



OFFICE OF THE PROVOST AND  
EXECUTIVE VICE PRESIDENT FOR ACADEMIC AFFAIRS

OFFICE OF THE PRESIDENT  
1111 Franklin Street, 12<sup>th</sup> Floor  
Oakland, California 94607-5200

November 20, 2020

CHANCELLORS  
LABORATORY DIRECTOR MICHAEL WITHERELL  
ACADEMIC COUNCIL CHAIR MARY GAUVAIN  
ANR VICE PRESIDENT GLENDA HUMISTON

**Re: Issuance of Revisions to Academic Personnel Manual (APM) Section 240, Deans (APM - 240), and Section 246, Faculty Administrators (100% Time) (APM - 246)**

Dear Colleagues:

I am formally issuing revised Academic Personnel Manual (APM) Section 240, Deans (APM - 240), and Section 246, Faculty Administrators (100% Time) (APM - 246). The revised policies, effective immediately, may be found online on the [Academic Personnel and Programs website](#).

The revised policies reflect the following revisions:

- To align with previous revisions to APM - 025, Conflict of Commitment and Outside Activities of Faculty Members, language has been added in Sections 240-20-c and 246-20-c to clarify that both uncompensated and compensated outside professional activities are reported and count toward the time limit, but that vacation days are deducted only for compensated outside professional activities;
- Language has been added to clarify that Deans and Faculty Administrators who hold concurrent Health Sciences Compensation Plan appointments are subject to APM - 670, Health Sciences Compensation Plan, and APM - 671, Conflict of Commitment and Outside Activities of Health Sciences Compensation Plan Participants; and
- Language in Sections 240-18-a(5) and 246-18-a(4) has been revised to refer to the salary of the underlying faculty appointment.
- Technical revisions have been made to remove gendered language, correct minor grammatical issues, and revise language for clarity.

I wish to thank all members of the University community who participated in the consultation of the revisions to these important APM policies. Your contributions are deeply appreciated.

November 20, 2020

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Sincerely,

A handwritten signature in blue ink that reads "Michael T. Brown". The signature is written in a cursive style.

Michael T. Brown, Ph.D.  
Provost and  
Executive Vice President for Academic Affairs

Enclosure

cc: President Drake  
Executive Vice Chancellors/Provosts  
Executive Vice President Byington  
Executive Vice President and Chief Operating Officer Nava  
Senior Vice President and Chief Compliance Officer Bustamante  
Vice Provost Carlson  
Interim Vice President Lloyd  
Vice President Maldonado  
Vice Provosts/Vice Chancellors of Academic Affairs/Personnel  
Assistant Vice Provosts/Vice Chancellors/Directors Academic Personnel  
Associate Vice Provost Lee  
Deputy General Counsel Woodall  
Executive Director Baxter  
Executive Director Chester  
Chief of Staff and Executive Director Henderson  
Chief of Staff Levintov  
Director Grant  
Director Sykes  
Director Tom  
Associate Director Fishel  
Manager Smith  
HR Manager Crosson  
Analyst Wilson