



OFFICE OF THE PROVOST AND
EXECUTIVE VICE PRESIDENT FOR ACADEMIC AFFAIRS

OFFICE OF THE PRESIDENT
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Oakland, California 94607-5200

September 30, 2016

CHANCELLORS
LABORATORY DIRECTOR WITHERELL
ACADEMIC COUNCIL CHAIR CHALFANT
ANR VICE PRESIDENT HUMISTON

RE: Revision of Academic Personnel Policy Sections of the Academic Personnel Manual: 360, Librarian Series (APM - 360); and 210-4, Instructions to Review Committees that Advise on the Appointment, Merit Increase, Promotion, Career Status Actions for Members of Librarian Series (APM - 210-4)

Dear Colleagues:

I am formally transmitting the revised Academic Personnel Manual Sections 360, Librarian Series (APM - 360); and 210-4, Instructions to Review Committees that Advise on the Appointment, Merit Increase, Promotion, Career Status Actions for Members of Librarian Series (APM - 210-4). The policies, which are effective October 1, 2016, can be found online at: <http://ucop.edu/academic-personnel-programs/academic-personnel-policy/policy-issuances-and-guidelines/index.html>. The revisions to these APM sections governing non-represented librarians strengthen these important policies and clarify terms related to appointment, advancement, and personnel review procedures.

There has been consultation on these sections of the APM for more than two years with the Academic Senate, the Council of University Librarians (CoUL), the CoUL Administrative Advisory Group (ASAG), the Librarians Association of the University of California (LAUC), and campus administrators. During the 2014-15 academic year, CoUL, in consultation with ASAG, proposed revisions to align policy language, in most but not in all places, with the terms and conditions of the October 1, 2013 collective bargaining agreement between UC and the American Federation of Teachers (AFT) governing represented librarians. In September 2014, proposed language was circulated for Management Consultation (September – November 2014) followed by Systemwide Review (March – June 2015) and a second Systemwide Review (March – May 2016). Language was refined based on reviewers' feedback at each stage of the review process, notably, from July through September 2015, when CoUL, in consultation with ASAG and LAUC, proposed a new definition of librarian to reflect the changing nature of their responsibilities.

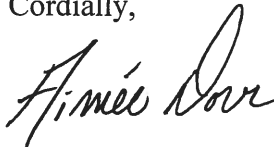
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In addition to the new definition of librarian, policy revisions cover the criteria for appointment, terms of service, merit increases, promotion, appointment or advancement to career status, and review procedures. The Chancellor may grant, under exceptional circumstances, career status upon hire. A written remediation plan must be engaged if a review of a career status appointee results in an unsatisfactory review. Candidates for review must be allowed a reasonable period of time to review and respond to the review file and the candidate may submit for inclusion in the record a written statement commenting on material in the file. References to the point-based salary scale, fully implemented as of June 30, 2016, are updated from "steps" to "salary points." The Chancellor may withhold or postpone a merit-based increase when a corrective action is taken pursuant to the terms of APM - 150, Non-Senate Academic Appointees/Corrective Action and Dismissal.

I wish to thank all members of the University community for their efforts to revise these important sections of the APM. Your contributions are deeply appreciated.

Cordially,



Aimée Dorr, Provost

Executive Vice President for Academic Affairs

Enclosures: Revised APM - 360
 Revised APM - 210-4

cc: President Napolitano
Executive Vice President Brostrom
Executive Vice President Nava
Senior Vice President Gulbranson
Senior Vice President Henderson
Senior Vice President Vacca
Vice President Duckett
Vice President Ellis
Vice Provost Carlson
Vice Provost Gullatt
Executive Vice Chancellors/Provosts
Chief of Staff Grossman
Council of University Librarians (CoUL)
LAUC President Mizrachi
Vice Provosts/Vice Chancellors of Academic Personnel/Academic Affairs
Academic Personnel Directors
ASAG Chair Grosenheider
Deputy General Counsel Woodall

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