

July 2, 2003

**FINAL TRANSMITTAL NOTICE—
ACADEMIC PERSONNEL MANUAL HOLDERS**

This transmittal will be the final paper copy issued for the Academic Personnel Manual. As previously announced, for business purposes the department head must designate an employee to subscribe to the electronic notification of policy changes at <http://manuals.ucdavis.edu>. This is an open subscription, so other employees may register if they wish.

For additional information on this new procedure, please refer to <http://manuals.ucdavis.edu/newproc.htm>. If you have questions, contact Irene Fecht at ilfecht@ucdavis.edu or (530)752-9745, or me at cdturner@ucdavis.edu or (530)752-2407. Questions regarding policy or procedure may be directed to the Office of the Vice Provost--Academic Personnel, 530-752-2070.

After inserting these sections in your department's manual, please post this transmittal notice or route it to persons who should be aware of policy in these areas.

The following **Universitywide policies** have been issued by the Office of the President. Please insert these in **Volume 1**. An updated Table of Contents for Volume 1, in PDF format, is available at <http://www.ucop.edu/acadadv/acadpers/apm/welcome.html>.

1. TRANSMITTED: APM-137, Non-Senate Academic Appointees/Term Appointment, 1/8/03.

PURPOSE: New section; defines and articulates conditions of employment for non-Senate academic appointees with term appointments, except for those covered by a Memorandum of Understanding (MOU); sets forth standards and due process procedures that govern the non-reappointment of members in this group.

2. TRANSMITTED: APM-140, Non-Senate Academic Appointees/Grievances, 1/8/03, revised 7/1/03.

PURPOSE: Revised consistent with APM-137, 1/8/03; applies to non-Senate academic appointees who are not covered by an MOU; provides for a clearer and more timely grievance process. Revised consistent with APM-390, 7/1/03; indicates that policies on layoff, grievance, and leaves do not apply to individuals appointed in a postdoctoral scholar title.

3. TRANSMITTED: APM-145, Non-Senate Academic Appointees/Layoff and Involuntary Reduction in Time, 1/8/03, revised 7/1/03.

PURPOSE: Revised consistent with APM-137, 1/8/03; applies to non-Senate academic appointees who are not covered by an MOU; provides for a clearer and more timely grievance process. Revised consistent with APM-390, 7/1/03; indicates that policies on layoff, grievance, and leaves do not apply to individuals appointed in a postdoctoral scholar title.

4. TRANSMITTED: APM-150, Non-Senate Academic Appointees/Corrective Action and Dismissal, 1/8/03.

PURPOSE: Revised consistent with APM-137, 1/8/03; applies to non-Senate academic appointees who are not covered by an MOU; provides for a clearer and more timely grievance process. Revised consistent with APM-390, 7/1/03; indicates that policies on layoff, grievance, and leaves do not apply to individuals appointed in a postdoctoral scholar title.

5. TRANSMITTED: APM-390, Postdoctoral Scholars, and Appendix A, Transition Guidelines, issued 5/29/03, effective 7/1/03.

PURPOSE: New section; provides general framework and core requirements for postdoctoral scholar appointments. For additional information and details, see President Atkinson's letter and the Summary of Major Provisions (<http://www.ucop.edu/ucophome/coordrev/policy/5-29-03.html>).

6. TRANSMITTED: APM-710, Leaves of Absence/Sick Leave, 7/1/03.

PURPOSE: Revised consistent with APM-390, 7/1/03; indicates that policies on layoff, grievance, and leaves do not apply to individuals appointed in a postdoctoral scholar title.

7. TRANSMITTED: APM-715, Leaves of Absence/Family and Medical Leave, 2/20/03.

PURPOSE: Extends family and medical leave coverage to academic appointees who need to care for a seriously ill domestic partner; changes "leave year" to "calendar year" to conform with existing University policy.

8. TRANSMITTED: APM-730, Leaves of Absence/Vacation, 7/1/03.

PURPOSE: Revised consistent with APM-390, 7/1/03; indicates that policies on layoff, grievance, and leaves do not apply to individuals appointed in a postdoctoral scholar title.

The following **UC Davis policies and procedures** have been issued by the Offices of the Chancellor and the Provost. Please insert these in **Volume 2**. An updated Table of Contents for Volume 2, in PDF format, is available at <http://manuals.ucdavis.edu/apm/ucd-toc.pdf>.

9. TRANSMITTED: UCD-112, Academic Titles-- Alphabetical Sequence, 2/7/03, and UCD-113, Academic Titles--Title Code Sequence, 2/7/03.

PURPOSE: Updated the sections to add new title codes and to delete obsolete title codes.

10. TRANSMITTED: UCD-230, Appointments to Visiting (Postgraduate Research ___)--Postdoctoral Scholar Positions, 2/4/03.

PURPOSE: Revises to reflect changes in Visiting PGR Postdoctoral positions; provides criteria for appointment; adds that the appointment is usually at 100% and not to exceed five years, including service in other title codes; authorizes departments to determine salary levels in their Postdoctoral Training Program and Compensation Plan, which requires approval from Graduate Studies; adds information on health insurance; clarifies that appointees are not eligible for participation in UCRP; may redelegate authority for initial appointments to departments that have filed their training program and compensation plan; clarifies that requests for exception are sent to Graduate Studies; updates contact information; updates references; deletes Exhibit A, which is no longer applicable.

11. TRANSMITTED: UCD-245B, Appointment and Review of Graduate Group Chairs, and Exhibit A, 1/16/03.

PURPOSE: Clarifies that the Graduate Dean's evaluation of a graduate group chair is submitted to the department chair for inclusion in the dossier in the academic review process; adds the role of the lead dean responsible for the graduate group within the appointment and review processes; reformatted consistent with the UC APM format.

12. TRANSMITTED: UCD-275, Professor of Clinical (___) Appointments, 10/28/02.

PURPOSE: New section; defines the objectives and expectations for the Professor of Clinical (___) series; explains the departmental documentation of the expectations; provides criteria for appointment and advancement.

13. TRANSMITTED: UCD Appendix II-B, Appointment of Graduate Students and Postgraduate Researchers to Academic Positions, 5/20/03.

PURPOSE: Extensive revisions (previously issued 4/2/84); updates policies relating to graduate students and student postgraduate researchers in academic positions; adds information on nonstudent postgraduate researchers and visiting postdoctoral scholars.

14. TRANSMITTED: UCD-500, Academic Recruitment Guidelines and Exhibits A, B, C, D, E, F, and G, 3/18/03.

PURPOSE: Updates ethnic group language to current usage; clarifies reasons why recruitment above assistant professor level may be approved; clarifies applicant's access to letters of recommendation; adds best practices for on-campus interviews and replaces Exhibit G with guidelines for interview questions (new Exhibit C); expands explanation of review of interim recruitment report by department chair and/or recruitment committee chair; provides web addresses for additional recruitment resources; editorial changes for clarity.

Dott Turner
Coordinator of Administrative Policy

Attachments

03-078