

200-0 **Policy**

It is the policy of the University to evaluate objectively and thoroughly each candidate for appointment, promotion, or merit increase. Promotions and merit increases are not automatic, but are based on merit.

Every faculty member shall be reviewed at least every five years. The Chancellor, with the advice of the Academic Senate, shall determine the level and type of review and shall develop appropriate implementing procedures.

The Chancellor may exempt from this five-year review faculty Deans (see [APM - 240](#)), full-time Faculty Administrators (see [APM - 246](#)), and those members of the Senior Management Group (“SMG”) with an underlying academic appointment.

200-8 **Types**

Appointment and promotion policies and procedures for certain specific title series will be found in APM sections following this general APM - 200.

On each campus the officers reviewing professional research appointments and promotions and reviewing staff appointments will be expected to notify and consult with one another when there is any doubt as to whether a proposed appointment should be classified as professional research or staff personnel. When the officers cannot agree, the question shall be referred to the Chancellor for resolution.

200-17 **Effective Service Dates**

a. **Effective Date of Appointment – General**

The effective date of an appointment, merit or promotion to another approved title is the initial date of the change for purposes of payroll and record keeping and indicates the first day on which the payment begins for appointments. Salary increases associated with merits and promotions will be paid as described below.

The University’s annual fiscal operating budget year begins July 1. The University’s budget is adopted after the State’s budget is signed, which may occur after July 1. For merits and promotions that are effective on July 1, the date of payment of associated salary increases depends on when the University’s budget is adopted for the fiscal year. In the event the University’s budget is not adopted in time to meet applicable payroll deadlines for a July 1 effective date of the appointment, there may be a delay in payment of salary increases until the University’s budget is adopted.

Under these circumstances, salary increases will be paid as soon as possible, with retroactive payment to the effective date of the merit or promotion.

b. **Effective Date of Promotions**

The effective date for promotions within any of the title series is July 1 of each year; however, Chancellors and the Vice President—Agriculture and Natural Resources are authorized to promote personnel within the authority granted in APM - 200-24 at any effective date during the year.

c. **Beginning Date of Service**

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 appointee is required to be on duty under the terms of the appointment or new status. This date will be different from the effective date for academic-year appointees paid in twelve installments.

200-19 **Normal Periods of Service at Rank and Step**

For those titles in which normal periods of service at ranks and steps within ranks have been established the following shall apply. (Please note that the following periods are not relevant for purposes of determining retirement credit or sabbatical leave credit.)

- a. An academic-year appointee who has served at least two full quarters or one full semester in any academic year will receive service credit for one year at rank and step.
- b. An academic-year appointee who has served one quarter or less in any academic year will not receive service credit for that year.
- c. A fiscal-year appointee with an effective date of appointment in the period July 1 through January 1 will receive service credit for one year at rank and step.
- d. A fiscal-year appointee with an effective date of appointment in the period January 2 through June 30 will not receive service credit for that year.
- e. A period of leave after service of at least one full quarter may be counted toward service in reckoning the number of years at rank and step if this is deemed appropriate by reviewing authorities. For periods of leave in relation to the eight-year limitation of service, see [APM - 133-17-g](#).

200-24 **Authority**

- a. Chancellors are authorized to approve all appointments, reappointments, merit increases, and promotions of academic personnel under their jurisdiction except those positions involving appointments designated as SMG, i.e., Vice Chancellors and academic Deans whose sole reporting responsibility is to the Chancellor; salaries beyond the Regental compensation threshold (See Section 101.2 (a) of the Standing Orders of The Regents); and appointments of Regents' Professors and University Professors.
- b. On an exception basis and with suitable justification, the Chancellor, Vice President—Agriculture and Natural Resources and Provost and Executive Vice President—Academic Affairs may approve appointments, reappointments, merit increases, and promotions within the authorization granted in APM - 200-24-a retroactively (that is, with the beginning date of service prior to the actual approval), subject to the condition that a new appointee must have completed and subscribed to the State Oath of Allegiance on or before the beginning date of service under the terms of appointment.

All individuals, including U.S. citizens, under the Immigration Reform and Control Act of 1986 (as amended), must present evidence through the employment verification process that they are legally eligible to work in the United States.

- c. For authority of the Vice President—Agriculture and Natural Resources and the Provost and Executive Vice President—Academic Affairs with respect to personnel under their jurisdiction, see the section on the particular title or title series for specific statements concerning authority to appoint and promote for that title or title series.

200-30 **Academic Personnel Actions – Personnel Review Files**

The personnel review file is that portion of the academic personnel records pertaining to an individual maintained by the University for purposes of consideration of personnel actions under the relevant criteria set forth in this Manual. An individual's personnel review file shall contain only material relevant to consideration of personnel actions under these criteria. Final administrative decisions concerning appointment, promotion, merit increase, appraisal, reappointment, nonreappointment, and terminal appointment shall be based solely upon the material contained in the individual's personnel review file.

200-96 **Reports**

The Chancellor shall maintain records of personnel actions and submit reports to the President as-required by policy and/or administrative directive