

**EXTRAMURAL LETTERS AND "ARM'S LENGTH" REQUIREMENTS FOR APPOINTMENT, MERIT AND PROMOTION REVIEWS**

<b>Series</b>	<b>Appointment Asst rank, Steps I-III</b>	<b>Appointment Asst rank, Steps IV-VI</b>	<b>Appointment Associate rank</b>	<b>Appointment Full rank</b>	<b>Merit to barrier steps (Full level VI)*</b>	<b>Merit to Above Scale*</b>	<b>Promotion Associate rank</b>	<b>Promotion Full rank</b>
Professor	E	E (4-6)	A (6-8)	A (6-8)	N/A	A (6-8)	A (6-8)	A (6-8)
Professor in Residence	E	E (4-6)	A (6-8)	A (6-8)	N/A	A (6-8)	A (6-8)	A (6-8)
Professor of Clinical ___	E	E (4-6)	A (6-8)	A (6-8)	N/A	A (6-8)	A (6-8)	A (6-8)
Health Sciences Clinical Professor	E	E (4-6)	L	L	L	L	L	L
Adjunct Professor	E	E (4-6)	A (6-8)	A (6-8)	A (6-8)	A (6-8)	A (6-8)	A (6-8)
Acting Assistant Professor	E	E (4-6)	N/A	N/A	N/A	N/A	A (6-8)	N/A
Acting Associate/Full Professor	N/A	N/A	A (6-8)	A (6-8)	N/A	A (6-8)	A (6-8)	A (6-8)
Acting Professor of Law	E	E (4-6)	N/A	N/A	N/A	N/A	N/A	A (6-8)
Professor of Law	N/A	N/A	N/A	A (6-8)	N/A	A (6-8)	N/A	N/A
_____ in the AES	E	E (4-6)	A (6-8)	A (6-8)	A (6-8)	A (6-8)	A (6-8)	A (6-8)
Supervisor of Physical Education	N/A	N/A	N/A	N/A	A (6-8)	A (6-8)	A (6-8)	A (6-8)
Specialist in Cooperative Extension	E	E (4-6)	A (6-8)	A (6-8)	A (6-8)	A (6-8)	A (6-8)	A (6-8)
Specialist series	N/A	N/A	L (3)	L (3)	<i>n/a</i>	A (5-8)	L (3)	<b>L (3)</b>
Professional Research series	E	E (4-6)	A (6-8)	A (6-8)	A (6-8)	A (6-8)	A (6-8)	A (6-8)
Project Scientist	N/A	N/A	L (3)	<b>L (4)</b>	<b>L (4)</b>	A (5-8)	L (3)	<b>L (4)</b>
Visiting Professor	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

<b>Series</b>	<b>Appointment PSOE ranks</b>	<b>Appointment Lecturer SOE rank</b>	<b>Appointment Sr. Lecturer SOE rank</b>	<b>Merit to Above Scale (Sr. LSOE)</b>	<b>Promotion LPSOE to LSOE</b>	<b>Promotion LSOE to Sr. LSOE OR LPSOE to Sr. LSOE</b>
Lecturer SOE/Sr. Lecturer SOE	E (3-5)**	L (4-6)	A (6-8)	A (6-8)	L (4-6)	A (6-8)

<b>Series</b>	<b>Appointment</b>	<b>Merit</b>	<b>Promotion</b>
Continuing Educator	L/C	L/C (5-8)	L/C (5-8)
Academic Coordinator I, II & III	L (5-8)	N/A	N/A
Academic Administrator I - VII	L (5-8)	N/A	L/C (5-8)
Librarians	L	L	L
Assistant/Associate University Librarian	L	L	L

<b>Series</b>	<b>Appointment</b>	<b>Initial Continuing Appointment</b>	<b>Merit for Continuing Appointees</b>
Unit 18 Lecturer	See College/School Guidelines	Extramural letters are optional	Extramural letters are optional
Unit 18 Supervisor of Teacher Ed	See College/School Guidelines	Extramural letters are optional	Extramural letters are optional
Child Develop. Demo. Lecturer	See College/School Guidelines	Extramural letters are optional	Extramural letters are optional

**A = Actions that include arm's length letters (see UCD-220 for additional information). At least half of the letters must be arm's-length.**

**E = The extramural letters deemed sufficient for recruitment may suffice for these proposed appointments. Letters do not need to be arm's length. See advisory #AA2014-01.**

**L = Actions that require extramural letters but do not need arm's length letters.**

**C = Some Federation title series include clientele letters for certain advancement actions (see UCD 220AF).**

**\*Title series dictates which step is the barrier step which requires letters; see UCD 220AF.**

**\*\*Combination of external and internal, depending on teaching and professional experience.**

**See UCD 220 IV. F. 3 and UCD 220 Exhibit B for additional information on solicitation of extramural letters and when intramural letters are acceptable for those title series reviewed by Senate committees.**

**See UCD 220AF VII. C. and UCD 220AF Exhibit A and B. for additional information on solicitation of extramural letters and when intramural letters are acceptable for those title series reviewed by Federation committees.**

**HEALTH SCIENCES ONLY: LETTER REQUIREMENTS FOR APPOINTMENTS VIA CHANGE IN TITLE**

<b>Series</b>	Professor	Professor in Residence	Professor of Clinical __	Health Sciences Clinical Professor
Professor		1	1	1
Professor in Residence	3		1	1
Professor of Clinical __	3	2		1
Health Sciences Clinical Professor	4	3	3	

- 1 = Appointments via Change in Title that do NOT require letters**
- 2 = Appointments via Change in Title that require letters**
- 3 = Appointments via Change in Title that are generally not allowed without an open recruitment**
- 4 = Open recruitment required.**

*Updated: 7 February 2018*