A. **Systemwide Policies and Procedures**

**Academic Personnel Manual (APM)**  
**Website:**  [http://www.ucop.edu/academic-personnel/academic-personnel-policy/index.html](http://www.ucop.edu/academic-personnel/academic-personnel-policy/index.html)

1. **APM 245 – Department Chairs**  
   Guidelines of the duties and responsibilities of the Department Chair as the leader and administrative head of the Department.

2. **APM 220 – Professor Series**  
   A starting point for policies on appointments and promotions of Regular Ranks faculty. APM 220-18, Salary, clarifies the UC criteria for advancement to Professor, Step VI, and Professor, Above Scale.

3. **APM 210 – Review and Appraisal Committees**  
   General review criteria for teaching, research, professional activity, and service. Chairs are responsible for submitting review of faculty teaching with merit and promotion files.

4. **APM 035 – Affirmative Action and Nondiscrimination in Employment**  
   Contains UC policy on nondiscrimination, sexual harassment complaints, and affirmative action.

5. **APM 160 – Academic Personnel Records/Maintenance of, Access to, and Opportunity to Request Amendment of**  
   Defines “confidential academic review records” and who has access to those records.

6. **APM 025 – Conflict of Commitment and Outside Activities of Faculty Members**  
   Guidelines for the compensated and uncompensated outside professional and non-professional activities of faculty, along with annual reporting guidelines.

7. **APM 015 – The Faculty Code of Conduct**  
   Sets forth professional rights of faculty, both general ethical principles for faculty and examples of unacceptable faculty conduct, and rules and recommendations for the enforcement of the Faculty Code.

8. **APM 016 – University Policy on Faculty Conduct and the Administration of Discipline**  
   General policy regarding faculty discipline. It specifies the penalties that may be imposed for violations of the Faculty Code of Conduct, what types of faculty behaviors are covered under the Faculty Code, and which academic appointees are governed by the Faculty Code.

9. **APM 150 – Non-Senate Academic Appointees/Corrective Action and Dismissal**  
   Standards and procedures for instituting corrective action or dismissal of a non-Senate academic employee (who is not covered by a collective bargaining agreement) in the case of misconduct, unsatisfactory work performance, or dereliction of academic duty.

10. **APM 140 – Non-Senate Academic Appointees/Grievances**  
    Provides non-Senate academic appointees the opportunity to present grievances.
11. **APM 190 – Selected Presidential Policies**

   Selected University of California policies having Universitywide application to faculty, students, and/or staff.
   
   A. [Whistleblower Policy](#)
   B. [Whistleblower Protection Policy](#)
   C. [Integrity in Research](#)
   D. [Substance Abuse](#)
   E. [Travel to Scholarly Meetings and Field Research Travel](#)
   F. [Faculty Recruitment Allowance Program](#)
   G. [Use of Non-19900 Fund Sources to Support Ladder-Rank faculty](#)
   H. [Retirement Contributions on Academic Appointee Summer Salary](#)
   I. [Endowed Chairs and Professorships](#)

**B. UCI Policies and Procedures**

**Academic Personnel Procedures Manual (APP)**

**Website:** [http://www.ap.uci.edu/](http://www.ap.uci.edu/)

1. **APP, Section 3 – Appointment and Review, Academic Senate Titles**
   
   **APP 3-10 – Appointment Policies**
   **APP 3-20 – Appointment File Documentation for Academic Senate Titles**
   **APP 3-30 – Responsibility of the Department Chair in the Academic Personnel Review Process for Academic Senate Titles**
   **APP 3-40 – Types of Actions for Academic Senate Titles**
   **APP 3-50 – Assistant Professors—Special Considerations in the Review Process**

   Guidelines for the responsibilities of the Department Chair in the review process and describes the different types of review outcomes and file documentation.

2. **APP, Section 2 – Recruitment Guidelines for Senate and Non-Senate Faculty**
   
   **APP 2-10 – General Recruitment Guidelines**
   **APP 2-30 – Non-Senate Recruitment Guidelines**
   **APP 2-40 – Non-Senate Recruitment Procedures**

   Explains the process to be used for recruitments in order to follow our policies on affirmative action and equal employment opportunity.

3. **APP 1-14 – Departmental Voting Procedures**

   Summarizes the Academic Senate Bylaw governing faculty voting rights in departments and indicates the importance of the faculty vote in the academic personnel review process.

4. **APP 1-12 – Academic Personnel Review Process**

   Provides guidelines to be followed by the chair, candidate, and department to assure fairness in the review process.
C. UCI Academic Personnel Policies and Websites

UCI Academic Personnel Website

UCI Academic Personnel Review Process

Chairs Guide for Personnel Reviews, UCI-AP-15

Council on Academic Personnel (CAP)
- Notes on CAP’s Evaluation Procedures
- CAP’s Frequently Asked Questions & Responses
- CAP Comments on Letters of Solicitation

Academic Delegations

Advancement and Promotion Handbook