

**Appointments & Reappointments**

	<b>Titles</b>	<b>Rank</b>	<b>Approval Authority</b>	<b>Office of Record</b>
Administrative Appointments SMG	SMG Administrative Appointments			Human Resources
Special Appointments	Chancellor Chair		PEVC	APO
	Presidential Chair		PEVC	APO
Administrative Appointments Non SMG	Deans		Chancellor	APO
	Acting Dean		Chancellor	APO
	Associate Deans		Dean	APO
	Administrative Deans		Dean	APO
	Divisional Deans		Dean	APO
	Departmental Chairs		Dean*	APO
	Vice Chairs		Dean	APO
	Director, Associate Director, Faculty Assistant to the Dean		Dean	APO
Ladder Rank Faculty (Including HCOMP)	Tenured Senate (IR, IR/OR & IR/CE splits)	Full	PEVC	APO
	Tenured Senate (IR, IR/OR & IR/CE splits)	Assoc	PEVC	APO
	Non-Tenured Senate (Steps IV, V, VI) (IR, IR/OR & IR/CE splits)	Asst	VPAP	APO
	Non-Tenured Senate (Steps I, II, III) (IR, IR/OR & IR/CE splits)	Asst	Dean	APO
	Acting Title (Steps III, IV, V, VI) (IR, IR/OR & IR/CE splits)	Asst	VPAP	APO
	Acting Title (Steps I, II) (IR, IR/OR & IR/CE splits)	Asst	Dean	APO
	Professor Emeritus WOS		Chancellor	APO
	Pre-Retirement Recall MOUs (All TCs) (IR, IR/OR & IR/CE splits)		VPAP	APO
	Professor Emeritus Recall		Dean	Dean
	Reappointments of Assistant Professors (Including Acting I, II & III)	Asst	PEVC	APO
	Non-Reappointment of Assistant Professors	Asst	Chancellor	APO
	Professor of the Graduate Division		PEVC	APO
	Professional Researcher (Academic Year Appointments for Ladder Rank)		Dean	Dean
	Instructor - HCOMP		Dean	Dean
Specialist in the CE/Agronomist in AES Series (Non Senate) (Agron in AES)	Tenured/Non-Senate	Full	Dean	Dean
	Tenured/Non-Senate	Assoc	Dean	Dean
	NonTenured/Non-Senate (Steps IV, V, VI)	Asst	Dean	Dean
	NonTenured/Non-Senate (Steps I, II, III)	Asst	Dean	Dean
	Acting Title (Steps I-VI)	Asst	Dean	Dean
	Acting Agronomist in the AES (Steps I-IX)		Dean	Dean
	Acting Agronomist in the AES (Steps I-VI)	Asst	Dean	Dean
	Acting Agronomist in the AES (Steps I-V)	Assoc	Dean	Dean

**Appointments & Reappointments**

Titles		Rank	Approval Authority	Office of Record
Academic Coordinators & Academic Administrators	Academic Administrators	All	Dean	Dean
	Academic Coordinators	All	Dean	Dean
PIR	NonTenured Senate Professor In Residence	Full	PEVC	Dean
	NonTenured Senate Professor In Residence	Assoc	PEVC	Dean
	NonTenured Senate Professor In Residence IV and above	Asst	VPAP	Dean
	NonTenured Senate Professor In Residence I, II, III	Asst	Dean	Dean
Adjunct Professor	With Salary	Full	Dean	APO
	With Salary	Assoc	Dean	APO
	Steps I - VI	Asst	Dean	APO
	Instructor		Dean	Dean
	Without Salary - all ranks and steps		Dean	APO
Voluntary Clinical Prof	(w/out salary)	Full	Dean	Dean
	(w/out salary)	Assoc	Dean	Dean
	(w/out salary)	Asst	Dean	Dean
Professional Researchers	Any Step	Full	Dean	Dean
	Any Step	Assoc	Dean	Dean
	Steps I - VI	Asst	Dean	Dean
Health Sciences Clinical Professor Series	Health Sciences Clinical Professor	Full	Dean	Dean
	Health Sciences Clinical Professor	Assoc	Dean	Dean
	Health Sciences Clinical Professor	Asst	Dean	Dean
	Health Sciences Clinical Instructor		Dean	Dean
Professor of Clinical X Series (Non-Tenured Senate)	Professor of Clinical (e.g., <i>Medicine</i> )	Full	PEVC	APO
	Professor of Clinical (e.g., <i>Medicine</i> )	Assoc	PEVC	APO
	Professor of Clinical IV and above (e.g., <i>Medicine</i> )	Asst	VPAP	
	Senate Professor of Clinical I, II, III (e.g., <i>Medicine</i> )	Asst	Dean	APO
Postdoctoral Scholars	Postdoctoral Scholar (5-year limit)		Dean	Dean
	Postdoctoral Fellow (5-year limit)		Dean	Dean
	Postdoctoral-Paid Direct (5-year limit)		Dean	Dean
	Postdoctoral-Scholar-Reappointments		Dean**	Department

**Appointments & Reappointments**

	<b>Titles</b>	<b>Rank</b>	<b>Approval Authority</b>	<b>Office of Record</b>
Visiting Titles	Professor	Full	Dean	Dean
	Professor	Assoc	Dean	Dean
	Professor	Asst	Dean	Dean
	Professional Researcher	Full	Dean	Dean
	Professional Researcher	Assoc	Dean	Dean
	Professional Researcher	Asst	Dean	Dean
Cooperative Extension (CE) Specialists	Any Step	Full	Dean	APO
	Any Step	Assoc	Dean	APO
	Steps I - VI	Asst	Dean	Dean
Specialists	Specialist	Full	Dean	Dean
	Specialist	Assoc	Dean	Dean
	Specialist	Asst	Dean	Dean
	Specialist	Junior	Dean	Dean
Project Scientists	Project (e.g. Scientist)	Full	Dean	Dean
	Project (e.g. Scientist)	Assoc	Dean	Dean
	Project ( e.g. Scientist)	Asst	Dean	Dean
Unit 18 Faculty - Lecturers and STEs	Lecturer (Pre-Six)	Pre-Six	Dean	Dean
	Continuing Lecturer	Cont.	Dean	Dean
	Senior Continuing Lecturer	Senior	Dean	Dean
	Supervisor of Teacher Education (Pre-Six)	Pre-Six	Dean	Dean
	Supervisor of Teacher Education (Continuing appointment)	Cont.	Dean	Dean
	Supervisor of Teacher Education (Senior Continuing appointment)	Senior	Dean	Dean
	Miscellaneous Part-Time (TC: 1650)	N/A	Dean**	Dean
Professors of Teaching (Lecturers SOE/PSOE)	Lecturer with PSOE		VPAP	APO
	Sr. Lecturer with PSOE		VPAP	APO
	Lecturer with SOE		PEVC	APO
	Sr. Lecturer with SOE		PEVC	APO

**Appointments & Reappointments**

	<b>Titles</b>	<b>Rank</b>	<b>Approval Authority</b>	<b>Office of Record</b>
Library	Librarian	Full	UL**	Library
	Librarian	Assoc	UL**	Library
	Librarian	Asst	UL**	Library
	Temp Part-Time Librarian		UL**	Library
	Curator (Assistant/Associate/Full)	ALL	UL**	Library
	Assistant/Associate University Librarian		UL**	Library
University Extension	Continuing Education Specialist		Dean	Dean
	CES I, II, III		Dean	Dean
	Teacher		Dean	Dean
	Assistant Teacher		Dean	Dean
Other Deans Appointments	Research Associate & Research Fellow		Dean	Dean
	Associate In AES (Agronomist Series)		Dean	Dean
	Visiting Scholars		Dean	Dean
Student Titles	TA - Teaching Assistant		Chair	Department
	GSR - Graduate Student Researcher		Chair	Department
	Associate In (Graduate Student Only)		Dean	Dean
	Reader		Dean**	Department
	Teaching Fellow		Dean**	Department
Other	Emeritus Status (Non-Senate) - By exception only	All	Chancellor	APO
	Endowed Chair Appointments	All	PEVC	APO

**Dean\*** - Department Chair appointments are reviewed by CAP prior to Dean's decision

**UL\*\*** - VPAP is final authority in cases of significant difference between UL and CAPA-L recommendations. Dean instead of UL if outside Library.

**Dean\*\*** - Action Delegated to Dean who has re delegated it to Chair

**UC's Records Retention Schedule:** <https://recordsretention.ucop.edu/>

**Review Files**

<b>Action</b>	<b>Titles</b>	<b>Approval Authority</b>	<b>Office of Record</b>
Appraisals	Assistant Adjunct Professor (Salaried)	Dean	Dean
	Assistant Specialist in the Cooperative Extension (CE)	Dean	Dean
	Assistant Specialist in the CE/Agronomist in AES Series	Dean	Dean
	Assistant Professor (IR, IR/OR & IR/CE splits)	VPAP	APO
	Assistant Professor In Residence	VPAP	APO
	Health Science Assistant Clinical Professor	Dean	Dean
	Assistant Professor of Clinical X	VPAP	APO
	Assistant Researcher	Dean	Dean
Advancements	Advancement to Professor VI	PEVC	APO
	Advancement to Professor Above Scale	Chancellor	APO
	Adjunct Professor, CE Specialist & CE/OR to VI or A/S (Salaried)	Dean	APO
Promotions	Academic Administrator	Dean	Dean
	Academic Coordinator	Dean	Dean
	Adjunct Professor (Salaried) / Adjunct Professor H COMP Series	Dean	Dean
	Specialist in the Cooperative Extension (CE)	Dean	Dean
	Specialist in the CE/Agronomist in AES Series	Dean	Dean
	Continuing Education Specialist	Dean	Dean
	Curator	UL**	Library
	Ladder Rank Faculty(including Prof in Residence HCOMP Series-IR, IR/OR & IR/CE splits)	Chancellor	APO
	Assistant Ladder Rank Faculty (Promotion to Tenure - IR, IR/OR & IR/CE splits)	Chancellor	APO
	Continuing Lecturer	Dean	Dean
	Senior Continuing Lecturer	Dean	Dean
	Lecturer/Senior Lecturer with SOE or PSOE (100%)	Chancellor	APO
	Librarian Series	UL**	Library
	Assistant/Associate University Librarians	UL**	Library
	Professional Researcher	Dean	Dean
	Health Science Clinical Professor Series	Dean	Dean
	Professor of Clinical X Series	Chancellor	APO
	Professional Researcher (Academic Year Appointments for Ladder Rank)	Dean	Dean
	Project Scientist	Dean	Dean
	Specialist	Dean	Dean
Supervisor of Teacher Education (Continuing and Senior Continuing)	Dean	Dean	
Voluntary Clinical Professor (WOS)	Dean	Dean	

**Review Files**

Action	Titles	Approval Authority	Office of Record
Merits  (Including Advancement within Above-Scale)	Academic Administrator	Dean	Dean
	Academic Coordinator	Dean	Dean
	Adjunct Professor (Salaried) / Adjunct Professor H COMP Series	Dean	Dean
	Adjunct Professor within A/S (Salaried)	Dean	Dean
	Specialist in the Cooperative Extension (CE)	Dean	APO
	Continuing Education Specialist (UNEX) Steps I-VI	Dean	Dean
	Specialist in the CE/Agronomist in AES Series	Dean	Dean
	Curator	UL**	Library
	Ladder Rank Faculty (all levels including IR, IR/OR & IR/CE splits)	PEVC	*APO
	Continuing Lecturer	Dean	Dean
	Senior Continuing Lecturer	Dean	Dean
	Lecturer/Senior Lecturer with SOE or PSOE (100%)	PEVC	APO
	Librarian Series	UL**	Library
	Assistant/Associate University Librarians	UL**	Library
	Postdoctoral Scholar	Dean	Dean
	Professional Researcher	Dean	Dean
	Professor In Residence Series/Professor in Residence HCOMP Series	PEVC	APO
	Health Science Clinical Professor Series	Dean	Dean
	Professor of Clinical X Series	PEVC	APO
	Assistant Researcher	Dean	Dean
Project Scientist	Dean	Dean	
Specialist	Dean	Dean	
Supervisor of Teacher Education (Continuing and Senior Continuing)	Dean	Dean	
Deferrals	Academic Administrator	Dean	Dean
	Academic Coordinator - cannot defer, must have merit or perf. Eval.	Dean	Dean
	Adjunct Professor (Salaried) / Adjunct Professor H COMP Series	Dean	Dean
	Assistant Specialist in the CE/Agronomist in AES Series	Dean	Dean
	C.E./Agronomist/Professional Researcher (Split-any combination)	Dean	Dean
	Continuing Education Specialist (UNEX)	Dean	Dean
	Specialist in the Cooperative Extension (CE)	Dean	Dean
	Curator	UL**	Library
	Ladder Rank Faculty (Associate & Full only) Assts may not defer	Chair or Dean	Dean
	Continuing Lecturer	Dean	Dean
	Senior Continuing Lecturer	Dean	Dean
	Librarian Series	UL**	Library
	Assistant/Associate University Librarians	UL**	Library
	Professional Researcher	Dean	Dean
	Project Scientist	Dean	Dean
	Professor In Residence HCOMP Series	Chair or Dean	Dean
	Health Science Clinical Professor HCOMP Series	Chair or Dean	Dean
	Professor of Clinical X HCOMP Series	Chair or Dean	Dean
	Specialist	Dean	Dean
	Supervisor of Teacher Education (Continuing and Senior Continuing)	Dean	Dean

**Review Files**

Action	Titles	Approval Authority	Office of Record
Quinquennial and Performance Reviews	Professor of Clinical X HCOMP Series	VPAP	APO
	Health Science Clinical Professor HCOMP Series	Dean	Dean
	Adjunct Professor (salaried)	Dean	Dean
	Ladder Rank Faculty (Associate & Full) HCOMP Series	VPAP	APO
	Professional Researcher	Dean	Dean
	Specialist in the Cooperative Extension (CE)	Dean	Dean
	Specialist in the CE/Agronomist in AES Series	Dean	Dean
	Professor In Residence HCOMP	VPAP	APO
	Other Non-Senate appointments (See Non-Senate CALL)	Dean	Dean
Career Reviews	Professor HCOMP Series	PEVC/Chancellor	APO
	Ladder Rank Faculty	PEVC/Chancellor	APO

**Dean\*** - Action Delegated to Dean but CAP reviews prior to Dean Final

**UL\*\*** - VPAP is final authority in cases of significant difference between UL and CAPA-L recommendations.

Other Notes:

Prof In Res Step I-III (TC 1724) – CAP reviews prior to Dean Final

Clinical X Step I-III (TC 1455) – CAP reviews prior to Dean Final

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<b>ACADEMIC LEAVES OF ABSENCE (LOA)</b>		<b>Approval Authority</b>	<b>Office of Record</b>	<b>Copy of Leave to APO/VPAP</b>	<b>Documentation for APO/VPAP</b>
Academic Appointments: Senate members and School of Medicine (SOM)	Administrative Leaves - SMG Appts	PEVC/Chancellor	APO	N/A	See UCR Academic LOA Guidelines: <a href="https://academicpersonnel.ucr.edu/sites/g/files/rcwecm1261/files/2019-05/UCR_AcademicLeavesGuidelines-FINAL-04.2019.pdf">https://academicpersonnel.ucr.edu/sites/g/files/rcwecm1261/files/2019-05/UCR_AcademicLeavesGuidelines-FINAL-04.2019.pdf</a>
	Administrative Leaves - non-SMG Appts	VPAP	APO	N/A	
	Ladder Rank Faculty - leaves 31 calendar days or more	VPAP	Home Dept	N/A	
	Ladder Rank Faculty or equivalent - leaves 30 calendar days or less (with the exception of leaves with Medical and/or FML designation)*	Dean	Home Dept	No	
	Ladder Rank Faculty - Medical and/or FML 7 calendar days or more	VPAP	Home Dept	N/A	
	Professor of Teaching** (100%) - leaves 31 calendar days or more	VPAP	Home Dept	N/A	
	Professor of Teaching** (100%) - leaves 30 calendar days or less	Dean	Home Dept	No	
	Faculty Members of Health Sciences Compensation Plan (HSCP) & School of Medicine (SOM) Faculty Members including Health Series Clinical and Professor of Clinical X	Dean	Home Dept	No	
	Sabbatical Leaves	Dean	Home Dept	No	
	Stop The Clock (STC) (extension of the tenure clock; <b>this is not a leave</b> )	VPAP	APO	N/A	
	Active Service Modified Duties (ASMD) (temporary modification of duties; <b>this is not a leave</b> )	VPAP	APO	N/A	
	Non-Senate Academic Appointments Health Science Professor Series	Academic Administrator	Dean	Dean	
Academic Coordinator		Dean	Dean	No	
Adjunct Professor		Dean	Dean	No	
Curator		UL	UL	No	
Lecturer		Dean	Dean	No	
Professor of Teaching** (< 100%)		Dean	Dean	No	
Librarian		UL	UL	No	
Assistant/Associate University Librarian		UL	UL	No	
Post Doctoral Scholar		Dean	Dean	No	
Professional Researcher		Dean	Dean	No	
Project Scientist		Dean	Dean	No	
Specialist		Dean	Dean	No	
Specialist in the Cooperative Extension (CE)		Dean	Dean	No	
Specialist in the CE/Agronomist in AES Series		Dean	Dean	No	
Supervisor of Teacher Education		Dean	Dean	No	
University Extension Appointments		Dean	Dean	No	
Visiting Titles		Dean	Dean	No	
HS Clinical Professor Series		Dean	Dean	Yes	
Voluntary Clinical Professor	Dean	Dean	No		
All Other Non-Senate Academic Appointments	Dean	Dean	No		

APM 025/671 Prior Approvals and Annual Reports	<b>See: <a href="https://academicpersonnel.ucr.edu/conflict-commitment">https://academicpersonnel.ucr.edu/conflict-commitment</a></b>				
	Category I Prior Approvals	PEVC	APO	N/A	Online - UC OATS***
	Dean's Annual Reports	PEVC	APO	N/A	
	Department Chair Annual Reports with CAT I/II Activities	Dean	APO	N/A	
	Annual Reports with Category I Activities	Dean	APO	N/A	
	Annual Reports with Category II Activities	Chair	APO	N/A	
	Annual Reports with No Activities	AVPAP	APO	N/A	
	SMG Titles with Professorial Appointments	Chancellor	HR	None - HR Process	None - HR Process

\*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.

\*\*Also known in the UC system as Lecturer with Security of Employment Series

\*\*\*Additional justification and materials may be required. See link for more information:

<https://academicpersonnel.ucr.edu/conflict-commitment>

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### APM and Other Delegations

APM	Title / Subject	Delegated Authority	Office of Record	Notes
APM 137	Non-Reappointment	Chair/Supervisor	Dean	Dean's Office reviews non-reappointment notices before issuance
APM 140	Non-Senate Grievances	APO	Human Resources	APO serves as Grievance Liaison
APM 145	Layoff and Reduction in Time	Chair/Supervisor	Dean	APO reviews layoff/RIT notices for policy compliance before issuance
APM 150	Non-Senate Corrective Action and Dismissal	Supervisor/VPAP	Dean	Supervisor or higher issues discipline, VPAP delegated on policy. See: <a href="https://fboapps.ucr.edu/delegations/delegate_pdf/delegation_312.pdf">https://fboapps.ucr.edu/delegations/delegate_pdf/delegation_312.pdf</a>
APM 410	APM 410 Exceptions for TA or Teaching Fellow	Grad Dean	Grad Division	
APM 420	APM 420 Exceptions for Reader	Grad Dean or VPAP	Department, Program, or Unit	VPAP for undergraduate student Tutors
APM 550, 560, 561	Moving Expenses	Dean	Dean	<a href="#">See UCR Policy 650-31</a>
	Removal Expenses	Dean	Dean	

### Other Approvals

Unit 18	IWC Approvals	AVPAP	APO	Chair/Dean approval & union review all part of process
	Contract Exceptions on Review Timelines	AER Director	APO	Mutual agreement with union may be needed for certain delays

For any delegations not listed, please contact the Academic Personnel Office at: [academicpersonnel@ucr.edu](mailto:academicpersonnel@ucr.edu)

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**I approve the delegations of authority in the following sections:**

<b>Name</b>	<b>Date Issued</b>
Appointments & Reappointments	01/20/2022
Review Files	01/20/2022
Academic Leaves of Absence (LOA)	01/20/2022
APM and Other Delegations	01/20/2022

Provost's Signature

*Elizabeth Watten*

Date:

1/21/2022

Chancellor's Signature

*Kim M. Lee*

Date:

2/14/22