

PPM 230-28 (9/1/2008 Revision)

Frequently Asked Questions

- 1. My department has already started preparing review files effective 7/1/09 using the “old” PPM. Do we need to start over?**

No. Implementation of the 9/1/2008 revision of PPM 230-28 is optional for files effective 7/1/09. Full implementation will occur with files effective 7/1/2010.

- 2. Is there still a sixth-year appraisal for assistant-level appointees?**

No. Per APM 220-83, Assistant Professors must be appraised “well in advance of possible promotion....” The purpose of the appraisal is to assess an appointee’s potential for promotion and to advise the appointee and department of any improvements that are needed to support promotion to the associate level. By the time of the sixth-year review, appointees are unlikely to have sufficient time to remedy substantial weaknesses in the record. The appraisal language in the revision of PPM 230-28 has been clarified to emphasize the importance of a timely appraisal in the fourth year.

- 3. What is the “readiness assessment?”**

The readiness assessment is a departmental evaluation of an appointee’s career achievements and readiness for promotion. The readiness assessment differs from a formal appraisal, but continues to provide an opportunity to assess an appointee’s potential for promotion. Rather than voting to determine an appraisal rating (i.e., favorable, favorable with reservations, problematic or unfavorable), the department determines whether an appointee should be recommended for promotion, whether the promotion review should be postponed, or whether the appointee should be terminated (or non-reappointed in non-Senate titles). The readiness assessment is always conducted at the time of a scheduled academic review, and typically occurs as part of the appointee’s sixth-year review. If it has not already occurred, it must be conducted at the time of an appointee’s final merit/reappointment review. In non-Senate titles, if the result of the readiness assessment is non-reappointment, no academic review file will be submitted.

- 4. Can my department still conduct the promotion review of an assistant-level appointee at the time of the seventh-year review?**

Yes, when warranted. Promotion consideration may be postponed to the seventh-year review if there is a reasonable expectation that an appointee will achieve promotion following the postponement. The department must provide evidence in the academic review file that there is work in progress that would be likely to justify promotion, and that this work is likely to be completed prior to the promotion review.

- 5. What is the “probationary period?”**

The probationary period is the period of time before an assistant-level appointee is considered for promotion. This is the period of time in which the appointee prepares for promotion. At UCSD, the promotion review typically occurs at the time of the sixth-year review, and the probationary period is the time leading up to this review. In cases in which the promotion review is postponed, the probationary period is longer. In cases in which an appointee receives a terminal reappointment, the duration of the final reappointment is not considered part of the probationary period.

There are limited circumstances in which the probationary period may be extended, most commonly as a family accommodation. (See PPM 230-15, Family Accommodations Policy).

6. Can an assistant-level appointee submit a promotion file during the terminal year?

An appointee who has received notice of termination may ask to be reconsidered for promotion in the terminal year. Reconsideration will be permitted when there is substantial evidence of significant improvement in the appointee's record of scholarly achievement since the termination decision was reached, particularly with respect to those elements of the record previously identified as areas of weakness.

Preapproval from the Senior Vice Chancellor is required prior to preparing and submitting a reconsideration file; Requests must be submitted by October 15.

7. Don't assistant-level appointees have eight years in which to achieve tenure? Do the revisions to PPM 230-28 shorten the time that assistant-level appointees have to prepare for promotion?

Under both the old and revised versions of PPM 230-28, appointees may serve a maximum of eight years at the assistant level. This is known as the "eight-year limit." This term is distinct from the term "probationary period," because it refers to the maximum period of service for assistant-level appointees in a given series, rather than the period before the appointee is considered for promotion.*

Assistant-level appointees in Senate titles are entitled to one year of notice prior to termination. For this reason, an appointee must be considered for promotion no later than the seventh-year review. This has not changed. When warranted, an appointee who has received a terminal reappointment may request reconsideration of the terminal decision during the terminal year.

**In cases in which an appointee receives one or more extensions of the probationary period, the maximum time he or she may serve at the assistant-level is extended as well, up to a maximum of ten years.*

8. Are there any changes in the policies re: the re-engagement of faculty?

No, not at this time. We are working on revisions to PPM 230-28 to address the re-engagement of ladder-rank faculty. We received considerable feedback on the draft of this section when it was released for campus comment. We have removed it from the current revision of PPM 230-28 to allow sufficient time for discussion and further campus review. We expect to publish guidelines for the re-engagement of ladder-rank faculty in the future.

9. Where can I find a list of the updates to PPM 230-28?

A summary of the updates to PPM 230-28, effective 9/1/08, is available on the Academic Personnel Web site, at <http://academicaffairs.ucsd.edu/offices/apo/PPM.htm>