

VI. PERSONNEL (2002)

A. ACADEMIC PERSONNEL

An academic appointee is defined as one who is engaged primarily in teaching, research, and/or public service, and whose duties are closely related to the University's instructional and research functions. Included in this group -- in addition to regular faculty members -- are academic administrative officers, student appointees, medical residents, research appointees, Cooperative Extension and University Extension appointees, and librarians. The *Academic Personnel Manual*, found at <http://www.ucop.edu/acadadv/acadpers/apm/welcome.html>, sets out the general university policy regarding Academic Appointees; Appointment and Promotion, and Recruitment; Salary Administration; and Benefits and Privileges. Topics covered include Privileges and Duties of Members of the Faculty; Academic Freedom; Faculty Conduct and Administration of Discipline, and the Faculty Code of Conduct; Outside Professional Activities of Faculty Members; Tenure, Security of Employment, Non-Senate Academic Appointments; Grievances and Layoff Policy; and Rights of Academic Appointees Regarding Records. The *Manual* also spells out the conditions for appointment and promotion for a variety of positions, recruitment, salary administration, and benefits and privileges. Academic appointees holding administrative positions in certain academic titles are designated as academic administrative officers. Examples are Associate and Assistant Dean, Divisional Dean, and Director (of an Organized Research Unit). Faculty members holding certain administrative titles such as Chancellor, Vice Chancellor, Academic Dean, Vice Provost, and Provost are academic administrative officers but are also part of the Senior Management Group.

Academic Senate Members include the Professorial series, Professor in Residence series, Professor of Clinical ___ series, acting Professors and acting Associate Professors, Lecturers with Security of Employment. (Chancellors and the President as senior managers are not included in Academic Personnel reports.)

Non-Senate Academics include visiting Professors, Astronomers, Agronomists, Lecturers without Security of Employment, Supervisors of Physical Education, Specialists, and Librarians.

Student Appointees are registered graduate students appointed at 50% or less time under the supervision of a faculty member. This group includes teaching assistants, research assistants, postgraduate researchers, interns, and residents.

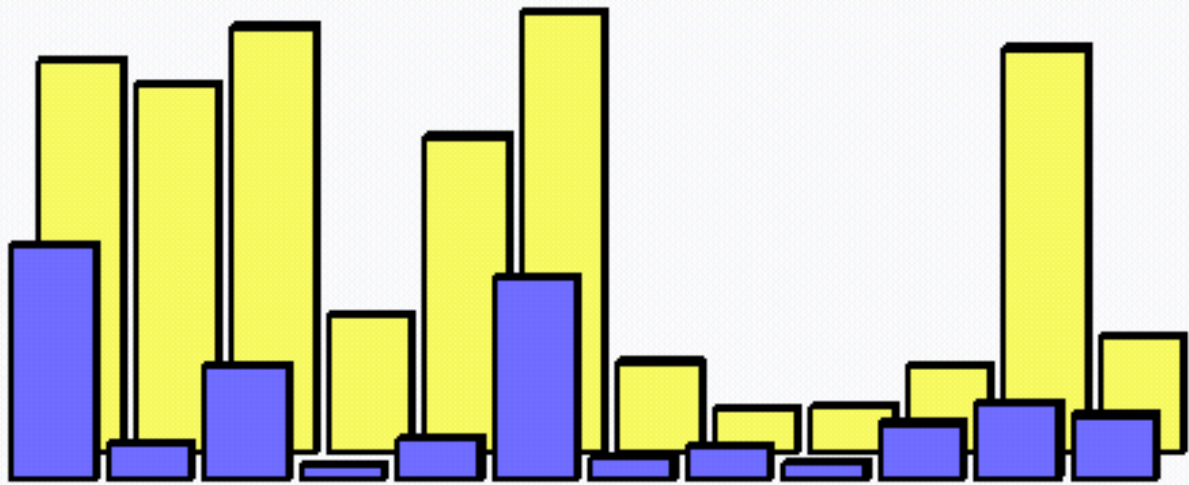
Academic Administrative Officers include Provosts of colleges, Associate and Assistant Provosts, Deans, Associate and Assistant Deans, Directors, and Associate and Assistant Directors.

UC's teaching workforce is made up permanent, tenure track faculty and temporary faculty. Over the past 20 years, the ratio of the two has remained quite stable; permanent/ tenure-track faculty have comprised about 80% of UC's teaching workforce with temporary faculty making up the remaining 20%. Temporary faculty include visiting, adjunct, in-residence, and clinical faculty; and lecturers. These may be full-time or part-time. In all, there are some 15,000 employees at UC with teaching responsibilities. The charts on the following pages provide information on:

- < All ladder rank faculty by field and sex, October 2001
<http://www.ucop.edu/acadadv/datamgmt/faculty1.pdf>
- < All ladder rank faculty by field and ethnicity/race, October 2001
<http://www.ucop.edu/acadadv/datamgmt/faculty1.pdf>
- < Full-time ladder rank faculty by ethnicity/race, 1989 - 2001
<http://www.ucop.edu/acadadv/datamgmt/faculty3.pdf>

**University of California
 All Ladder Rank Faculty by Field and Sex
 October 2000**

All Fields Combined
 Total 8,359
 Women 1,998 (23.9%)
 Men 6,363 (76.1%)



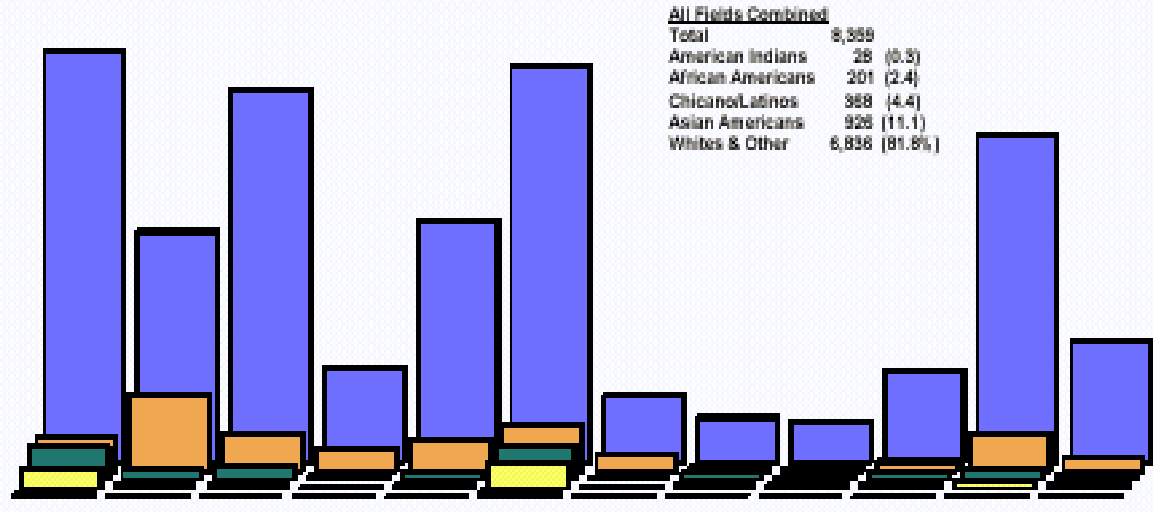
	ARTS/HUM	ENG/CS	LIFE SCI	MATH	PHYS SCI	SOC/PSY	BUSINESS	EDUCATION	LAW	OTH/GEN CAMP	MED	OTH/HLTH
Total	1,395	893	1,200	333	790	1,425	245	167	134	312	1,069	396
Women	522	75	252	29	88	446	46	73	34	122	169	140
Men	873	818	948	304	702	979	199	94	100	190	900	256
Women	37.4%	8.4%	21.0%	8.7%	11.1%	31.3%	18.8%	43.7%	25.4%	39.1%	15.8%	35.4%
Men	62.6%	91.6%	79.0%	91.3%	88.9%	68.7%	81.2%	56.3%	74.6%	60.9%	84.2%	64.6%

Notes: includes all ladder rank faculty regardless of FTE; OTH/GEN CAMP includes Architecture, Communications, Interdisciplinary Studies, Library Sciences, and Social Welfare.

Table VI-1

Table VI-2

**University of California
All Ladder Rank Faculty by Field and Ethnicity/Race
October 2000**

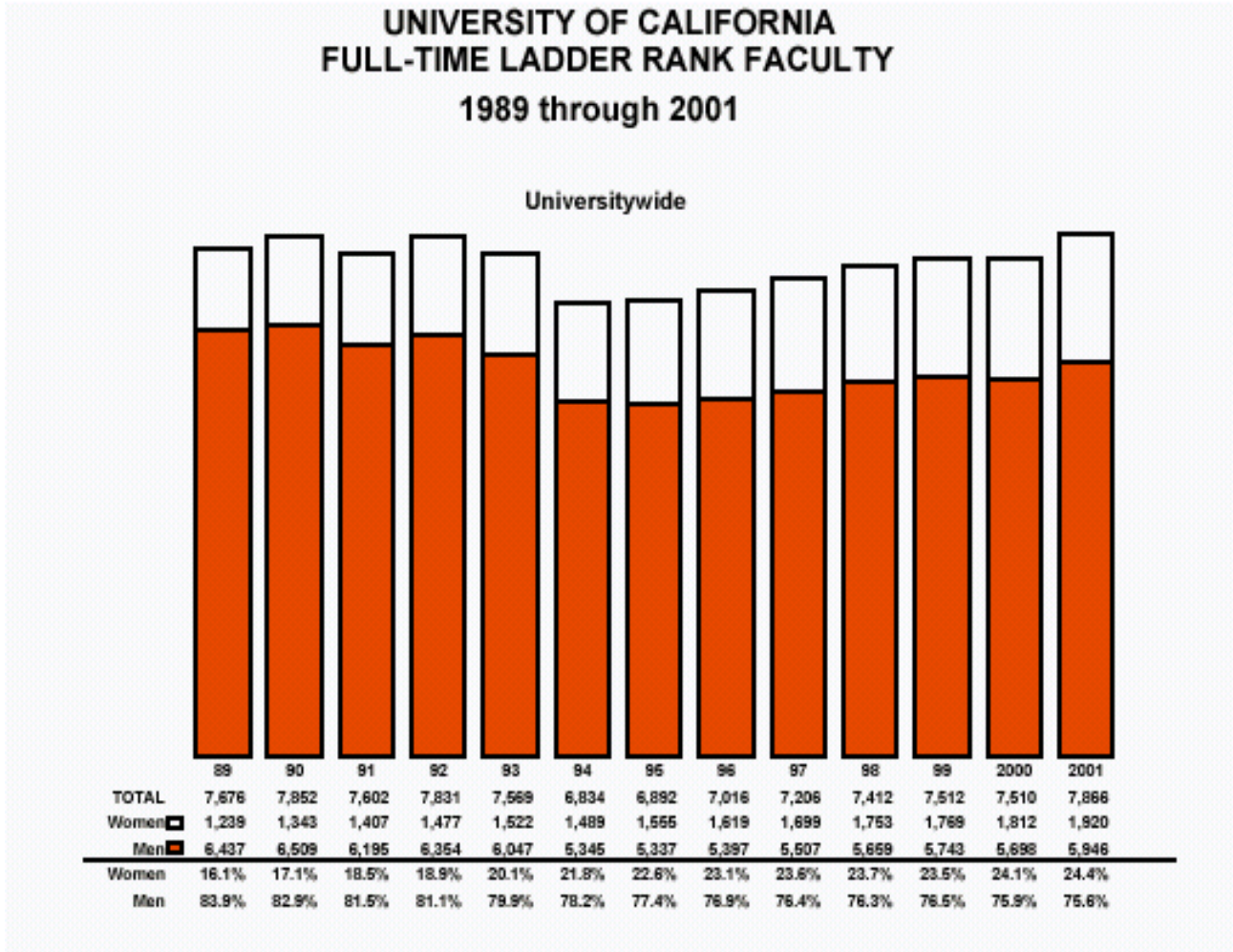


All Fields Combined
 Total 8,359
 American Indians 28 (0.3)
 African Americans 201 (2.4)
 Chicanos/Latinos 358 (4.4)
 Asian Americans 925 (11.1)
 Whites & Other 6,836 (81.8%)

	ARTS/HUM	ENGLCS	LIFE SCI	MATH	PHYS SCI	SOC/PSY	BUSINESS	EDUCATION	LAW	OTH/GEN CAMP	MED	OTH/HLTH
Total	1,395	893	1,200	333	790	1,425	245	167	134	312	1,069	398
AM IND	6	0	3	1	0	14	1	1	0	0	1	1
AFR AM	53	6	7	1	7	72	3	10	6	13	16	7
CHIC/LAT	92	25	37	8	19	98	6	19	5	19	31	9
ASIAN	93	216	107	61	86	133	48	10	7	25	104	36
WHITE/OTR	1,151	646	1,046	262	678	1,108	187	127	116	255	917	343
AM IND	0.4%	0.0%	0.3%	0.3%	0.0%	1.0%	0.4%	0.6%	0.0%	0.0%	0.1%	0.3%
AFR AM	3.8%	0.7%	0.6%	0.3%	0.9%	5.1%	1.2%	6.0%	4.5%	4.2%	1.5%	1.8%
CHIC/LAT	6.6%	2.8%	3.1%	2.4%	2.4%	6.9%	2.4%	11.4%	3.7%	6.1%	2.8%	2.3%
ASIAN	6.7%	24.2%	8.9%	18.3%	10.9%	9.3%	19.6%	6.0%	5.2%	8.0%	9.7%	9.1%
WHITE/OTR	82.5%	72.3%	87.2%	78.7%	85.8%	77.8%	76.3%	76.0%	86.6%	81.7%	85.8%	86.6%

Notes: includes all ladder rank faculty regardless of FTE. OTH/GEN CAMP includes Architecture, Communications, Interdisciplinary Studies, Library Sciences, and Social Welfare.

Table VI-3



The *Academic Personnel Manual* contains the *Faculty Code of Conduct*, which includes a description of professional responsibilities, ethical principles, and types of unacceptable behavior. University discipline under the *Faculty Code of Conduct* is under the jurisdiction of the Chancellor of each campus.

Grievance procedures are also documented for senate and non-senate members. Academic Senate Members may complain to the Divisional Senate Privilege and Tenure Committee that their rights or privileges have been violated. In cases of personnel reviews involving tenure, promotion, or reappointment, complaints may be based only on allegations that proper

procedures were not followed, and/or that the challenged decision was reached on the basis of impermissible criteria, such as race, sex, or political conviction. The Privilege and Tenure Committee is empowered to determine the validity of complaints, but is not empowered to reevaluate the academic merits of the case. Grievances by faculty who are not members of the Senate concerning violation of conditions of employment as set forth in University policies are governed by Academic Personnel Manual Section 140*, or by applicable Memorandum of Understanding for those covered by collective bargaining agreements. Under APM - 140, a faculty member has thirty days to initiate a review of the grievance. A grievance is:

1. a complaint that a specific administrative act was arbitrary or capricious and adversely affects the faculty member's tenure or conditions of employment, or
2. a claim of a violation of applicable University rules, regulations, or Academic Personnel policies which adversely affects the faculty member's tenure or conditions of employment.

A faculty member whose complaint relates to termination of an appointment prior to the expiration of the contract, may request a hearing before the appropriate committee of the Academic Senate. (Regents' Standing Order 103.9* and Academic Senate Bylaws 195 and 335*.)

In accordance with the University-wide policy on sexual harassment, each campus has established special complaint procedures for sexual harassment cases. (APM - 035, Appendix A*) Complaints which are not covered under the scope of the Committee on Privilege and Tenure for Senate members or under APM - 140* for non-Senate faculty, may be considered under campus administrative review procedures. Administrative review procedures involve requests for review by successively higher levels of administrative authority.

Policies for Academic Personnel

Academic Personnel Manual

<http://www.ucop.edu/acadadv/acadpers/apm/welcome.html>

The Academic Personnel Manual defines the terms and conditions of employment of faculty and other academic personnel. It covers such topics as evaluation, promotion, tenure, sabbatical leaves, etc.

B. STAFF

The University of California employs a non-academic work force in excess of 111,000 (Fall 2001) staff on its ten campuses and at the Office of the President, more than 60% of whom are full-time. The President, as executive head of the University, has responsibility for the policies and programs governing the terms and conditions of employment for staff members who hold senior management positions (with some exceptions as specified in the Bylaws and Standing Orders of The Regents). Staff in these senior management positions are expected to provide leadership requiring the exercise of a high degree of independent judgment in the development of Universitywide or campus wide policy and program direction and accountability for long-term results. Individuals appointed at this level serve at will and may be terminated at any time with or without cause. Managers and senior professionals provide leadership and professional expertise at the highest levels to major University units, programs or fields of work, and are accountable for their areas of responsibility. Positions at this level are responsible for identifying objectives, formulating strategy, directing programs, managing resources, and functioning effectively with a high degree of autonomy. Professional and support staff provide administrative, professional, technical, and operational support through independent judgment, analytical skill, and professional or technical expertise, or are responsible for providing clerical, administrative, technical, service, and maintenance support for University departments, programs, and fields of study. Table VI-4 shows the distribution of staff by ethnicity and gender.

**Table VI-4: Staff Personnel (headcount) by Ethnicity and Gender
Fall 1996 and Fall 2001**

	Senior Management & Managers; Senior Professionals		Professional & Support Staff	
	<u>Fall 1996</u>	<u>Fall 2001</u>	<u>Fall 1996</u>	<u>Fall 2001</u>
Total	3,797	5,859	92,010	105,338
African American	5.2%	5.5%	9.9%	9.0%
Asian	9.4%	11.7%	13.3%	23.0%
Hispanic	5.2%	5.2%	15.1%	16.3%
Native American	.6%	.5%	.7%	.7%
White	79.4%	76.5%	52.3%	48.9%
Not Stated	0	.9%	0	1.8%
% women	41.4%	47.7%	62.6%	64.2%

Source: UC Office of the President Corporate Personnel System

Personnel policies include provisions for **complaint resolution**, either through the Complaint Resolution section of the pertinent policy or, for concerns or inquiries regarding classification standards, benefits, salary rates or ranges for classes, or other personnel policies not covered by the Complaint Resolution Policy, through a request to the Human Resources Director for consideration. A complaint is defined as

1. a claim by an individual employee regarding a specific management act which is alleged to have adversely affected the employee's existing terms or conditions of employment; or
2. a claim by an individual employee adversely affected by a management action that a provision of Personnel Policies for Staff Members has been violated.

All staff employees, except Senior Managers, employees who voluntarily terminate employment or retire from the University, and employees appointed to per diem positions, are eligible to have a complaint reviewed under this Policy. To qualify for formal review, a written request must be received by the office designated in local procedures within 30 calendar days after the date on which the employee knew or could reasonably be expected to have known of the event or action which gave rise to the complaint, or within thirty calendar days after the date of separation from University employment, whichever is earlier. In case of layoff, a written request for review must be filed within 30 calendar days of the notice that the employee is to be laid off. When a complainant alleges sexual harassment, the complainant may elect to substitute the local Sexual Harassment Complaint Resolution Procedure for attempted resolution with the employee's immediate supervisor.

Human Resources information is available at <http://www.ucop.edu/humres/uwide.html>.

C. BENEFITS

Like the academic and staff personnel policies, UC benefits apply systemwide, and are administered by the UCOP Division of Business and Finance. Benefits information can be found at <http://www.ucop.edu/bencom/>. Systemwide benefits include a retirement system (UCRS); opportunities for before- and after- tax savings; health benefits - medical, dental, and vision - which are available to dependents including domestic partners; and legal insurance. Disability and Family leaves are provided. Two before-tax programs are available, the Dependent Care Assistance Program, and the Tax Savings on Insurance Premiums program. The university also provides access to auto insurance, mortgage and loan opportunities, and long-term care insurance. Many of the transactions required for adding, deleting, or changing information are available on line.

Policies and Publications on Staff Personnel

Policies

Personnel Policies for University of California Staff Members

June 2000

<http://www.ucop.edu/humres/policies/>

Senior Management Personnel Policies

June 2000

<http://www.ucop.edu/humres/policies/pp2toc.html>

These contain the Universitywide personnel policies that apply to Senior Management and staff members at the University of California.

Nondiscrimination and Affirmative Action Policy Regarding Academic and Staff Employment

September 2000

<http://www.ucop.edu/humres/diversity/uw-eeoaa.html>

The University of California currently has two President's policies on affirmative action. These two policies state that in accordance with State and Federal law, UC does not discriminate on specified enumerated bases; undertakes affirmative action for underutilized minorities and women, for persons with disabilities, and for Vietnam era veterans and special disabled veterans; and prepares and maintains written affirmative action plans. In addition, UC has academic and staff personnel policies covering nondiscrimination and affirmative action, as well as personnel policies relating to affirmative action, such as policies on recruitment, selection, promotion, and employee development. These policies are consistent with applicable State and Federal law.

Nondiscrimination and Affirmative Action Policy Statement for University of California Publications Regarding Employment Practices

September 2000

<http://www.ucop.edu/humres/diversity/u>

The University has complied with and will be governed by Article 1, Section 31 of the California Constitution by treating all students equally in the admissions process without regard to their race, sex, color, ethnicity or national origin, and by treating employees and contractors similarly. The University shall seek out and enroll, on each of its campuses, a student body that demonstrates high academic achievement or exceptional personal talent, and that encompasses the broad diversity of backgrounds characteristic of California.

Resolution Rescinding SP-1 and SP-2: Policy on Future Admissions, Employment and Contracting

May 2001

<http://www.ucop.edu/regents/policies/6031.html>

**Policy on Sexual Harassment and
Complaint Resolution Procedures**

<http://www.ucop.edu/ucophome/uwnews/aospol/toc160.html>

The University of California is strongly opposed to sexual harassment and that such behavior is prohibited both by law and by University policy. It is the intention of the University to take whatever action may be needed to prevent, correct, and, if necessary, discipline behavior which violates this policy.

**University of California
Electronic Communications Policy**

November 2000

www.ucop.edu/ucophome/policies/ec/

The University recognizes that principles of academic freedom and shared governance, freedom of speech, and privacy establish important criteria for the use of electronic communications. This Policy reflects these firmly-held principles within the context of the University's legal and other obligations. The Policy seeks to strike a balance between these principles of privacy and academic freedom and the sometimes conflicting needs of law, University policy, and administrative efficiency.

**Labor Relations and
Collective Bargaining**

<http://www.ucop.edu/humres/labor/>

The Office of Labor Relations is responsible for labor relations matters at the University of California system, including collective bargaining, and representation elections. Collective bargaining updates are available for the units representing the Librarians, Nurses, Patient Care Technicians, Service personnel, Technical personnel, Non-Senate Instructional personnel, Clerical personnel, Research Support Professionals, Police Officers, and Health Care Professionals.

**Acceptance of Gifts and Gratuities by
University Employees under the
California Political Reform Act**

January 2001

<http://www.ucop.edu/ucophome/coordrev/policy/1-24-01.html>

The Guidelines were revised to incorporate changes by the State legislature and the Fair Political Practices Commission. The Legislature has increased the reporting and disqualification thresholds effective January 1, 2001.

Publications

**Title and Pay Plans and
Final Rates Reports**

<http://www.ucop.edu/humres/comp/title>

These reports list the payroll codes for job titles and salary schedules for positions at UC campuses.