



OFFICE OF THE PROVOST AND
EXECUTIVE VICE PRESIDENT FOR ACADEMIC AFFAIRS

OFFICE OF THE PRESIDENT
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October 3, 2018

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

Re: Issuance of Revised Academic Personnel Manual (APM) Section 285, Lecturer with Security of Employment Series (APM - 285); Section 210, Review and Appraisal Committees (APM - 210); Section 133, Limitation on Total Period of Service with Certain Academic Titles (APM - 133); Section 740, Leaves of Absence/Sabbatical Leaves (APM - 740); Section 135, Security of Employment (APM - 135); and Section 235, Acting Appointments (APM - 235)

Dear Colleagues:

I am formally transmitting revised sections of the Academic Personnel Manual (APM) as follows:

- Section 285, Lecturer with Security of Employment Series (APM - 285);
- Section 210-3, Instructions to Review Committees That Advise on Actions Concerning the Lecturer with Security of Employment Series (APM - 210-3);
- Section 133, Limitation on Total Period of Service with Certain Academic Titles (APM - 133);
- Section 740, Leaves of Absence/Sabbatical Leaves (APM - 740);
- Section 135, Security of Employment (APM - 135); and
- Section 235, Acting Appointments (APM - 235).

The revised suite of policies (collectively the “LSOE policies”) may be found online at: <https://www.ucop.edu/academic-personnel-programs/academic-personnel-policy/policy-issuances-and-guidelines/index.html>.

Each of the policies is issued effective October 1, 2018. Campuses will have until July 1, 2019 to fully implement the revised LSOE policies.

Consultation Process

The revised LSOE policies have undergone extensive development and review by key stakeholders over the last several years. The following is a summary of the comprehensive review process:

- Academic Affairs/Academic Personnel Vice Provosts Subcommittee (2014)
 - This subcommittee was convened and charged with identifying major areas of the LSOE policy requiring revision.
 - In January 2015, the subcommittee submitted a report recommending that the policies be revised to more accurately reflect the requirements for advancement in the title series making hiring, evaluation, and promotion practices more consistent across the University.
- LSOE Senate-Administration Work Group (Fall 2015)
 - This work group reviewed the issues identified by the Academic Affairs/Academic Personnel Vice Provosts Subcommittee and developed recommendations for each of the issues in a February 2016 report.
- Academic Personnel LSOE Work Group (June 2016)
 - This work group was charged with drafting policy revisions reflecting the concepts and principles identified in the earlier reports and submitted its report and proposed draft policy revisions in June 2016.
- Management Consultation (October 2016 - December 2016)
- First Systemwide Review (March 2017 - June 2017)
 - Feedback received during the management consultation was incorporated into the draft policy revisions and circulated for review.
- Second Systemwide Review (December 2017 - March 2018)
 - Feedback received during the first systemwide review was incorporated into the draft policy revisions and circulated for a second review.
- Academic Council Work Group (March 2018 - May 2018)
 - The Academic Senate was consulted throughout the entire review process culminating with an Academic Council Work Group's review of the policies from March 2018 to May 2018.
 - The Academic Council provided its final support for the proposed policy revisions in May 2018.

Key Policy Revisions

Summarized below are the key policy revisions:

General. The Lecturer with Security of Employment series is used for appointees whose primary responsibilities are teaching and teaching-related tasks. Secondary required responsibilities include professional and/or scholarly activities, including creative activities, especially as they relate to instruction and pedagogy, and University and public service.

Series. The series name of "Lecturer with Security of Employment Series" is retained.

Title. The revised title and ranks within the series are Lecturer with Potential for Security of Employment, Lecturer with Security of Employment, and Senior Lecturer with Security of Employment, with the ability to use the acting title prefix, as warranted. The proposed title of “Teaching Professor” was initially recommended; however, full consensus on the title was difficult to achieve. As a compromise, the current titles will be retained with the ability to use a campuswide working title at campus discretion in accordance with APM - 285-8-f:

“When it is desirable and in order to meet campus needs and with the approval of the Chancellor following consultation with the Academic Senate, a working title may be assigned in addition to the payroll title for use campuswide, provided the working title is not the same as an official University payroll title used for a different position.”

Limits on Use of Title. The revised policy clarifies that the Chancellor, in consultation with the Academic Senate, may establish a limit to the number of faculty hired into this series at the campus, school, or departmental level.

Criteria. New language on “teaching excellence” has been added to the review criteria to update the language on teaching expectations and to add specific criteria for review. In addition, revised language on “professional and/or scholarly achievement and activity” offers more specificity in the activities that would fit into this category. “Creative activities” are now acknowledged as appropriate contributions.

Sabbatical. The revisions to APM - 740 offer sabbatical to LSOE faculty so that they may engage in intensive programs of study in order to be more effective teachers and scholars, with the goal of enhancing their teaching and scholarly responsibilities. The UCOP Academic Personnel and Programs Office has developed guidelines to assist campuses in determining the starting sabbatical credit balance that should be assigned to those faculty currently in the LSOE series.

Senate Membership. Regents’ Standing Order 105.1 governing the status of Senate membership for Lecturers with Security of Employment was revised on September 27, 2018, to extend Academic Senate membership to all LSOE appointees regardless of their percentage appointment. Accordingly, revised APM - 285 extends Senate membership to all Lecturers with Potential for Security of Employment, Lecturers with Security of Employment, and Senior Lecturers with Security of Employment.

Implementation

Campuses have until July 1, 2019 to implement the revised policies, including adoption of a new rank and step structure with attendant discipline-based salary scales. UCOP Academic Personnel and Programs has developed a detailed implementation toolkit that has been issued in conjunction with the revised policies. A guiding implementation principle is that all faculty currently in LSOE titles should be subject to all aspects of the

revised policies, with a delayed implementation of the revised review criteria for LSOE faculty appointed prior to October 1, 2018.

LSOE faculty appointed prior to October 1, 2018 will continue to be evaluated under the review criteria set forth in policies in effect on September 30, 2018. By the earlier of a date specified by the campus or June 30, 2023, these individuals are expected to transition to the October 1, 2018 revised criteria. This will provide sufficient time to develop the teaching excellence and professional and/or scholarly achievement and activity, including creative activities, required for advancement under the revised criteria. Individuals who prefer to be evaluated under the revised criteria prior to the date specified by the campus should contact their campus Academic Personnel Office. After the date specified by the campus, which shall not be later than June 30, 2023, individuals who wish to continue to be evaluated under the criteria in effect on September 30, 2018, may seek an exception to policy through their campus Academic Personnel Office.

Compensation and Salary Scales. UCOP Academic Personnel and Programs has developed revised salary scales for the LSOE series based on the same salary scales as the Professor series and operating under several principles: 1) the steps and advancement periods for the LSOE series will be the same as those for the Professor series, including the Business/Engineering/Economics, Law, Veterinary Medicine, and Health Sciences scales; 2) salaries for incumbents in the LSOE series will not be reduced in the transition to the revised scales; and 3) campuses will transfer incumbents to the rank/step system based on years of experience and the appointment criteria set forth in the revised policies with input from the Academic Senate (i.e., the Committee on Academic Personnel or an ad hoc committee for this purpose).

I wish to thank all members of the University community for their efforts to revise these policies. Your contributions are deeply appreciated.

Sincerely,



Michael T. Brown, Ph.D.

Provost and

Executive Vice President for Academic Affairs

Enclosures

cc: President Napolitano
Executive Vice Chancellors/Provosts
Executive Vice President, Chief Operating Officer, and Chief of Staff Nava
Senior Vice President and Chief Compliance Officer Bustamante
Vice Provost Carlson
Vice President Duckett
Vice President Ellis

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