

235-4 **Definitions**

- a. The “Acting” prefix will be accorded only to a person on a temporary appointment. The prefix thus will signify the conditional, probationary, or emergency status of the appointment, as well as the privilege and responsibility of conducting research, and will often be applied to a person under consideration for appointment to a regular professorial title.
- b. This prefix may properly be attached to the Assistant Professor, Associate Professor, and Professor ranks of the professorial series. The prefix is not used at the Instructor level, except for graduate student Acting Instructors, who are not part of the professorial series.
- c. A highly promising Assistant Professor may be advanced to the title of Acting Associate Professor in those instances in which it has been determined that the appointee is not yet qualified for tenure status but should be compensated at a rate above the Assistant Professor scale. Such advancement requires review by the campus Committee on Academic Personnel and should occur only in the most exceptional cases. An Acting Associate Professor appointed under this provision retains all privileges to which the appointee was entitled as an Assistant Professor.
- d. The title Acting Professor in a School of Law is the entry-level ladder rank title. An Acting Professor in a School of Law is governed by all academic personnel policies applicable to Assistant Professors.

235-10 **Criteria**

Inasmuch as Acting appointees are under consideration for appointment to a title in the professorial series, reference should be made to criteria set forth in sections concerning the particular professorial title involved.

235-17 **Term of Appointment**

- a. Each appointment as Acting Assistant Professor (or equivalent) shall be for a specified term, not to exceed one year. The total period of service with this title is limited to two years. (See also [APM - 133-0.](#))

- b. Each appointment as Acting Associate Professor or Acting Professor (or equivalents) shall be for a specified term, not to exceed two years. The total period of service with these titles is limited to four years. (See also [APM - 133-0](#).)
- c. Service in the title Acting Professor in a School of Law counts toward the eight-year limit under Standing Order 103.9. The four-year limit described in [APM - 235-17-b](#) does not apply.

**235-18 Salary**

See [APM - 600-18](#). Acting Professors in the Schools of Law are paid on the Law School salary scale.

**235-20 Conditions of Employment**

The following provisions apply to the conditions of employment of an Acting appointee:

- a. An Acting appointee employed 50 percent time or more is included in the University of California Retirement Plan, if the appointee meets the eligibility requirements.
- b. Sabbatical leave credit may be accrued by an Acting appointee under special conditions described in [APM - 740-11-b\(1\)](#). An Acting Professor in a School of Law accrues sabbatical leave credit in the same manner as an Assistant Professor.
- c. Removal expenses may be allowed an Acting appointee, as provided in [APM - 560-14-b](#). An Acting Professor in a School of Law is eligible for removal expenses under [APM - 560-14-a](#).

**235-24 Authority**

The Chancellor is authorized to approve Acting appointments.

**235-25 Transfer to Regular Status**

An Acting appointee may be transferred to a regular appointment at regular-scale salary provided the appointment has had appropriate Academic Senate review and approval of the Chancellor.

- a. Upon official certification that an appointee has completed all formal degree requirements, the department chairperson at the chair's discretion, may recommend the appointee's immediate transfer to a regular appointment at a regular-scale salary.
- b. When a change to a regular appointment is approved, the change in title shall be effective with the beginning of the quarter following the date of completion of all formal degree requirements and the change in salary shall be effective at the beginning of the pay period for that quarter.
- c. An Acting Professor in a School of Law is eligible for consideration for promotion to Professor under the same provisions which govern the promotion of an Assistant Professor to Associate Professor. See [APM - 220](#).

**235-96 Reports**

See [APM - 200-96](#).