

Summary of Updates to PPM 230-28 (effective September 1, 2008)

- Procedural and instructional information, including the Worksheet for Departmental use in Preparing Academic Advancement Files, has been removed from PPM 230-28 and placed on the Academic Personnel web site.
- The incomplete and outdated glossary has been replaced with a link to a complete and updated Glossary of Terms available on the UCSD Academic Personnel Web site.
- Forms and sample document references have been updated to link directly to the documents on the Academic Personnel Web site.
- Section IV.B has been revised to clarify that for advancement in the Project Scientist and Specialist series, letters of evaluation may be obtained from individuals who are not professionally independent from the candidate.
- Section IV.B has been revised to clarify that for advancement in the Project Scientist and Specialist series, some letters of evaluation may be obtained from individuals who are not external to UCSD.
- Section IV.D has been revised to clarify that when a chair and an appointee are close collaborators, the chair should not prepare the academic review file.
- Section IV.D has been revised to clarify that an academic may not participate in the academic review of a near relative.
- Section V.A has been revised to include contributions to diversity among the review criteria for the Professor (ladder-rank) and Professor in Residence series (consistent with APM 220).
- Section V.B has been revised to clarify that in the Health Sciences, Professors of Clinical X at the Associate rank or above who have clinical responsibilities should be certified by one of the medical specialty boards, or demonstrate equivalent achievement and recognition.
- Section V.C has been revised to clarify that appointees in the Adjunct Professor series must teach one course (or the equivalent) per year.
- Section V.C has been revised to clarify that in the Health Sciences, appointees in the Adjunct Professor series at the Associate rank or above who have clinical responsibilities should be certified by one of the medical specialty boards, or demonstrate equivalent achievement and recognition.
- Section V.D has been revised to add information on the Health Sciences Clinical Professor series, including the UCSD requirement that appointees in this series engage in *some* scholarly activity.
- Section V.E has been added to provide information on the Clinical Professor, Voluntary series.
- Section V.F has been revised to reflect that Lecturers with Potential Security of Employment and Lecturers with Security of Employment are a single series. The information on these titles has been merged into one section, with revised information on review periods, LSOE criteria, salaries, and advancement to the top of the salary scale.
- Section V.H has been revised to clarify that Research Scientists at the Associate and Full levels must contribute campus and/or professional service.

- Section V.J has been revised to clarify that University and public service are not required for advancement in the Specialist series.
- Section V.K has been revised to specify the normal periods of service for the Academic Administrator series and to clarify this information for the Academic Coordinator series.
- Section V.K has been revised to clarify that a job description must be submitted in advancement files for appointees in the Academic Administrator series.
- Section VI has been revised to clarify that files not received by the campus deadlines will be not be considered until the following year.
- Section VII.B has been revised to clarify the rules for recommending a no-change action or a deferral, and off-scale salary information has been updated.
- Section VII.B has been revised to clarify that a promotion from the Assistant level is not considered an acceleration, regardless of when it is proposed, unless it is to a higher-than-normal step in the next rank.
- Information on conducting a Career Equity Review has been added in Section VII.C.
- The policy for evaluating Assistant-rank appointees has been broken into two policy sections, one for Senate appointees (Section VII.D), and one for non-Senate appointees (Section VII.E).
 - Sections VII.D and Section VII.E replace the sixth-year appraisal with a less formal “readiness assessment,” and clarify procedures for the fourth-year appraisal. Only one formal appraisal at the fourth year is now required.
 - Sections VII.D and Section VII.E require that a readiness assessment be conducted, typically in the sixth year, resulting in a departmental decision to (1) conduct a promotion review, (2) terminate (Section VII.D) or not reappoint (Section VII.E), or (3) postpone the promotion review; postponement requires evidence of work in progress that should be completed within one year and would likely suffice for promotion.
 - Section VII.D allows for reconsideration of a termination decision if there is evidence of significant improvement; requires pre-approval by the Senior Vice Chancellor, in consultation with CAP.
 - Section IV.D has been revised to clarify that if the review of an appointee at the assistant level in the Professor, Professor in Residence, Professor of Clinical X and LSOE series results in non-reappointment or termination, he or she may not be appointed to the Research Scientist series for a period of five years.
 - Section VII.E allows added flexibility for departments to determine when to conduct a promotion review for non-Senate appointees, if postponement of the promotion review is approved.
- Supplement I, Guidelines for Professor of Clinical X (e.g. Medicine) Series, and Supplement II (formerly Supplement III), Guidelines for Health Sciences Clinical Professor series, have been updated to clarify the series definition and the appointment and review criteria. Supplement II has been removed.