

Appointments & Reappointments

	Titles	Rank	Title Codes				Approval Authority	Committee Reviewers	Required Documentation for File	Records Management	
			HCOMP FY	FY	AY	B&E&E AY				Office of Record	Schedule
Administrative Appointments SMG											
	SMG Administrative Appointments									Human Resources	
Special Chair Appointments	Chancellor Chair						PEVC	CAP		APO	5-10 years
	Presidential Chair						PEVC	CAP		APO	5-10 years
Administrative Appointments Non SMG	Deans			1000			Chancellor	CAP		APO	5-10 years
	Acting Dean			1007			Chancellor			APO	5-10 years
	Associate Deans			1010	1010		PEVC			APO	0-5 years
	Administrative Deans						PEVC			APO	0-5 years
	Divisional Deans						PEVC			APO	0-5 years
	Departmental Chairs				1030		PEVC	CAP		APO	0-5 years
	Directors				0900		PEVC			APO	0-5 years
Ladder Rank Faculty	Tenured Senate (IR, IR/OR & IR/CE splits)	Full	1721	1110	1100	1143	PEVC	CAP	Full Packet	APO	5-10 years
	Tenured Senate (IR, IR/OR & IR/CE splits)	Assoc	1719	1210	1200	1243	PEVC	CAP	Full Packet	APO	5-10 years
	Non-Tenured Senate (Steps IV, V, VI) (IR, IR/OR & IR/CE splits)	Asst	1717	1310	1300	1343	VPAP	CAP	Full Packet	APO	5-10 years
	Non-Tenured Senate (Steps I, II, III) (IR, IR/OR & IR/CE splits)	Asst	1717	1310	1300	1343	Dean		Full Packet	APO	5-10 years
	Acting Title (Steps III, IV, V, VI) (IR, IR/OR & IR/CE splits)	Asst		1317	1307	1977	VPAP	CAP	Full Packet	APO	0-5 years
	Acting Title (Steps I, II) (IR, IR/OR & IR/CE splits)	Asst		1317	1307	1977	Dean		Full Packet	APO	0-5 years
	Professor Emeritus WOS			1132			Chancellor		Decision Letter	APO	0-5 years
	Pre-Retirement Recall MOUs (All TCs) (IR, IR/OR & IR/CE splits)						VPAP		Signed MOU	APO	5-10 years
	Professor Emeritus Recall		1701	1116	1106	1146	Dean		Modified Packet	Dean	5-10 years
	Reappointments of Assistant Professors (Including Acting I, II & III)	Asst	1717	1310	1300	1343	PEVC	CAP	Full Packet	APO	0-2 years
	Non-Reappointment of Assistant Professors	Asst	1717	1310	1300	1343	Chancellor	CAP	Full Packet	APO	0-2 years
	Professor of the Graduate Division						PEVC	CAP/VPAP	Modified Packet	APO	0-3 years
	Research Professor			1707			Dean		Modified Packet	Dean	5-10 years
	Instructor		1715				Dean		Modified Packet	Dean	0-5 years
Other - Additional Comp. Exception (APM 600-14)						VPAP		Signed Form	APO	5-10 years	

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			HCOMP FY	FY	AY	B&E&E AY				Office of Record	Schedule
Specialist in the CE/Agronomist in AES Series (Non-Senate) (Agron in AES)	Tenured/Non-Senate	Full		3000			Dean		Full Packet	Dean	0-5 years
	Tenured/Non-Senate	Assoc		3010			Dean		Full Packet	Dean	0-5 years
	NonTenured/Non-Senate (Steps IV, V, VI)	Asst		3020			Dean		Full Packet	Dean	0-5 years
	NonTenured/Non-Senate (Steps I, II, III)	Asst		3020			Dean		Full Packet	Dean	0-5 years
	Acting Title (Steps I-VI)	Asst		3027			Dean		Full Packet	Dean	0-5 years
	Acting Agronomist in the AES (Steps I-IX)				3064		Dean		Full Packet	Dean	0-5 years
	Acting Agronomist in the AES (Steps I-VI)	Asst			3084		Dean		Full Packet	Dean	0-5 years
	Acting Agronomist in the AES (Steps I-V)	Assoc			3074		Dean		Full Packet	Dean	0-5 years
Academic Coordinators and Academic	Academic Administrators		1061;1062;1063;1064;1065;1066;1067				Dean		Modified Packet	Dean	0-5 years
	Academic Coordinators		0841,0843,0845 FY				Dean		Modified Packet	Dean	0-5 years
	Academic Coordinators		0840;0842;0844 AY				Dean		Modified Packet	Dean	0-5 years
PIR	NonTenured Senate Professor In Residence	Full	1726				PEVC	CAP	Full Packet	Dean	0-3 years
	NonTenured Senate Professor In Residence	Assoc	1725				PEVC	CAP	Full Packet	Dean	0-3 years
	NonTenured Senate Professor In Residence IV and above	Asst	1724				VPAP	CAP	Full Packet	Dean	0-2 years
	NonTenured Senate Professor In Residence I, II, III	Asst	1724				Dean	CAP	Full Packet	Dean	0-2 years
Adjunct Professor	With Salary	Full	1730	3259	3258	3377	Dean		Full Packet	APO	0-5 years
	With Salary	Assoc	1729	3269	3268	3374	Dean		Full Packet	APO	0-5 years
	Steps I - VI	Asst	1728	3279	3278	3371	Dean		Full Packet	APO	0-5 years
	Instructor		1727				Dean		Full Packet	Dean	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	NonTenured/Non-Senate Health Sciences Clinical Professor	Full	1734				Dean		Full Packet	Dean	0-2 years
	NonTenured/Non-Senate Health Sciences Clinical Professor	Assoc	1733				Dean		Full Packet	Dean	0-2 years
	NonTenured/Non-Senate Health Sciences Clinical Professor	Asst	1732				Dean		Full Packet	Dean	0-2 years
	NonTenured/Non-Senate Health Sciences Clinical Instructor		1731				Dean		Full Packet	Dean	0-5 years

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Titles		Rank	Title Codes				Approval Authority	Committee Reviewers	Required Documentation for File	Records Management	
			HCOMP FY	FY	AY	B&E&E AY				Office of Record	Schedule
Professor of Clinical X Series	NonTenured Senate Professor of Clinical (e.g., <i>Medicine</i>)	Full	1453				PEVC	CAP	Full Packet	APO	0-2 years
	NonTenured Senate Professor of Clinical (e.g., <i>Medicine</i>)	Assoc	1454				PEVC	CAP	Full Packet	APO	0-2 years
	NonTenured Senate Professor of Clinical IV and above (e.g., <i>Medicine</i>)	Asst	1455				VPAP	CAP			
	NonTenured Senate Professor of Clinical I, II, III (e.g., <i>Medicine</i>)	Asst	1455				Dean	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
Visiting Titles	Professor	Full	1714	1118	1108	1421	Dean		Modified Packet	Dean	0-5 years
	Professor	Assoc	1713	1218	1208	1424	Dean		Modified Packet	Dean	0-5 years
	Professor	Asst	1712	1318	1308	1427	Dean		Modified Packet	Dean	0-5 years
	Professional Researcher	Full		3208			Dean		Modified Packet	Dean	0-5 years
	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
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

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Titles		Title Codes					Records Management				
		Rank	HCOMP FY	FY	AY	B&E&E AY	Approval Authority	Committee Reviewers	Required Documentation for File	Office of Record	Schedule
Lecturers and STEs - Represented Unit 18	Lecturer w/Continuing Appointment (Initial Appt. Only) 9/9 & 9/12	CA		1635	1631, 1633		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 (9/9 & 9/12)	Pre-6		1634	1630, 1632		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		VPAP	CAP	Full Pkt	APO
	Sr. Lecturer with PSOE (100%)			1685	1683		VPAP	CAP	Full Pkt	APO	5-10 years
	Lecturer with SOE (100%)		1618	1617	1607		PEVC	CAP	Full Pkt	APO	5-10 years
	Sr. Lecturer with SOE (100%)		1719	1613	1603		PEVC	CAP	Full Pkt	APO	5-10 years
	Non Represented In Combination w/other UCR Academic Appts.			1676	1675		Dean		None	Dean	5-10 years
Library	Librarian	Full	Car 3612; PC:3613; Temp:3614				UL**	CAPA-L	See Librarian CALL	APO	0-5 years
	Librarian	Assoc	Car:3616; PC:3617; Temp:3618				UL**	CAPA-L	See Librarian CALL	APO	0-5 years
	Librarian	Asst	Car:3620; PC:3621; Temp:3622				UL**	CAPA-L	See Librarian CALL	APO	0-5 years
	Temp Part-Time Librarian						UL**		See Librarian CALL	Library	0-5 years
	Curator (Assistant/Associate/Full)	ALL	Full: 3650; Assoc. 3651; Ass't. 3652				UL**		See Librarian CALL	APO	0-5 years
	Assistant/Associate University Librarian			3610/3600			UL**		See AUL CALL	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
	Teacher				3570		Dean		None	Dean	0-5 years
	Assistant Teacher				3572		Dean		None	Dean	0-5 years
	Research Associate			3298			Dean		Abbreviated Pkt	Dean	0-5 years
Deans appointments	Associate In AES			3050			Dean		Abbreviated Pkt	Dean	0-5 years

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			HCOMP FY	FY	AY	B&E&E AY				Office of Record	Schedule
A	Visiting Scholar			3999			Dean		Abbreviated Pkt	Dean	0-5 years
Student Titles	TA-Teaching Assistant		2310 Gship AY 2311 non-Gship AY				Chair		None	Department	0-5 years
	GSR - Graduate Student Researcher		3276 partial remission FY				Chair		None	Department	0-5 years
	Associate In (Graduate Student Only)		1511 Gship FY; 1501 Gship AY; 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 re delegated it to Chair

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

						Records Management	
Action	Titles	Approval Authority	Committee Reviewers	Required Documentation for Review APO	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	
	Health Science Assistant Clinical Professor	Dean		Decision Letter	Dean	5-10 years	
	Assistant Professor of Clinical X	VPAP	CAP	See the CALL	APO	5-10 years	
	Assistant Researcher	Dean		Decision Letter	APO	5-10 years	
Advancements	Advancement to Professor VI	PEVC	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)/Adjunct Professor H COMP Series	Dean		See the CALL	Dean	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	UL**		See Curator CALL	Library	0-5 years	
	Ladder Rank Faculty(including Prof in Residence HCOMP Series-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	UL**	CAPA-L	See Librarian CALL	APO	0-5 years	
	Assistant/Associate University Librarians	UL**	Ad Hoc	See AUL CALL	APO	0-5 years	
	Professional Researcher	Dean		See the CALL	Dean	0-5 years	
	Health Science Clinical Professor Series	Dean		Decision Letter	Dean	0-5 years	
	Professor of Clinical X Series	Chancellor	CAP	See the CALL	APO	0-5 years	
	Assistant Researcher	Dean		Decision Letter	APO	5-10 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		
Terminations	Academic Administrator	Dean		Decision Letter	Dean	0-5 years	
	Academic Coordinator	Dean		Decision Letter	Dean	0-5 years	
	Adjunct Professor (Salaried)/Adjunct Professor H COMP Series	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	UL**		See Curator CALL	Library	0-5 years	
	Ladder Rank Faculty (all levels including IR, IR/OR & IR/CE splits)	PEVC	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%)	PEVC	CAP	See the CALL	APO	0-5 years	
	Librarian Series	UL**	CAPA-L	See Librarian CALL	APO	0-5 years	

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N	Assistant/Associate University Librarians	UL**		See AUL CALL	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	PEVC	CAP	See the CALL	APO	0-5 years
	Professor In Residence Series/Professor in Residence HCOMP Series	PEVC	CAP	See the CALL	APO	0-5 years
	Health Science Clinical Professor Series	Dean		Decision Letter	Dean	0-5 years
	Professor of Clinical X Series	PEVC	CAP	See the CALL	APO	0-5 years
	Assistant Researcher	Dean		Decision Letter	APO	5-10 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/Adjunct Professor HCOMP Series	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			Dean	0-5 years
	Curator	UL**		Decision Letter	APO	0-5 years
	Ladder Rank Faculty (Associate & Full only) Assts may not defer	Chair or Dean			Dean	5-10 years
	Lecturer with Continuing Appointment	Dean		Decision Letter	APO	0-5 years
	Librarian Series	UL**		Decision Letter	APO	0-5 years
	Assistant/Associate University Librarians	UL**		See AUL CALL	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 HCOMP Series	Chair or Dean		Decision Letter	Dean	0-5 years
	Health Science Clinical Professor HCOMP Series	Chair or Dean			Dean	5-10 years
	Professor of Clinical X HCOMP Series	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	Professor of Clinical X HCOMP Series	VPAP	CAP		APO	5-10 years
	Health Science Clinical Professor HCOMP Series	Dean			APO	5-10 years
	Adjunct Professor (salaried)	Dean		See the CALL	Dean	5-10 years
	Ladder Rank Faculty (Associate & Full) HCOMP Series	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
	Professor In Residence HCOMP	VPAP	CAP		APO	5-10 years
Career Reviews	Professor HCOMP Series	PEVC/Chancellor	CAP		APO	5-10 years
	Ladder Rank Faculty	PEVC/Chancellor	CAP	See the CALL	APO	5-10 years

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Leaves

		Records Management				
		Approval Authority	Documentation for APO/VPAP	Copy of Leave to VPAP	Office of Record	Schedule
Academic Appointments (Senate members) and School of Medicine Academic Appointments	Administrative Leaves - SMG Appts	PEVC/Chancellor	See LOA Guidelines	N/A	APO	0-5 years after separation
	Administrative Leaves - non-SMG Appts	VPAP	See LOA Guidelines	N/A	APO	0-5 years after separation
	Ladder Rank Faculty leaves 31 calendar days or more	VPAP	See LOA Guidelines	N/A	Home Dept	0-5 years after separation
	Ladder Rank Faculty leaves 30 calendar days or less (with the exception of leaves with Medical and/or FML designation)**	Dean	See LOA Guidelines	Yes	Home Dept	0-5 years after separation
	Ladder Rank Faculty and Lecturer/Senior Lecturer with SOE or PSOE (100%) Medical and/or FML 7 calendar days or more	VPAP	See LOA Guidelines	Yes	Home Dept	0-5 years after separation
	Stop The Clock (STC) (this is not a leave)	VPAP	See LOA Guidelines	N/A	APO	0-5 years after separation
	Active Service Modified Duties (ASMD) (this is not a leave)	VPAP	See LOA Guidelines	N/A	APO	0-5 years after separation
	Sabbatical Leaves	Dean	UPAY & Sabbatical Leave Plan	Yes	Home Dept	0-5 years after separation
	Faculty Members of Health Sciences Compensation Plan (HSCP) & School of Medicine (SOM) Faculty Members including Health Series Clinical and Professor of Clinical X	Dean	See LOA Guidelines	Yes	Home Dept	0-5 years after separation
	Lecturer/Senior Lecturer with SOE or PSOE (100%) leaves 31 calendar days or more	VPAP	See LOA Guidelines	N/A	Home Dept	0-5 years after separation
	Lecturer/Senior Lecturer with SOE or PSOE (100%) leaves 30 calendar days or less	Dean	See LOA Guidelines	Yes	Home Dept	0-5 years after separation
	Non-Senate Academic Appointments Health Science Professor Series	Academic Administrator	Dean	UPAY & Request Memo*	No	Dean
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
HS Clinical Professor Sereis		Dean	UPAY & Request Memo*	Yes	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	PEVC	Cat 1 Prior Approval form and supporting documents when applicable***	Original Form with Wet Signatures	APO	5-10 years
	Dean's Annual Reports	PEVC			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/fml.php>; for all documentation requirement see http://academicpersonnel.ucr.edu/leaves/Leaves%20of%20Absence_Guidelines.pdf

**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