



OFFICE OF THE VICE PROVOST --
ACADEMIC PERSONNEL

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

April 15, 2013

COUNCIL OF VICE CHANCELLORS
LABORATORY DIRECTOR ALIVISATOS
ACADEMIC COUNCIL CHAIR POWELL
ANR VICE PRESIDENT ALLEN-DIAZ

**Re: Systemwide Review of Proposed Revised Academic Personnel Manual (APM)
Section 241, Faculty Administrators (Positions Less Than 100%)**

Dear Colleagues:

Attached for Systemwide Review are proposed revisions to Section 241 of the Academic Personnel Manual (APM - 241), Faculty Administrators (Positions Less Than 100%). Proposed revisions are responsive to the Academic Planning Council's request to bring APM - 241 into conformance with Regents Policy and with the Compendium of Universitywide Review Processes for Academic Programs, Academic Units, and Research Units. The Academic Planning Council is a Joint Senate-Administration-Student coordinating body that guides Universitywide strategic academic planning. A membership list is attached to this letter.

The current version of APM - 241 is at variance with Regents Policy 2307 in its specification of how systemwide Multicampus Research Unit (MRU) directors are chosen: the former invests the authority to appoint MRU directors with campus Chancellors; the latter invests appointment authority with the President of the University. The Compendium conforms to Regents Policy. The Academic Planning Council members believe that the appropriate means of bringing all three documents into alignment is to revise the APM to conform to Regents Policy 2307.

Systemwide Review is a public review distributed to the Chancellors and Executive Vice Chancellors requesting that they inform the general University community, affected employees and unions about policy proposals. Systemwide Review usually includes a mandatory, three-month full 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/academic-personnel-policy/policies-under-review/index.html>. Also attached is a model communication which may be used to inform non-exclusively represented employees affected by these proposals.

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This letter and attachments anticipate that you will begin Systemwide Review of the proposed draft and submit comments no later than **July 15, 2013**. Please send comments on the proposed policy to ADV-VPCARLSON-SA@ucop.edu. Questions may be directed to Janet Lockwood at Janet.Lockwood@ucop.edu or (510) 987-9499.

Sincerely,



Susan Carlson
Vice Provost
Academic Personnel

Attachments: Proposed Revised APM - 241, Faculty Administrators (Positions Less Than 100%)
Academic Planning Council Membership List
Model Communication

cc: President Yudof
Chancellors
Provost Dorr
Executive Vice President Brostrom
Senior Vice President Vacca
Vice President Beckwith
Vice President Duckett
Vice Provosts – Academic Personnel
Academic Personnel Directors
Executive Director Fox
Executive Director Rodrigues
Executive Director Tanaka
Executive Director Winnacker
Director Chester
Interim Chief of Staff to Provost Greenspan
Deputy Compliance Officer Hilliard
Senior Counsel Van Houten
Manager Lockwood
Planning Analyst Landes
Human Resources Policy Analyst Bello
Senior Administrative Analyst Rupert

241-4 **Definition and Policy**

A faculty member (as defined in APM - 110-4(15)), who is appointed to assume administrative responsibility in addition to, or in partial replacement of, his or her faculty responsibilities is considered a Faculty Administrator. In this case, scholarly activity is expected to continue at a proportionate level that would allow for normal progression in the faculty member's series.

Faculty may be appointed to administrative service positions (less than 100%) in the following titles:

- a. College Provost
- b. Vice Provost, Associate Vice Provost
- c. Associate Vice Chancellor, Associate Dean
- d. Department Chair, Department Vice Chair (See APM - 245, Department Chairs)
- e. Director, Associate Director
- f. Faculty Assistant to the Dean or Vice Chancellor or Chancellor, Academic Assistant to the Vice Chancellor or Chancellor
- g. Interim or Acting appointment in the titles listed above

Chancellors may designate additional eligible titles as appropriate.

241-10 **Criteria for Appointment**

The appointment process and criteria for appointment of a Faculty Administrator shall be developed by each campus.

241-14 **Eligibility**

- a. Faculty Administrators or Acting and Interim Faculty Administrators *appointed at less than 100% time* are subject to APM - 241.
- b. Faculty Administrators or Acting and Interim Faculty Administrators *appointed at 100% time* are subject to APM - 246, Faculty Administrators (100% Time).

241-16 **Restrictions**

Faculty Administrators are subject to all Academic Personnel policies (APM).

Faculty Administrators with concurrent appointments that are covered by the Health Sciences Compensation Plan are subject to APM - 670, Health Sciences Compensation Plan.

241-17 **Terms of Service**

Subject to APM - 241-20, Faculty Administrators shall be appointed for a period of up to five years, subject to reappointment.

241-18 **Salary**

Faculty Administrators are normally compensated with stipends and/or additional summer compensation, when appropriate. Stipends shall be paid in accordance with APM - 633, Stipends/Academic Appointees. Stipend ranges shall be developed by each campus.

241-20 **Conditions of Employment**

A Faculty Administrator serves at the discretion of the Chancellor. The Chancellor may terminate the appointment at any time, with or without cause.

Termination of a Faculty Administrator appointment does not terminate the underlying faculty appointment.

A Faculty Administrator may engage in outside activities as defined by and in accordance with APM - 025, Conflict of Commitment and Outside Activities of Faculty Members, and, if a Faculty Administrator has a concurrent Health Sciences Compensation Plan appointment, in accordance with APM - 670, Health Sciences Compensation Plan and Guidelines on Occasional Outside Professional Activities by Health Sciences Compensation Plan Participants

241-24 **Authority**

- a. The Chancellor has authority to appoint and reappoint Faculty Administrators, including those serving in an Interim or Acting capacity, and to approve administrative compensation up to the established Indexed Compensation

Level (ICL)¹ in accordance with campus procedures. The Chancellor may redelegate authority to a designee for implementing APM - 241(see APM - 100-6-d).

- b. The Director of an Organized Research Unit (ORU) is appointed by the Chancellor or Chancellor's designee after a nomination procedure agreed to by the Chancellor and the Academic Senate. The founding Director of an ORU may be specified in the proposal to establish the ORU. When a new Director is appointed for an existing Unit, the ORU Advisory Committee should be solicited for nominations.
- c. The Director of a Multi-campus Research Unit (MRU) is appointed by the ~~President~~ Chancellor or his/her designee after consultation with the ~~appropriate Division~~ Academic Senate and with the advice of a Search Committee appointed by the Vice ~~President of Research and Graduate Studies~~ Chancellor of Research or his/her equivalent. Nominations for membership on the Search Committee are solicited by the Vice President of Research and Graduate Studies ~~Chancellor of Research or his/her equivalent~~ from the Chair of the Academic ~~Division~~ Senate and the Chancellors. Normally, at least one member of the MRU Advisory or Executive Committee serves on the Search Committee.

¹ As stated in Regents Standing Order 100.3(b).

241-80 **Review Procedures**

The administrative review procedures outlined in this section are separate and distinct from the formal academic review procedures governing the underlying faculty appointment as described in APM - 210, Review and Appraisal Committees, and APM - 220, Professor Series.

The President or Chancellor, as appropriate, shall conduct a review for each Faculty Administrator no later than once every five years to determine whether reappointment to another term is warranted.

The President or eEach campus, as appropriate, shall develop criteria and procedures for conducting Faculty Administrator reviews.