



OFFICE OF THE VICE PROVOST --  
ACADEMIC PERSONNEL

OFFICE OF THE PRESIDENT  
1111 Franklin Street, 11<sup>th</sup> Floor  
Oakland, California 94607-5200

November 15, 2019

CHANCELLORS  
ACADEMIC COUNCIL CHAIR KUM-KUM BHAVNANI  
LABORATORY DIRECTOR MICHAEL WITHERELL  
ANR VICE PRESIDENT GLENDA HUMISTON

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

Dear Colleagues:

Enclosed for systemwide review are proposed revisions to Academic Personnel Manual Section 240 (APM - 240), Deans, and Section 246 (APM - 246), Faculty Administrators (100% Time). The proposed changes are summarized below.

- 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 activities are reported and count toward the time limit, but that vacation days are deducted only for compensated 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
- Since faculty administrative salaries should be greater than the underlying faculty appointments, the 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.

The proposed revisions also reflect technical changes to remove gendered language, correct minor grammatical errors, and better align APM - 240 and APM - 246.

### **Systemwide Review**

Systemwide review is a public review distributed to the Chancellors, the Chair of the Academic Council, the Director of the Lawrence Berkeley National Laboratory, and the Vice President of

Agriculture and Natural Resources requesting that they inform the general University community, especially affected employees, about policy proposals. Systemwide review also includes a mandatory, 90-day full Senate review.

Employees should be afforded the opportunity to review and comment on the draft policy, available online at <https://www.ucop.edu/academic-personnel-programs/academic-personnel-policy/policies-under-review/index.html>. Attached is a Model Communication which may be used to inform non-exclusively represented employees about these proposals. The Labor Relations Office at the Office of the President is responsible for informing the bargaining units representing union membership about policy proposals.

We would appreciate receiving your comments no later than **March 15, 2020**. Please submit your comments to [ADV-VPCARLSON-SA@ucop.edu](mailto:ADV-VPCARLSON-SA@ucop.edu). Please indicate "APM - 240/246" in the subject line. If you have any questions, please contact Kimberly Grant at [Kimberly.Grant@ucop.edu](mailto:Kimberly.Grant@ucop.edu) or (510) 987-9499.

Sincerely,



Susan Carlson  
Vice Provost  
Academic Personnel and Programs

Enclosures:

- 1) Proposed Revised APM - 240, Deans (redline copy)
- 2) Proposed Revised APM - 240, Deans (clean copy)
- 3) Proposed Revised APM - 246, Faculty Administrators (100% Time) (redline copy)
- 4) Proposed Revised APM - 246, Faculty Administrators (100% Time) (clean copy)
- 5) Model Communication

cc: President Napolitano  
Provost and Executive Vice President Brown  
Executive Vice Chancellors/Provosts  
Executive Vice President and Chief of Staff Nava  
Senior Vice President Bustamante  
Acting Vice President Lloyd  
Vice Provosts/Vice Chancellors for Academic Affairs/Personnel  
Academic Personnel Directors  
Deputy General Counsel Woodall  
Executive Director Baxter  
Executive Director Chester  
Executive Director and Chief of Staff Henderson  
Executive Director Peterson

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Chief of Staff Levintov

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Director Lee

Manager Donnelly

Manager Smith

Manager Crosson

Analyst Wilson