

BERKELEY CAMPUS PROCEDURES
APM 137— Non-senate Academic Appointees/Term Appointment

The following implementation guidelines are intended to outline Berkeley procedures and to supplement the policy described in APM 137.

APPLICABILITY

These procedures apply to all individuals holding the following non-Senate academic titles:

- Academic Coordinator Series
- Academic Administrator Series
- Adjunct Professor Series
- Clinical Professor Series
- Continuing Education Specialists
- Coordinator of Public Programs
- Postgraduate Researchers
- Professional Research Series
- Specialist Series
- Visiting Titles

WRITTEN NOTICE OF APPOINTMENT/REAPPOINTMENT

All offers of appointment and reappointment must be made in writing. The letter shall include:

- Title
- Name of the unit
- Annual Salary Rate
- Begin and end dates
- Percent time
- General Responsibilities
- The name of the individual to whom the academic appointee reports

It is recommended that appointment and reappointment letters be issued at least 30 calendar days in advance of the effective date.

NOTICE OF NON-REAPPOINTMENT

Notices of non-reappointment are not necessary for appointees who have served fewer than eight years or at less than 50% time in the same academic title or title series and who have received a written notice of appointment or reappointment that includes an end date. For purposes of calculating time in the title, leaves of absence (paid or unpaid) for childbearing or medical conditions shall count. Other leaves of absence (paid or unpaid) as well as appointment on a Without Salary basis (WOS) shall not count.

In the absence of a written notice of appointment/reappointment, an individual who has served less than eight years at 50% or more should be provided with at least 30 days notice that s/he will not be reappointed.

Individuals who have served at least 50% time or more for eight or more years must be provided Notice of Intent not to reappoint in accordance with APM 137-32. The Written Notice of Intent must be provided at least 60 days in advance and must include:

- Intended action (non-reappointment)
- Proposed effective date
- Basis for non-reappointment
- Statement regarding Appointee's right to respond to the notice
- Name of individual to whom the appointee should respond¹

The appointee shall have 14 calendar days from the date of issuance to respond to the notice, either orally or in writing. Following review of the Notice of Intent and appointee's response, if any, the Decision Maker shall issue a Written Notice of Action within 30 calendar days of the notice of intent.

Units should consult with the appropriate administrative offices (e.g., dean, director, and APO) prior to issuing a Notice of Intent of non-reappointment.

DURATION OF APPOINTMENT

All appointments must have an established end date, regardless of fund source. Units may choose to allow appointments for periods equal to or less than the normal period of service at step for the appropriate rank. For example, an Assistant Researcher may receive an appointment of two years or less. A Full Researcher may be appointed for three years or less. Where there is no normal period of service, the appointment period may be no longer than three years. However, in no case should the appointment end date extend beyond the

¹ The individual named in this letter is designated as the Decision maker. It is normally someone with appropriate authority at the next level of the organization above the individual who issued the notice of intent.

availability of funds or beyond the period approved in the [Exceptional] Permission to Recruit or through a campus review.

AUTHORITY

Authority to issue offers of appointment and reappointments is in accordance with delegated authorities. Those who have been delegated the authority to approve the action, may redelegate authority to unit heads to send the appointment/reappointment letters.

SAMPLE: APPOINTMENT/REAPPOINTMENT

[Employee's name]
[Campus Address]

Dear:

I am pleased to offer you appointment [reappointment] as [title] in the [unit name] for the period [begin date] through [end date] . The appointment will be xx% at an annual salary rate of \$xx,xxx. Professor [name] will serve as your mentor (supervisor). In your position, you will be expected to do [describe duties and expectations].

[This section should be tailored by individual departments. Describe retirement and/or benefit eligibility here for new appointments. This might also include accrual rates and usage practices for vacation and sick leave. Also add departmental contact.]

This appointment [reappointment] is made in accordance with Academic Personnel Policy 137 which may be found at:
(<http://www.ucop.edu/acadadv/acadpers/apm/apm-137.pdf>).

Sincerely,
[name]
[title]

cc: Dean
PI
Personnel File

SAMPLE: POST 8 YEAR, NOTICE OF INTENT OF NON-REAPPOINTMENT

[Employee's name]
[Campus Address]

Dear :

In accordance with Academic Personnel Policy 137, I regret to inform you that it is our intention not to reappoint you in the [unit name] beyond [date] due to [reason for non-reappointment]. *[Note that any documentation supporting the non-reappointment must be provided]*. You have the right to respond to this action, either orally or in writing, within fourteen (14) calendar days of the date of this letter. Please direct your response to [designate name, phone number, and campus address here—it should be an individual not involved with the action being taken and who has decision making authority].

Sincerely,

Unit Head
Title

Attachments: Documents
Proof Of Service

cc: Dean/Director
Decision maker (name cited in letter)
APO
Departmental Personnel File

SAMPLE—NOTICE OF DECISION MAKER'S ACTION

[Employee's Name]
[Campus Address]

Dear [Employee]:

In accordance with Academic Personnel Policy 137 this is to inform you of [action] in the [unit name], effective [date].

[Review information provided in employee's response to notice of intent not to reappointment, and explain reasons for action;

OR

indicate no response was provided by employee and state reason for action.]

You may review Academic Personnel Policy 140 for possible appeal rights.

Sincerely,

[Decision maker's Name]
[Title]

Attachments:
Letter of Intent not to reappoint
Proof of Service

cc:
Departmental Personnel File
Department Head
Supervisor
APO