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**Note: For links to referenced documents see
Section VI, *Related Information* below.**

I. POLICY SUMMARY

A. This section of the Policy and Procedure Manual (PPM) for the University of California (UC) Agriculture and Natural Resources (ANR) describes the local implementing procedures for UC Academic Personnel Manual (APM) Section 200, *Appointment and Promotion/General*. Specifically, it describes advancement for the following academic title series in UC ANR.

1. Professional Researcher (APM-310)
2. Project Scientist (APM-311)
3. Specialist (APM-330)
4. UC Cooperative Extension Specialist (APM-334)
5. UC Cooperative Extension (UCCE) Advisor (APM-335)
6. Academic Administrator (APM-370)
7. Academic Coordinator (APM-375)

Note: The Professional Researcher, Project Scientist and Specialist (non-UCCE as per APM-330) title series are also subject to the Academic Researcher's Unit collective bargaining agreement. Refer to Section VI, *Related Information*, below for a link to the agreement.

Academic appointees recalled from retirement and visiting scholars are not subject to the advancement process.

- B.** Nothing contained in these implementing procedures should be read or interpreted to contradict the UC APM policy. If any provision should be in conflict with the UC APM policy, the UC APM policy shall prevail.
- C.** The information provided below is general, but the circumstances associated with specific advancement situations are unique. Please contact the Academic Human Resources Manager regarding specific situations, questions, or concerns.
- D.** It is the policy of UC ANR to evaluate each candidate objectively and thoroughly for appointment, reappointment, merit increases, and/or promotion. Reappointments, merit increases, and promotions are not automatic, and are based on performance criteria.
- E.** Selected academic appointees have been assigned to a UC campus with personnel actions approved through campus academic policies and procedures. Thus, those selected academic appointees are subject to campus policies and procedures and are not addressed in UC ANR local implementing procedures. This section of the Policy and Procedure Manual is applicable only to academic appointees subject to UC ANR personnel actions.

II. DEFINITIONS

The following definitions are specific to this PPM section and may or may not be applicable elsewhere.

- A. Above-Scale:** Above-scale refers to a Full Title salary rate for an academic appointee that exceeds the maximum salary designated in the published salary scale.
- B. Academic Appointee:** An individual appointed to the position of UC ANR Professional Researcher, Project Scientist, Specialist, Specialist in Cooperative Extension, Cooperative Extension Advisor, Academic Administrator, or Academic Coordinator. Note: Academic appointees recalled from retirement and visiting scholars are not subject to the advancement process.
- C. Acceleration:** Accelerated advancement is a merit or promotion action that recognizes academics who perform at an exceptional level during a specific review period. When there is evidence of exceptional productivity and quality of work, recognition, or greater than normal impact, a request may be made by the academic to advance before the normally stated time period.
 - 1. Accelerated merits may be requested by any of the seven titles used (Professional Researcher, Project Scientist, Specialist, Specialist in Cooperative Extension, Cooperative Extension Advisor, Academic Administrator, or Academic Coordinator).
 - 2. Accelerated promotions may be requested by UC Cooperative Extension Advisors, Specialists, Specialists in UC Cooperative Extension, Professional Researchers, and/or Project Scientists.
 - 3. First terms academics may not request an accelerated advancement.
- D. Ad Hoc Review Committee:** Committees are convened for promotions, accelerated promotions, term reviews seeking indefinite status, career equity reviews, administrative reviews, by request of the academic or their supervisor, or by request of the UC ANR Vice President (Vice President) for appeals of negative decisions. The Ad Hoc Review Committee evaluates program review dossiers and provides feedback in the form of a letter of evaluation. Members are composed of academics appointed by the Vice President with the advice of the Academic Assembly Personnel Committee. Reference APM-210.
- E. Administrative Review:** Academic with 100% administrative assignment and no academic (programmatic) responsibilities, as documented and approved in the position description, are eligible for an administrative review process.
- F. Advancement:** Refers to progression through ranks (for title series with ranks, and progression through salary steps within a rank or level. The four types of academic advancements are: merit increase, promotion, acceleration, and career equity review

(to correct an inequity in rank and/or step). The merit, promotion, and acceleration advancement types are based on performance criteria, the continued need for the position, and on the availability of funds.

- G. Advancement, Accelerated:** See Item B. above.
- H. Appointment, Definite Term:** A term appointment is an appointment for a specific period which ends on a specified date.
- I. Appointment, Indefinite Term:** An appointment without an end date until terminated by layoff, retirement, demotion, dismissal, resignation, separation, or death.
- J. Campus-Based:** Selected academic appointees are assigned to a UC campus. Most are subject to the campus advancement process, and are not addressed in this context. This section of the PPM is applicable to academics subject to the UC ANR advancement process.
- K. Advancement Deferral:** An option to delay seeking advancement. Academics may not make more than two deferrals at any step.
- L. Equity Adjustment/Career Equity Review (CER):** Evaluates the overall record of an academic appointee from date of appointment to ensure that rank and/or step is commensurate with the academic's career productivity and achievements in their specific academic title series. The CER is not a salary appeals process, it is a mechanism to correct a substantial inequity in review of accomplishments. **See also *UC ANR Career Equity Review (CER) Process* (link available in item VI, *Related Information*, below).**
- M. Evaluation, Annual:** Review of an academic appointee's performance progress toward goals over the previous year and goals planned for the next year. The Annual Evaluation is required for all academics. Instructions are outlined in the *Guidelines for Preparing the Annual Evaluation for UC ANR Academics*, issued annually. Refer to PPM 336, *Annual Evaluations*.
- N. Hiring Authority:** Refers to an academic appointee's supervisor, and/or to the individual tasked with appointing and/or reappointing an academic appointee to a given position, subject to the approval of the UC ANR Associate Vice President (Associate Vice President).
- O. Level:** Levels within the Academic Coordinator or Academic Administrator series are differentiated by an individual title code and determined at time of recruitment based on program scope and complexity.
- P. Merit:** Consecutive or non-consecutive salary step advancement for all academic appointees within a particular rank or level but does not change the rank or level. (Note: Advancement to Full Title, Step VI and advancement to Full Title above scale are considered career reviews and follow promotion guidelines). A merit increase is not automatic after the normally stated number of years of service at each step.

Reference APM-210.

- Q. Peer Review Committee:** Responsible for reviewing program review dossiers for accelerations, merits, promotions, and all term reviews for UC ANR advancement cases, except for career equity reviews and administrative reviews. Members are composed of academics appointed by the Associate Vice President.
- R. Promotion:** For academic titles with ranks (Professional Researchers, Project Scientists, Advisors, and Specialists), promotions are milestone advancements from Assistant to Associate and from Associate to Full Title. Accordingly, promotion reviews require detailed justification and specific supporting documentation. A promotion is not automatic after the normally stated number of years of service.
- S. Rank:** Assistant, Associate, or Full title positions within the Advisor, Specialist, Specialist in Cooperative Extension, Professional Researcher, and Project Scientist series, are each differentiated by an individual title code.
- T. Reappointment:** Renewal of a previous appointment immediately following the end of that appointment. May or may not be accompanied by a promotion or merit increase.
- U. Review, Annual:** See “Evaluation, Annual.”
- V. Review, Program:** Refers to the assessment of an academic’s program for merit, promotion, term reviews, and/or career equity review actions. The program review dossier submitted by the academic, documents the academic’s efforts, accomplishments, outcomes, and impacts.
- W. Review Cycle:** Refers to the schedule of established dates and time limits associated with the annual review process -- typically October 1 to September 30 in a one, two, three, four, or five-year period.
- X. Salary Step:** Position within a given rank or level.
- Y. Stipend:** Additional compensation made on a temporary basis, in recognition of increased responsibility assigned on a temporary basis. Stipends are recorded separately from the underlying academic salary (base) academic salary. They do not constitute a salary increase, advancement in salary step, or an advancement in level or rank.
- Z. Term Appointment:** See “Appointment, Definite Term”
- AA.Term Review:** Academic appointees with definite term appointments seeking reappointment must follow the process outlines by Academic Human Resources.

III. POLICY TEXT

A. Types of Academic Advancement

There are four types of academic advancements: merit increase, promotion, acceleration, or by correcting an inequity. The criteria for the first three types of

advancements are pre-established performance standards outlined in the UC APM, and are contingent upon the availability of funds. An advancement is not automatic after the normally stated/designated number of years of service at each step.

Depending on the academic's location, position, and the type of action requested, reviews are conducted and/or recommendations are made by the appropriate Cooperative Extension County Director, Statewide Program/Institute Director, Research and Extension Center Director, the Statewide Programs and Statewide Initiatives Vice Provost, the Research and Extension Vice Provost; and the ad hoc review committee.

1. Merit

- a. A merit is an advancement from a step to the next step within a rank.
- b. To support a merit request, dossiers highlight academic accomplishments since the last successful salary action.
- c. Merits may be requested by:
 - i. Professional Researchers, Project Scientists, Specialists in UCCE, and UCCE Advisors seeking advancement to steps within the ranks of Assistant, Associate and to Full Title V. Advancement to Full Title VI and above scale is a career review and follows the promotion process;
 - ii. Professional Researchers, Project Scientists, Specialists, Specialists in UCCE, and UCCE Advisors seeking advancement within the ranks to Full Title VII, VIII, IX; and
 - iii. Academic Coordinators and Academic Administrators.

2. Promotion

- a. A promotion is an advancement from one rank to a higher rank.
- b. Promotion reviews require detailed justification and specific supporting documentation. Dossiers supporting a promotion request highlight academic accomplishments for all years in the current rank.
- c. Promotions may be requested by:
 - i. Professional Researchers, Project Scientists, Specialists, Specialists in UCCE, and UCCE Advisors seeking advancement to the next rank, e.g., Assistant to Associate or Associate to Full Title; and
 - ii. Specialists in UCCE and UCCE Advisors seeking career reviews for advancement to Full Title VI or Above Scale (not applicable to Professional Researchers and Project Scientists).

3. Acceleration

- a. An acceleration request by an academic appointee to advance before the normal advancement schedule. Acceleration requests are a merit or a promotion action.
- b. To justify an acceleration request, the academic appointee must clearly document exceptional achievement in at least one of the academic criteria (the “driver”) in the program summary narrative. Accomplishments and progress in all criteria must be greater than the normal expectation for advancement at the individual academic’s rank and step. The greater the request diverges from the normal merit progression, the greater the impact and productivity expected.
- c. Accelerations may be sought by the academic appointee in the title series reflected in items III.A.1. *Merit*, and III.A.2., *Promotion* above. All eligible academics may apply for an acceleration once they have completed one full successful term. First term academics may not request an acceleration.

d. Off-Cycle Acceleration

- i. One Step: A request by the academic to advance one step before their normal advancement cycle.

Examples:

- An accelerated merit advancement from Associate Step Two to Associate Step Three in a one-year period.
- An accelerated promotion from Associate Step Four to Full Step Two in a two-year period.

- ii. Two+ Step: A request by the academic to advance two or more steps before their normal advancement cycle.

Examples:

- An accelerated merit advancing from Associate Step Two to Associate Step Four in a one-year period.

e. On-Cycle, Two+ Step Acceleration

A request by the academic to advance two or more steps, during the normal advancement cycle.

Examples:

- i. An accelerated merit advancing from Academic Coordinator II Step Two to Step Four in a two-year period.
- ii. An accelerated promotion advancing from Assistant Step Five to Associate Step Three in a two-year period.

4. Career Equity Review (CER)

- a. A CER (a.k.a. “Equity Adjustment”) is an advancement action taken to correct an inequity in rank and/or step.
- b. To support a CER, evaluation of an academic appointee’s entire record from the initial appointment date ensures that rank and/or step is commensurate with the academic’s career achievements in the criteria associated with the academic’s title series. The CER is not a salary appeals process; rather, it is a mechanism to correct a substantial inequity with respect to rank and/or step.
- c. Academic appointees seeking a CER should contact the Academic Human Resources Manager for further information.

5. Term Review for Definite Term Appointments

While not a form of advancement *per se*, academic appointees with definite appointments are required to prepare a program review dossier when seeking reappointment. (There are some cases for limited term Project Scientists, Professional Researchers, and Specialists where term reviews do not require a program review dossier; contact Academic Human Resources for more information.) Both options may involve a merit or promotion action with a term review resulting in a new term end date if successful, or the possibility of non-reappointment if not approved.

B. Advancement Criteria

Advancement criteria for UC ANR’s academic appointees are outlined in the UC APM, and additional detail specific to UC ANR is provided in the annual *Guidelines for Preparing the Thematic Program Review Dossier for UC ANR Academics* (“eBook”). UC ANR’s primary criteria may be summarized as follows.

1. Professional Researcher (APM-310)

- a. Research qualifications and accomplishments equivalent to those for the professor series.
- b. Professional competence and activity equivalent to those for professor series.
- c. UC and/or public service (not required in the Assistant rank).

2. Project Scientist (APM-311)

- a. Demonstrate significant, original, and creative contributions to a research or creative program or project.
- b. Professional competence and activity.
- c. UC and public service are encouraged but are not required.

3. Specialist (APM-330)
 - a. Performance in research
 - b. Professional competence and activity
 - c. University and public service
4. Specialist in UC Cooperative Extension (APM-334)
 - a. Performance in extending knowledge and information.
 - b. Research, especially applied research, and creative work.
 - c. Professional competence and activity.
 - d. UC and public service
4. UC Cooperative Extension Advisor (APM-335)
 - a. Performance in extending knowledge and information in disciplines related to the UCCE programs
 - b. Performance in applied research and creative activity.
 - c. Professional competence and activity.
 - d. UC and public service.
5. Academic Administrator (APM-370)
 - a. Administrative experience.
 - b. Professional competence and activity.
 - c. UC and public service.
6. Academic Coordinator (APM-375)
 - a. Coordinate academic programs:
 - i. Academic program planning and development.
 - ii. Assessment of program and constituency needs.
 - iii. Evaluation of academic program activity and functions.
 - iv. Development of proposals for extramural funding of campus programs and identification of support resources.
 - v. Liaison representation with other agencies and institutions in the public and private sectors.
 - vi. Supervision and leadership of other academic appointees or staff.
 - b. Professional competence is intellectual leadership and scholarship to their respective programs.

- c. UC and public service include appropriate roles in governance and policy formulation and/or represent UC in special capacity as scholar. For positions funded by grants, service is required **IF** allowed by the funder.

C. Performance Stages for Promotion and Merit Advancement (Specialists in UCCE and UCCE Advisors)

The following performance levels are applicable to Specialists in UCCE and UCCE Advisors. Evaluation criteria for Professional Researcher, Project Scientists, and Specialists are available in the Academic Researcher's Unit collective bargaining agreement. (Refer to Section VI, *Related Information*, below for a link to the agreement.)

1. Assistant Rank

Assistant rank is the entry level for academic appointees. For advancement within the rank, academics must demonstrate the ability to assess needs, set priorities, plan, organize, implement, and evaluate extension programs, and demonstrate skills in the area of applied research and creative activity. Appointees must demonstrate effective communication skills; ability to interact well with colleagues and clientele; and be receptive to innovative ideas and methodologies in order to build a productive career. Efforts must be clearly demonstrated that reflect dedication to continual professional improvement and commitment to outreach/diversity. All criteria for advancement need not be balanced (equally developed) at the assistant level. Academic program emphasis is on extending knowledge/information and applied research/creative activity based on assessed University and clientele needs. Efforts that reflect a positive commitment to outreach/diversity must also be demonstrated.

2. Associate Rank

Associate rank is reserved for academic appointees who demonstrate significant potential for a productive career within UC ANR. They must demonstrate an ability to set program priorities, make long range program planning decisions, and interact well with colleagues and clientele. There must be evidence of efforts towards generating impacts addressing University and clientele needs. They must also demonstrate initiative and leadership in program development and delivery. The program must show evidence of effort across all criteria for advancement and show evidence of outreach/diversity commitment and efforts. Efforts that reflect a positive commitment to outreach/diversity must also be demonstrated.

3. Full Title Rank

Full Title rank is reserved for academic appointees who are successfully making positive contributions to their discipline and whose program shows evidence of growth, depth, growing clientele and colleague respect, professional improvement, and outreach/diversity efforts and accomplishments. Candidates

considered for promotion from the Associate to Full Title rank must have developed an excellent program, incorporating all of the advancement criteria as well as outreach/diversity efforts. Program accomplishments must show excellence in developing and conducting extension educational programs. This should include authorship of peer-reviewed scholarly journal manuscripts and other peer reviewed publications, as well as publications designed for clientele use. Candidates for advancement to Full Title rank are expected to have demonstrated long-range planning leadership within their program area and documented program impact. Efforts that reflect a positive commitment to outreach/diversity must also be demonstrated.

4. Full Title, Step VI

At least three years of service in the preceding step are expected before advancement to Full Title, Step VI. This advancement will be granted only if evidence documents a balanced and outstanding program with sustained program impact, showing significant and continuous growth in all of the criteria for advancement. There must also be evidence that the academic's influence and recognition within their discipline have grown. Efforts that reflect a positive commitment to outreach/diversity must also be demonstrated. There must be evidence of sustained excellence in program delivery and applied research with contributions at the local, state and national level.

5. Full Title, Steps VII, VIII, and IX

Full Title, Steps VII, and VIII, are reserved for academics who have made exceptional contributions to major program areas, resulting in significant benefits to the people of California, and contributing favorably to the prestige of the University of California and ANR. Advancement into these steps usually will not occur without at least three years of service in the previous step. Academic appointees must provide evidence of continuing superior performance, impact, and professional stature in their field. They must also demonstrate peer leadership, originality, and ability to work effectively with others.

Advancement to Step IX is reserved for persons of the highest distinction whose work has been nationally or internationally recognized and acclaimed. Individuals should show strong evidence of having developed a well-balanced program with outstanding performance in all of the academic criteria for advancement. Efforts that reflect a positive commitment to outreach/diversity must also be demonstrated. Strong evidence must be provided to show a wide scope of recognition from peers and clients and a highly meritorious record of public and UC service.

D. Performance Stages for Merit Advancement (Academic Administrators)

The Academic Administrator series does not include ranks. Merit advancements occur in steps within the Academic Administrator I – VII levels. Academic appointees

are appointed to the appropriate I – VII level based upon the responsibilities of the position. Progression in step should coincide with the trajectory of the academic's responsibilities. There must be evidence of successful administration of academic programs, leadership, effective resource allocation, and cultivation of partnerships. Efforts that reflect a positive commitment to outreach/diversity must also be demonstrated.

E. Performance Stages for Merit Advancement (Academic Coordinators)

The Academic Coordinator series includes three ranks determined by the position responsibilities at the time of the position recruitment. Academics move through the steps in the merit process but do not promote to higher ranks. Progression in step should coincide with the trajectory of one's responsibilities. Specific performance, while dependent on the position description, include academic program planning and development, assessment of program needs, evaluation of academic program activities, development of extramural funding, as well as professional competence, University and public service, and positive commitment to outreach/diversity.

1. Academic Coordinator I

This level is intended for programs of minimal to moderate complexity. The Academic Coordinator I will typically receive general supervision. The duties of an appointee may include limited involvement in the generation and/or coordination of funds.

2. Academic Coordinator II

This level is reserved for programs of moderate complexity. The Academic Coordinator II is expected to manage the program with a great amount of independence and may receive general guidance. Duties may include moderate involvement in the generation and/or coordination of funds from different sources.

3. Academic Coordinator III

This level is reserved for academic appointees who have primary responsibility for the independent administration, management, and coordination of large programs with broad and substantial complexity. The duties of an academic appointee at this level may include extensive involvement in the generation and/or coordination of funds. Appointment to this level requires demonstrated superior professional ability, outstanding accomplishment in job-related activities, and the assumption of greater responsibility than typically delegated to Academic Coordinators at other levels. Appointment to this level may require demonstrated scholarly ability and attainment -- depending on the duties of the position.

F. Outreach/Diversity Commitment

Significant diversity, equity, and inclusion efforts are an integral part of every academic appointee's responsibilities in both program and personnel areas. Refer to systemwide guidance at APM-210 (page 4) and *Evaluating Contributions to Diversity*

for Faculty Appointment and Promotion Under APM-210 (links available in below item VI, Related Information)

1. Programs

Potential program audiences must be identified and compared to the gender/ethnic distributions of actual program participants. Outreach/diversity efforts made to encourage program participation by underserved groups should be considered in terms of activities and results.

2. Personnel

Evidence of significant efforts should include application of relevant personnel policies and equal opportunity concepts, and contribution to improving underrepresentation.

IV. COMPLIANCE / RESPONSIBILITIES

A. UC ANR-Based Academic Appointees

1. The Vice President (VP) has authority and responsibility to establish procedures for review of appointments, reappointments, merit increases, promotions, career equity reviews and related matters as they apply to UC ANR-based academic appointees. The VP re-delegated this authority to the Associate Vice President (AVP). The AVP may further re-delegate such authority to the Vice Provost of Strategic Initiatives and Statewide Programs, and/or to the Vice Provost of Research and Extension, and/or to other appropriate personnel as designated by the AVP.
2. The VP and the AVP also have authority and discretion to make exceptions to this section of the PPM as they deem appropriate, congruent with the applicable provisions of the UC Academic Personnel Manual.
3. The AVP reviews all program review dossiers as well as the respective letters of evaluation from clientele/colleagues (if applicable), supervisors, Peer Review Committee recommendations, Ad Hoc Review Committee recommendations (if applicable) and renders the final decision on all requests for advancement and promotion.

B. Campus-Based Specialists

The campus Chancellor (acting on behalf of the VP) has authority and responsibility for appointments, reappointments, merit increases, promotions, career equity reviews and related matters as they apply to campus-based Specialists subject to the campus advancement process.

V. PROCEDURES

- A.** The review process of the academic appointee's program review dossier involves multiple steps in the preparation and evaluation. Detailed procedures by which term

review and promotion are requested are explained in the *Guidelines for Preparing the Thematic Program Review Dossier for UC ANR Academics* (a.k.a., the “eBook”). The guidelines are issued annually by Academic Human Resources with input from the Academic Assembly Personnel Committee and published on-line. Evaluations of academic appointees are held confidential to the fullest extent permitted by law.

The major milestones of the review process are as follows.

1. Academic appointees enter data into UC ANR’s electronic system (“Project Board”) to satisfy civil rights compliance and organizational reporting requirements.
2. Supervisors submit intended actions for the academics they supervise (e.g., advancement type, annual evaluation, or intent to retire).
3. Academics prepare and submit Program Review dossiers by the designated deadline.
4. Letters of evaluation (if applicable) are submitted. (Reference APM-220-80, Footnote No. 1, page 11 for detailed information on letters of evaluation applicable to UCCE Advisors and UCCE Specialists).
5. Supervisors provide letters of evaluation.
6. Ad Hoc Review Committee evaluations (if applicable) are performed. Ad hoc review committees are formed to evaluate program review dossiers for academics seeking promotion, accelerated promotion, indefinite status, for career equity reviews, administrative reviews, or by request of the academic, or their supervisor. The Associate Vice President appoints ad hoc review committee members.
7. Peer Review Committee’s evaluations are performed. The peer review committee assesses academic program review dossiers, except for career equity reviews and administrative reviews, based on applicable advancement criteria, position description, and title series level, rank, and step. The peer review committee writes a letter of evaluation and makes a written recommendation to the Associate Vice President.
8. Associate Vice President’s decision is rendered.

B. Advancement and Deferral

1. Advancement is usually sought once an academic appointee becomes eligible, after completion of the normal time-period at each step provided for in the UC Academic Salary Scales. An academic may defer the option to seek advancement but in no case may they take more than two deferrals at any step. In such cases academics must submit their Notice of Deferral in writing to their supervisor and the Academic Human Resources office by the annual deadline. Even if deferring advancement, academics must submit an annual evaluation.

2. Advancement requests are not required of Professional Researchers, Project Scientists, UCCE Specialists or UCCE Advisors in Full Title V or above. However, in the absence of a merit or promotion review, academic appointees in these title series are reviewed at least once every five years and a program review dossier is required. The review period may be since the last approved salary action for a merit, or for the entire time in the Full Title rank for career review using the promotion process. A comprehensive five-year evaluation of the performance of each such academic in these title series is conducted to ensure the appointee continues to meet the expectations for their rank and step.

C. Definite (“Term”) and Indefinite Appointments

1. Definite (“Term”) Status

A definite (“term”) appointment is for a specific period and ends on a specified date.

- a. Academics with definite term appointments are not eligible to defer a merit advancement that coincides with a term review, unless there are extenuating circumstances, reviewed on a case-by-case basis.
- b. Academics that have term appointments with their Academic Administrator or Academic Coordinator appointment; also an underlying 0% indefinite UCCE Advisor or UCCE Specialist appointment, may have the option to defer; with the approval of their supervisor only.

2. Indefinite Status

An indefinite (“term”) appointment has no specified end date. UCCE Advisors and UCCE Specialists are potentially eligible for indefinite status (eligibility shared/discussed at time of appointment). Typically, UCCE Specialists and UCCE Advisors may seek indefinite status concurrent with their third program review. Requests for advancement to indefinite status requires review by the Ad Hoc Review Committee. Specialist in Cooperative Extension are considered for an indefinite appointment, upon promotion to the Associate Rank.

D. Timing and Reviews Following an Unsuccessful On-Time Advancement Request

1. If an on-time request for advancement is unsuccessful, the academic appointee’s time in their current step may be extended for one full normal cycle (two/three years) before the academic is required to again seek advancement.
2. Following an unsuccessful advancement action, the academic may request a review again the following year. Alternatively, academics may defer an advancement request one or two times, but must seek advancement after a three-year period.

E. Timing and Appeal of a Negative Advancement

1. Academic appointees may file an appeal with the Academic Human Resources office within thirty calendar days from the notification date of the negative salary action. The appeal must be in writing and must state the basis for the appeal. If an appeal is filed, the Academic Human Resources office forwards it to the Vice President (VP) for review. The Vice President may elect to refer the program review dossier, appeal letter, and other letters of evaluation to an Ad Hoc Appeal Review Committee composed of academics appointed by the Vice President with input from the Academic Assembly Personnel Committee. The Ad Hoc Review Committee assess the merits of the appeal and writes a letter of evaluation directed to the Vice President who makes the final decision on the appeal.
2. For appeals of salary actions which allege violations of the policies listed in PPM 350, the academic appointee may elect to follow the complaint procedures detailed in the *Grievances and Appeals* section.

VI. RELATED INFORMATION

- [UC Academic Personnel Manual \(APM\) Section 110, Academic Personnel Definitions](#)
- [UC APM Section 137, Term Appointments](#)
- [UC APM Section 200, Appointment and Promotion - General](#)
- [UC APM Section 210, Review and Appraisal Committees](#)
- [UC APM Section 220, Appointment and Promotion - Professor Series](#) (see APM 220-80, Footnote No. 1 on page 11)
- [UC APM Section 310, Appointment and Promotion - Professional Research Series](#)
- [UC APM Section 311, Appointment and Promotion - Project \(e.g., Scientist\) Series](#)
- [UC APM Section 334, Appointment and Promotion - Specialist in Cooperative Extension Series](#)
- [UC APM Section 335, Appointment and Promotion - Cooperative Extension Advisor Series](#)
- [UC APM Section 370, Appointment and Promotion - Academic Administrator Series](#)
- [UC APM Section 375, Appointment and Promotion - Academic Coordinator Titles](#)
- [UC Office of the President Academic Salary Scales](#)
- [UC ANR Policy and Procedure Manual Section 350, Grievances and Appeals](#)

- [UC Academic Researchers Unit Collective Bargaining Agreement, November 8, 2019 – September 30, 2022](#)
 - [UC ANR Guidelines for Preparing the Annual Review for UC ANR Academics](#)
 - [UC ANR Career Equity Review Process](#)
 - [UC ANR Evaluating Contributions to Diversity for Faculty Appointment and Promotion Under APM-210](#)
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VII. FREQUENTLY ASKED QUESTIONS

Not used.

VIII. REVISION HISTORY

November 2017:

Format updated.

March 2021:

Revised for current practices, consistency and clarity, and titles and links updated.