



OFFICE OF THE VICE PROVOST --  
ACADEMIC PERSONNEL

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

May 15, 2019

CHANCELLORS  
LABORATORY DIRECTOR WITHERELL  
ACADEMIC COUNCIL CHAIR MAY  
ANR VICE PRESIDENT HUMISTON

**Re: Systemwide Review of Proposed Revisions to Academic Personnel Manual (APM),  
Section 230, Visiting Appointments (APM - 230)**

Dear Colleagues:

Enclosed for systemwide review are proposed revisions to Academic Personnel Manual Section 230 (APM - 230), Visiting Appointments. The proposed revisions reflect changes made to comply with a stipulated agreement (the “Stipulation”) between the University of California and the International Union, United Automobile, Aerospace and Agricultural Implement Workers of America (“UAW”) in recognition of the Researchers-Academic Unit (“RA Unit”) formation.

### **Background**

On March 22, 2019, the University and the UAW entered into an agreement to recognize the Academic Researchers United/UAW as the exclusive representative of a unit of employees as defined in the attached Stipulation. Currently, the visiting prefix is attached to the following in-unit title series: Professional Researchers and Project Scientists. Pursuant to the Stipulation, who qualifies as a Visitor in terms of the in-unit titles in the RA Unit has changed. The Stipulation provides for the following changes with respect to Visiting Professional Researchers and Visiting Project Scientists:

- If an individual is temporarily performing the duties of a Professional Researcher or Project Scientist, and (1) previously held or was retired from an academic or research position at another educational institution, or (2) has research, creative activities, or professional achievement that would previously have made a Visiting appointment appropriate, they must be appointed in a RA in-unit title. Although these criteria previously qualified an individual to be appointed in a Visiting Professional Researcher or Project Scientist title, pursuant to the Stipulation, moving forward they must be appointed in a non-Visiting in-unit title.
- Out-of-unit Visiting Professional Researcher titles and Visiting Project Scientist titles will be reserved for only those individuals who hold or are on leave from an academic or research position at another educational institution other than the University of California.
- The proposed revisions to APM - 230 permit the visiting prefix to also be attached to the Specialist series. Out-of-unit Visiting Specialist titles will be reserved only for those individuals who hold or are on leave from an academic or research position at another educational institution

other than the University of California, or, those who are enrolled in a degree-granting doctoral program or the equivalent at an educational institution other than the University of California.

- All other APM - 230 (Visiting Appointments) provisions are unchanged and will continue to apply to these Visiting titles, including the time limits established in APM - 230-17 Terms of Service, with the exception that visiting doctoral students in Visiting Specialist titles can only be appointed for a total period of one year (12 months) with no extension, reappointment, or exception.

The definition of a Visiting Appointment as it applies to titles in the Professor, Astronomer, Agronomist in the Agricultural Experiment Station, Specialist in Cooperative Extension, and Librarian series remains unchanged.

### Systemwide Review

Systemwide review is a public review distributed to the Chancellors, the Director of the Lawrence Berkeley National Laboratory, the Chair of the Academic Council, and the Vice President of Agriculture and Natural Resources requesting that they inform the general University community, especially affected employees, about policy proposals. Systemwide review also includes a mandatory, 90-day full Senate review.

Employees should be afforded the opportunity to review and comment on the draft policy, available online at <https://www.ucop.edu/academic-personnel-programs/academic-personnel-policy/policies-under-review/index.html>. Attached is a Model Communication which may be used to inform non-exclusively represented employees about these proposals. The Labor Relations Office at the Office of the President is responsible for informing the bargaining units representing union membership about policy proposals.

We would appreciate receiving your comments no later than **October 25, 2019**. Please submit your comments to [ADV-VPCARLSON-SA@ucop.edu](mailto:ADV-VPCARLSON-SA@ucop.edu). Please indicate "APM - 230" in the subject line. If you have any questions, please contact Kimberly Grant at [Kimberly.Grant@ucop.edu](mailto:Kimberly.Grant@ucop.edu) or (510) 987-9499.

Sincerely,



Susan Carlson  
Vice Provost  
Academic Personnel and Programs

### Enclosures:

- 1) Proposed Revised APM - 230, Visiting Appointments (clean copy)
- 2) Proposed Revised APM - 230, Visiting Appointments (redline copy)
- 3) Stipulation between the University of California and the International Union, United Automobile, Aerospace and Agricultural Implement Workers of America (UAW)
- 4) Model Communication

cc: President Napolitano  
Provost and Executive Vice President Brown  
Executive Vice Chancellors/Provosts

Executive Vice President and Chief Operating Officer and Chief of Staff Nava  
Senior Vice President Bustamante  
Vice President Duckett  
Vice President Ellis  
Vice Provosts/Vice Chancellors of Academic Affairs/Personnel  
Vice Chancellors for Research  
Academic Personnel Directors  
Deputy General Counsel Woodall  
Executive Director Baxter  
Executive Director Chester  
Executive Director Peterson  
Chief of Staff and Director Henderson  
Chief of Staff Levintov  
Director Grant  
Director Lee  
Manager Donnelly  
Manager Smith  
HR Manager Crosson  
Analyst Ha  
Analyst Wilson

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Attorneys for Petitioner

STATE OF CALIFORNIA

PUBLIC EMPLOYMENT RELATIONS BOARD

ACADEMIC RESEARCHERS UNITED/  
INTERNATIONAL UNION, UNITED  
AUTOMOBILE, AEROSPACE AND  
AGRICULTURAL IMPLEMENT  
WORKERS OF AMERICA (UAW), AFL-  
CIO

Petitioner,

and

REGENTS OF THE UNIVERSITY OF  
CALIFORNIA,

Employer.

CASE NO. SF-RR-1000-H

STIPULATION

To resolve issues regarding the appropriate unit in the above referenced case the parties agree as follows:

1. The University and the Union have agreed that "without salary" and Academic Senate individuals who have an in-unit title are excluded from the unit. The University will establish new out-of-unit Without Salary title codes and will move those with an in-unit title to this new out-of-unit title. These individuals were not considered in the previous count for proof of support and will continue to be out of the unit.
2. Visiting titles, as described in APM-230, will be reserved for only those individuals who have an appointment or are employed by another institution. Visiting titles will thus be removed from the unit. Employees who do not meet this visiting title criteria will be

- 1 moved to a non-visiting title in the unit. A list identifying who will be excluded pursuant  
2 to this provision will be provided to PERB.
- 3 3. Visiting titles, as described in APM-230, will also be reserved for doctoral students  
4 enrolled in a degree granting program or equivalent at an institution of higher education  
5 other than the University of California. They will be appointed for a period not to exceed  
6 one year (12 months). A list identifying who will be excluded pursuant to this provision  
7 will be provided to PERB.
- 8 4. Coordinators of public programs at UCSD extension will be excluded from the unit. They  
9 will be placed in a more appropriate title series. A list identifying who will be excluded  
10 pursuant to this provision will be provided to PERB.
- 11 5. Professional researchers will be included in the unit, unless they have a concurrent  
12 Academic Senate appointment or a primary (50% or greater appointment) Non-Senate  
13 appointment where research is an expected duty of the concurrent title. The University  
14 will establish new out-of-unit payroll or title codes for these concurrent appointments.  
15 With the understanding that the University is still researching the applicability of this  
16 standard to eleven people identified by the Union, these eleven people will be excluded  
17 from the count so that this process can conclude, but the parties agree that if the facts  
18 demonstrate that they belong in the unit they will be so classified. A list identifying who  
19 will be excluded pursuant to this provision will be provided to PERB.
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6. The Supervisor named by UC on a list provided to the Union on March 15, 2019, will be excluded from the unit until such time the parties reach a mutual agreement on the status of any individual supervisor(s) on the list or there is a separate PERB filing and decision with respect to such supervisor(s). Those individuals previously identified as Supervisors but who UC has now identified as in the unit will be included in the unit. A list identifying which employees will be considered Supervisors for purpose of proof of support will be provided to PERB.

Academic Researchers United/International Union,  
United Automobile, Aerospace and Agricultural  
Implement Workers of America (UAW), AFL-CIO

Dated: March 21, 2019

By: Michael J. Miller  
Michael J. Miller

Regents of The University of California

Dated: 3/22/19

By: D. B. Duckett  
Dwayne B. Duckett

**APPROVED AS TO FORM:**

Schwartz, Steinsapir, Dohrmann & Semmers LLP

By: Margo A. Feinberg  
Margo A. Feinberg, Esq.  
Attorneys for Petitioner

Paul, Plevin, Sullivan & Cobnnaughton LLP

By: Sandra McDonough  
Sandy McDonough, Esq.  
Attorneys for Employer

**PROOF OF SERVICE**

LORENA ZAMARRIPA certifies as follows:

I am employed in the County of Los Angeles, State of California; I am over the age of eighteen years and am not a party to this action; my business address is 6300 Wilshire Boulevard, Suite 2000, Los Angeles, California 90048-5268. My electronic notification address is lz@ssdslaw.com

On March 22, 2019 I caused the foregoing document(s) described as **STIPULATION** to be served upon the person(s) shown below:

Sandra McDonough, Esq.  
Paul, Plevin, Sullivan & Connaughton LLP  
101 West Broadway, Suite 900  
San Diego, California 92101-8285  
Email: [smcdonough@paulplevin.com](mailto:smcdonough@paulplevin.com)

Martha T. Kim, Senior Counsel  
University of California  
Office of the General Counsel  
1111 Franklin Street, 8th Floor  
Oakland, California 94607  
Email: [martha.kim@ucop.edu](mailto:martha.kim@ucop.edu)

— placing it (them) for collection and mailing on that same date following the ordinary business practices of Schwartz, Steinsapir, Dohrmann & Sommers LLP, at its place of business, located at 6300 Wilshire Boulevard, Suite 2000, Los Angeles, California 90048-5202. I am readily familiar with the business practices of Schwartz, Steinsapir, Dohrmann & Sommers LLP for collection and processing of correspondence for mailing with the United States Postal Service. Pursuant to said practices the envelope(s) would be deposited with the United States Postal Service that same day, with postage thereon fully prepaid, at Los Angeles, California, in the ordinary course of business. I am aware that on motion of the party served, service is presumed invalid if the postal cancellation date or postage meter date on the envelope is more than one day after the date of deposit for mailing in the affidavit. (C.C.P. §1013a(3))

☒ **BY E-MAIL:** By transmitting a copy of the above-described document(s) via e-mail to the individual(s) set forth above at the e-mail address(es) indicated.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on March 22, 2019, at Los Angeles, California.

  
LORENA ZAMARRIPA

230-4 **Definition and Policy**

a. The Visiting prefix may be attached to titles in any of the following series: Professor, Astronomer, Agronomist in the Agricultural Experiment Station, Professional Research, Specialist in Cooperative Extension, Project Scientist, Specialist, and Librarian; except that the Visiting prefix shall not be attached to the title Instructor, Junior Astronomer, or Junior Agronomist.

a.b. The Visiting prefix is used to designate ~~one who~~ the following:

- (1) One who is appointed temporarily to perform the duties of the title to which the prefix is attached. ~~and~~
- (2) For visitors in the Professor, Astronomer, Agronomist in the Agricultural Experiment Station, Specialist in Cooperative Extension, and Librarian series, those who ~~either has have~~ held, ~~is are~~ on leave from, or ~~is are~~ retired from an academic or research position at another educational institution, or, alternatively, ~~whose those who have~~ research, creative activities or professional achievement ~~that makes~~ a Visiting appointment appropriate. In the latter cases, the Chancellor must solicit advice on the appointment from the Divisional Committee on Academic Personnel or its equivalent.
- (3) For visitors in the Professional Research and Project Scientist series, those who hold or are on leave from an academic or research position at another educational institution other than the University of California.
- (2)(4) For visitors in the Specialist series, those who hold or are on leave from an academic or research position at another educational institution other than the University of California, or, those who are enrolled in a degree-granting doctoral program or the equivalent at an educational institution other than the University of California.

~~b.a. The Visiting prefix may be attached to titles in any of the following series: Professor, Astronomer, Agronomist in the Agricultural Experiment Station, Professional Research, Specialist in Cooperative Extension, Project Scientist, and Librarian; except that the Visiting prefix shall not be attached to the title Instructor, Junior Astronomer, or Junior Agronomist.~~

- c. When a title with the Visiting prefix is assigned to a faculty member on leave or retired from another educational institution, the title will usually be the same as the individual's title at the home educational institution, with exceptions when connotations differ (e.g., Reader or Tutor in a British university).



- d. If an academic appointee with a Visiting title is later considered for transfer to a corresponding appointment in the regular series, the proposal for such transfer shall be treated as a new appointment subject to full customary review.

#### 230-10 **Criteria**

The criteria for evaluation of a candidate for appointment with a Visiting title shall be the same as for the corresponding regular title. Because the appointment is temporary, reasonable flexibility may be employed in the application of these criteria. Care should be taken to inform the appointee of the provisions of Section 230-4-d.

#### 230-17 **Terms of Service**

Each appointment or reappointment with a Visiting title shall be for a specified term not to exceed one (1) year. With the exceptions below, the total period of consecutive service with a Visiting title shall not exceed two (2) years, unless a longer period is approved by the Chancellor.

Visitors in the Specialist series who are enrolled in a degree-granting doctoral program or the equivalent at an educational institution other than the University of California are limited to a one (1)-year appointment, with no extensions, reappointments, or exceptions.

In the case of Visiting Assistant Professor Programs in Mathematics, the total period of consecutive service shall not exceed three (3) years, unless a longer period is approved by the Chancellor.

#### 230-18 **Salary**

- a. The salary of an appointee with a Visiting title shall be determined according to the special circumstances of the case. In some cases, it will be appropriate to separate considerations of rank from those of salary.
- b. Since the negotiated salary for an appointment to a Visiting title may take into account certain relocation expenses, it should not necessarily be regarded as the appropriate salary for any subsequent regular appointment. (Relocation expenses are not the same as travel expenses; for travel expense reimbursement to a Visiting appointee, see the provisions of APM - 230-20-h.)

- c. An appointee with a Visiting title in one of the schools of health sciences is not eligible for any of the Strict Full-Time or other special compensation plans of these schools. The Chancellor, after consultation with the Academic Senate, may approve exceptions to this provision in cases of full-time appointments involving patient-care responsibilities.
- d. Because salaries of Visiting appointees are negotiated on an individual basis, such salaries are not subject to range adjustments which, when given, automatically affect the regular salary scales.

**230-20 Conditions of Employment**

- a. Inasmuch as a Visiting appointment is temporary, with an ending date, and there is no expectation of continued employment, notice of intention not to reappoint is not required, but the formal appointment letter shall specify the starting and termination dates of the service period and indicate that the appointment is self-terminating.
- b. As established under the terms of Section 103.9 of the Standing Order of The Regents, termination of the appointment of a faculty member, including that of a Visiting faculty member, before expiration of the contracted term shall be only for good cause, after opportunity for a hearing before the properly constituted advisory committee of the Academic Senate. In all other cases of grievances pertaining to appointees holding a Visiting title, the provisions of [APM - 140](#) are applicable.
- c. An appointee with a Visiting title is not a member of the Academic Senate.
- d. Certain removal expenses may be allowed a Visiting appointee who is subsequently appointed to regular faculty rank, or to the regular professional research series, as provided in [APM - 560-14-d](#).
- e. Sabbatical leave credit may be accrued by a Visiting appointee under the special conditions described in [APM - 740-11-b](#).
- f. Sick leaves, vacation leaves, or authorized special leaves with pay for Visiting appointees will be subject to the policies for corresponding ranks without the Visiting prefix.
- g. Neither tenure nor security of employment is acquired by appointment to a Visiting title, although eligible service with certain Visiting titles is credited under the University's "eight-year" rule. (See [APM - 133](#).)
- h. Travel expenses for Visiting appointees:

- (1) When employed at full time for at least one (1) quarter, an appointee with a Visiting title may be reimbursed for expenses incurred in initially traveling from home to the campus to which appointed, subject to the provisions which appear in the following subsections. Agreements concerning such reimbursement shall be made at the time of negotiation for appointment, and payment of travel expense to the extent authorized by University regulations should not be incorporated in the salary, but paid separately.

Reimbursement for return travel may be made, after completion of the term of appointment, to the point of origin or the actual destination, whichever shall result in the lesser distance.

- (2) When paid to Visiting appointees, travel expenses are subject to the following limitations:
- (a) When the appointee travels alone, expenses and method of travel shall be governed by the University travel policy.
  - (b) When accompanied by spouse, domestic partner (same sex or opposite sex), and/or children, or other near relatives (as defined in APM - 520-4) who regularly form part of the appointee's immediate household, the appointee has the option of claiming one of the following for reimbursement of travel expenses:
    - (1) The coach air fares from home to the campus to which appointed for the appointee and family members as described above; or
    - (2) Up to the maximum amount permitted by University policy for travel mileage by a privately owned automobile; or
    - (3) If the appointee elects to combine air travel from overseas to an airport on the North American continent and subsequent travel by automobile from that point to the campus to which appointed, only the equivalent of the coach air fares from home to the campus to which appointed for the appointee and family members as described above. (This option does not permit reimbursement for overseas air travel plus travel mileage by automobile.)

In case of election of the first or third option, only such miscellaneous expenses related to air travel as are permitted under the provisions of Business and Finance Bulletin G-28, Policy and Regulations Governing Travel, will be allowed.

- (c) If, for personal convenience, an indirect route is traveled or travel by a direct route is interrupted, any resulting extra expense shall be borne

by the traveler, and reimbursement for expense shall be based only on such charges as would have been incurred by the usually traveled route.

- (3) Payments for travel expenses normally shall be made from the “Supplies and Expense” subaccount(s) (Sub 3) of the appropriate account(s) under which the appointment is made. See APM - 230-24-d for reimbursement of payments for travel expenses from other than the appropriate account(s).
- (4) Advance signing of an agreement to refund a portion of the travel expense payment if the terms of the appointment are not fulfilled is not required of a Visiting appointee. Any repayment, should events require it, is left to the discretion of the Chancellor.

230-24 **Authority**

- a. The Chancellor, the Provost and ~~Senior-Executive~~ Vice President—Academic Affairs, and the Vice President—Agriculture and Natural Resources are authorized to approve appointments with Visiting titles under their respective jurisdictions, except as noted in Sections 230-24-b.
- b. The Chancellor is authorized to approve above-scale salaries up to and including the Regental compensation threshold. For salaries beyond the Regental compensation threshold, authority rests with The Regents on recommendation of the President, after appropriate review and as prescribed in Section 101.2(a) of the Standing Orders of The Regents.
- c. The authority of the Chancellor, the Provost and ~~Senior-Executive~~ Vice President—Academic Affairs, and the Vice President—Agriculture and Natural Resources as stipulated above shall also apply for certain personnel actions having effective dates other than July 1 and for retroactive approvals.
- d. The Chancellor, the Provost and ~~Senior-Executive~~ Vice President—Academic Affairs, and the Vice President—Agriculture and Natural Resources are authorized to approve the reimbursement of expenses for travel by an appointee with a Visiting title under their respective jurisdictions. If travel expenses are to be incurred outside the United States, prior approval is required for the reimbursement of such expenses. Prior approval is also required for reimbursement of payments for travel expenses from other than the appropriate account(s), whether with intramural or extramural funding.

230-80 **Procedures**

The general procedures for making Visiting appointments shall be the same as those specified for the corresponding regular academic title; e.g., in the Visiting Professor series, the provisions of [APM - 220-80](#) would apply. Because a Visiting appointment is temporary and because it usually serves to recognize the title held at another educational institution, requirements for an *ad hoc* committee may be waived in accordance with [APM - 220-80-k](#).

#### 230-96 **Reports**

See [APM - 200-96](#).

#### **Revision History**

##### October xx, 2019:

- Revisions to eligibility for appointees in the Professional Research, Project Scientist, and Specialist series.

##### August 7, 2018:

- Technical revisions to comply with AB 168.

For details on prior revisions, please visit the Academic Personnel and Programs website:  
<https://www.ucop.edu/academic-personnel-programs/academic-personnel-policy/policy-issuances-and-guidelines/index.html>.

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- b. The Visiting prefix is used to designate the following:
  - (1) One who is appointed temporarily to perform the duties of the title to which the prefix is attached.
  - (2) For visitors in the Professor, Astronomer, Agronomist in the Agricultural Experiment Station, Specialist in Cooperative Extension, and Librarian series, those who have held, are on leave from, or are retired from an academic or research position at another educational institution, or, alternatively, those who have research, creative activities or professional achievement that make a Visiting appointment appropriate. In the latter cases, the Chancellor must solicit advice on the appointment from the Divisional Committee on Academic Personnel or its equivalent.
  - (3) For visitors in the Professional Research and Project Scientist series, those who hold or are on leave from an academic or research position at another educational institution other than the University of California.
  - (4) For visitors in the Specialist series, those who hold or are on leave from an academic or research position at another educational institution other than the University of California, or, those who are enrolled in a degree-granting doctoral program or the equivalent at an educational institution other than the University of California.
- c. When a title with the Visiting prefix is assigned to a faculty member on leave or retired from another educational institution, the title will usually be the same as the individual's title at the home educational institution, with exceptions when connotations differ (e.g., Reader or Tutor in a British university).
- d. If an academic appointee with a Visiting title is later considered for transfer to a corresponding appointment in the regular series, the proposal for such transfer shall be treated as a new appointment subject to full customary review.

**230-10 Criteria**

The criteria for evaluation of a candidate for appointment with a Visiting title shall be the same as for the corresponding regular title. Because the appointment is temporary, reasonable flexibility may be employed in the application of these criteria. Care should be taken to inform the appointee of the provisions of Section 230-4-d.

**230-17 Terms of Service**

Each appointment or reappointment with a Visiting title shall be for a specified term not to exceed one (1) year. With the exceptions below, the total period of consecutive service with a Visiting title shall not exceed two (2) years, unless a longer period is approved by the Chancellor.

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In the case of Visiting Assistant Professor Programs in Mathematics, the total period of consecutive service shall not exceed three (3) years, unless a longer period is approved by the Chancellor.

**230-18 Salary**

- a. The salary of an appointee with a Visiting title shall be determined according to the special circumstances of the case. In some cases, it will be appropriate to separate considerations of rank from those of salary.
- b. Since the negotiated salary for an appointment to a Visiting title may take into account certain relocation expenses, it should not necessarily be regarded as the appropriate salary for any subsequent regular appointment. (Relocation expenses are not the same as travel expenses; for travel expense reimbursement to a Visiting appointee, see the provisions of APM - 230-20-h.)
- c. An appointee with a Visiting title in one of the schools of health sciences is not eligible for any of the Strict Full-Time or other special compensation plans of these schools. The Chancellor, after consultation with the Academic Senate, may approve exceptions to this provision in cases of full-time appointments involving patient-care responsibilities.

- d. Because salaries of Visiting appointees are negotiated on an individual basis, such salaries are not subject to range adjustments which, when given, automatically affect the regular salary scales.

230-20 **Conditions of Employment**

- a. Inasmuch as a Visiting appointment is temporary, with an ending date, and there is no expectation of continued employment, notice of intention not to reappoint is not required, but the formal appointment letter shall specify the starting and termination dates of the service period and indicate that the appointment is self-terminating.
- b. As established under the terms of Section 103.9 of the Standing Order of The Regents, termination of the appointment of a faculty member, including that of a Visiting faculty member, before expiration of the contracted term shall be only for good cause, after opportunity for a hearing before the properly constituted advisory committee of the Academic Senate. In all other cases of grievances pertaining to appointees holding a Visiting title, the provisions of [APM - 140](#) are applicable.
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- e. Sabbatical leave credit may be accrued by a Visiting appointee under the special conditions described in [APM - 740-11-b](#).
- f. Sick leaves, vacation leaves, or authorized special leaves with pay for Visiting appointees will be subject to the policies for corresponding ranks without the Visiting prefix.
- g. Neither tenure nor security of employment is acquired by appointment to a Visiting title, although eligible service with certain Visiting titles is credited under the University's "eight-year" rule. (See [APM - 133](#).)
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regulations should not be incorporated in the salary, but paid separately.

Reimbursement for return travel may be made, after completion of the term of appointment, to the point of origin or the actual destination, whichever shall result in the lesser distance.

- (2) When paid to Visiting appointees, travel expenses are subject to the following limitations:
  - (a) When the appointee travels alone, expenses and method of travel shall be governed by the University travel policy.
  - (b) When accompanied by spouse, domestic partner (same sex or opposite sex), and/or children, or other near relatives (as defined in APM - 520-4) who regularly form part of the appointee's immediate household, the appointee has the option of claiming one of the following for reimbursement of travel expenses:
    - (1) The coach air fares from home to the campus to which appointed for the appointee and family members as described above; or
    - (2) Up to the maximum amount permitted by University policy for travel mileage by a privately owned automobile; or
    - (3) If the appointee elects to combine air travel from overseas to an airport on the North American continent and subsequent travel by automobile from that point to the campus to which appointed, only the equivalent of the coach air fares from home to the campus to which appointed for the appointee and family members as described above. (This option does not permit reimbursement for overseas air travel plus travel mileage by automobile.)

In case of election of the first or third option, only such miscellaneous expenses related to air travel as are permitted under the provisions of Business and Finance Bulletin G-28, Policy and Regulations Governing Travel, will be allowed.
  - (c) If, for personal convenience, an indirect route is traveled or travel by a direct route is interrupted, any resulting extra expense shall be borne by the traveler, and reimbursement for expense shall be based only on such charges as would have been incurred by the usually traveled route.
- (3) Payments for travel expenses normally shall be made from the "Supplies and Expense" subaccount(s) (Sub 3) of the appropriate account(s) under

which the appointment is made. See APM - 230-24-d for reimbursement of payments for travel expenses from other than the appropriate account(s).

- (4) Advance signing of an agreement to refund a portion of the travel expense payment if the terms of the appointment are not fulfilled is not required of a Visiting appointee. Any repayment, should events require it, is left to the discretion of the Chancellor.

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- b. The Chancellor is authorized to approve above-scale salaries up to and including the Regental compensation threshold. For salaries beyond the Regental compensation threshold, authority rests with The Regents on recommendation of the President, after appropriate review and as prescribed in Section 101.2(a) of the Standing Orders of The Regents.
- c. The authority of the Chancellor, the Provost and Executive Vice President—Academic Affairs, and the Vice President—Agriculture and Natural Resources as stipulated above shall also apply for certain personnel actions having effective dates other than July 1 and for retroactive approvals.
- d. The Chancellor, the Provost and Executive Vice President—Academic Affairs, and the Vice President—Agriculture and Natural Resources are authorized to approve the reimbursement of expenses for travel by an appointee with a Visiting title under their respective jurisdictions. If travel expenses are to be incurred outside the United States, prior approval is required for the reimbursement of such expenses. Prior approval is also required for reimbursement of payments for travel expenses from other than the appropriate account(s), whether with intramural or extramural funding.

**230-80 Procedures**

The general procedures for making Visiting appointments shall be the same as those specified for the corresponding regular academic title; e.g., in the Visiting Professor series, the provisions of [APM - 220-80](#) would apply. Because a Visiting appointment is temporary and because it usually serves to recognize the title held at another educational institution, requirements for an *ad hoc* committee may be waived in accordance with [APM - 220-80-k](#).

230-96 **Reports**

See [APM - 200-96](#).

**Revision History**

October xx, 2019:

- Revisions to eligibility for appointees in the Professional Research, Project Scientist, and Specialist series.

August 7, 2018:

- Technical revisions to comply with AB 168.

For details on prior revisions, please visit the Academic Personnel and Programs website:

<https://www.ucop.edu/academic-personnel-programs/academic-personnel-policy/policy-issuances-and-guidelines/index.html>.

## **MODEL COMMUNICATION**

The University invites comments on a proposed revised Academic Personnel Manual Section 230 (APM - 230), Visiting Appointments.

The proposed revisions reflect changes made to comply with a stipulated agreement (the “Stipulation”) between the University of California and the International Union, United Automobile, Aerospace and Agricultural Implement Workers of America (“UAW”) in recognition of the Researchers-Academic Unit (“RA Unit”) formation.

On March 22, 2019, the University and the UAW entered into an agreement to recognize the Academic Researchers United/UAW as the exclusive representative of a unit of employees as defined in the Stipulation. Currently, the visiting prefix is attached to the following in-unit title series: Professional Researchers and Project Scientists. Pursuant to the Stipulation, who qualifies as a Visitor in terms of the in-unit titles in the RA Unit has changed. The Stipulation provides for the following changes with respect to Visiting Professional Researchers and Visiting Project Scientists:

- If an individual is temporarily performing the duties of a Professional Researcher or Project Scientist, and (1) previously held or was retired from an academic or research position at another educational institution, or (2) whose research, creative activities, or professional achievement would previously have made a Visiting appointment appropriate, they must be appointed in a RA in-unit title. Although these criteria previously qualified an individual to be appointed in a Visiting Professional or Project Scientist title, pursuant to the Stipulation, moving forward they must be appointed in a non-Visiting in-unit title.
- Out-of-unit Visiting Professional Researcher titles and Visiting Project Scientist titles will be reserved for only those individuals who hold or are on leave from an academic or research position at another educational institution other than the University of California.
- The proposed revisions to APM - 230 permit the visiting prefix to also be attached to the Specialist series. Out-of-unit Visiting Specialist titles will be reserved only for those individuals who hold or are on leave from an academic or research position at another educational institution other than the University of California, or, those who are enrolled in a degree-granting doctoral program or the equivalent at an educational institution other than the University of California.
- All other APM - 230 (Visiting Appointments) provisions are unchanged and will continue to apply to these Visiting titles, including the time limits established in APM - 230-17 Terms of Service, with the exception that visiting doctoral students in Visiting Specialist titles can only be appointed for a total period of one year (12 months) with no extension, reappointment, or exception.

The definition of a Visiting Appointment as it applies to titles in the Professor, Astronomer, Agronomist in the Agricultural Experiment Station, Specialist in Cooperative Extension, and Librarian series remains unchanged.

The proposed revised APM - 230, Visiting Appointments, is posted under the “Systemwide Review” tab at: <https://www.ucop.edu/academic-personnel-programs/academic-personnel-policy/policies-under-review/index.html>. It may also be viewed at \_\_\_\_\_ [e.g., the campus Academic Personnel Office or Human Resources Office].

If you have any questions or if you wish to comment, please contact \_\_\_\_\_ at \_\_\_\_\_, no later than \_\_\_\_\_, 2019.