UC Davis Academic Personnel Manual

Appointment and Promotion
Section 370, Appointment and Promotion of Academic Administrators
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370-4 Series description

The Academic Administrator series is used principally in organized activities other than organized research units for appointees who administer programs that provide service closely related to the teaching and research mission of the University. The duties of an Academic Administrator are largely administrative, although teaching and research responsibilities may be assigned in accordance with APM-370-4c. Academic Administrators who administer departmentally based programs report to the department chair. In other cases, the Academic Administrator reports to an appropriate administrative officer, usually a dean or vice chancellor.

The Academic Administrator series is reserved for individuals who oversee complex units with a substantial amount of independence and whose duties involve working closely or jointly with faculty or academic staff. Individuals appointed in the Academic Administrator series will typically have the academic credentials suitable for a faculty appointment; however, the nature and magnitude of the administrative function should exceed the level of the administrative duties commonly conducted by appointees within the professorial or research series. This title series is especially appropriate for certain administrative positions that faculty members might assume for a period of time.

370-10 Criteria

a. Appointment, merit increase, and promotion

Materials submitted in support of an appointment, merit increase, or promotion shall provide a comprehensive assessment of the candidate's qualifications and performance in the areas specified below. A job description must be supplied, as well as an explanation of the candidate's role in the program and within a larger unit, if appropriate. An appointee must, at a minimum, satisfy the criteria for the series as specified in APM-370-10a.

1) Administration/management of programs

Academic administrators are responsible for the administration of one or more programs. This responsibility may include directing the activities of a support staff and coordinating the activities of faculty and academic staff involved in the program(s). Academic Administrators shall provide intellectual leadership and scholarship in the roles of administrator and supervisor and shall participate on a par with other research personnel in the planning and implementation of research-oriented programs in the unit in which they serve.

Ordinarily, the appointee will need evidence of superior promise or performance in the planning, developing, and evaluation of programs, direction and supervision of staff, development of proposals for extramural funding, management of program resources, and administration of a program or unit in relation to its mission.

2) Professional competence

Appointees must show evidence of continuing professional growth and the ability to relate effectively with academic personnel in their own unit and in other campus units. Appointees should also provide evidence of continuing scholarly activity in an appropriate discipline. If an Academic Administrator has teaching responsibilities, evidence of competence and creativity in this area should be provided. An agreement regarding the amount of time spent on scholarly and teaching activities should be made at the time of the appointment and reevaluated periodically.

3)   University and public service

Academic Administrators normally participate in the administration of their home unit and the University through appropriate roles in governance and policy formulation. In addition, they may represent the University in both the public and private sectors. As a result, the effective performance of their duties may require participation in campus governance through committee membership, community activities, projects that are Universitywide in scope, and service in a liaison capacity with other public and private agencies. Evidence should be provided of an appointee's commitment to University and public service as well as his or her accomplishments or contributions in these areas.

b.   Ranks within series

There are seven ranks within the Academic Administrator series. Merit awards within each rank are based on demonstrated competence in the areas described above. Six years in rank is standard, including two years at the top step for that rank. The timing of merit and performance reviews in this series shall be as designated in APM-370-19. Performance evaluations of above-scale appointees take place every three to four years.

The initial rank of an appointee to the Academic Administrator series is dictated by (1) the professional and/or administrative experience of the individual, (2) the complexity of the unit for which the individual will be responsible, (3) the level of independence with which the individual will work, and (4) the salary level commensurate with the qualifications of the appointee and the administrative duties he or she will assume. Ranks V, VI, and VII of the Academic Administrator series are reserved for individuals who have achieved a national reputation for excellence in their area of specialization.

370-20 Conditions of employment

a.   Each appointment with a fixed ending date shall be automatically terminated on that date unless the appointment is formally renewed.

b.   Appointees may be laid off because of a lack of work or funds as determined by the appointing authority (see Section UCD-145). Separation following a fixed ending date is not considered a layoff.

c.   Appointees may appeal layoff, corrective action, or dismissal under Section UCD-140. Separation under a, above, nonreappointment, and salary matters are not subject to appeal under policy in Section UCD-140.

370-24 Authority

a.   Authority to approve the designation of a position as that of an Academic Administrator is delegated to the Vice Provost--Academic Affairs. A request for such a designation shall be

made by the administrative officer who will supervise the incumbent in the position. Approval of the use of the title Academic Administrator must be obtained from the Vice Provost prior to the initiation of a formal search. Before approval for use of the Academic Administrator title is given, the Vice Provost will consult with a standing committee (see 370-80a, below). If approval is given, the Vice Provost will specify a ceiling on the rank of an appointee in this title, based on the duties and responsibilities associated with the position.

b.   The administrative officer who serves or would serve as immediate supervisor of an Academic Administrator has the authority to recommend an appointment, merit increase, or promotion of an individual in the Academic Administrator series.

c.   The Vice Provost--Academic Affairs has the authority to approve proposed personnel actions for individuals in the Academic Administrator series, except for appointees at above-scale salaries (see APM 370-80c and d).

370-80 Review procedures for personnel actions

a.   Standing review committee

A standing committee appointed by the Academic Federation Committee on Committees reviews personnel actions for Academic Administrators and Academic Coordinators. Committee members are appointed for two-year terms of staggered duration. The composition of the committee shall be:

1)   Two members of the Academic Senate selected from a slate of candidates recommended by the Senate Committee on Academic Personnel.

2)   One Academic Administrator.

3)   Two Academic Coordinators.

4)   One member of the Academic Federation.

5)   One Librarian.

The standing committee shall report and make recommendations directly to the Vice Provost--Academic Affairs.

b.   Appointment

Recommendations for appointment as Academic Administrator may be initiated by the department head or other administrative officer to whom the Academic Administrator reports. Recommendations shall be routed through intermediate administrative officers (e.g., the dean or unit head) for their comments prior to forwarding to the Vice Provost—Academic Affairs. The entire file will be reviewed by the standing committee according to the criteria specified above. Upon receipt of the committee's recommendation on the appointment, the Vice Provost shall make a final decision and shall give written notification of the decision as appropriate. Above-scale appointments shall be forwarded to the Office of the President for approval and notification as described in APM 370-80d and e.

c.   Advancement

Recommendation for advancement, accompanied by supporting materials, shall be prepared by the administrative officer to whom the Academic Administrator reports. Whenever peer review and/or student evaluation is possible and appropriate, it shall be required as part of the supporting documentation. Evidence shall also be provided indicating that the view of individuals in the Administrator's unit or subunit has been sought and considered. Supporting letters from individuals served by the unit or similar documentation should be provided whenever the unit's effectiveness can be judged by outsiders. While the teaching performance or research productivity of an Academic Administrator should be documented to whatever extent possible, the primary focus of supporting material in personnel actions should be the quality of the Administrator's performance in the administration of programs for which he or she is responsible.

Recommendations for advancement shall be routed through intermediate administrative officers for their review and comments prior to forwarding to the Vice Provost--Academic Affairs. The Vice Provost--Academic Affairs shall refer the entire file to the standing review committee and shall make the final determination based on the available evidence and the committee's recommendation. Above-scale actions shall be forwarded to the Office of the President for approval and notification as described in APM-370-80d and e.