

General University Policy Regarding Academic Appointees: APM - 110 - Academic Personnel Definitions

110-4 Definitions

(1) Above-Scale Salary

Above-scale refers to a Full-Time salary rate for an academic appointee that exceeds the maximum salary designated for the title series in the published salary scales.

(2) Academic Appointee

An academic appointee is defined as one who is engaged primarily in one or more of the following: teaching, research, and public service, and whose duties are closely related to the University's instructional and research functions. Included in this group are academic administrative officers, faculty, student appointees, medical residents, research appointees, Cooperative Extension and University Extension appointees, and librarians. For a complete list of academic titles, see the computerized list of title codes, which is available in campus academic personnel offices.

(3) Academic Administrative Officer

Academic appointees holding administrative positions in certain academic titles are designated as academic administrative officers. Examples are Dean, Associate and Assistant Dean, Divisional Dean, College Provost, Vice Provost, and Director (of an Organized Research Unit).

Faculty members holding certain administrative titles such as Chancellor, Vice Chancellor, and Provost are also academic administrative officers but are part of the Senior Management Group.

(4) Academic Senate Member

[Regents' Standing Order 105.1](#) defines the following as members of the Academic Senate: the President, Vice Presidents, Chancellors, Vice Chancellors, (academic) Deans and Provosts, Directors of academic programs, the chief admissions officer on each campus and in the Office of the President, registrars, the University Librarian on each campus of the University, members of the Professor series, Professor in Residence series, and Professor of Clinical (e.g., *Medicine*) series, Acting Professors, Acting Associate Professors, Lecturers with Potential for Security of Employment, Lecturers with Security of Employment, Acting Lecturers with Security of Employment, Senior Lecturers with Security of Employment, and Acting Senior Lecturers with Security of Employment.

Senate membership does not lapse because of leave of absence or by virtue of transfer to emeritus status.

(5) Academic-Year Appointment

An academic-year appointment is also known as a nine-month appointment and refers to the period in which an academic appointee renders services, i.e., the academic year, from the beginning of the fall term through the end of the spring term ([APM - 600-4-d](#)).

(6) Acceleration

An acceleration takes place when an appointee advances to a rank or step in advance of the normal period of time. University policy establishes normal periods of time for each rank and step. (See the [Academic Salary Scales](#)).

(7) Appointment

An appointment occurs when a person is newly employed in a University academic title or newly employed in a different academic title series within the University. (See *Change of Series*).

(8) Appraisal

- a. All appointees undergo some form of performance evaluation.
- b. An appraisal is a formal evaluation of an Assistant Professor, or certain other titles such as Assistant Professor in Residence, that is made in order to arrive at a preliminary assessment of the candidate's prospect for eventual promotion as well as to identify appointees whose records of performance and achievement are below the level of excellence expected. For the timing of this appraisal, see [APM - 220- 83](#) and campus procedures.

(9) Change of Series

A change of series is a change from one academic title series to another academic title series without a break in service. A change of series may occur because an individual's duties have changed.

(10) Domestic Partner

A domestic partner means the individual designated as an appointee's domestic partner under one of the following methods: (i) registration of the partnership with the State of California; (ii) establishment of a same-sex legal union, other than marriage, formed in another jurisdiction that is substantially equivalent to a State of California-registered domestic partnership; or (iii) filing of a Declaration of Domestic Partnership form with the University. If an individual has not been designated as an appointee's domestic partner by any of the foregoing methods, the following criteria are applicable in defining domestic partner: each individual is the other's sole domestic partner in a long-term, committed relationship with the intention to remain so indefinitely; neither individual is legally married, a partner in another domestic partnership, or related by blood to a

degree of closeness that would prohibit legal marriage in the State of California; each individual is 18 years of age or older and capable of consenting to the relationship; the individuals share a common residence; and the individuals are financially interdependent.

(11) Eleven-Month Appointment

See the definition, *Fiscal-Year Appointment*.

(12) Emeritus

An honorary title conferred, upon retirement, on certain academic appointees.

(13) Equivalent Ranks

Academic title series that have been designated by The Regents as “equivalent” to the Professor series are termed equivalent ranks. See [APM - 115](#).

Titles in the Professor series and Equivalent Ranks are also referred to as tenure track titles since they represent the titles which confer tenure or which permit promotion to tenure.

(14) Expiration of Appointment

Date on which a self-terminating or terminal appointment ends.

(15) Faculty

A member of the faculty of the University is an academic appointee in a School, College, Division, Department, or Program of instruction and research who has independent responsibility for conducting approved regular University courses for campus credit. As an exception, students in a UC degree program who teach independently within their discipline are not considered faculty.

Members of the faculty are individuals appointed to the following titles or series and include those recalled to active service.

Professor series

Acting titles in the Professor series (Students who hold the Acting Instructor title are not considered faculty.)

Visiting titles in the Professor series

Professor in Residence series

Adjunct Professor series

Professor of Clinical (e.g., *Medicine*) series

Health Sciences Clinical Professor series

Clinical Professor of Dentistry (50 percent or more time) series

Supervisor of Physical Education series

Supervisor of Teacher Education

Lecturer
Senior Lecturer
Lecturer with Potential for Security of Employment
Lecturer with Security of Employment
Senior Lecturer with Security of Employment
Acting titles in the Lecturer with Security of Employment Series
Lecturer in Summer Session
Coordinator of Field Work
Field Work Supervisor
Field Work Consultant

Under the governance of the Academic Senate, the term “membership in a Faculty” has a more limited definition. See [Academic Senate Bylaws, Section 45](#).

(16) Fiscal-Year Appointment

A fiscal-year appointment refers to the period in which the individual renders service, i.e. throughout the calendar year (12 months) as opposed to the academic year (9 months).

(17) Full-Time Appointment

A Full-Time academic appointment is defined as an appointment at 100 percent time, regardless of the appointment's duration. As an exception, for the Professor of Clinical (e.g., *Medicine*) series and the Professor in Residence series, a faculty member may be considered Full-Time, if the Chancellor certifies that the individual's sole professional commitment is to the University. On some campuses, this exception is called “certified for Full- Time service.”

(18) Full-Time Equivalent

This budget term, which is abbreviated as FTE, is used to describe a unit equal to a Full-Time (100 percent) position for one year.

(19) General Campuses

General campus refers to the non-Health Sciences portion of each campus. Santa Barbara and Santa Cruz are exclusively general campuses. Berkeley, Davis, Irvine, Los Angeles, Riverside, and San Diego have both general campus and Health Sciences components. The San Francisco campus is devoted exclusively to Health Sciences.

(20) Health Sciences

This term designates the following schools and colleges at certain campuses: Schools of Optometry and Public Health at Berkeley; Schools of Medicine and Veterinary Medicine at Davis; College of Medicine at Irvine; Schools of Dentistry, Medicine, Nursing, and Public Health

at Los Angeles; Biomedical Sciences Program at Riverside; School of Medicine at San Diego; Schools of Dentistry, Medicine, Nursing, and Pharmacy at San Francisco.

(21) House staff

See the definition, *Residents*.

(22) Ladder Rank Faculty

Ladder rank faculty are faculty holding tenured titles or non-tenured titles in a series in which tenure may be conferred. These series are: Professor series, Clinical Professor of Dentistry (50 percent or more time) series, and Supervisor of Physical Education series.

(23) Medical Resident

See the definition, *Residents*.

(24) Merit Increase

A merit increase is awarded as a direct result of a favorable evaluation of past performance. For academic appointees who are on a rank/step system, a merit increase is an advancement in salary rate and step (or to an above-scale salary) without a change in title or rank. For appointees who are paid on a salary range, a merit increase is an advancement in salary rate, without a change in rank or title. (See the Academic Salary Scales).

Academic appointees in student titles are not eligible for merit increases.

(25) Nine-Month Appointment

See definition, *Academic-Year Appointment*.

(26) Non-Reappointment

- a. Non-continuation of an appointment may be the result of a review for which the outcome is a terminal appointment. (See [APM - 220-84](#)).
- b. Non-reappointment may be a decision not to reappoint an individual beyond the established end date.

(27) Non-Senate Academic Appointee

Academic appointees who are not members of the Academic Senate are designated as Non-Senate academic appointees (also referred to as

Non-Academic Senate appointees). Examples of Non-Senate academic appointees include the Professional Research series, Librarian series, Specialist series, Project series, Lecturers,

Academic Coordinator, Academic Administrator, Cooperative Extension Specialist series, Cooperative Extension Advisor series, Adjunct Professor series, Clinical Professor series, and student academic titles.

(28) Off-Scale Salary

The salary for an appointee at a certain rank and step is designated as off- scale if the salary is higher than the published salary at the designated rank and step for the relevant title series ([APM - 620](#)).

(29) Part-Time Appointment

A part-time appointment is defined as an appointment at less than 100 percent time.

(30) Personnel Review File

The personnel review file is that portion of the academic personnel records pertaining to an individual, maintained by the University for purposes of consideration of personnel actions under the relevant criteria set forth in this Manual. An individual's personnel review file shall contain only material relevant to consideration of personnel actions under these criteria. Final administrative decisions concerning personnel actions such as appointment, promotion, merit increase, appraisal, reappointment, nonreappointment, and terminal appointment shall be based solely upon the material contained in the individual's personnel review file ([APM - 200-30](#)).

(31) Potential for Security of Employment (PSOE)

This term designates the status of a Lecturer with Potential for Security of Employment who is eligible for review for promotion to Lecturer with Security of Employment or Senior Lecturer with Security of Employment. A permanently budgeted position must be allocated before an appointment is made for a Lecturer PSOE.

See the definition, *Security of Employment*.

(32) Professor Series/Professorial Series

The Professor (or Professorial) series is used for appointees who are members of the faculty of an academic or professional college, school, or program of the University and who have instructional, research, and University and public service responsibilities. The Professor series is limited to the titles Professor, Associate Professor, Assistant Professor, and Instructor. In the Schools of Law, the Acting Professor title is part of the Professorial series. These titles are also known as the regular ranks ([APM - 220-4-a](#)). A permanently budgeted position must be allocated before an appointment is made in this series.

(33) Promotion

A promotion is an advancement from one rank to a higher rank within the same academic title series.

(34) Rank

A level of appointment within a title series. See the definition, *Title Series*.

(35) Reappointment

The term reappointment is used for the renewal of an appointment immediately following the ending of the previous appointment in the same title.

(36) Regular Ranks

The term, regular ranks, is another name for the professor series. See the definition, *Professor Series/Professorial Series*.

(37) Residents

A resident is a medical school graduate (M.D. or D.O.) who is participating in an accredited residency training program for the minimum number of years required for medical specialty (or subspecialty) accreditation by the Accreditation Council on Graduate Medical Education (ACGME). Residents are appointed as follows: (1) first-year residents (also known as interns) are appointees who are medical school graduates and who are gaining one year of hospital-based experience in the practice of medicine through supervised study and training as a physician in an “internship”, and (2) residents in their second year and beyond are appointees who are medical school graduates, have completed one year of internship training, are eligible for licensure to practice medicine in California according to the rules established by the Medical Board of California, and are completing supervised study and training in an ACGME approved specialty or subspecialty training program. The term resident is also used for appointees in programs of hospital administration, pharmacy, veterinary medicine, and dentistry.

(38) Salary Scale

A salary scale is a published listing of salary rates or salary range established for a given academic title or title series. The scales may be divided into steps or into ranks and steps within the ranks. A salary range is a published listing of the minimum to maximum salary for a particular title.

(39) Security of Employment

Security of Employment (SOE) is the status of a Lecturer SOE or Senior Lecturer SOE that is held on a continuous basis in accord with [Regents' Bylaw 40](#). An appointment with security of employment may not be terminated except for good cause after a hearing before the appropriate

committee of the Academic Senate. A budgeted FTE must be allocated before an appointment is made with security of employment.

See the definition, *Potential for Security of Employment (PSOE)*.

(40) Step

Most academic titles have established levels of salary within each title or rank. Each level is referred to as a step. For example, Assistant Professor, Step II.

(41) Student Appointee

A student appointee is a UC registered student who is appointed, usually under the general supervision of a faculty member, at 50 percent time or less during the academic year in academic titles such as Teaching Assistant, Associate, Graduate Student Researcher, Nursery School Assistant, and Reader. A student appointee in certain titles may, with appropriate approval, work up to 100 percent time in the summer and in inter-quarter or inter-semester periods.

(42) Tenure

Tenure is the status of an Associate Professor and Professor and positions of equivalent rank that are continuous until ended voluntarily by retirement or resignation, or involuntarily by demotion or dismissal. An appointment with tenure may be terminated by The Regents only for good cause, after the opportunity for a hearing before the properly constituted advisory committee of the Academic Senate (Regents' Bylaw 40.3(c)).

The following titles carry tenure: Professor, Associate Professor, Astronomer, Associate Astronomer, Agronomist in the Agricultural Experiment Station (AES), Associate Agronomist (AES), Supervisor of Physical Education, Associate Supervisor of Physical Education, Clinical Professor of Dentistry (50 percent or more time series), and Associate Clinical Professor of Dentistry (50 percent or more time series).

For appointment to a title with tenure at less than 100 percent time, see [APM - 220-16-d](#).

(43) Tenure Track

See definitions, *Equivalent Ranks* and *Professor Series*.

(44) Terminal Appointment

An appointment made with the specific intent of no further reappointment after the end date. The term "terminal appointment" is normally associated with academic personnel titles subject to the eight-year limitation of service. The term is also used for setting an end date for appointments that had no specific end date.

(45) Title Series

Academic titles that carry a rank designation (i.e., Assistant, Associate) for which promotion from one rank to a higher rank is possible are designated as a title series. For example, the Professor series consists of the titles: Assistant Professor, Associate Professor, and Professor.

110-80 Title Codes

For purposes of payroll and other reporting requirements, titles are assigned a four digit title code.

Revision History

April 20, 2022:

- Technical revisions to update references to Regental governing documents.

March 7, 2019:

- Technical revisions to update existing titles series list in APM - 110-4(27) and to conform with recent revisions to APM - 285, Lecturer with Security of Employment Series.
- Minor technical revisions to grammar and formatting.

For details on prior revisions, please visit the [Academic Personnel and Programs website](#).