

Endnotes are for review purposes only and will not appear on the final issuance. The revisions are based on comments received from the first systemwide review.

APPOINTMENT AND PROMOTION  
Acting Appointments

APM - 235  
DRAFT

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/or study, and will often be applied to a person under consideration for appointment to a regular professorial or security of employment title.<sup>i</sup>
  
- 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.<sup>ii</sup> This prefix may properly be attached to the Assistant Lecturer with Potential for Security of Employment, Associate Lecturer with Security of Employment, and Lecturer with Security of Employment.
  
- c. 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 or security of employment series, reference should be made to criteria set forth in sections concerning the particular title involved.

235-17 **Term of Appointment**

- a. Each appointment as Acting Assistant Professor (or equivalent) or Acting Assistant Lecturer with Potential for Security of Employment 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) or Acting Associate Lecturer with Security of Employment or Acting Lecturer with Security of Employment 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 in the professorial series 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 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. When a change to a regular appointment is approved, the change in title shall be effective with the beginning of the quarter or semester following the date of completion of all formal degree requirements.
- b. Upon official certification that an appointee in an Acting Associate Professor or Acting Professor (or equivalent) or Acting Associate Lecturer with Security of Employment or Acting Lecturer with Security of Employment title has the permanent right to work, the appointee may be immediately transferred to a regular appointment.<sup>iii</sup>

- 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.

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<sup>i</sup> Added *and/or study* to apply to the Security of Employment Series.

<sup>ii</sup> Added Assistant Lecturer with Potential for Security of Employment, Associate Lecturer with Security of Employment, and Lecturer with Security of Employment.

<sup>iii</sup> Previous versions were silent on use of Acting title prior to obtaining the permanent right to work.