



OFFICE OF THE PROVOST AND EXECUTIVE VICE PRESIDENT

OFFICE OF THE PRESIDENT  
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May 31, 2013

CHANCELLORS  
LABORATORY DIRECTOR ALIVISATOS  
ACADEMIC COUNCIL CHAIR POWELL  
ANR VICE PRESIDENT ALLEN-DIAZ

Dear Colleagues:

I am formally transmitting revised Section 700 of the Academic Personnel Manual (APM - 700), Leaves of Absence/General, Presumptive Resignation, effective July 1, 2013. Until July 1, the attached policy can be found online at: <http://www.ucop.edu/academic-personnel/academic-personnel-policy/policy-issuances-and-guidelines/revised-apm700.html>. After July 1, the policy will be available at: <http://www.ucop.edu/academic-personnel/files/apm/apm-700.pdf>.

This policy addresses circumstances under which an academic appointee chooses not to return to his/her University appointment following the expiration of a leave of absence, or chooses to be absent from that appointment without obtaining prior approval for a leave. The Presumptive Resignation policy is designed to prompt an appointee in such circumstances to take affirmative steps to counter the University's presumption that the appointee's intention is to resign the University appointment.

The systemwide consultation process engaged to develop the policy consisted of three separate reviews conducted over the past 15 months: Management Consultation, Systemwide Review, and Final Review. Policy language was refined following each review based on recommendations received from campus administration and Senate committees.

The Presumptive Resignation provisions address resignation from an academic-year or fiscal-year appointment due to absence from duty, defined as a period of thirty (30) days following the expiration of an approved leave or 30-day absence from academic duty without approval. Instances of neglect of academic duty that do not meet this standard will be addressed according to applicable academic personnel policies, including but not limited to, APM - 015, The Faculty Code of Conduct, APM - 016, University Policy on Faculty Conduct and the Administration of Discipline, APM - 150, Non-Senate Academic Appointees/Corrective Action and Dismissal, and APM - 075, Termination for Incompetent Performance. The policy does not address dismissal procedures and it does not apply when it is established that an academic appointee is absent due to intersession, illness, injury or disability; it does not address nor is it related to disciplinary or academic competency matters.

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Policy language describes the process of providing written notice by which the campus would implement good faith efforts to locate the absent appointee, the content of such notice, to whom the appointee should respond, and the date the response is due. It requires that the Chancellor confer with the Chair of the Committee on Privilege and Tenure should a faculty member fail to respond to the initial written notice within sixty (60) days. Communications between the Chancellor and the Privilege and Tenure Committee Chair must be documented.

Key concepts cover advance written notice of the intent to presume resignation as well as the appointee's right to respond to the notice, to return to service, to appeal any decision, and to request a hearing before the division Committee on Privilege and Tenure. The appointee continues on pay status during the notice period and pay status terminates on the response deadline date. The Chancellor retains the authority to reinstate an academic appointee for good cause at any time.

A timeline outlining the process is attached as an aid to implementing the presumptive resignation provisions under APM - 700. Questions related to implementing this policy may be addressed to Vice Provost Susan Carlson ([Susan.Carlson@ucop.edu](mailto:Susan.Carlson@ucop.edu)).

I wish to thank all members of the University community from both the faculty and administration for their efforts to revise APM - 700. Your contributions are deeply appreciated.

Sincerely,



Aimée Dorr

Provost and Executive Vice President

Attachments: APM - 700, Leaves of Absence/General  
Timeline for Implementing the Presumptive Resignation Process

cc: President Yudof  
Members, President's Cabinet  
Council of Vice Chancellors  
Vice Provost Carlson  
Vice President Duckett  
Vice Provosts for Academic Personnel  
Academic Personnel Directors  
Executive Director Fox  
Executive Director Larsen  
Executive Director Rodrigues  
Executive Director Tanaka  
Executive Director Winnacker  
Interim Systemwide Policy Director Hilliard  
Deputy General Counsel Drown  
Senior Counsel Van Houten  
Director Chester  
Manager Lockwood  
Human Resources Policy Analyst Bello