

300-4 **Definition**

Titles in this series are used for members of the faculty who have duties of one or more of the following types, but who are not called upon for the type of published research expected of appointees in the Professor series (see APM - 220), although such research or other creative activity shall be given appropriate recognition (see APM - 210-5-d):

Teaching, promotion and/or supervision of physical activities, intercollegiate athletics, or intramural sports programs; teaching courses and establishing curricula in physical education; coordination or administration of campus intercollegiate athletics or recreation programs.

300-6 **Responsibility**

For personnel actions involving titles in this series, it shall be the responsibility of the Chancellor to establish appropriate campus review procedures, after appropriate consultation involving representatives of the relevant academic bodies and relevant administrative officers. Such procedures shall be in writing and shall be disseminated appropriately on campus.

300-8 **Types**

- a. Titles (and ranks) in this series are:
  - (1) Junior Supervisor of Physical Education
  - (2) Assistant Supervisor of Physical Education
  - (3) Associate Supervisor of Physical Education
  - (4) Supervisor of Physical Education
- b. An *appointment* (as distinguished from a promotion) occurs when a person is employed in one of the four ranks above, if the individual's immediately previous status was:
  - (1) not in the employ of the University; or
  - (2) in the employ of the University, but not with a title in this series.

- c. A *promotion* is an advancement from one rank to a higher rank within this series, usually the next rank as listed above. A change from a title in another series to a title in this series (possibly involving an increase in salary) is not defined as a promotion or merit increase, but as an appointment.
- d. A *merit increase* is an advancement in salary step or to an off-scale or above-scale salary rate without change of rank and is dealt with in APM - 615.
- e. The term *reappointment* is used for the renewal of a previous appointment immediately following the ending of the previous appointment in this series. A reappointment may or may not be accompanied by a promotion or a merit increase.

300-10 **Criteria**

A candidate for appointment, merit increase, or promotion in this series shall be judged by the following criteria:

- a. Effectiveness in teaching.
- b. Professional achievement in one or more of the following: physical activities, campus intramural or recreation programs, extramural sports, or intercollegiate sports programs.
- c. University and public service.

An explanation of these criteria is set forth in APM - 210-5.

It should be noted that published research, such as is expected of candidates in the professor series, is *not* a responsibility of those in the supervisor of physical education series. However, accomplishments in research or creative activity in the relevant fields under b. above should be given proper recognition in judging the candidate's professional achievement.

Appointment to a part-time position with a title in this series shall require the same qualifications as for a full-time appointment. Advancement of a part-time appointee with a title in this series shall depend on quality of performance at a level of effectiveness and achievement comparable to that expected of the full-time appointee. Teaching assignments as well as departmental, committee, and other University service are to be kept in proportion to the percentage of time of the assignment.

Typical qualifications for ranks in this series are as follows:

**Junior Supervisor:** Individuals shall be appointed primarily for their special competence to teach one or more activity classes. Possession of at least a bachelor's degree, preferably in Physical Education, or its equivalent in professional training, is a requisite for appointment. Service in this rank does not, in itself, assure eventual promotion to a higher rank in this series.

**Assistant Supervisor:** Appointees to this rank typically offer instruction in courses in physical activities or physical education; or teach, promote and/or supervise campus intramural and recreation programs, extramural sports programs, or intercollegiate sports programs. Appointment shall be based on possession of special competence and/or professional experience, normally including some post-baccalaureate educational training or professional experience. Promotion to this rank shall be based on evidence of growth (and promise of continued growth) in professional achievement and excellence of services performed in assigned responsibilities. Service in this rank does not, in itself, assure eventual promotion to higher rank in this series. Accelerated advancement is possible if achievement is exceptional.

**Associate Supervisor:** To qualify for appointment or promotion to this rank, individuals must have demonstrated distinguished attainment in teaching and supervising, professional distinction in the relevant fields named under APM - 300-10-b. above, and evidence of leadership in these areas. In judging the candidate, consideration should be given to all forms of significant evidence about the candidate's training, experience, higher education, and special skills, and to evidence of performance in teaching, supervising, coaching, counseling students, and administering programs in physical education, physical activities, recreation, or sports.

**Supervisor:** Candidates for appointment or promotion to this rank shall be judged in the same way as for Associate Supervisor, except that candidates for Supervisor, in addition, shall have attained significant externally recognized distinction in a professional field or shown outstanding ability in a major area of professional responsibility.

### 300-16 **Restrictions**

- a. An appointment or reappointment to the title Junior Supervisor or Assistant Supervisor of Physical Education must be for a specified term, and may not be for an "indefinite" period.

- b. A title in this series is not to be conferred on an appointee unless there is an appropriately budgeted provision for the appointment.
- c. An appointment to a title in this series is normally for full-time service to the University, although there subsequently may be a temporary reduction in the percentage of time of the appointment to enable the appointee to serve the University in some other capacity.
- d. An appointment for less than full-time service with a title in this series may be authorized under appropriate circumstances, provided that the Chancellor specifically approves the arrangement as being in the best interests of the University and fully justified by the particular circumstances. Such part-time appointments ordinarily will be limited to cases in each of which the individual's primary professional commitment is to the University. In the case of a part-time appointment of an individual with a professional commitment other than the one to the University, there must be assurance that the appointee will fulfill all the obligations entailed in the University appointment.

When an appointment for less than full-time service is approved, the University is not obligated to increase the percentage of time of the appointment, even if the appointee and the department should desire such an increase in the future.

An initial part-time appointment to the rank of Associate Supervisor of Physical Education or Supervisor of Physical Education, or promotion to one of these ranks on a part-time basis, shall be subject to the same provisions as in the case of full-time appointment; and the appointee shall execute a memorandum of understanding agreeing that the tenure status and other benefits of appointment as described below are limited to the specified fraction of time.

The memorandum of understanding shall be set forth in a letter from the Chancellor advising the individual that the part-time appointment is subject to the specific understanding that there is no implied right to a full-time tenure appointment; and, further, that the accrual or the rate at which credit for University service accrues for various University fringe and retirement benefits as well as related academic privileges will likewise be affected. The individual shall be asked to sign and return to the Chancellor a carbon copy of such a letter to indicate consent.

A voluntary permanent reduction by an appointee in the percentage of time of the appointment shall be subject to the same restrictions as stipulated above for an initial part-time appointment.

- e. Promotions and merit increases may be made only within the limits of available funds.
- f. A title in this series may not be used for an individual who is a registered student or candidate for a degree on the campus of appointment. (The title Teaching Assistant or Physical Activities Assistant shall, instead, be used for such an appointment.)

300-17 **Terms of Service**

a. **Junior Supervisor of Physical Education**

An appointment is limited to a term of one year or less, and may be renewed for one additional year. The total University service as Junior Supervisor of Physical Education may not exceed two years (see APM - 133-0-a). The form effecting employment or a change in status for each appointee (1) may not show an "indefinite" ending date, and (2) must bear the following statement:

This appointment is for one academic year, or lesser term as herein set forth, and is not for a longer period unless written notification is so given to the appointee. In the absence of such written notification, the appointment terminates at the conclusion of the term as specified.

b. **Assistant Supervisor of Physical Education**

Each appointment and reappointment is limited to a term of two years or less. Total University service with this and certain other titles (see APM - 133-0-a and 133-0-b) may not exceed eight years, except as provided in APM - 133-12-b.

The appointment or reappointment of an Assistant Supervisor of Physical Education may be for a period of less than two years only under the following conditions:

- (1) An appointment or reappointment with an effective date other than July 1 shall normally end on the second June 30 following.
- (2) A promotion or merit increase may become effective before the end of a two-year term, but such advancement marks the beginning of a new term of appointment.

- (3) A terminal appointment for an Assistant Supervisor of Physical Education may be for a term of less than two years provided adequate notice has been given, as stipulated in APM - 300-20-c.

**c. Associate Supervisor and Supervisor of Physical Education**

- (1) Appointments to the ranks of Associate Supervisor and Supervisor of Physical Education are continuous in tenure, subject to the specifications of Section 103.9 of the Standing Orders of The Regents, quoted in APM - 300-20-d.
- (2) The normal period of service as an Associate Supervisor is six years, but there is no obligation on the part of the University to promote an Associate Supervisor to the rank of Supervisor solely on the basis of years of service at the lower rank. Accelerated promotion is possible if achievement is exceptional.

**d. Effective Date and Beginning Date of Service**

- (1) The effective date of an appointment is the initial date of the new status for payroll or other recordkeeping purposes, and indicates the first day on which salary or change in rate of salary commences.
- (2) The effective date of a promotion or merit increase is normally July 1. However, exceptions may be approved by the Chancellor, subject to the provisions of APM - 300-24.
- (3) The beginning date of service for a new appointee or of service in a new status for a continuing appointee is the first day on which the individual is required to be on duty under the terms of the appointment or new status. This date may be different from the effective date for an academic-year appointee paid in twelve installments. For example, for a new appointee serving on a nine-month basis, the effective date of the appointment will normally be July 1 and the beginning date of service will normally be the first day of the Fall Quarter or Semester.

**300-18 Salary**

- a. An authorized salary scale established for this series is issued by the Office of the President.

b. Normal Periods of Service

The normal periods of service at rank and step in this series are shown in the published salary scales and are described below. Although these time periods indicate the usual intervals between advancements, they do not preclude more rapid advancement in the case of exceptional merit, or more gradual advancement when warranted.

- (1) Junior Supervisor of Physical Education: Service in the rank of Junior Supervisor is limited to two years.
- (2) Assistant Supervisor of Physical Education: The total period of University service in the title Assistant Supervisor of Physical Education, or in this and certain other titles (see APM - 133-0) shall not exceed eight years, except as provided in APM - 133-12. The normal period of service is two years at each step in the Assistant Supervisor rank.
- (3) Associate Supervisor of Physical Education: The normal period of service in the rank of Associate Supervisor is six years. The normal period of service is two years at each of the first two steps in this rank; there is no specified normal period of service as Associate Supervisor of Physical Education, Step III.
- (4) Supervisor of Physical Education: The normal period of service is three years at each of the first three steps of this rank. There are no specified normal periods of service at the steps above Supervisor of Physical Education, Step III. Steps V, VI and VII are reserved for Supervisors of Physical Education of great achievement and distinction. Advancement to Step V calls for highly meritorious service as well as outstanding and nationally recognized professional achievement and activity as represented by leadership or administration of activity programs. The criteria for advancement to Steps VI and VII are the same as those for Step V; however, such advancement must be based on achievements and accomplishments since previous advancements. Advancement to Steps V, VI or VII shall not occur after less than three years at the preceding steps except in very strongly justified cases.

300-20 **Conditions of Employment**

- a. The termination of the appointment of a Junior Supervisor or Assistant Supervisor of Physical Education before the expiration of the contracted term shall be only for good cause, after the opportunity for a hearing before the

properly constituted advisory committee of the Academic Senate. (This is stipulated in Section 103.9 of the Standing Orders of The Regents, quoted in APM - 300-20-d.) In all other cases of grievances pertaining to appointees in this series, the provisions of APM - 140 shall apply.

- b. An appointee holding the rank of Assistant Supervisor of Physical Education is a candidate for reappointment, as well as merit increase and eventual promotion. However, there can be no assurance of such reappointment, merit increase, or promotion. Decisions about retention and advancement of the appointee are based on careful reviews of the appointee's progress, promise, and achievement and may be affected by fiscal and programmatic considerations, such as described in APM - 220-84-d.
- c. When an appointment as Assistant Supervisor of Physical Education is not to be renewed, written notice shall be given by the Chancellor in advance of the expiration date in accordance with the following schedule:
  - (1) With less than one year of University service by the end of the current period of appointment: at least a four-month notice.
  - (2) With at least one complete year and not more than two years of University service by the end of the current period of appointment: at least a six-month notice.
  - (3) For Assistant Supervisors with more than two years of University service by the end of the current period of appointment: at least a twelve-month notice. Such notice shall be given at the time the one-year terminal appointment is made.

The Chancellor shall retain in the files a copy of the notice letter.

- d. Section 103.9 of the Standing Orders of The Regents provides: "All appointments to the positions of Professor and Associate Professor and to positions of equivalent rank are continuous in tenure until terminated by retirement, demotion, or dismissal. The termination of a continuous tenure appointment or the termination of the appointment of any other member of the faculty before the expiration of the appointee's contract shall be only for good cause, after the opportunity for a hearing before the properly constituted advisory committee of the Academic Senate."

On February 9, 1940, the following resolution was adopted by The Regents: "Supervisors, Associate Supervisors, and Assistant Supervisors in the departments of Physical Education shall be entitled to

leaves of absence on the same basis and under the same terms as Professors, Associate Professors, and Assistant Professors.”

On June 28, 1952, The Regents amended the foregoing resolution to include the following additional paragraph: “In relation to academic tenure and retiring allowances, the ranks of Supervisor and Associate Supervisor in the departments of Physical Education shall be considered to be the equivalent to those of Professor and Associate Professor.”

- e. Membership in the Academic Senate is not acquired by appointment in this series.
- f. For eligibility for reimbursement of certain expenses, see APM - 550 (moving expenses for intercampus transfer), 560 (removal expenses), and 570 (travel expenses).
- g. For sabbatical leave privileges, see APM - 740.

**300-24 Authority**

Authority to approve appointments, reappointments, and promotions to titles in this series is the same as for corresponding ranks in the Professor series, as set forth in APM - 200-24.

**300-80 Procedures**

The procedures set forth in APM - 200-80 through 220-85 are applicable to the personnel actions involving corresponding ranks in this series, but with due consideration for the provisions of APM - 300-6.

**300-95 Letters of Invitation and Notification**

See APM - 220-95.

**300-96 Reports**

See APM - 200-96.