

### Important Introductory Note

Please read this note before consulting APM - 133-0.

- I. For determining years toward the eight-year limitation of service with certain academic titles, see APM - 133-0 printed below. APM - 133-0 applies to individuals who are appointed to one of the titles specified in 133-0-a, -b, or -c.

For determining years toward the eight-year limitation of service, the combined total of periods of leave unrelated to academic duties and time off the clock may not exceed two (2) years. For exceptions to the eight-year limit, see APM - 133-12 and see the appropriate APM section for a specific title.

- II. This section does *not* cover limits on State funding for certain titles. See [APM - 275-16-b](#) for the Professor of Clinical (*e.g.*, *Medicine*) series, [APM - 270-16-b](#) for the Professor in Residence series, [APM - 278-16-a](#) for the Health Sciences Clinical Professor series, and [APM - 280-16-b](#) for the Adjunct Professor series.

- III. Campuses may have service limits which are more restrictive than those in this APM section.

- IV. The maximum period of service in individual titles may be shorter than eight (8) years. For further information, please consult the appropriate APM section for a specific title.

### 133-0 Policy

*An academic appointee's current title (e.g., Assistant Professor, Assistant Astronomer) determines which of the following three subsections (a, b, or c) applies in order to compute that appointee's years of service which count toward the eight-year limit.*

- a. This subsection applies to an individual who currently holds one of the following titles:

*Assistant Professor, Assistant Agronomist, Assistant Supervisor of Physical Education, Assistant Astronomer, and Assistant Professor in Residence*

Limitation on Total Period of Service with Certain Academic Titles

Periods of service on any campus of the University of California in any combination of the following titles count toward the eight-year limit in determining the status of an *Assistant Professor* under Section 103.9 of the Standing Orders of The Regents quoted below:

An Assistant Professor who has completed eight (8) years of service in that title, or in that title in combination with other titles as established by the President, shall not be continued after the eighth year unless promoted to Associate Professor or Professor.

Service in the following titles is also applied to determine the eight-year limit for (1) other *academic appointees who hold a title eligible for tenure review* (i.e., Assistant Agronomist, Assistant Supervisor of Physical Education, Assistant Astronomer); (2) Assistant Professor in Residence, a title which is not eligible for tenure but which has the same criteria for appointment and promotion as an Assistant Professor.

*Professor series and related titles*

Instructor  
Assistant Professor  
Acting Assistant Professor  
Visiting Assistant Professor  
Acting Associate Professor  
Visiting Associate Professor  
Acting Professor  
Visiting Professor

*Supervisor of Physical Education series*

Junior Supervisor of Physical Education  
Assistant Supervisor of Physical Education

*Professor in Residence series*

Instructor in Residence  
Assistant Professor in Residence

*Astronomer series and related titles*

Junior Astronomer  
Acting Junior Astronomer

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Assistant Astronomer  
Acting Assistant Astronomer  
Visiting Assistant Astronomer

*Agronomist in the Agricultural Experiment Station series and related titles*

Junior Agronomist  
Acting Junior Agronomist  
Assistant Agronomist  
Acting Assistant Agronomist  
Visiting Assistant Agronomist

The following additional provisions apply:

- (1) Unless otherwise indicated in the above list, an appointment at any percentage of time including zero (0) percent counts toward the eight-year limit. Appointments which are zero (0) percent time because the appointee is on leave may be eligible for exclusion. (See APM - 133-17-g.) Some campuses call zero (0) percent appointments “without salary (WOS) appointments.”
- (2) For information on temporary transfers, changes of status, and periods of leave in regard to the computation of years of service, see APM - 133-17-g. For information on breaks in service, see APM - 133-17-e.
- (3) In cases where there has been a review of an Assistant Professor or Assistant Professor in Residence and the Chancellor has decided not to continue the individual’s appointment in that series, the individual may not be appointed on any campus to certain faculty titles for a period of five (5) years. For a list of these faculty titles, see APM - 133, Appendix A.
- (4) Years of service are calculated over a lifetime on any campus. For example, an individual who previously served as an Assistant Professor and who is appointed as an Assistant Professor on another campus after a break in service of five (5) years will have previous years of service “on the clock” (APM - 133-17-e).

Limitation on Total Period of Service with Certain Academic Titles

- b. This subsection applies to a person who holds the title Lecturer with Potential for Security of Employment.*

Periods of service in any combination of the following titles on any campus of the University of California count toward the eight-year limit in determining the status of a *Lecturer with Potential for Security of Employment (PSOE)* appointed at more than fifty percent (50%) time. (See Regents' Bylaw 40.)

*Security of Employment titles at more than fifty percent (50%) time*

Lecturer with Potential for Security of Employment  
Acting Lecturer with Potential for Security of Employment  
Acting Lecturer with Security of Employment  
Acting Senior Lecturer with Security of Employment

*Professor series and related titles*

Instructor  
Assistant Professor  
Acting Assistant Professor  
Visiting Assistant Professor  
Acting Associate Professor  
Visiting Associate Professor  
Acting Professor  
Visiting Professor

*Professor of Clinical (e.g., Medicine) series*

Assistant Professor of Clinical (e.g., Medicine)

*Health Sciences Clinical Professor series*

Health Sciences Assistant Clinical Professor at more than fifty percent (50%) time

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*Supervisor of Physical Education series*

Junior Supervisor of Physical Education  
Assistant Supervisor of Physical Education

*Professor in Residence series*

Instructor in Residence  
Assistant Professor in Residence

*Adjunct Professor series*

Adjunct Instructor at more than fifty percent (50%) time  
Assistant Adjunct Professor at more than fifty percent (50%)  
time

The following additional provisions apply:

- (1) Unless otherwise indicated in the above list, an appointment at any percentage of time including zero percent (0%) counts toward the eight-year limit. Appointments which are zero percent (0%) time because the appointee is on leave may be eligible for exclusion. (See APM - 133-17-g.) Some campuses call zero percent (0%) appointments “without salary (WOS) appointments.”
- (2) For information on temporary transfers, changes of status, and periods of leave in regard to the computation of years of service, see APM - 133-17-g. For information on breaks in service, see APM - 133-17-e.
- (3) When there has been a review of a Lecturer with Potential for Security of Employment at more than fifty percent (50%) time and the Chancellor has decided not to continue the individual’s appointment in that series, the individual may not be appointed on any campus to certain faculty titles for a period of five (5) years. For a list of these faculty titles, see APM - 133, Appendix A.
- (4) Previous years of service as a Lecturer with Potential for Security of Employment count toward the eight-year limit, regardless of campus or a break in service.

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- c. *This subsection applies to an appointee who currently holds one of the following titles:*

Instructor, Acting Assistant Professor, Visiting Assistant Professor, Acting Associate Professor, Visiting Associate Professor, Acting Professor, Visiting Professor, Instructor in Residence, Assistant Professor of Clinical (*e.g., Medicine*), Health Sciences Assistant Clinical Professor at more than fifty percent (50%) time, Junior Supervisor of Physical Education, Adjunct Instructor at more than fifty percent (50%) time, Assistant Adjunct Professor at more than fifty percent (50%) time, Junior Astronomer, Acting Junior Astronomer, Acting Assistant Astronomer, Visiting Assistant Astronomer, Junior Agronomist (A.E.S.), Acting Junior Agronomist (A.E.S.), Acting Assistant Agronomist (A.E.S.), or Visiting Assistant Agronomist (A.E.S.).

Periods of service on any campus of the University of California in any combination of the titles listed below count toward the eight-year limit for the titles above. The maximum period of service in some of the individual titles is shorter than eight (8) years.

*Professor series and related titles*

Instructor  
Assistant Professor  
Acting Assistant Professor  
Visiting Assistant Professor  
Acting Associate Professor  
Visiting Associate Professor  
Acting Professor  
Visiting Professor

*Professor of Clinical (e.g., Medicine) series*

Assistant Professor of Clinical (*e.g., Medicine*)

*Health Sciences Clinical Professor series*

Health Sciences Assistant Clinical Professor at more than fifty percent (50%) time

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*Supervisor of Physical Education series*

Junior Supervisor of Physical Education  
Assistant Supervisor of Physical Education

*Professor in Residence series*

Instructor in Residence  
Assistant Professor in Residence

*Adjunct Professor series*

Adjunct Instructor at more than fifty percent (50%) time  
Assistant Adjunct Professor at more than fifty percent (50%)  
time

*Astronomer series and related titles*

Junior Astronomer  
Acting Junior Astronomer  
Assistant Astronomer  
Acting Assistant Astronomer  
Visiting Assistant Astronomer

*Agronomist in the Agricultural Experiment Station and related titles*

Junior Agronomist  
Acting Junior Agronomist  
Assistant Agronomist  
Acting Assistant Agronomist  
Visiting Assistant Agronomist

*Lecturer titles at more than fifty percent (50%) time*

Lecturer  
Senior Lecturer  
Lecturer with Potential for Security of Employment

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The following provisions apply:

- (1) Unless otherwise indicated in the above list, an appointment at any percentage of time, including zero percent (0%), counts toward the eight-year limit. Appointments which are zero percent (0%) because the appointee is on leave may be eligible for exclusion (see APM - 133-17-g). Some campuses call zero percent (0%) appointments “without salary (WOS) appointments.”
- (2) For information on temporary transfers, changes of status, and periods of leave in regard to the computation of years of service, see APM - 133-17-g. For information on breaks in service, see APM - 133-17-e.
- (3) For purposes of calculating the eight-year limit, service on any campus of the University of California counts. “On any campus” means “anywhere in the Universitywide system.”

**133-6 Responsibility**

It is the responsibility of the Chancellor to arrange for appropriate reviews so that a decision may be made with regard to the future of the appointee which will assure compliance with APM - 133-0 and such requirements for notice as are set forth in the section of this Manual applicable to the title of the appointee.

**133-12 Exceptions**

- a. Standing Order 103.9 and Regents’ Bylaw 40 provide that by exception the President may approve appointment of an Assistant Professor or a Lecturer with Potential for Security of Employment beyond the eighth year for no more than two (2) years.
- b. Failure of the Chancellor or designee, through error or oversight, to comply with the provisions of APM - 133-6 as to non-reappointment shall be promptly corrected. In such case, if adequate notice cannot be given, the Chancellor may authorize an additional and terminal appointment in the same title for a period not to exceed one (1) year. Neither the failure to provide the required notice nor the additional appointment shall afford tenure or security of employment. This authority may not be redelegated.

For a person to be promoted to a title that carries tenure or security of employment, the person must hold a title eligible for tenure or security of



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employment and the Chancellor must make in writing an affirmative decision which stems from a review process that involves consultation with the Academic Senate.

- c. Appointment at less than full time to a title listed in APM - 133-0-a while in student status on any campus of the University of California will not count toward the eight-year period of maximum service specified in that section.

**133-17 Computation of Years of Service**

The following rules of computation shall be observed for service by an appointee with any of the titles listed in APM - 133-0-a:

- a. Years of service are calculated from the beginning of the first complete semester or quarter of service.
- b. For an academic-year appointee, the eight-year period shall consist of sixteen (16) complete semesters or, under the quarter system, twenty-four (24) complete quarters, or a combination of these two with one (1) semester equal to one and one-half (1.5) quarters. However, no academic-year appointee shall accrue more than three (3) quarters of service credit in any one (1) fiscal year toward the eight-year period unless the fourth quarter was approved under an arrangement to provide compensatory time off and that year is immediately preceded or succeeded by a two (2)-quarter year of service.
- c. For a fiscal-year appointee, the eight-year period shall consist of ninety-six (96) months of completed service, inclusive of accrued vacation time.
- d. Complete semesters or quarters of service for an academic-year appointee and complete months of service for a fiscal-year appointee shall be counted regardless of the percentage of time of the appointment, except for those titles listed in APM -133-0-a requiring a stated minimum percent of full-time appointment.
- e. Any break in service, whether because of leave without salary or because of resignation and subsequent reappointment, does not invalidate the counting of service prior to the interruption.
- f. Service on any campus of the University of California is included in the computation.

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g. Applicability of Periods of Leave

The applicability of periods of leave toward the eight-year period shall be as follows:

- (1) Temporary transfers or changes of status from Assistant Professor (or any other title listed in APM - 133-0) to any other title or title series shall be regarded as periods of academically-related leave under this rule and shall be included as service toward the eight-year period.
- (2) A leave of absence, with or without salary, taken in the year in which the promotion review of an Assistant Professor is otherwise scheduled shall not provide a basis for postponement of that review.
- (3) Periods of leave, whether with or without salary, shall be included as service toward the eight-year period unless, upon the basis of a petition filed at the time leave is requested, the Chancellor determines that the activity undertaken during the course of the leave is substantially unrelated to the individual's academic career and that the period of the leave shall not count toward the eight-year service period.

A period of leave, with or without salary, which is based on a serious health condition or disability, shall be included as service toward the eight-year period, unless, upon the basis of a petition normally filed within one (1) quarter or semester after the leave is taken, the Chancellor determines that the leave shall not be included as service toward the eight-year period. In each case, the Chancellor shall report such a decision in writing to the individual.

However, any childbearing or parental leave, provided for in APM - 760-25 and 760-27 which is equal to or exceeds one (1) semester or one (1) quarter and which is not greater than one (1) year, whether with or without salary, shall be excluded from service toward the eight-year period unless the faculty member informs the department chair in writing before, during, or within one (1) quarter or semester after the leave that it should not be excluded from service toward the eight-year period. (See APM - 133-17-a, -b, -c, -d, and -i.)

Note: Exclusion of one (1) or two (2) quarters or one (1) semester will not necessarily delay the timing of a review.

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Any other approved leave provided for in APM - 133-17-h also is excluded from service toward the eight-year period.

- (4) For determining years toward the eight-year limitation of service, the combined total of periods of leave unrelated to academic duties and time off the clock may not exceed two (2) years.

h. Stopping the Clock

A faculty member may request to stop the clock during the probationary period for personal reasons (see below), including childbearing, childrearing, serious health condition, disability, bereavement, or significant circumstance or event that disrupts a faculty member's ability to pursue his or her duties. Extensions are normally granted for a period of up to one (1) year for each event, automatically for some reasons, and upon request and approval for other reasons. For those extensions needing approval, such approval will be at the discretion of the Chancellor.

A faculty member may be granted no more than two (2) years of extension during the probationary period. A faculty member is eligible to stop the clock even if the faculty member does not take a formal leave or have a modification of duties. A request to stop the clock should be made as soon as the need becomes apparent.

(1) Childbearing or Childrearing (See APM - 760)

A faculty member may stop the clock during the probationary period to care for any child who is, or becomes part of the faculty member's family. To be eligible to stop the clock, a faculty member at the Assistant level must be responsible for fifty percent (50%) or more of the care of the child. The birth or placement of one (1) or more children at the same time constitutes a single event of birth or placement.  
(See also APM - 760-30.)

For a faculty member who takes childbearing and/or parental leave and who has provided the appropriate documentation supporting the need for the leave, the period of approved leave will be automatically excluded from service in accordance with APM - 133-17-g(3).

Limitation on Total Period of Service with Certain Academic Titles

(2) Serious Health Condition Including Disability or Bereavement

A faculty member may request to stop the clock during the probationary period, when his or her ability to pursue his or her duties is significantly disrupted by a serious health condition or disability, by the need to care for a close family member who is seriously ill, or by the death of a close family member. This provision also covers other persons residing in the faculty member's household or cases involving close personal connection or interdependence.

For a faculty member with a serious health condition or disability who has provided the appropriate supporting medical documentation and for whom stopping the clock would be a reasonable accommodation as determined by the University, an appropriate period (which may include periods of leave provided as a reasonable accommodation) will be excluded from service upon the request of the faculty member. A faculty member's request to stop the clock by the need to care for a close family member who is seriously ill or by the death of a close family member must provide supporting documentation as required by campus procedures.

A faculty member's request to extend the tenure clock for a period longer than an approved sick leave or extended illness leave may be appropriate in certain circumstances, although the two (2)-year extension limit still applies.

(3) Significant Circumstance or Event

A faculty member may request to stop the clock during the probationary period, for reasons due to a significant circumstance or event beyond the faculty member's control that disrupts the faculty member's ability to pursue his or her duties. Examples of significant circumstances or events beyond the faculty member's control for which the faculty member may request to stop the clock include the effects of a natural disaster or the effects of significant delays in the provision of research space, facilities, or resources committed to the faculty member and necessary for his or her research activities.

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The faculty member must provide appropriate supporting documentation, as determined by established campus procedures.

- i. Faculty members shall not be arbitrarily disadvantaged in their promotion, advancement, or compensation because they have elected to take a childbearing or parental leave, to stop the clock for reasons listed in section (h) above, or to defer a personnel review. Personnel reviews that are deferred due to a family accommodation as defined in APM - 760 should be treated procedurally in the same manner as personnel reviews conducted at the usual intervals. The file shall be evaluated without prejudice as if the work were done in the normal period of service and so stated in the department chair's letter.

**133-20 Notice of Non-Reappointment**

The schedule for the Professor series set forth in APM - 220-20 applies also to notice not to reappoint individuals with titles listed in APM - 133-0-a except for individuals with Acting or Visiting appointments. Appointments of these latter types are self-terminating with specified ending dates, and no further notice is required.

**133-96 Reports**

See APM - 200-96.

**Revision History**

October 1, 2018:

- Substantive revisions to support revisions made to APM - 285; and
- Revisions to titles in the Lecturer with Security of Employment series.

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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APM - 133  
 SUMMARY CHART

Titles in Which Service Counts Toward the Eight-Year Limitation

Titles	Percent of Time	Time Counts Toward Series with (T) Tenure: 133-0-a (S) SOE: 133-0-b	Maximum Period in Years for Each Title
<b>Professor Series and Related Titles</b>			
Instructor	Any	T, S	2*
Assistant Professor	Any	T, S	8
Acting Assistant Professor	Any	T, S	2
Visiting Assistant Professor	Any	T, S	2
Acting Associate Professor	Any	T, S	4
Visiting Associate Professor	Any	T, S	2**
Acting Professor	Any	T, S	4***
Visiting Professor	Any	T, S	2**
<b>Supervisor of Physical Education Series</b>			
Junior Supervisor	Any	T, S	2
Assistant Supervisor	Any	T, S	8

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\*See [APM - 220-17-a](#). Total University service as Instructor may not exceed two (2) years.

\*\*The two (2)-year limit applies only to consecutive years. No limit if years are not consecutive.

\*\*\* Acting Professors in the Law Schools have an eight-year limit.

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 SUMMARY CHART

<b>Titles</b>	<b>Percent of Time</b>	<b>Time Counts Toward Series with (T) Tenure: 133-0-a (S) SOE: 133-0-b</b>	<b>Maximum Period in Years for Each Title</b>
<b>Professor in Residence Series</b>			
Instructor in Residence	Any	T, S	2
Assistant Professor in Residence	Any	T, S	8
<b>Professor of Clinical (e.g., Medicine) Series</b>			
Assistant Professor of Clinical (e.g., Medicine)	Any	S	8
<b>Health Sciences Clinical Professor Series</b>			
Health Sciences Assistant Clinical Professor	More than 50%	S	8
<b>Adjunct Professor Series</b>			
Adjunct Instructor	More than 50%	S	2
Assistant Adjunct Professor	More than 50%	S	8
<b>Astronomer Titles</b>			
Junior Astronomer	Any	T	2
Acting Junior Astronomer	Any	T	2

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Titles	Percent of Time	Time Counts Toward Series with (T) Tenure: 133-0-a (S) SOE: 133-0-b	Maximum Period in Years for Each Title
Assistant Astronomer	Any	T	8
Acting Assistant Astronomer	Any	T	2
Visiting Assistant Astronomer	Any	T	2
<b>Agronomist in A.E.S. Titles****</b>			
Junior Agronomist	Any	T	2
Acting Junior Agronomist	Any	T	2
Assistant Agronomist	Any	T	8
Acting Assistant Agronomist	Any	T	2
Visiting Assistant Agronomist	Any	T	2
<b>Lecturer with Security of Employment</b>			
Lecturer with Potential for Security of Employment	More than 50%	S	8
Acting Lecturer with Potential for Security of Employment	More than 50%	S	8
Acting Lecturer with Security of Employment	More than 50%	S	8
Acting Senior Lecturer with Security of Employment	More than 50%	S	8

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\*\*\*\* A.E.S. - Agricultural Experiment Station  
Rev. 10/01/18



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APM - 133  
APPENDIX A

For purposes of APM - 133-0-a(3) and APM - 133-0-b(3), the following faculty titles or series are applicable.

Professor series  
Acting titles  
Visiting titles

Professor in Residence series

Adjunct Professor series

Professor of Clinical (*e.g., Medicine*) series

Health Sciences Clinical Professor series

Supervisor of Physical Education series

Supervisor of Teacher Education

Lecturer with Security of Employment Series  
Acting titles

Coordinator of Field Work

Field Work Supervisor

Field Work Consultant

Note:

The title Lecturer in Summer Session and the volunteer Clinical Professor series are not included in this list.