of Employment series are expected to maintain a continuous and current command of their disciplinary subjects while demonstrating the ability to foster an inclusive and stimulating learning environment ~~in which students gain knowledge of the subject, engage in~~

~~problem-solving, and develop their ability to apply critical thinking, evidence, and creativity.~~

When evaluating the effectiveness of a candidate's teaching, the committee should consider ~~such factors as~~ the following objectives for individuals in this series: command of and display evidence of continuous growth ~~in the~~ and mastery of the subject field; emphasize the connections between capacity to awaken in students an awareness of the relationship of the subject ~~to~~ and other fields of knowledge study; fostering an environment that supports of student curiosity, independence and evaluation of evidence, commitment to high standards, and capacity to reason; provide guidance, mentoring, and advising to students, teaching assistants, and other teachers staff and faculty with teaching responsibilities; create an academic environment that ~~is~~ facilitates active participation and learning by open and encouraging to all students with a focus on, including development of particularly effective strategies to advance learning for the educational advancement of by students in various underrepresented groups; contribute to the development and adoption of effective evidence-based scholarly contributions to pedagogical strategies and curricular development, including ~~the development of innovative~~ instructional units, materials, and resources; incorporate and promote significant curricular revisions informed by current pedagogical knowledge; and apply and advocate for effective introduction of innovative teaching techniques.

The committee should attend to the variety of demands placed on ~~Teaching Professors~~the Security of Employment series by the types of teaching called for in various disciplines and at various levels and should evaluate the total performance of the candidate with proper reference to assigned teaching responsibilities. The committee should clearly indicate the sources of evidence on which its appraisal of teaching excellence has been based. In preparing its recommendation, the review committee should keep in mind that the report is an important record of the candidate's teaching, ~~servicing and serving~~ as the basis for the review committee's evaluation, additional recommendations and the final decision.

It is the responsibility of the department chair to submit meaningful evaluation, accompanied by supporting evidence, of the candidate's teaching effectiveness.

The following is a broadly defined, non-exclusive list of evidence that may be presented concerning teaching ~~criteria~~excellence:

- (a) Peer review assessments from other faculty members based on knowledge in the candidate's field; class visitations; attendance at the candidate's lectures before professional societies or in public; or the performance of students who have studied with the candidate;
- (b) Evaluations or comments solicited from students in courses taught since the candidate's last review;

- (c) A term-by-term enumeration of the number and types of courses and tutorials taught since the candidate's last review including:
 - (i) the level of courses and tutorials taught;
 - (ii) the enrollments of courses and tutorials taught;
 - (iii) the percentage of student course evaluations in relation to the total number of students in each course;
 - (iv) brief explanations for abnormal course loads;

- (d) Identification of any new courses taught or of previously-taught courses for which the candidate has substantially reorganized the approach or content;

- (e) Documentation of the introduction of new substantive developments in the field or of new and effective techniques of instruction, including techniques that meet the needs of students from groups that are underrepresented in the field of instruction;

- (f) Documentation of success as a positive role model or effective mentor for students at all levels, including those serving as teaching assistants;

- (g) Results from studies conducted to measure changes in student understanding of the subject material from the beginning to the end of the course;

- (h) Written testimony from former students on the impact and effectiveness of the candidate's teaching and mentorship;
- (i) Awards or other acknowledgements of ~~distinguished~~excellent teaching;
- (j) A self-evaluation of the candidate's teaching.

Initial appointment to the Assistant ~~Teaching Professor~~Lecturer with Potential for Security of Employment title requires clear evidence of the potential for teaching excellence ~~and innovation~~.

Appointment or promotion to the Associate ~~Teaching Professor~~Lecturer with Security of Employment title requires clear documentation of consistent and sustained excellence in effective ~~and innovative~~ teaching. Under no circumstances will security of employment be conferred unless there is clear documentation of consistent and sustained excellence in teaching.

Appointment or promotion to the ~~Teaching Professor~~Lecturer with Security of Employment title requires evidence of consistent and sustained excellence in effective ~~and innovative~~ teaching ~~beyond that and~~ demonstrated distinction in the special competencies appropriate to teaching the particular subject as an Associate Teaching Professor.

(2) **Professional and/or Scholarly Achievement and Activity**

Clearly demonstrated evidence of

~~Teaching Professors are expected to engage in~~ professional and/or scholarly achievement and activities, including creative activity, is one of the criteria for appointment or promotion. Professional and/or scholarly activities may be related to in pedagogy and/or in the underlying discipline itself or to pedagogy. Such activities should provide leading to evidence of achievement, leadership, and/or influence on the campus or beyond the campus. Such intellectual influence may be documented by publications (either in print or electronic formats) demonstrating outstanding and externally recognized contributions to the development of pedagogy and/or theoretical or applied research in the discipline. Certain administrative activities (e.g., of learning centers and teaching programs) and community outreach activities are also relevant, as would be presentations of seminars or lectures at other institutions or professional societies, or participation in scholarly activities (e.g., summer seminars) designed to enhance scholarly expertise in relevant fields. Other records of participation in intensive programs of study - in order to be a more effective teacher and scholar, with the goal of enhancing one's teaching and scholarly responsibilities - are also relevant evidence of professional and/or scholarly activity. Achievement and leadership in pedagogy could include development or application of innovative methods of teaching or evaluative tools to assess the impact of teaching. Contributions to the advancement of professional practice or professional education, including

~~equitable access and diversity in education, should be evaluated in this category when they present new ideas or scholarly research. The candidate's professional activities should be evaluated for evidence of achievement and leadership in the field and development or utilization of new approaches and techniques for the solution of professional problems, including those that specifically address the professional advancement of individuals in underrepresented groups in the candidate's field.~~

Creative activities count as relevant professional and/or scholarly activities in appropriate disciplines.

In certain fields, such as art, architecture, dance, music, literature, and drama, ~~distinguished~~ an accomplished creation should receive consideration as an example of professional and/or scholarly achievement and activity. In evaluating creative activities, an attempt should be made to define the candidate's merit in the light of such criteria as originality, scope, richness, and depth of creative expression.

The following are broadly defined, non-exclusive examples of evidence that may be presented:

- (a) Documentation of the development of or contributions to:

- (i) original materials designed to improve learning outcomes;
 - (ii) evidence-based design and evaluation of educational curricula or pedagogy;
 - (iii) administration and evaluation of a teaching program or a learning center;
 - (iv) systematic quality improvement programs and evaluation of their implementation;
 - (v) discipline-specific information systems;
 - (vi) development and evaluation of community outreach or community-oriented programs.
- (b) First, senior, or collaborative authorship of scholarly or professional publications;
- (c) ~~Distinguished~~Accomplished performance, including conducting and directing;
- (d) Accomplished creation;

- (e) Accepted invitations to present seminars or lectures at other institutions or before professional societies.

Initial appointment to the Assistant ~~Teaching Professor~~Lecturer with Potential for Security of Employment title requires evidence or promise of productive and creative contributions to ~~pedagogy or scholarship in the underlying discipline~~professional and/or scholarly activity that would support excellent teaching.

Appointment or promotion to the Associate ~~Teaching Professor~~Lecturer with Security of Employment title requires evidence of sustained ~~that the~~ professional and/or scholarly achievement and activity in support of excellent teaching ~~and are recognized by peers within the University of California and externally by experts in the field.~~

Appointment or promotion to the ~~Teaching Professor~~Lecturer with Security of Employment title requires evidence of consistent and sustained professional and/or scholarly achievement and activity ~~significant distinction in pedagogy and/or in the underlying discipline that~~ in supports of excellent teaching ~~and that have made the candidate a leader in the professional field and/or in education~~ is externally recognized as having a broad scholarly impact.

(3) **University and Public Service**

The review committee should evaluate the quantity and quality of service to the department, the campus, the University, and the public (whether to the local community, state, or nation). Service which is directly related to the candidate's professional expertise and achievement is of special relevance but so too is service in areas beyond those special capacities when the work done is ~~at a~~ of sufficiently high quality. Examples of service include: service related to the improvement of curricula or standards in elementary and secondary education; service on thesis and dissertation committees or on student-faculty committees and service to student organizations; and contributions furthering diversity and equal opportunity within the University through participation in recruitment, retention, and mentoring of scholars and students.

Initial appointment to the Assistant ~~Teaching Professor~~ Lecturer with Potential for Security of Employment title requires evidence of the likelihood of participation in department activities and the potential for service to the campus.

Appointment or promotion to the Associate ~~Teaching Professor~~ Lecturer with Security of Employment title requires evidence of ~~active~~ participation on committees within the professional field, department, school, campus, or University; or of service to the public in areas directly related to the candidate's professional expertise and achievement.

Appointment or promotion to the ~~Teaching Professor~~Lecturer with Security of Employment title requires active participation on committees within the professional field, department, school, campus, or University; or of service to the public or profession in areas directly related to the candidate's professional expertise and achievement.

210-3 **Instructions to Review Committees ~~Which That~~ Advise on Actions Concerning the
~~Lecturer with~~ Security of Employment Series**

a. The Bylaws of The Regents provide: “No political test shall ever be considered in the appointment and promotion of any faculty member or employee.” This provision is pertinent to every stage in the process of considering appointments and advancements.

b.

The policies and procedures set forth above in APM - 210-1-a, -b, -c, and -e, shall govern the committee in the confidential conduct of its review and in the preparation of its report. The committee should refer to APM - 285 ~~both~~ for policies ~~and procedures~~ on ~~appointments in the Lecturer with~~ Security of Employment series, including use of the working title Teaching Professor.

c. The review committee shall ~~judge-evaluate~~ the candidate with respect to the proposed rank and duties considering the record of the candidate’s performance in (1) Teaching excellence, (2) Professional and/or scholarly achievement and activity, including creative activity, and (3) University and public service.

Superior intellectual attainment, as evidenced particularly in excellent teaching as well as in professional and/or scholarly achievement and activity, is an indispensable qualification for appointment or promotion to security of employment. This standard for appointees in the Security of Employment series is necessary for maintaining the quality of the University as an institution dedicated to education. The review committee must further evaluate whether the candidate has a record of excellence in teaching while engaging in a program of professional and/or scholarly activity that is appropriate for this series.

When evaluating the candidate's qualifications within these areas, the review committee shall exercise reasonable flexibility, and balancing, when the case requires, heavier commitments and responsibilities in one area against lighter commitments and responsibilities in another. Consideration should also be given to changes in professional emphasis and interest that may occur in an academic career. The review committees must take exceptional care to apply the criteria with sufficient flexibility. However, flexibility does not entail a relaxation of high standards.

The University of California is committed to excellence and equity in every facet of its mission. Contributions in all areas of faculty achievement that promote equal opportunity and diversity should be given due recognition in the academic personnel

process, and they should be evaluated and credited in the same way as other faculty achievements. These contributions to diversity and equal opportunity can take a variety of forms including efforts to advance equitable access to education, public service that addresses the needs of California's diverse population, or teaching that is particularly sensitive to diverse populations. Mentoring and advising of students and faculty members, particularly from underrepresented and underserved populations, should be given due recognition in the teaching or service categories of the academic personnel process.

- d. The candidate is expected to submit for the review file a presentation of his or her activity in all three areas of teaching excellence, professional and/or scholarly achievement and activity, and University and public service. Evidence may be relevant to evaluation of achievement in more than one category and the review committee will assign the evidence to the appropriate category. Campus guidelines may include separate requirements, expectations, or guidelines for various schools or departments. The criteria set forth below are intended to serve as guides for minimum standards by which to ~~judge-evaluate~~ the candidate, not to set boundaries to exclude other elements of performance that may be considered, ~~as agreed upon by the candidate and the department.~~

(1) **Teaching Excellence**

Clearly demonstrated evidence of excellent teaching is an essential criterion for appointment, advancement, or promotion. Lecturers in the Security of Employment series are expected to maintain a continuous and current command of their disciplinary subjects while demonstrating the ability to foster an inclusive and stimulating learning environment. ~~Under no~~
~~—circumstances will security of employment be conferred unless there is~~
~~—clear documentation of outstanding teaching.~~

~~—In judging~~ When evaluating the effectiveness of a candidate's teaching, the committee should consider ~~such points as~~ the following objectives for individuals in this series: ~~the candidate's command~~ display evidence of ~~of the subject;~~ continuous growth and mastery in of the subject field; emphasize the connections between ~~ability to organize material and to~~ present it with force and logic; capacity to awaken in ~~students an awareness of the relationship of~~ the subject ~~to~~ and other fields of ~~knowledge~~ study; fostering an environment that supports ~~of~~ student independence and capability to reason; ~~ability to arouse~~ curiosity, independent evaluation of evidence, and capacity to reason; ~~in students and to encourage high standards;~~ personal attributes as they affect teaching and students; extent and skill

~~of the candidate's participation in the general~~ provide guidance, mentoring, and advising ~~of to~~ students, teaching assistants, and other staff and faculty with teaching responsibilities; ~~and effectiveness in creating~~ an academic environment that facilitates active participation and learning by all students with a focus on developing effective strategies to advance learning by students in various underrepresented groups; contribute to the development and adoption of effective evidence-based pedagogical strategies including instructional units, materials, and resources; incorporate and promote significant curricular revisions informed by current pedagogical knowledge; and apply and advocate for effective teaching techniques.

~~is open and encouraging to all students.~~ The committee should pay due attention ~~attend~~ to the variety of demands placed on Lecturers ~~the Security of Employment series~~ by the types of teaching called for in various disciplines and at various levels; and should judge ~~evaluate~~ the total performance of the candidate with proper reference to assigned teaching responsibilities. The committee should clearly indicate the sources of evidence on which its appraisal of teaching competence ~~excellence~~ has been based. ~~In those exceptional cases of an initial appointment where no such evidence is available, the candidate's potential as a teacher may be indicated in closely analogous activities.~~ In preparing its recommendation, the review committee

should keep in mind that the report ~~may be is~~ an important ~~means record~~ of ~~informing~~ the candidate's of ~~the evaluation of his or her~~ teaching and ~~of serves as~~ the basis for ~~that evaluation~~ additional recommendations and the final decision.

It is the responsibility of the department chair to submit meaningful ~~statements~~ evaluation, accompanied by supporting evidence, of the candidate's teaching effectiveness.

~~Among significant types of~~ The following is a broadly defined, non-exclusive list of evidence ~~that may be presented concerning of~~ teaching excellence ~~effectiveness are the following:~~

(a) ~~opinions of~~ Peer review assessments from other faculty members based on knowledge ~~able~~ in the candidate's field; ~~particularly if based on~~ class visitations; ~~on~~ attendance at the -candidate's public lectures ~~or lectures~~ before professional societies or in public; given by the candidate, or ~~on~~ the performance of students who have studied with in course taught by the candidate ~~that are prerequisite to those of the informant;~~

(b) ~~opinions of~~ Evaluations or comments solicited from students in courses
taught since the candidate's last review;

~~(a)(c) a quarter-by-quarter~~

~~or semester-A term-by-semester~~ term enumeration of the number and types of
courses and tutorials taught since the candidate's last review ~~which~~
includes including:

(i) the level of courses and tutorials taught;

~~;~~ (ii) the enrollments of courses and tutorials taught; ~~and~~

(iii) ~~for each course,~~ the percentage of student course evaluations in relation
to the total number of students in ~~the~~ each
course;

(iv) brief explanations for abnormal course loads;

(d) Identification of any new courses taught or of ~~old~~ previously-taught courses
for which the candidate has substantially reorganized ~~in the~~ the approach or
content; ~~opinions of graduates; and~~

- (e) Documentation of the introduction of new substantive developments in the field or of new and effective techniques of instruction, including techniques that meet the needs of students from groups that are underrepresented in the field of instruction;
- (f) Documentation of success as a positive role model or effective mentor for students at all levels, including those serving as teaching assistants;
- (g) Results from studies conducted to measure changes in student understanding of the subject material from the beginning to the end of the course;
- (h) Written testimony from former students on the impact and effectiveness of the candidate's teaching and mentorship;
- (i) Awards or other acknowledgements of ~~distinguished-excellent~~ teaching;
- (j) A self-evaluation of the candidate's teaching.

~~-(f) when the faculty member under review wishes, a self-evaluation of his or her teaching; and (g) commentary by other faculty on teaching effectiveness. When any of the information specified in this paragraph is not provided, the department chair will include an explanation for that omission in the candidate's dossier. If such information is not included with the letter of recommendation and its absence is not adequately accounted for, it is the review committee chair's responsibility to request it through the Chancellor.~~

Initial appointment to the Assistant Lecturer with Potential for Security of Employment title requires clear evidence of the potential for teaching excellence.

Appointment or promotion to the Associate Lecturer with Security of Employment title requires clear documentation of consistent and sustained excellence in effective teaching. Under no circumstances will security of employment be conferred unless there is clear documentation of consistent and sustained excellence in teaching.

Appointment or promotion to the Lecturer with Security of Employment title requires evidence of consistent and sustained excellence in effective teaching and demonstrated distinction in the special competencies appropriate to teaching the particular subject.

(2) **Professional and/or Scholarly Achievement and Activity**

Clearly demonstrated evidence of professional and/or scholarly achievement and activity, including creative activity, is one of the criteria for appointment or promotion. Professional and/or scholarly activities may be related to the underlying discipline itself or to pedagogy. Such activities should provide evidence of achievement, leadership, and/or influence on the campus or beyond. Certain

administrative activities (e.g., of learning centers and teaching programs) and community outreach activities are also relevant, as would be presentations of seminars or lectures at other institutions or professional societies, or participation in scholarly activities (e.g., summer seminars) designed to enhance scholarly expertise in relevant fields. Other records of participation in intensive programs of study - in order to be a more effective teacher and scholar, with the goal of enhancing one's teaching and scholarly responsibilities - are also relevant evidence of professional and/or scholarly activity.

Creative activities count as relevant professional and/or scholarly activities in appropriate disciplines. In certain fields, such as art, architecture, dance, music, literature, and drama, an accomplished creation should receive consideration as an example of professional and/or scholarly achievement and activity. In evaluating creative activities, an attempt should be made to define the candidate's merit in the light of such criteria as originality, scope, richness, and depth of creative expression.

The following are broadly defined, non-exclusive examples of evidence that may be presented:

(a) Documentation of the development of or contributions to:

(i) original materials designed to improve learning outcomes;

(ii) evidence-based design and evaluation of educational curricula or
pedagogy;

(iii) administration and evaluation of a teaching program or a learning center;

(iv) systematic quality improvement programs and evaluation of their
implementation;

(v) discipline-specific information systems;

(vi) development and evaluation of community outreach or community-
oriented programs.

(b) First, senior, or collaborative authorship of scholarly or professional
publications;

(c) Accomplished performance, including conducting and directing;

(d) Accomplished creation;

(e) Accepted invitations to present seminars or lectures at other institutions or before professional societies.

Initial appointment to the Assistant Lecturer with Potential for Security of Employment title requires evidence or promise of productive and creative contributions to professional and/or scholarly activity that would support excellent teaching.

Appointment or promotion to the Associate Lecturer with Security of Employment title requires evidence of sustained professional and/or scholarly achievement and activity in support of excellent teaching.

Appointment or promotion to the Lecturer with Security of Employment title requires evidence of consistent and sustained professional and/or scholarly achievement and activity in support of excellent teaching that have made the candidate a leader in the professional field and/or in education.

~~A demonstrated distinction in the special competencies appropriate to teaching the particular subject is one of the criteria for appointment or promotion. The candidate's professional activities should be scrutinized for evidence of achievement and leadership. Intellectual leadership must~~

~~be documented by materials demonstrating that the candidate has, through publication (either in traditional forms or in electronic format), creative accomplishments, or other professional activity, made outstanding and recognized contributions to the development of his or her special field and/or of pedagogy.~~

(3) **University and Public Service**

The review committee should evaluate ~~both~~ the quantity and ~~the~~ quality of service ~~by the candidate~~ to the department, the campus, the University, and the public ~~(whether to the local community, state, or nation); paying particular attention to that~~ service which is directly related to the candidate's professional expertise and achievement is of special relevance but so too is service.

~~Evidence of suitability for promotion may be demonstrated in services to the community, state, and nation, both in the candidate's special capacities as a teacher and~~ in areas beyond those special capacities when the work done is at a of sufficiently high ~~level and of sufficiently high~~ quality. ~~Faculty~~ Examples of service include: activities-service related to the improvement of curricula or standards in elementary and secondary education ~~represent one example of this kind~~

~~of service. Similarly, contributions to student welfare through; service on thesis and dissertation committees or on student-faculty committees and as advisers; service to student organizations; and contributions furthering diversity and equal opportunity within the University through participation in recruitment, retention, and mentoring of scholars and students. should be recognized as evidence. The department chair should provide both a list of service activities and an analysis of the quality of this service.~~

~~The Standing Orders of The Regents provide: “No political test shall ever be considered in the appointment and promotion of any faculty member or employee.” This provision is pertinent to every stage in the process of considering appointments and promotions.~~

Initial appointment to the Assistant Lecturer with Potential for Security of Employment title requires evidence of the likelihood of participation in department activities and the potential for service to the campus.

Appointment or promotion to the Associate Lecturer with Security of Employment title requires evidence of activity on committees within the professional field,

department, school, campus, or University; or of service to the public in areas directly related to the candidate's professional expertise and achievement.

Appointment or promotion to the Lecturer with Security of Employment title requires active participation on committees within the professional field, department, school, campus, or University; or of service to the public or profession in areas directly related to the candidate's professional expertise and achievement.

Endnotes are for review purposes only and will not appear on the final issuance. The revisions are based on comments received from the first systemwide review.

GENERAL UNIVERSITY POLICY
REGARDING ACADEMIC APPOINTEES
Limitation on Total Period of Service with Certain Academic Titles

APM - 133
DRAFT

.

- b. *This subsection applies to a person who holds the title Assistant Lecturer with Potential for Security of Employment.*ⁱ

Periods of service in any combination of the following titles on any campus of the University of California count toward the eight-year limit in determining the status of an *Assistant Lecturer with Potential for Security of Employment (PSOE)* appointed at more than 50 percent time. See Section 103.10 of the Standing Orders of The Regents.

Security of Employment titles at more than 50 percent time

Assistant Lecturer with Potential for Security of Employment

Acting Assistant Lecturer with Potential for Security of Employment

Acting Associate Lecturer with Security of Employment

Acting Lecturer with Security of Employmentⁱⁱ

Professor series and related titles

Instructor

Assistant Professor

Acting Assistant Professor

Visiting Assistant Professor

Acting Associate Professor

Visiting Associate Professor

Acting Professor

Visiting Professor

.

The following additional provisions apply:

- (1) Unless otherwise indicated in the above list, an appointment at any percentage of time including 0 percent counts toward the eight-year limit. Appointments which are 0 percent time because the appointee is on leave may be eligible for exclusion (see APM - 133-17-g). Some campuses call 0 percent appointments “without salary (WOS) appointments.”

- (2) For information on temporary transfers, changes of status, and periods of leave in regard to the computation of years of service, see APM - 133-17-g. For information on breaks in service, see APM - 133-17-e.

- (3) When there has been a review of an Assistant Lecturer with Potential for Security of Employment at more than 50 percent time and the Chancellor has decided not to continue the individual's appointment in that series, the individual may not be appointed on any campus to certain faculty titles for a period of five years. For a list of these faculty titles, see APM - 133, Appendix A.

Previous years of service as an Assistant Lecturer with Potential for Security of Employment count toward the eight-year limit, regardless of a break in service.

.

ⁱ Changed title from Assistant Teaching Professor to Assistant Lecturer with Potential for Security of Employment.
ⁱⁱ Pending revision to APM-235: adding Acting titles to the list of eligible titles and revising criteria to coincide with SOE series requirements.

.

- b. *This subsection applies to a person who holds the title Assistant ~~Teaching~~
~~Professor~~Lecturer with Potential for Security of Employment*

Periods of service in any combination of the following titles on any campus of the University of California count toward the eight-year limit in determining the status of an Assistant ~~Teaching Professor~~Lecturer with Potential for Security of Employment (PSOE) appointed at more than 50 percent time. See Section 103.10 of the Standing Orders of The Regents.

~~Teaching Professor~~Security of Employment titles at more than 50 percent time

- Assistant ~~Teaching Professor~~Lecturer with Potential for Security of Employment
- Acting Assistant ~~Teaching Professor~~Lecturer with Potential for Security of Employment
- Acting Associate ~~Teaching Professor~~Lecturer with Security of Employment
- Acting ~~Teaching Professor~~Lecturer with Security of Employment

Professor series and related titles

- Instructor
- Assistant Professor
- Acting Assistant Professor
- Visiting Assistant Professor
- Acting Associate Professor
- Visiting Associate Professor
- Acting Professor
- Visiting Professor

.

The following additional provisions apply:

- (1) Unless otherwise indicated in the above list, an appointment at any percentage of time including 0 percent counts toward the eight-year limit. Appointments which are 0 percent time because the appointee is on leave may be eligible for exclusion (see APM - 133-17-g). Some campuses call 0 percent appointments “without salary (WOS) appointments.”

(2) For information on temporary transfers, changes of status, and periods of leave in regard to the computation of years of service, see APM - 133-17-g. For information on breaks in service, see APM - 133-17-e.

(3) When there has been a review of an Assistant ~~Teaching Professor~~Lecturer with Potential for Security of Employment at more than 50 percent time and the Chancellor has decided not to continue the individual's appointment in that series, the individual may not be appointed on any campus to certain faculty titles for a period of five years. For a list of these faculty titles, see APM - 133, Appendix A.

Previous years of service as an Assistant ~~Teaching Professor~~Lecturer with Potential for Security of Employment count toward the eight-year limit, regardless of a break in service.

.

.

b. This subsection applies to a person who holds the title Assistant Lecturer-with Potential for Security of Employment ~~or Senior Lecturer-Potential Security of Employment.~~

~~Note: Appointees with titles of Lecturer or Senior Lecturer who do not have the potential for security of employment are not subject to this eight-year limit. Other limitations of service, however, may apply. Please consult your Academic Personnel office.~~

Periods of service in any combination of the following titles on any campus of the University of California count toward the eight-year limit in determining the status of an Assistant Lecturer-with Potential for Security of Employment (PSOE) ~~or Senior Lecturer-Potential Security of Employment (PSOE)~~ appointed at more than 50 percent time. See Section 103.10 of the Standing Orders of The Regents.

~~Lecturer Security of Employment titles at more than 50 percent time~~

~~Lecturer~~

~~Senior Lecturer~~

Assistant Lecturer-with- Potential for Security of Employment

GENERAL UNIVERSITY POLICY
REGARDING ACADEMIC APPOINTEES
Limitation on Total Period of Service with Certain Academic Titles

APM - 133
DRAFT

~~Senior Lecturer Potential Security of Employment~~

Acting Assistant Lecturer with Potential for Security of Employment

Acting Associate Lecturer with Security of Employment

Acting Lecturer with Security of Employment

Professor series and related titles

Instructor

Assistant Professor

Acting Assistant Professor

Visiting Assistant Professor

Acting Associate Professor

Visiting Associate Professor

Acting Professor

Visiting Professor

.

The following additional provisions apply:

- (1) Unless otherwise indicated in the above list, an appointment at any percentage of time including 0 percent counts toward the eight-year limit.

Limitation on Total Period of Service with Certain Academic Titles

Appointments which are 0 percent time because the appointee is on leave may be eligible for exclusion (see APM - 133-17-g). Some campuses call 0 percent appointments “without salary (WOS) appointments.”

- (2) For information on temporary transfers, changes of status, and periods of leave in regard to the computation of years of service, see APM - 133-17-g. For information on breaks in service, see APM - 133-17-e.

- (3) When there has been a review of an Assistant Lecturer with Potential for Security Of Employment or ~~Senior Lecturer PSOE~~ at more than 50 percent time and the Chancellor has decided not to continue the individual’s appointment in that series, the individual may not be appointed on any campus to certain faculty titles for a period of five years. For a list of these faculty titles, see APM - 133, Appendix A.

~~Previous y~~Years of service ~~are calculated over a lifetime on any campus.~~
~~For example, an individual who previously served as an Assistant Lecturer with Potential for Security Of Employment count toward the eight-year limit, regardless of a break in service. and who is appointed as a Lecturer PSOE on another campus after a break in service of five years, will have previous years of service “on the clock” (APM—133-17 e).~~

Endnotes are for review purposes only and will not appear on the final issuance. The revisions are based on comments received from the first systemwide review.

BENEFITS AND PRIVILEGES
Leaves of Absence/Sabbatical Leaves

APM - 740
DRAFT

740-8 **Types**

.

- b. Sabbatical leave in residence at the University may be granted to a faculty member who is eligible for a regular sabbatical and who, in addition to a program of research and/or study, will teach at the University of California. Appointees in the Professorial series shall teach one class which meets regularly at least three hours each week during each term of the sabbatical period or will perform an equivalent amount of instructional service in a course or in a clinical setting regarded as essential to the program of that campus. Appointees in the Security of Employment series shall teach a reduced load based on overall teaching workload. A faculty member on sabbatical leave in residence who meets this teaching requirement shall be freed from all other teaching obligations and from all committee and administrative work.ⁱ

.

740-11 **Qualifying Service**

Credit toward eligibility to apply for sabbatical leave is earned only by service in the University under the following conditions:

- a. 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 half-time or more service in one or more of the following titles:
 - (1) Professor, Associate Professor, Assistant Professor, Instructor, Acting Professor in a law school
 - (2) Lecturer with Security of Employment, Associate Lecturer with Security of Employment, Assistant Lecturer with Potential for Security of Employmentⁱⁱ
 - (3) Astronomer, Associate Astronomer, Assistant Astronomer, Junior Astronomer

- (4) Agronomist, Associate Agronomist, Assistant Agronomist, Junior Agronomist, and other comparable titles in the Agricultural Experiment Stations, but not including the Specialist series in the Agricultural Experiment Stations
- (5) Cooperative Extension Advisor, Associate Cooperative Extension Advisor, Assistant Cooperative Extension Advisor
- (6) Specialist in Cooperative Extension, Associate Specialist in Cooperative Extension, Assistant Specialist in Cooperative Extension
- (7) Supervisor, Associate Supervisor, Assistant Supervisor, Junior Supervisor in Physical Education

ⁱ Changed series title from Teaching Professor Series to Security of Employment Series.

ⁱⁱ Changed titles from Assistant Teaching Professor, Associate Teaching Professor, and Teaching Professor to Assistant Lecturer with Potential for Security of Employment, Associate Lecturer with Security of Employment, and Lecturer with Security of Employment.

740-8 **Types**

.

- b. Sabbatical leave in residence at the University may be granted to a faculty member who is eligible for a regular sabbatical and who, in addition to a program of research and/or study, will teach at the University of California. Appointees in the Professorial series shall teach one class which meets regularly at least three hours each week during each term of the sabbatical period or will perform an equivalent amount of instructional service in a course or in a clinical setting regarded as essential to the program of that campus. Appointees in the ~~Teaching Professor~~Security of Employment series shall teach a reduced load based on overall teaching workload. A faculty member on sabbatical leave in residence who meets this teaching requirement shall be freed from all other teaching obligations and from all committee and administrative work.

.

740-11 **Qualifying Service**

Credit toward eligibility to apply for sabbatical leave is earned only by service in the University under the following conditions:

a. 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 half-time or more service in one or more of the following titles:

- (1) Professor, Associate Professor, Assistant Professor, Instructor, Acting Professor in a law school
- (2) ~~Teaching Professor, Associate Teaching Professor, Assistant Teaching Professor~~
Lecturer with Security of Employment, Associate Lecturer with Security of Employment, Assistant Lecturer with Potential for Security of Employment
- (3) Astronomer, Associate Astronomer, Assistant Astronomer, Junior Astronomer
- (4) Agronomist, Associate Agronomist, Assistant Agronomist, Junior Agronomist, and other comparable titles in the Agricultural Experiment Stations, but not including the Specialist series in the Agricultural Experiment Stations
- (5) Cooperative Extension Advisor, Associate Cooperative Extension Advisor, Assistant Cooperative Extension Advisor
- (6) Specialist in Cooperative Extension, Associate Specialist in Cooperative Extension, Assistant Specialist in Cooperative Extension

- (7) Supervisor, Associate Supervisor, Assistant Supervisor, Junior Supervisor in Physical Education

.

740-8 **Types**

.

- b. Sabbatical leave in residence at the University may be granted to a faculty member who is eligible for a regular sabbatical and who, in addition to a program of research and/or study, will teach at the University of California. ~~home campus or another U.C. campus.~~ ~~The faculty member~~ Appointees in the Professorial series shall teach one class which meets regularly at least three hours each week during each term of the sabbatical period or will perform an equivalent amount of instructional service in a course or in a clinical setting regarded as essential to the program of that campus. Appointees in the Security of Employment series shall teach a reduced load based on overall teaching workload. A faculty member on sabbatical leave in residence who meets this teaching requirement shall be freed from all other teaching obligations and from all committee and administrative work.

.

740-11 **Qualifying Service**

Credit toward eligibility to apply for sabbatical leave is earned only by service in the University under the following conditions:

- a. 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 half-time or more service in one or more of the following titles:

(1) Professor, Associate Professor, Assistant Professor, Instructor, ~~and~~ Acting Professor in a law school

(1)(2) Lecturer with Security of Employment, Associate Lecturer with Security of Employment, Assistant Lecturer with Potential for Security of Employment

(2)(3) Astronomer, Associate Astronomer, Assistant Astronomer, Junior Astronomer

(3)(4) Agronomist, Associate Agronomist, Assistant Agronomist, Junior Agronomist, and other comparable titles in the Agricultural Experiment Stations, but not including the Specialist series in the Agricultural Experiment Stations

(5) Cooperative Extension Advisor, Associate Cooperative Extension Advisor, Assistant Cooperative Extension Advisor

(6) Specialist in Cooperative Extension, Associate Specialist in Cooperative Extension, Assistant Specialist in Cooperative Extension

- (7) Supervisor, Associate Supervisor, Assistant Supervisor, Junior Supervisor in Physical
Education

.....

Endnotes are for review purposes only and will not appear on the final issuance.

GENERAL UNIVERSITY POLICY REGARDING
ACADEMIC APPOINTEES
Security of Employment

APM - 135
DRAFT

135-0 **Policy**

- a. An appointment with security of employment shall not be terminated except for good cause after the opportunity for a hearing before the properly constituted advisory committee of the Academic Senate (Regents' Standing Order 103.10).
- b. Security of employment may be granted only in conjunction with the Associate Lecturer with Security of Employment and Lecturer with Security of Employment titles on an appointment of more than half time.¹
- c. The eight-year limitation of service for an Assistant Lecturer with Potential for Security of Employment (PSOE) is described in APM - 133-0-b, APM - 133-12 and -17, and APM - 285.
- d. Security of employment is not a reward for length of service but is based upon appraised and recognized merit.
- e. Security of employment is not to be conferred on an appointee unless there is an appropriately budgeted provision for the appointment. The President may make certain specified exceptions to this rule in general conformity to the

permitted exceptions for the Professor series. (See The Regents' Affirmation of November 19, 1971, quoted in APM - 220, Appendix A). The budgeted provision for an appointee with security of employment must be reserved for the appointee until the position is vacated by death, resignation, or retirement of the appointee, or by termination of the appointment in accordance with University policy. However, this does not preclude reduction of the percentage of time as Assistant Lecturer with Potential for Security of Employment, Associate Lecturer with Security of Employment, or Lecturer with Security of Employment to enable the appointee to serve for a time in some other capacity. In such a case, the provision or an appropriate part of it may be used to fund the temporary appointment of another academic appointee.ⁱⁱ

- f. The Academic Personnel policy for the Security of Employment series is APM - 285.ⁱⁱⁱ

ⁱ Removed Senior Lecturer.

ⁱⁱ Changed titles from Lecturer with Potential for Security of Employment to Assistant Lecturer with Potential for Security of Employment and added Associate Lecturer with Security of Employment.

ⁱⁱⁱ Changed series title from Lecturer with Security of Employment series to Security of Employment series.

135-0 **Policy**

- a. An appointment with security of employment shall not be terminated except for good cause after the opportunity for a hearing before the ~~appropriate~~ properly constituted advisory committee of the Academic Senate (Regents' Standing Order 103.10).
- b. Security of employment may be granted only in conjunction with the ~~title~~ Associate Lecturer with Security of Employment and Lecturer with Security of Employment titles ~~or Senior Lecturer~~ on an appointment of more than half time.
- b. The eight-year limitation of service for an Assistant Lecturer with Potential for Security of Employment (PSOE) ~~or a Senior Lecturer PSOE~~ is described in APM - 133-0-b, APM - 133-12 and -17, and APM - 285.
- d. Security of employment is not a reward for length of service but is based upon appraised and recognized merit.
- e. Security of employment is not to be conferred on an appointee unless there is an appropriately budgeted provision for the appointment. The President may make certain specified exceptions to this rule in general conformity to the permitted exceptions for the Professor series. (See The Regents' Affirmation of

November 19, 1971, quoted in APM - 220, Appendix A.) The budgeted provision for an appointee with security of employment must be reserved for the appointee until the position is vacated by death, resignation, or retirement of the appointee, or by termination of the appointment in accordance with University policy. However, this does not preclude reduction of the percentage of time as ~~Lecturer or Senior Lecturer~~ Assistant Lecturer with Potential for Security of Employment, Associate Lecturer with Security of Employment, or Lecturer with Security of Employment to enable the appointee to serve for a time in some other capacity. In such a case, the provision or an appropriate part of it may be used to fund the temporary appointment of another academic appointee.

- f. The Academic Personnel policy for the ~~Lecturer with~~ Security of Employment series is APM - 285.

Endnotes are for review purposes only and will not appear on the final issuance. The revisions are based on comments received from the first systemwide review.

APPOINTMENT AND PROMOTION
Acting Appointments

APM - 235
DRAFT

235-4 **Definitions**

- a. The “Acting” prefix will be accorded only to a person on a temporary appointment. The prefix thus will signify the conditional, probationary, or emergency status of the appointment, as well as the privilege and responsibility of conducting research and/or study, and will often be applied to a person under consideration for appointment to a regular professorial or security of employment title.ⁱ

- b. This prefix may properly be attached to the Assistant Professor, Associate Professor, and Professor ranks of the professorial series. The prefix is not used at the Instructor level, except for graduate student Acting Instructors, who are not part of the professorial series.ⁱⁱ This prefix may properly be attached to the Assistant Lecturer with Potential for Security of Employment, Associate Lecturer with Security of Employment, and Lecturer with Security of Employment.

- c. The title Acting Professor in a School of Law is the entry-level ladder rank title. An Acting Professor in a School of Law is governed by all academic personnel policies applicable to Assistant Professors.

235-10 **Criteria**

Inasmuch as Acting appointees are under consideration for appointment to a title in the professorial or security of employment series, reference should be made to criteria set forth in sections concerning the particular title involved.

235-17 **Term of Appointment**

- a. Each appointment as Acting Assistant Professor (or equivalent) or Acting Assistant Lecturer with Potential for Security of Employment shall be for a specified term, not to exceed one year. The total period of service with this title is limited to two years. (See also APM - 133-0.)
- b. Each appointment as Acting Associate Professor or Acting Professor (or equivalents) or Acting Associate Lecturer with Security of Employment or Acting Lecturer with Security of Employment shall be for a specified term, not to exceed two years. The total period of service with these titles is limited to four years. (See also APM - 133-0.)
- c. Service in the title Acting Professor in a School of Law counts toward the eight-year limit under Standing Order 103.9. The four-year limit described in APM - 235-17-b does not apply.

235-18 **Salary**

See APM - 600-18. Acting Professors in the Schools of Law are paid on the Law School salary scale.

235-20 **Conditions of Employment**

The following provisions apply to the conditions of employment of an Acting appointee:

- a. An Acting appointee employed 50 percent time or more is included in the University of California Retirement Plan, if the appointee meets the eligibility requirements.
- b. Sabbatical leave credit may be accrued by an Acting appointee in the professorial series under special conditions described in APM - 740-11-b(1). An Acting Professor in a School of Law accrues sabbatical leave credit in the same manner as an Assistant Professor.
- c. Removal expenses may be allowed an Acting appointee, as provided in APM - 560-14-b. An Acting Professor in a School of Law is eligible for removal expenses under APM - 560-14-a.

235-24 **Authority**

The Chancellor is authorized to approve Acting appointments.

235-25 **Transfer to Regular Status**

An Acting appointee may be transferred to a regular appointment provided the appointment has had appropriate Academic Senate review and approval of the Chancellor.

- a. Upon official certification that an appointee has completed all formal degree requirements, the department chairperson at the chair's discretion, may recommend the appointee's immediate transfer to a regular appointment. When a change to a regular appointment is approved, the change in title shall be effective with the beginning of the quarter or semester following the date of completion of all formal degree requirements.
- b. Upon official certification that an appointee in an Acting Associate Professor or Acting Professor (or equivalent) or Acting Associate Lecturer with Security of Employment or Acting Lecturer with Security of Employment title has the permanent right to work, the appointee may be immediately transferred to a regular appointment.ⁱⁱⁱ

- c. An Acting Professor in a School of Law is eligible for consideration for promotion to Professor under the same provisions which govern the promotion of an Assistant Professor to Associate Professor. See APM - 220.

235-96 **Reports**

See APM - 200-96.

ⁱ Added *and/or study* to apply to the Security of Employment Series.

ⁱⁱ Added Assistant Lecturer with Potential for Security of Employment, Associate Lecturer with Security of Employment, and Lecturer with Security of Employment.

ⁱⁱⁱ Previous versions were silent on use of Acting title prior to obtaining the permanent right to work.

235-4 **Definitions**

- a. The “Acting” prefix will be accorded only to a person on a temporary appointment. The prefix thus will signify the conditional, probationary, or emergency status of the appointment, as well as the privilege and responsibility of conducting research and/or study, and will often be applied to a person under consideration for appointment to a regular professorial or security of employment title.

- b. This prefix may properly be attached to the Assistant Professor, Associate Professor, and Professor ranks of the professorial series. The prefix is not used at the Instructor level, except for graduate student Acting Instructors, who are not part of the professorial series. This prefix may properly be attached to the Assistant Lecturer with Potential for Security of Employment, Associate Lecturer with Security of Employment, and Lecturer with Security of Employment.

- ~~e.— A highly promising Assistant Professor may be advanced to the title of Acting Associate Professor in those instances in which it has been determined that the appointee is not yet qualified for tenure status but should be compensated at a rate above the Assistant Professor scale. Such advancement requires review by the campus Committee on Academic Personnel and should occur only in~~

~~the most exceptional cases. An Acting Associate Professor appointed under this provision retains all privileges to which the appointee was entitled as an Assistant Professor.~~

~~c.~~ The title Acting Professor in a School of Law is the entry-level ladder rank title. An Acting Professor in a School of Law is governed by all academic personnel policies applicable to Assistant Professors.

235-10 **Criteria**

Inasmuch as Acting appointees are under consideration for appointment to a title in the professorial or security of employment series, reference should be made to criteria set forth in sections concerning the particular professorial title involved.

235-17 **Term of Appointment**

- a. Each appointment as Acting Assistant Professor (or equivalent) or Acting Assistant Lecturer with Potential for Security of Employment shall be for a specified term, not to exceed one year. The total period of service with this title is limited to two years. (See also APM - 133-0.)

- b. Each appointment as Acting Associate Professor or Acting Professor (or equivalents) or Acting Associate Lecturer with Security of Employment or Acting Lecturer with Security of Employment shall be for a specified term, not to exceed two years. The total period of service with these titles is limited to four years. (See also APM - 133-0.)
- c. Service in the title Acting Professor in a School of Law counts toward the eight-year limit under Standing Order 103.9. The four-year limit described in APM - 235-17-b does not apply.

235-18 **Salary**

See APM - 600-18. Acting Professors in the Schools of Law are paid on the Law School salary scale.

235-20 **Conditions of Employment**

The following provisions apply to the conditions of employment of an Acting appointee:

- a. An Acting appointee employed 50 percent time or more is included in the University of California Retirement Plan, if the appointee meets the eligibility requirements.
- b. Sabbatical leave credit may be accrued by an Acting appointee [in the professorial series](#) under special conditions described in APM - 740-11-b(1). An Acting Professor in a School of Law accrues sabbatical leave credit in the same manner as an Assistant Professor.
- c. Removal expenses may be allowed an Acting appointee, as provided in APM - 560-14-b. An Acting Professor in a School of Law is eligible for removal expenses under APM - 560-14-a.

235-24 **Authority**

The Chancellor is authorized to approve Acting appointments.

235-25 **Transfer to Regular Status**

An Acting appointee may be transferred to a regular appointment ~~at regular scale salary~~ provided the appointment has had appropriate Academic Senate review and approval of the Chancellor.

a. Upon official certification that an appointee has completed all formal degree requirements, the department chairperson at the chair's discretion, may recommend the appointee's immediate transfer to a regular appointment ~~at a regular scale salary~~. When a change to a regular appointment is approved, the change in title shall be effective with the beginning of the quarter or semester following the date of completion of all formal degree requirements.

~~b. When a change to a regular appointment is approved, the change in title shall be effective with the beginning of the quarter following the date of completion of all formal degree requirements and the change in salary shall be effective at the beginning of the pay period for that quarter. Upon official certification that an appointee in an Acting Associate Professor or Acting Professor (or equivalent) or Acting Associate Lecturer with Security of Employment or Acting Lecturer with Security of Employment title has the permanent right to work, the appointee may be immediately transferred to a regular appointment.~~

- c. An Acting Professor in a School of Law is eligible for consideration for promotion to Professor under the same provisions which govern the promotion of an Assistant Professor to Associate Professor. See APM - 220.

235-96 **Reports**

See APM - 200-96.

MODEL COMMUNICATION

The University invites comments on Proposed Revised Academic Personnel Manual Sections:

- 285, Lecturer with Security of Employment Series (APM - 285)
- 210-3, Instructions to Review Committees That Advise on Actions Concerning the Lecturer with Security of Employment Series (APM - 210-3)
- 133-0-B, Limitation on Total Period of Service with Certain Academic Titles (APM - 133)
- 740, Leaves of Absence/Sabbatical Leaves (APM - 740)
- 135, Security of Employment (APM - 135)
- 235, Acting Appointments (APM - 235)

This is the second systemwide review of proposed revisions to the Lecturer with Security of Employment Series and incorporates comments received during the first systemwide review. Changes to the initial proposed revisions include series title and further clarification of the requirements for appointment and advancement.

The proposal is located on the UCOP Academic Personnel and Programs website, “Policies under review; Systemwide review” at <http://ucop.edu/academic-personnel-programs/academic-personnel-policy/policies-under-review/index.html>. It also may be viewed at (*e.g., the campus Academic Personnel Office*).

If you have any questions or if you wish to comment, please contact _____ at _____, no later than _____ 2018.