

PPM 305: Academic Series

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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 for the University of California (UC) Agriculture and Natural Resources (ANR) describes the local implementing procedures for sections of the UC Academic Policy Manual (APM) related to the academic series below.
- B. Nothing contained in these implementing procedures should be read or interpreted to contradict the UC APM. If any provision should contradict the UC APM policy, the UC APM policy shall prevail.
- C. The information below is general, however the circumstances associated with specific academic series may be unique. Please contact the Academic Human Resources Manager regarding specific situations about which you have questions or concerns (contact information on page 1 above).
- D. 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 provided within the specific context of this PPM section and may or may not be applicable elsewhere.

Academic Administrator Series: The Academic Administrator series is used primarily in organized activities other than organized research units for appointees who administer programs which: (1) provide service to academic departments not totally or exclusively research or teaching activities; or (2) intended to serve the general public and may be either research or educational in nature. (See APM-370 for the full definition.)

Academic Coordinator Series: Academic Coordinator titles are for appointees who administer academic programs that provide service closely related to the teaching or research mission of the University. (See APM-375 for the full definition.)

Appointment: An appointment is the employment of an individual who was previously (1) not in the employ of the University or (2) in the employ of the University but not with a title in any of the referenced series.

UC Cooperative Extension Advisor Series: The UC Cooperative Extension Advisor (UCCE Advisor) series is for appointees who are normally county-based and who are responsible for applied research and program organization and delivery at the county level. (See APM-335 for the full definition.)

UC Cooperative Extension Specialist Series: The Specialist in Cooperative Extension (UCCE Specialist) series is for appointees who are normally campus-based or have statewide responsibilities for programmatic leadership and planning. (See APM-

334 for the full definition.)

Faculty Member: 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. Faculty Members are Academic Senate Members. UC ANR academic appointees are not -- they are non-Senate academic appointees.

Professional Research Series: The Professional Research series is for appointees who engage in independent research equivalent to that required for the Professor series and not for appointees with duties limited to making significant and creative contributions to a research project, or providing technical assistance to a research activity. (See APM-310 for the full definition.)

Project (e.g., Scientist) Series: The Project (e.g., Scientist) series is for appointees who make significant and creative contributions to a research or creative project in any academic discipline. (See APM-311 for the full definition.)

Specialist: The Specialist series is for academic appointees who are engaged in any specialized research, professional activity, and University and/or public service, and do not have any formal teaching responsibilities. (See APM-330 for the full definition.)

III. POLICY TEXT

A. University of California Cooperative Extension (UCCE) Advisor Series (APM-335)

1. Definition

The UCCE Advisor series is for academic appointees in UCCE whose main role is to conduct applied research and make available to the general public the latest knowledge and practices in agriculture, natural resources, environmental sciences, community and youth development, family and consumer sciences, and related sciences. UCCE Advisors may have county, area-wide, or state-wide responsibilities.

2. Criteria

A Master's degree or equivalent is required.

Appointees in the UCCE Advisor series are evaluated by the following criteria:

- a. Performance in extending knowledge and information in disciplines related to the programs of UCCE.
- b. Performance in applied research and creative activity.
- c. Professional competence and activity.
- d. University and public service.

3. Authority

- a. Authority to approve appointments to this series rests with the Associate Vice

President, and has been re-delegated to the Vice Provost.

- b. Authority to approve merit increases and promotions in this series rests with the Vice President, who re-delegated this authority to the Associate Vice President.

B. UCCE Specialist Series (APM-334)

1. Definition

The UCCE Specialist series is for academic appointees in UCCE who are qualified by formal education and/or experience to conduct educational activities and mission-oriented research in their area of specialty, and who are responsible for the interpretation, adaption, and transmission of the results of research in their field. Generally, the UCCE Specialist series is for appointees that are campus-based or in Statewide Programs/Institutes and that are responsible for programmatic leadership and planning statewide or region-wide. Where possible, academics appointed to the UCCE Specialist series affiliate with a campus department.

2. Criteria

A terminal or top degree in their field is required.

Appointees in the UCCE Specialist series are evaluated by the following criteria:

- a. Performance in extending knowledge and information.
- b. Research, especially applied research, and creative work.
- c. Professional competence and activity.
- d. University and public service.

3. Authority

- a. Authority to approve appointments to this series rests with the Vice President, and has been re-delegated as follows:
 - i. Associate Vice President: For appointments of candidates to UC ANR-based positions.
 - ii. Chancellors: For appointments of candidates to campus-based positions.
- b. Authority to approve merit increases and promotions rests with the Vice President who has re-delegated it to the Chancellors for campus-based Specialists, and to the Associate Vice President for UC ANR-based Specialists in Cooperative Extension.

C. Academic Coordinator Series (APM-370)

1. Definition

The Academic Coordinator series is primarily for appointees in organized activities other than organized research units; who administer programs which provide service to academic departments, but not totally or exclusively research or teaching activities; or intended to serve the general public and may be either

research or educational in nature.

2. Criteria

Appointees in this series are evaluated by the following criteria:

- a. Professional and academic qualifications similar to those of academic appointees in the organized activity where the appointee is made.
- b. A Master's degree or equivalent or other appropriate degrees may be required. Certain positions may require a doctorate or equivalent experience.
- c. Merit increases and promotions are based on administrative experience, professional competence and activity, and University and public service.
- d. Although the function of an Academic Coordinator may include overseeing a program involving research, responsibility for engaging in research, while desirable, is not required.

3. Authority

- a. Authority to approve appointments to this series rests with the Vice President who has re-delegated it to the Associate Vice President. In turn, the Associate Vice President has re-delegated it to the Vice Provosts.
- b. Authority to approve merit increases and promotions in these series rests with the Vice President who re-delegated it to the Associate Vice President.

D. Academic Administrator Series (APM-375)

1. Definition

The Academic Administrator series is for appointees who administer academic programs that provide service closely related to the teaching or research mission of the University. This service may be provided to academic departments, students, or to the general public.

2. Criteria

Appointees in this series are evaluated by the following criteria:

- a. A professional background of academic training and/or experience, and professional accomplishment and scholarly contributions.
- b. Normally, appointees should have the terminal or top degree in their field, e.g., Ph.D., M.D., D.D.S., D.V.M., or the highest degree commonly expected for appointment in the activity.

3. Authority

- a. Authority to approve appointments to this series rests with the Vice President who has re-delegated it to the Associate Vice President. In turn, the Associate Vice President has re-delegated it to the Vice Provosts.
- b. Authority to approve merit increases and promotions in these series rests with the Vice President and has been re-delegated to the Associate Vice President.

E. Professional Research Series (APM-310)

1. Definition

The Professional Research series is for appointees who engage in independent research equivalent to that required for the Professor series and not for appointees whose duties are limited to making significant and creative contributions to a research project or to providing technical assistance to a research activity. Appointees with Professional Research titles do not have teaching responsibilities.

2. Criteria

- a. Appointees for a title in this series must have earned a doctorate or its equivalent. The Vice President may grant an exception to this requirement.
- b. A candidate for appointment, reappointment, merit increase, or promotion in this series is evaluated by the criteria specified below:
 - i. Research qualifications and accomplishments equivalent to those for the Professor series.
 - ii. Professional competence and activity equivalent to those for the Professor series.
 - iii. University and/or public service (if permissible by funding source as documented in the appointment letter).

3. Authority to approve appointments to these series rests with the Vice President who has re-delegated it to the Associate Vice President. In turn, the Associate Vice President has re-delegated it to the Vice Provosts.

F. Project Scientist Series (APM-311)

1. Definition

Project (e.g., Scientist) series titles are for appointees who make significant and creative contributions to a research or creative project in any academic discipline. Appointees with Project (e.g., Scientist) titles may engage in University and public service. They do not have teaching responsibilities.

2. Criteria

- a. The candidate for a title in this series must have earned a doctorate or its equivalent. The Vice President may grant an exception to this requirement.
- b. A candidate for appointment, reappointment, merit increase, or promotion in this series is evaluated by the criteria specified below:
 - i. Demonstrated significant, original, and creative contributions to a research or creative program or project.
 - ii. Professional competence and activity.

3. Authority to approve appointments to these series rests with the Vice President who has re-delegated it to the Associate Vice President. In turn, the Associate Vice President has re-delegated it to the Vice Provosts.

G. Specialist Series (APM-330)

1. Definition

The Specialist Series is for academic appointees whose main role is to engage in specialized research, professional activity, and University and/or public service, but who do not have formal teaching responsibilities. Specialists are expected to use their professional expertise to make scientific and scholarly contributions to the research enterprise of the University and to achieve recognition in the professional and scientific community.

2. Criteria

- a. Performance in research.
- b. Professional competence and activity.
- c. University and public service (if permissible by funding source as documented in the appointment letter).

3. Authority

Authority to approve appointments to these series rests with the Vice President who has re-delegated it to the Associate Vice President. In turn, the Associate Vice President has re-delegated it to the Vice Provosts.

H. Criteria (All of the Above Academic Appointee Positions)

1. Documented program and/or administrative accomplishments and commitment to outreach/diversity shall be taken into account in evaluating a candidate's performance in each of the criteria.
2. In evaluating a candidate's qualifications within the criteria, reasonable flexibility balances heavier commitments and responsibilities in one criterion against lighter commitments and responsibilities in another.

I. Terms of Employment (All of the Above Academic Appointee Positions)

1. Initial appointment to a title in these series is for a limited period, as designated at the time of employment (see UC ANR Policy and Procedure Manual Section 310). Renewed appointment is justified by a high standard of achievement and performance, an ongoing need for the position, and the continuation of funding.
2. When an appointee to these series is considered for termination, the appropriate administrative authority (the campus Academic Personnel Office or the UC ANR Academic Human Resources Office) will be consulted before termination proceedings are initiated. This will ensure policies and procedures compliance, and appropriate notice given to the appointee.

3. If an appointee to these series is terminated owing to lack of work or lack of funds, the provisions of the UC ANR policy on involuntary termination shall apply (Section 320-III).
4. The provisions of Section 350 concerning UC ANR's policy on appeals by non-Senate academic appointees shall be applicable to appointees to these series.
5. A new appointee who is a citizen of the United States must have completed and subscribed to the State Oath of Allegiance before beginning the duties of employment. All new appointees must comply with the provisions of the Immigration Reform Act of 1988.
- 6.

IV. COMPLIANCE / RESPONSIBILITIES

Not used – see item III, *Policy Text*, above.

V. PROCEDURES

Working titles used by academic personnel in UC ANR serve primarily as an identification to the general public. Working titles are approved as part of the academic recruitment process. Changes to working titles are effectuated as part of the Position Description process.

VI. RELATED INFORMATION

- [UC Academic Personnel Manual \(APM\) 370 Academic Administrator Series](#)
- [UC APM-375 Academic Coordinator Titles](#)
- [UC APM-335 Cooperative Extension Advisor Series](#)
- [UC APM-334 Specialist in Cooperative Extension Series](#)
- [UC APM-310 Professional Research Series](#)
- [UC APM-311 Project \(e.g., Scientist\) Series](#)
- [UC APM-330 Specialist Series](#)
- [UC ANR Policy and Procedure Manual Section 310, Approving and Recruiting Academic Positions](#)

VII. FREQUENTLY ASKED QUESTIONS

Not used.

VIII. REVISION HISTORY

November 2017:

Format updated.

March 2021:

Revised for current practices, consistency and clarity, titles and links updated, gender-neutral language incorporated.

September 2022:

Format updated.