

Appointments & Reappointments

| | Titles | Rank | Title Codes | | | | Approval Authority | Committee Reviewers | Required Documentation for File | Records Management | |
|---------------------------------------------------------------------------|------------------------------------------------------------------|-------|------------------------------------|------|------|----------|--------------------|---------------------|---------------------------------|--------------------|------------|
| | | | Biomed | FY | AY | B&E&E AY | | | | Office of Record | Schedule |
| Administrative Appointments SMG | Acting Dean - SMG | | | 1007 | | | Chancellor | | | APO | 5-10 years |
| | Dean - SMG | | | | | | Chancellor | | | | |
| Special Chair Appointments | Chancellor Chair | | | | | | EVCP | CAP | | | |
| | Presidential Chair | | | | | | EVCP | CAP | | APO | 5-10 years |
| Administrative Appointments Non SMG | Administrative Deans | | | | | | EVCP | | | APO | 0-5 years |
| | Associate Deans | | | 1010 | 1010 | | EVCP | | | APO | 0-5 years |
| | Departmental Chair | | | | | | EVCP | CAP | | APO | 0-5 years |
| | Divisional Deans | | | | 1030 | | EVCP | | | APO | 0-5 years |
| | Directors | | | | 0900 | | EVCP | | | APO | 0-5 years |
| Ladder Rank Faculty | Tenured Senate (IR, IR/OR & IR/CE splits) | Full | 1567 | 1110 | 1100 | 1143 | Chancellor | CAP | Full Packet | APO | 5-10 years |
| | Tenured Senate (IR, IR/OR & IR/CE splits) | Assoc | 1565 | 1210 | 1200 | 1243 | Chancellor | CAP | Full Packet | APO | 5-10 years |
| | Non-Tenured Senate (Steps IV, V, VI) (IR, IR/OR & IR/CE splits) | Asst | 1563 | 1310 | 1300 | 1343 | Chancellor | CAP | Full Packet | APO | 5-10 years |
| | Non-Tenured Senate (Steps I, II, III) (IR, IR/OR & IR/CE splits) | Asst | 1563 | 1310 | 1300 | 1343 | Dean | | Full Packet | APO | 5-10 years |
| | Acting Title (Steps III, IV, V, VI) (IR, IR/OR & IR/CE splits) | Asst | 1564 | 1317 | 1307 | 1977 | Chancellor | CAP | Full Packet | APO | 0-5 years |
| | Acting Title (Steps I, II) (IR, IR/OR & IR/CE splits) | Asst | 1564 | 1317 | 1307 | 1977 | Dean | | Full Packet | APO | 0-5 years |
| | Professor Emeritus WOS | | | 1132 | | | | | | | |
| | Pre-Retirement Recall MOUs (All TCs) (IR, IR/OR & IR/CE splits) | | | | | | VPAP | | Signed MOU | APO | 5-10 years |
| | Professor Emeritus Recall | | | 1116 | 1106 | 1146 | Dean | | Modified Packet | Dean | 5-10 years |
| | Reappointments of Assistant Professors (Including I, II & III) | Asst | 1563 | 1310 | 1300 | 1343 | EVCP | CAP | Full Packet | APO | 0-2 years |
| | Non-Reappointment of Assistant Professors | Asst | 1563 | 1310 | 1300 | 1343 | Chancellor | CAP | Full Packet | APO | 0-2 years |
| | Professor of the Graduate Division | | | | | | EVCP | CAP/VPAP | | APO | 0-3 years |
| | Research Professor | | | 1707 | | | Dean | | Modified Packet | Dean | 5-10 years |
| Other - Additional Comp. Exception (APM 600-14) | | | | | | VPAP | | Signed Form | APO | 5-10 years | |
| Specialist in the CE/Agronomist in AES Series (Non Senate) (Agron in AES) | Tenured/Non-Senate | Full | | 3000 | | | Dean | | Full Packet | APO | 0-5 years |
| | Tenured/Non-Senate | Assoc | | 3010 | | | Dean | | Full Packet | APO | 0-5 years |
| | NonTenured/Non-Senate (Steps IV, V, VI) | Asst | | 3020 | | | Dean | | Full Packet | APO | 0-5 years |
| | NonTenured/Non-Senate (Steps I, II, III) | Asst | | 3020 | | | Dean | | Full Packet | Dean | 0-5 years |
| | Acting Title (Steps IV, V, VI) | Asst | | 3027 | | | Dean | | Full Packet | APO | 0-5 years |
| | Acting Title (Steps I, II, III) | Asst | | 3027 | | | Dean | | Full Packet | Dean | 0-5 years |
| Academic Administrators | | | 1061;1062;1063;1064;1065;1066;1067 | | | Dean | | Modified Packet | Dean | 0-5 years | |

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| | | Title Codes | | | | | Records Management | | | | |
|-------------------------------------------------|------------------------------------------------------|-------------|--------------|----------------------------------------|------|---------|--------------------|--------------------|----------------------------|---------------------------------|------------------------|
| | | Titles | Rank | Biomed | FY | AY | B&E&E AY | Approval Authority | Committee Reviewers | Required Documentation for File | Office of Record |
| Academic Coordinator and Academic Administrator | Academic Coordinators | | | 0841;0843;0845 FY 0840;0842;0844 AY | | | Dean | | Modified Packet | Dean | 0-5 years |
| PIR | Professor In Residence | Full | 1726 | | | | Dean | | Full Packet | Dean | 0-3 years |
| | Professor In Residence | Assoc | 1725 | | | | Dean | | Full Packet | Dean | 0-3 years |
| | Steps IV, V, VI | Asst | 1724 | | | | Dean | | Full Packet | Dean | 0-2 years |
| | Steps I, II, III | Asst | 1724 | | | | Dean | | Full Packet | Dean | 0-2 years |
| Adjunct Professor | With Salary | Full | 1576 | 3259 | 3258 | 3377 | VPAP | | Full Packet | APO | 0-5 years |
| | With Salary | Assoc | 1575 | 3269 | 3268 | 3374 | VPAP | | Full Packet | APO | 0-5 years |
| | Steps I - VI | Asst | 1574 | 3279 | 3278 | 3371 | Dean | | Full Packet | APO | 0-5 years |
| | Without Salary - all ranks and steps | | | | | | Dean | | Abbreviated Pkt | APO | 5-10 years |
| Voluntary Clinical Prof | (w/out salary) | Full | 2017 | | | | Dean | | Modified Packet | Dean | 0-5 years |
| | (w/out salary) | Assoc | 2037 | | | | Dean | | Modified Packet | Dean | 0-5 years |
| | (w/out salary) | Asst | 2057 | | | | Dean | | Modified Packet | Dean | 0-5 years |
| Professional Researchers | Any Step | Full | | 3200 | 3203 | 1987 FY | Dean | | Full Packet | Dean | 0-5 years |
| | Any Step | Assoc | | 3210 | 3213 | 1988 FY | Dean | | Full Packet | Dean | 0-5 years |
| | Steps I - VI | Asst | | 3220 | 3223 | 1989 FY | Dean | | Full Packet | Dean | 0-5 years |
| Health Sciences Clinical Professor Series | Clinical Instructor | | 1731 | | | | Dean | | Full Packet | Dean | 0-2 years |
| | Assistant Clinical Professor | | 1732 | | | | Dean | | Full Packet | Dean | 0-2 years |
| | Associate Clinical Professor Step I, II, III | | 1733 | | | | Dean | | Full Packet | Dean | 0-2 years |
| | Associate Clinical Professor Step IV, V Professor | Clinical | 1733 1734 | | | | Dean Dean | | Full Packet Full Packet | Dean Dean | 0-3 years 0-5 years |
| Professor of Clinical X Series | Assistant Professor of Clinical X | | 1455 | | | | Chancellor | CAP | Full Packet | APO | 0-2 years |
| | Associate Professor of Clinical X Step I, II, III | | 1454 | | | | Chancellor | CAP | Full Packet | APO | 0-2 years |
| | Associate Professor of Clinical X Step IV, V | | 1454 | | | | Chancellor | CAP | Full Packet | APO | 0-2 years |
| | Professor of Clinical X | | 1453 | | | | Chancellor | CAP | Full Packet | APO | 0-3 years |
| Postdoctoral Scholars | Postdoctoral Scholar (5-year limit) | | | 3252 | | | Dean | | Abbreviated Pkt | Dean | 0-5 years |
| | Postdoctoral Fellow (5-year limit) | | | 3253 | | | Dean | | Abbreviated Pkt | Dean | 0-5 years |
| | Postdoctoral-Paid Direct (5-year limit) | | | 3254 | | | Dean | | Abbreviated Pkt | Dean | 0-5 years |
| | Postdoctoral-Scholar-Reappointments | | | | | | Dean* | | Abbreviated Pkt | Department | 0-5 years |
| Siting Titles | Professor | Full | 1431 | 1118 | 1108 | 1421 | Dean | | Modified Packet | Dean | 0-5 years |
| | Professor | Assoc | 1432 | 1218 | 1208 | 1424 | Dean | | Modified Packet | Dean | 0-5 years |
| | Professor | Asst | 1433 | 1318 | 1308 | 1427 | Dean | | Modified Packet | Dean | 0-5 years |
| | Professional Researcher | Full | | 3208 | | | Dean | | Modified Packet | Dean | 0-5 years |

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|-----------------------------------------------|--|-------------------------|--------|-------------|------|------|--------------------|---------------------|---------------------------------|--------------------|------------------|-----------|
| | | | | Biomed | FY | AY | | | | B&E&E AY | Office of Record | Schedule |
| Vis | | Professional Researcher | Assoc | | 3218 | | | Dean | | Modified Packet | Dean | 0-5 years |
| | | Professional Researcher | Asst | | 3228 | | | Dean | | Modified Packet | Dean | 0-5 years |
| Specialists in the Cooperative Extension (CE) | | Any Step | Full | | 3401 | 3479 | | Dean | | Full Packet | APO | 0-5 years |
| | | Any Step | Assoc | | 3411 | 3477 | | Dean | | Full Packet | APO | 0-5 years |
| | | Steps I - VI | Asst | | 3421 | 3475 | | Dean | | Full Packet | Dean | 0-5 years |
| Specialists | | Specialist | Full | | 3300 | | | Dean | | Modified Packet | Dean | 0-5 years |
| | | Specialist | Assoc | | 3310 | | | Dean | | Modified Packet | Dean | 0-5 years |
| | | Specialist | Asst | | 3320 | | | Dean | | Modified Packet | Dean | 0-5 years |
| | | Specialist | Junior | | 3330 | | | Dean | | Abbreviated Pkt | Dean | 0-5 years |

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| | | | Biomed | FY | AY | B&E&E AY | | | | Office of Record | Schedule |
| Project Scientists | Project (e.g. Scientist) | Full | | 3390 | | | Dean | | Modified Packet | Dean | 0-5 years |
| | Project (e.g. Scientist) | Assoc | | 3392 | | | Dean | | Modified Packet | Dean | 0-5 years |
| | Project (e.g. Scientist) | Asst | | 3394 | | | Dean | | Modified Packet | Dean | 0-5 years |
| Lecturers and STEs - Represented Unit 18 | Lecturer with Continuing Appointment (Initial Appointment Only) | CA | | 1635 | 1633 (9/9) | | Dean | NSFERC | Full Review File | APO | 0-5 years |
| | Supervisor of Teachers Education with continuing appointment (Initial Appointment Only) | CA | | --- | 2221 | | Dean | NSFERC | Full Review File | APO | 0-5 years |
| | Miscellaneous Part-Time | | | | 1650 | | Dean* | | None | Dean | 0-5 years |
| | Lecturers | Pre-6 | | 1634 | (9/9) | | Dean | | Abbreviated Pkt | Dean | 0-5 years |
| | Supervisors of Teacher Education | Pre-6 | | --- | 2220 | | Dean | | Abbreviated Pkt | Dean | 0-5 years |
| Lecturers SOE/PSOE and Non-Represented | Lecturer with PSOE (100%) | | | 1682 | 1680 | | Chancellor | | Full Pkt | APO | 0-5 years |
| | Sr. Lecturer with PSOE (100%) | | | 1685 | 1683 | | Chancellor | | Full Pkt | APO | 0-5 years |
| | Lecturer with SOE (100%) | | | 1617 | 1607 | | Chancellor | CAP | Full Pkt | APO | 0-5 years |
| | Sr. Lecturer with SOE (100%) | | | 1613 | 1603 | | Chancellor | CAP | Full Pkt | APO | 0-5 years |
| | Non Represented In Combination w/other UCR Academic Appts. | | | 1676 | 1675 | | Dean | | None | Dean | 0-5 years |
| Library | Librarian | Full | Car 3612; PC:3613; Temp:3614 | | | | VPAP | CACLS | Full Packet | APO | 0-5 years |
| | Librarian | Assoc | Car:3616; PC:3617; Temp:3618 | | | | VPAP | CACLS | Full Packet | APO | 0-5 years |
| | Librarian | Asst | Car:3620; PC:3621; Temp:3622 | | | | VPAP | CACLS | Full Packet | APO | 0-5 years |
| | Temp Part-Time Librarian | | | | | | UL | | | Library | 0-5 years |
| | Curator (Assistant/Associate/Full) | ALL | Full: 3650; Assoc. 3651; Ass't. 3652 | | | | VPAP | | Full Packet | APO | 0-5 years |
| | Assistant/Associate University Librarian | | | 3610/3600 | | | VPAP | | Full Packet | APO | 0-5 years |
| University Extension | Continuing Education Specialist | | 3508; 3506; 3510; 3502 | | | | Dean | | Abbreviated Pkt | UNEX | 0-5 years |
| | CES I, II, III | | 3514; 3512; 3510 | | | | Dean | | None | Dean | 0-5 years |

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|--------|-------------------|-------------|--------|----|------|----------|--------------------|---------------------|---------------------------------|--------------------|-----------|
| | | Rank | Biomed | FY | AY | B&E&E AY | | | | Office of Record | Schedule |
| Unit | Teacher | | | | 3570 | | Dean | | None | Dean | 0-5 years |
| | Assistant Teacher | | | | 3572 | | Dean | | None | Dean | 0-5 years |

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| | | Title Codes | | | | | Approval Authority | | Committee Reviewers | | Records Management | |
|--------------------|--------------------------------------|-------------|-------------------------------------------------------------|------|----|----------|--------------------|--|---------------------|------------|---------------------------------|------------------|
| | | Rank | Biomed | FY | AY | B&E&E AY | | | | | Required Documentation for File | Office of Record |
| Titles | | | | | | | | | | | | |
| Deans Appointments | Research Associate | | | 3298 | | | Dean | | Abbreviated Pkt | Dean | 0-5 years | |
| | Associate In AES | | | 3050 | | | Dean | | Abbreviated Pkt | Dean | 0-5 years | |
| | Visiting Scholar | | | 3999 | | | Dean | | Abbreviated Pkt | Dean | 0-5 years | |
| Student Titles | TA-Teaching Assistant | | 2311 non-Gship AY | | | | Chair | | None | Department | 0-5 years | |
| | GSR - Graduate Student Researcher | | 3266 no remission non Gship FY 3276 partial remission FY | | | | Chair | | None | Department | 0-5 years | |
| | Associate In (Graduate Student Only) | | 1506 1/9 non Gship | | | | Dean | | Abbreviated Pkt | Dean | 0-5 years | |
| | Reader | | 2850 Gship AY; 2581 Gship AY | | | | Dean* | | None | Department | 0-5 years | |
| | Research Fellow | | 3296 | | | | Dean* | | Abbreviated Pkt | Department | 0-5 years | |
| | Teaching Fellow | | 2300 Gship AY; 2304 non Gship AY | | | | Dean* | | None | Department | 0-5 years | |

FULL PACKET includes Affirmative Action Report (original only); Departmental letter of recommendation with faculty vote; Extramural letters; UC Biography/ Bibliography; CV for appointment; Evidence of teaching effectiveness for reviews with teaching criteria; one set of publications. Full Review File refers to documents assembled during academic review procedures. Refer to the CALL for advancements for documents required.

MODIFIED PACKET includes Affirmative Action Report (original only) for an appointment of 100% for not less than 1 year; Departmental letter of recommendation with faculty vote (college specific appointment forms in lieu of department letter are acceptable); Extramural letters; UC Biography/Bibliography; Evidence of teaching effectiveness(if applicable or for teaching titles only) publications not required.

ABBREVIATED PACKET Since abbreviated packet may vary by College and appointment please refer to your College Dean's Office for information on appointment request forms and required documents.

Dean* - Action Delegated to Dean who has redelegated it to Chair

Review Files

| Action | Titles | Approval Authority | Committee Reviewers | Required Documentation for Review APO | Records Management | |
|------------------------------------|--------------------------------------------------------------------------------|--------------------|---------------------|---------------------------------------|--------------------|------------|
| | | | | | Office of Record | Schedule |
| Appraisals | Assistant Adjunct Professor (Salaried) | Dean | | See the CALL | APO | 0-5 years |
| | Assistant Specialist in the Cooperative Extension (CE) | Dean | | " " | APO | 0-5 years |
| | Assistant Specialist in the CE/Agronomist in AES Series | Dean | | " " | APO | 0-5 years |
| | Assistant Professor (IR, IR/OR & IR/CE splits) | VPAP | CAP | " " | APO | 5-10 years |
| | Assistant Professor In Residence | VPAP | CAP | " " | APO | 5-10 years |
| | Assistant Clinical Professor | Dean | | | APO | 5-10 years |
| | Assistant Professor of Clinical X | VPAP | CAP | | APO | 5-10 years |
| | Assistant Researcher | Dean | | Decision Letter | APO | 5-10 years |
| Advancements | Advancement to Professor VI | EVCP | CAP | See the CALL | APO | 5-10 years |
| | Advancement to Professor Above Scale | Chancellor | AH/CAP | See the CALL | APO | 5-10 years |
| | Adjunct Professor, CE Specialist & CE/OR to VI or A/S (Salaried) | Dean | | See the CALL | APO | 5-10 years |
| Promotions | Academic Administrator | Dean | | See the CALL | Dean | 0-5 years |
| | Academic Coordinator | Dean | | See the CALL | Dean | 0-5 years |
| | Adjunct Professor (Salaried) | Dean | | See the CALL | APO | 0-5 years |
| | Specialist in the Cooperative Extension (CE) | Dean | | See the CALL | APO | 0-5 years |
| | Specialist in the CE/Agronomist in AES Series | Dean | | See the CALL | APO | 0-5 years |
| | Continuing Education Specialist | Dean | | See the CALL | Dean | 0-5 years |
| | Curator | VPAP | | TBD | APO | 0-5 years |
| | Ladder Rank Faculty (including Prof in Residence - IR, IR/OR & IR/CE splits) | Chancellor | CAP | See the CALL | APO | 5-10 years |
| | Assistant Ladder Rank Faculty (Promotion to Tenure - IR, IR/OR & IR/CE splits) | Chancellor | AH/CAP | See the CALL | APO | 0-5 years |
| | Lecturer (to Continuing Appointment) | Dean | NSFERC | APO Forms | APO | 0-5 years |
| | Lecturer/Senior Lecturer with SOE or PSOE (100%) | Chancellor | CAP | See the CALL | APO | 0-5 years |
| | Librarian Series | VPAP | AH/CACLS | APO forms | APO | 0-5 years |
| | Assistant/Associate University Librarians | VPAP | | Full Packet | APO | 0-5 years |
| | Professional Researcher | Dean | | See the CALL | Dean | 0-5 years |
| | Clinical Professor Series | Dean | | | Dean | 0-5 years |
| | Professor of Clinical X Series | Chancellor | CAP | | APO | 0-5 years |
| | Project Scientist | Dean | | See the CALL | Dean | 0-5 years |
| | Specialist | Dean | | See the CALL | Dean | 0-5 years |
| | Supervisor of Teacher Education (to Continuing Appointment) | Dean | NSFERC | APO Forms | APO | 0-5 years |
| Voluntary Clinical Professor (WOS) | Dean | | Decision Letter | Dean | 0-5 years | |
| Merits | Academic Administrator | Dean | | Decision Letter | Dean | 0-5 years |
| | Academic Coordinator | Dean | | Decision Letter | Dean | 0-5 years |
| | Adjunct Professor (Salaried) | Dean | | Decision Letter | Dean | 0-5 years |
| | Adjunct Professor within A/S (Salaried) | Dean | | Decision Letter | Dean | 0-5 years |
| | Specialist in the Cooperative Extension (CE) | Dean | | Full Packet | APO | 0-5 years |
| | Continuing Education Specialist (UNEX) Steps I-VI | Dean | | Decision Letter | Dean | 0-5 years |
| | Specialist in the CE/Agronomist in AES Series | Dean | | Decision Letter | Dean | 0-5 years |
| | Curator | VPAP | | TBD | APO | 0-5 years |
| | Ladder Rank Faculty (all levels including IR, IR/OR & IR/CE splits) | EVCP | CAP | See the CALL | *APO | 5-10 years |
| | Lecturer with Continuing Appointment | Dean | | APO Forms | APO | 0-5 years |
| | Lecturer/Senior Lecturer with SOE or PSOE (100%) | EVCP | CAP | See the CALL | APO | 0-5 years |
| | Librarian Series | VPAP | CACLS | APO forms | APO | 0-5 years |

Review Files

| Action | Titles | Approval Authority | Committee Reviewers | Required Documentation for Review APO | Records Management | |
|-------------------------------------------------------------|---------------------------------------------------------------------|-------------------------------|---------------------|---------------------------------------|--------------------|------------|
| | | | | | Office of Record | Schedule |
| | Assistant/Associate University Librarians | VPAP | | APO forms | APO | 0-5 years |
| | Postdoctoral Scholar | Dean | | Abbreviated Packet | Dean | 0-5 years |
| | Professional Researcher | Dean | | See the CALL | Dean | 0-5 years |
| | Advancement within Above-Scale | ECVP | CAP | See the CALL | APO | 0-5 years |
| | Professor In Residence Series | EVCP | CAP | See the CALL | APO | 0-5 years |
| | Clinical Professor Series | Dean | | | Dean | 0-5 years |
| | Professor of Clinical X Series | EVCP | CAP | | APO | 0-5 years |
| | Project Scientist | Dean | | See the CALL | Dean | 0-5 years |
| | Specialist | Dean | | See the CALL | Dean | 0-5 years |
| | Supervisor of Teacher Education with Continuing Appointment | Dean | | APO Forms | APO | 0-5 years |
| Deferrals | Academic Administrator | Dean | | Decision Letter | Dean | 0-5 years |
| | Academic Coordinator - cannot defer, must have merit or perf. Eval. | Dean | | Decision Letter | Dean | 0-5 years |
| | Adjunct Professor | Dean | | Decision Letter | Dean | 0-5 years |
| | Assistant Specialist in the CE/Agronomist in AES Series | Dean | | Decision Letter | Dean | 0-5 years |
| | C.E./Agronomist/Professional Researcher (Split-any combination) | Dean | | Decision Letter | Dean | 0-5 years |
| | Continuing Education Specialist (UNEX) | Dean | | Decision Letter | Dean | 0-5 years |
| | Specialist in the Cooperative Extension (CE) | Dean | | Attachment C-3 | Dean | 0-5 years |
| | Curator | VPAP | | Decision Letter | APO | 0-5 years |
| | Ladder Rank Faculty (Associate & Full only) Assts may not defer | Acknowledged by Chair or Dean | | Attachment C-3 | Dean | 5-10 years |
| | Lecturer with Continuing Appointment | Dean | | Decision Letter | APO | 0-5 years |
| | Librarian Series | VPAP | | Decision Letter | APO | 0-5 years |
| | Assistant/Associate University Librarians | VPAP | | APO forms | APO | 0-5 years |
| | Professional Researcher (Excludes Assistant Researchers) | Dean | | Decision Letter | Dean | 0-5 years |
| | Project Scientist | Dean | | Decision Letter | Dean | 0-5 years |
| | Professor In Residence Series | Dean | | Decision Letter | Dean | 0-5 years |
| Clinical Professor Series | Acknowledged by Chair or Dean | | ? | Dean | 5-10 years | |
| Professor of Clinical X Series | Acknowledged by Chair or Dean | | ? | Dean | 5-10 years | |
| Specialist | Dean | | Decision Letter | Dean | 0-5 years | |
| Supervisor of Teacher Education with Continuing Appointment | Dean | | Decision Letter | APO | 0-5 years | |
| Quinquennial Reviews | Adjunct Professor (salaried) | Dean | | See the CALL | Dean | 5-10 years |
| | Ladder Rank Faculty (Associate & Full) | VPAP | CAP | See the CALL | APO | 5-10 years |
| | Professional Researcher | Dean | | See the CALL | Dean | 5-10 years |
| | Specialist in the Cooperative Extension (CE) | Dean | | See the CALL | Dean | 0-5 years |
| | Specialist in the CE/Agronomist in AES Series | Dean | | See the CALL | Dean | 0-5 years |
| Career Reviews | | | | | | |
| | Ladder Rank Faculty | EVCP/Chancellor | CAP | See the CALL | APO | 5-10 years |
| | | | | | | |

Leaves

| | | | | | Records Management | | |
|------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|----------------------|-----------------------------------------------------------------------|-----------------------------------|----------------------------|----------------------------|--|
| | | Approval Authority | Documentation for APO/VPAP | Copy of Leave to VPAP | Office of Record | Schedule | |
| Academic Appointments (Senate members) | Administrative Leaves - SMG Appts | EVCP/Chancellor | UPAY & Request Memo* | N/A | APO | 0-5 years after separation | |
| | Administrative Leaves - non-SMG Appts | VPAP | UPAY & Request Memo* | N/A | APO | 0-5 years after separation | |
| | Ladder Rank Faculty (IR, IR/OR & IR/CE splits) 16 calendar days or more | VPAP | UPAY & Request Memo* | N/A | APO | 0-5 years after separation | |
| | Ladder Rank Faculty leaves 15 calendar days or less (with the exception of leaves with FML designation)** | Dean | UPAY & Request Memo* | Yes | Dean | 0-5 years after separation | |
| | Stop The Clock | EVCP | Request Memo & Family Accomodations Reporting/Certification Form | N/A | APO | 0-5 years after separation | |
| | ASMD | VPAP | Request Memo & Family Accomodations Reporting/Certification Form | N/A | APO | 0-5 years after separation | |
| | Sabbatical | Dean | UPAY & Sabbatical Leave Plan | Yes | Dean | 0-5 years after separation | |
| | Professor In Residence | VPAP | UPAY & Request Memo* | N/A | APO | 0-5 years after separation | |
| | Lecturer/Senior Lecturer with SOE or PSOE (100%)16 calendar days or more | VPAP | UPAY & Request Memo* | N/A | APO | 0-5 years after separation | |
| | Lecturer/Senior Lecturer with SOE or PSOE (100%) leaves 15 calendar days or less (with the exception of leaves with FML designation) | Dean | UPAY & Request Memo* | Yes | Dean | 0-5 years after separation | |
| Non-Senate Academic Appointments | Academic Administrator | Dean | UPAY & Request Memo* | No | Dean | 0-5 years after separation | |
| | Academic Coordinator | Dean | UPAY & Request Memo* | No | Dean | 0-5 years after separation | |
| | Adjunct Professor | Dean | UPAY & Request Memo* | No | Dean | 0-5 years after separation | |
| | Curator | UL (Dean) | UPAY & Request Memo* | No | UL (Dean) | 0-5 years after separation | |
| | Lecturer | Dean | UPAY & Request Memo* | No | Dean | 0-5 years after separation | |
| | Lecturer/Senior Lecturer with SOE or PSOE (< 100%) | Dean | UPAY & Request Memo* | No | Dean | 0-5 years after separation | |
| | Librarian | UL (Dean) | UPAY & Request Memo* | No | UL (Dean) | 0-5 years after separation | |
| | Assistant/Associate University Librarian | UL (Dean) | UPAY & Request Memo* | No | UL (Dean) | 0-5 years after separation | |
| | Post Doctoral Scholar | Dean | UPAY & Request Memo* | No | Dean | 0-5 years after separation | |
| | Professional Researcher | Dean | UPAY & Request Memo* | No | Dean | 0-5 years after separation | |
| | Project Scientist | Dean | UPAY & Request Memo* | No | Dean | 0-5 years after separation | |
| | Specialist | Dean | UPAY & Request Memo* | No | Dean | 0-5 years after separation | |
| | Specialist in the Cooperative Extension (CE) | Dean | UPAY & Request Memo* | No | Dean | 0-5 years after separation | |
| | Specialist in the CE/Agronomist in AES Series | Dean | UPAY & Request Memo* | No | Dean | 0-5 years after separation | |
| | Supervisor of Teacher Education | Dean | UPAY & Request Memo* | No | Dean | 0-5 years after separation | |
| | University Extension Appointments | Dean | UPAY & Request Memo* | No | Dean | 0-5 years after separation | |
| | Visiting Titles | Dean | UPAY & Request Memo* | No | Dean | 0-5 years after separation | |
| | Voluntary Clinical Professor | Dean | UPAY & Request Memo* | No | Dean | 0-5 years after separation | |
| All Other Non-Senate Academic Appointments (not equivalent to Ladder-Rank Faculty) | Dean | UPAY & Request Memo* | No | Dean | 0-5 years after separation | | |
| APM 025 Prior Approvals and Annual Reports | Ladder Rank Faculty/Emeriti Faculty on Recall | | | | | | |
| | Category I Prior Approvals | EVC | Cat 1 Prior Approval form and supporting documents when applicable*** | Original Form with Wet Signatures | APO | 5-10 years | |
| | Dean's Annual Reports | EVC | | | APO | 5-10 years | |
| | Department Chair Annual Reports with CAT I/II Activities | Dean | Online - Conflict of Commitment site**** | Online | APO | 5-10 years | |
| | Annual Reports with Category I Activities | Dean | Online - Conflict of Commitment site**** | Online | APO | 5-10 years | |
| | Annual Reports with Category II Activities | Chair | Online - Conflict of Commitment site**** | Online | APO | 5-10 years | |
| | Annual Reports with No Activities | AVPAP | Online - Conflict of Commitment site**** | Online | APO | 5-10 years | |
| SMG Titles with Professorial Appointments | Chancellor | None - HR Process | None - HR Process | HR | 5-10 years | | |

*If a leave is a qualifying FMLA event - see FMLA forms <http://academicpersonnel.ucr.edu/leaves/fmla.php>

**Leaves up to 7 calendar days are approved by the Department Chair. Refer to Department Chair policy for documentation. Office of record is the department.

*** For Cat 1/025 Guidelines, see APO website: <http://academicpersonnel.ucr.edu/coc/index.php>

**** For Cat 1/025 Guidelines, see APO website: http://conflictofcommitment.ucr.edu/conflict_comm/login