



SYSTEMWIDE ACADEMIC PERSONNEL  
FACULTY AFFAIRS AND ACADEMIC PROGRAMS

OFFICE OF THE PRESIDENT  
1111 Franklin Street, 10<sup>th</sup> Floor  
Oakland, California 94607-5200

September 16, 2026

CHANCELLORS  
ACADEMIC COUNCIL CHAIR SCOTT  
LABORATORY DIRECTOR YELICK  
ANR VICE PRESIDENT HUMISTON

**Re: Systemwide Review of Proposed Revisions to Academic Personnel Manual (APM)  
560, Removal Expenses/General**

Dear Colleagues:

Enclosed for systemwide review are proposed revisions to the Academic Personnel Manual (APM) as follows:

- Section 560, Removal Expenses/General

The proposed revisions address one substantive policy change and two technical changes, as discussed below.

### **Background**

The proposed revisions to APM - 560 address both a substantive policy issue and two technical changes. The substantive revision would expand the list of academic titles eligible for optional removal expenses, while the technical revision would update outdated title references to reflect current University policy.

The proposed substantive revision adds the Professor of Teaching series to the list of titles eligible for optional removal expenses. This revision responds to campus requests for flexibility to offer removal expenses to appointees in the Professor of Teaching series without the need to seek an exception to policy. The proposed change would permit campuses to provide removal expenses to appointees in Professor of Teaching titles, consistent with campus recruitment and retention needs, but would not require campuses to do so.

One of the proposed technical revisions replaces “Continuing Education Specialist” with “Continuing Educator” to align with the title change adopted in APM - 340. In 2005, the Continuing Educator title replaced the Continuing Education Specialist title as part of changes intended to provide University Extension programs with greater administrative flexibility. This revision updates APM - 560 to reflect that earlier policy change and ensure consistency across the Academic Personnel Manual.

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The second proposed technical revision removes the reference to the title "Teaching Fellow," which is no longer in use. This revision removes an obsolete title reference from APM - 560 and ensures the policy reflects the University's current academic titles.

### Key Policy Revisions

The following key revisions are proposed:

- Add the Professor of Teaching series to the list of titles eligible for removal expenses.
- Replace "Continuing Education Specialist" with "Continuing Educator" to align APM - 560 with changes previously made to APM - 340.
- Remove the reference to the title "Teaching Fellow," which is no longer in use.

### Systemwide Review

Systemwide review is a public review distributed to the Chancellors, the Chair of the Academic Council, the Director of the Lawrence Berkeley National Laboratory, 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 on the [Systemwide Academic Personnel website](#). Attached is a Model Communication which may be used to inform non-exclusively represented employees about these proposals. The Systemwide Labor Relations 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 **December 16, 2026**. Please submit your comments to [SystemwideAP-PolicyReviewComments@ucop.edu](mailto:SystemwideAP-PolicyReviewComments@ucop.edu). If you have any questions, please contact Tiffany Wilson at [Tiffany.Wilson@ucop.edu](mailto:Tiffany.Wilson@ucop.edu).

Sincerely,



Amy K. Lee  
Deputy Provost  
Systemwide Academic Personnel



Monica Varsanyi  
Vice Provost  
Faculty Affairs and Academic Programs

Enclosures:

- 1) APM - 560, Removal Expenses/General (clean copy)
- 2) APM - 560, Removal Expenses/General (tracked changes copy)
- 3) Model Communication

cc: President Milliken  
Interim Provost and Executive Vice President Hexter

Executive Vice Chancellors/Provosts  
Executive Vice President and Chief Operating Officer Nava  
Executive Vice President Rubin  
Senior Vice President and Chief Compliance Officer Bustamante  
Vice President Brown  
Vice President Gullatt  
Vice President Henderson  
Vice President and Chief of Staff Kao  
Vice President Maldonado  
Academic Council Vice Chair Nuru-Jeter  
Vice Provosts/Vice Chancellors for Academic Affairs/Personnel  
Deputy General Counsel Woodall  
Assistant Vice Provosts/Assistant Vice Chancellors for Academic Personnel  
Associate Vice President Matella  
Associate Vice President McRae  
Chief Policy Advisor McAuliffe  
Executive Director Anders  
Executive Director Lin  
Executive Director Menezes  
Executive Director Spear  
Chief of Staff Beechem  
Chief of Staff Levintov  
LBL Chief Human Resources Officer Crosson  
Senior Principal Counsel Mastro  
Director Chin  
Director Garcia  
Director Weston-Dawkes  
Associate Director DiCaprio  
Associate Director Jue  
Associate Director Soria  
Associate Director Woolston  
Assistant Director LaBriola  
Labor Relations Manager Ishaya  
Policy Analyst Durrin  
Policy Analyst Sali  
Policy Analyst Wilson  
Program Policy Analyst D'Agostino

**DRAFT – Recruitment: APM - 560 – Removal Expenses/General**

**560-0 Policy**

Removal expenses may be provided for certain new appointees (see APM - 560-14) to academic positions. Removal expenses are not provided automatically nor do they constitute a perquisite of University employment; they are paid in accordance with the purpose and procedure described below.

**560-2 Purpose**

Partial payment of removal expenses is a privilege which may be accorded to qualified persons in order to expand the geographical area for selection of permanent academic staff and thus enhance the effectiveness of University recruitment.

**560-4 Definition**

Removal expenses for which the University may reimburse eligible personnel are as follows:

a. Reimbursement for the total cost

Removal of a personal library belonging to a newly-hired faculty member, if such library is to be made generally available to students and faculty.

b. Reimbursement for one-half the total cost

- 1) Packing, freight (but not storage) and insurance of household goods, when properly supported by invoices and receipts.
- 2) Aircoach transportation for appointee and immediate family or an equivalent amount for other travel in accordance with standard airline fare policies and University travel regulations as announced by the Senior Vice President – Business and Finance.
- 3) Meals en route for appointee and immediate family in accordance with University travel regulations as issued by the Senior Vice President – Business and Finance. If travel is by automobile, the cost of meals is an allowable expense only to the extent that might have been necessary if travel had been by air coach.

**560-9 Advance Payment**

In unusual circumstances, advance payments on removal expenses may be made provided that all the following conditions are met:

- a. The prospective appointee has complied with all necessary requirements for the appointment.
- b. The proposed advance does not exceed 75 percent of the amount estimated to be paid by the University as computed by the Accounting Officer.

#### **560-14 Eligibility**

Academic appointees who fulfill the following requirements are eligible for payment of removal expenses:

- a. Academic appointees with any of the following title series and titles: Professor series, Professor of Teaching series, Astronomer series, Agronomist in the Agricultural Experiment Station series, Cooperative Extension Advisor series, Specialist in Cooperative Extension series, Professor in Residence series, Supervisor of Physical Education series, Continuing Educator series, Field Work Supervisor, Supervisor of Teacher Education, Supervisor of Teaching, Assistant University Librarian, Associate University Librarian, and University Librarian.
- b. If the nominating department provides reasonable assurance of its intention to recommend the Acting appointee for regular academic rank within one year following the initial acting appointment, the Acting appointee may be allowed removal expenses. In accordance with existing University policy on removal expenses, this allowance, which may be made without reference to any emergency aspects of the appointment, requires approval by the Chancellor.
- c. Appointees to the Professional Research series (this excludes Research Assistants) and to the title Post-graduate Research (e.g., *Physicist*) may be reimbursed for removal expenses in those cases in which such payment is an allowable cost under the contract or grant. Those who have received travel expenses in accordance with [APM - 570-0](#) and who later are continued beyond the original term of employment are eligible for reimbursement of removal expenses beyond the amount of travel expenses previously received; such reimbursement being subject to the policy then in effect governing such reimbursement for professional research personnel. It is not necessary that a specific provision for the purpose of making reimbursement for removal expenses appear in the itemized budget if it can be established that it is allowable cost under the general terms of the contract or grant.
- d. Visiting appointees who are subsequently appointed to the regular faculty ranks or to the regular Professional Research series are eligible for reimbursement of removal expenses beyond the amount of travel expenses previously reimbursed. Such reimbursement is subject to the policy then in effect governing such reimbursement for the regular faculty.
- e. Teaching Assistants, graduate students appointed as Associates or as Acting Instructors, and Research Assistants in agriculture are provided certain sums for removal expenses in accordance with the provisions set forth in [APM - 561](#).
- f. Lecturer and Senior Lecturer appointees are not eligible for removal expenses, but see [APM - 283-20-e](#). for conditions under which some traveling expenses may be allowed.

### **560-16 Limitations**

Since removal expenses are granted to the household and not to the individual members thereof, payment may not exceed more than one-half of the actual removal expenses for any one household even though more than one member of the same household may at the same time be appointed to the University staff.

### **560-22 Source of Funds**

Removal expenses for persons whose appointment is funded entirely from extramural funds must be paid from non-State funds.

### **560-24 Authority to Grant**

The Chancellor, the Provost and Senior Vice President – Academic Affairs, and the Vice President – Agriculture and Natural Resources are authorized to approve the payment of removal expenses and advances for removal expenses for those persons eligible as listed in APM - 560-14. They are further authorized to make exceptions in individual cases to APM - 560-4 and 560-14.

### **560-94 Application**

Application for reimbursement of removal expenses should follow the procedures of Business and Finance Bulletin G-13, Policy and Regulations Governing Moving and Relocation.

### **Revision History**

Month DD, 20YY

- Add the Professor of Teaching series to the list of titles eligible for removal expenses.
- Technical revision to replace “Continuing Education Specialist” with “Continuing Educator” to align with the title change adopted in APM - 340.
- Technical revision to remove reference to the title “Teaching Fellow,” which is no longer in use.

For details on prior revisions, please visit the [policy issuance web page](#).

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## **MODEL COMMUNICATION**

The University invites comments on proposed revisions to Section 560 of the Academic Personnel Manual:

- APM - 560, Removal Expenses/General.

The proposed revisions include one substantive policy change and two technical changes. The key revisions being distributed for systemwide review are summarized below:

- **Addition of Professor of Teaching series.** Adds the Professor of Teaching series to the list of titles eligible for removal expenses in APM - 560, allowing campuses the option to provide removal expenses to appointees in Professor of Teaching titles without the need for an exception to policy.
- **Update to Continuing Educator title.** Replaces “Continuing Education Specialist” with “Continuing Educator” to align APM - 560 with the title change adopted in APM - 340 in 2005.
- **Removal of Teaching Fellow title reference.** Removes the reference to the title "Teaching Fellow," which is no longer in use, to ensure APM - 560 reflects the University's current academic titles.

The proposed revisions to the APM - 560 are posted to the [Systemwide Academic Personnel](#) website under the “Systemwide Review” tab. 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 \_\_\_\_\_, 2026.