



OFFICE OF THE VICE PROVOST -  
ACADEMIC PERSONNEL AND PROGRAMS

OFFICE OF THE PRESIDENT  
1111 Franklin Street, 10<sup>th</sup> Floor  
Oakland, California 94607-5200

April 24, 2023

CHANCELLORS  
ACADEMIC COUNCIL CHAIR SUSAN COCHRAN  
LABORATORY DIRECTOR MICHAEL WITHERELL  
ANR VICE PRESIDENT GLENDA HUMISTON

**Re: Systemwide Review of Proposed Revisions to Academic Personnel Manual (APM)  
Section 210, Review and Appraisal Committees**

Dear Colleagues:

Enclosed for systemwide review are proposed revisions to the following sections of the Academic Personnel Manual (APM):

- APM - 210, Review and Appraisal Committees

The proposed revisions are intended to address substantive matters discussed in more detail below.

### **Background**

The Academic Council endorsed new and revised text on mentoring that was recommended by the University Committee on Academic Personnel (UCAP). This included new language concerning the consideration of mentoring in the review process for the Professor, Professor of Clinical (*e.g., Medicine*), Health Sciences Clinical Professor, and Lecturer with Security of Employment series. UCAP worked closely with the Coordinating Committee on Graduate Affairs (CCGA) on the proposed revisions and received feedback from the University Committee on Affirmative Action, Diversity, and Equity (UCAADE) and the University Committee on Academic Freedom (UCAF).

The Vice Provosts/Vice Chancellors for Academic Personnel/Academic Affairs convened a workgroup to draft and recommend policy revisions to update teaching criteria and assessment. The workgroup also reviewed and provided feedback on the proposed mentoring recommendations. Academic Personnel and Programs considered the recommended additions and updates in the preparation of the proposed policy revisions.

The Council of University Librarians (CoUL) endorsed new and revised text on including contributions to diversity, equity, inclusion, and equal opportunity in the academic personnel process for the Librarian series. The recommended text was developed by a CoUL-charged management working group. CoUL's Administrative Services Advisory Group was represented on the working group.

My office distributed the initial revisions to the APM - 210 for management consultation from February 23, 2023, to March 24, 2023.

After reviewing and analyzing the comments received during management consultation, my office is now distributing APM - 210 for systemwide review to gather input on the proposed revisions. Summarized below are the proposed key policy revisions that are being distributed for systemwide review.

### **Key Policy Revisions**

The proposed changes include the addition of mentoring to criteria and assessment, revisions to evaluation and evidence of teaching and mentoring effectiveness, contributions to diversity, equity, inclusion, and equal opportunity for policy-covered librarians, minor additions of numbering for clarity, and technical revisions for grammatical consistency. Proposed substantive changes are made to the following APM - 210 sections:

- 210-1 Instructions to Review Committees That Advise on Actions Concerning Appointees in the Professor and Corresponding Series;
- 210-2 Instructions to Review Committees That Advise on Actions Concerning the Professor of Clinical (e.g., Medicine) Series;
- 210-3 Instructions to Review Committees That Advise on Actions Concerning the Lecturer with Security of Employment Series;
- 210-4 Instructions to Review Committees That Advise on the Appointment, Merit Increase, Promotion, Career Status Actions for Members of Librarian Series;
- 210-6 Instructions to Review Committees That Advise on Actions Concerning the Health Sciences Clinical Professor Series.

In addition, it is proposed that APM section 210-5, Instructions to Review Committees that Advise on Actions Concerning Appointees in the Supervisor of Physical Education Series be removed as this title series has been discontinued and no appointees remain in the title, and that Appendix B be removed since it expires June 30, 2023.

### **Systemwide Review**

Systemwide review is a public review distributed to the Chancellors, the Chair of the Academic Council, the Director of the Lawrence Berkeley National Laboratory, and the Vice President of Agriculture and Natural Resources requesting that they inform the general University community, especially affected employees, about policy proposals. Systemwide review also includes a mandatory, 90-day full Senate review.

Employees should be afforded the opportunity to review and comment on the draft policies, available on the [Academic Personnel and Programs website](#). Attached is a Model Communication which may be used to inform non-exclusively represented employees about these proposals. The Labor Relations Office at the Office of the President is responsible for informing the bargaining units representing union membership about policy proposals.

We would appreciate receiving your comments no later than **July 31, 2023**. Please submit your comments to [VP-AcademicPersonnel@ucop.edu](mailto:VP-AcademicPersonnel@ucop.edu). If you have any questions, please contact Tiffany Wilson at [tiffany.wilson@ucop.edu](mailto:tiffany.wilson@ucop.edu).

Sincerely,



Douglas M. Haynes  
Vice Provost  
Academic Personnel and Programs

Enclosures:

- 1) APM - 210, Review and Appraisal Committees (clean copy)
- 2) APM - 210, Review and Appraisal Committees (tracked changes copy)
- 3) Model Communication

cc: President Drake  
Provost and Executive Vice President Newman  
Executive Vice Chancellors/Provosts  
Executive Vice President and Chief Operating Officer Nava  
Senior Vice President and Chief Compliance Officer Bustamante  
Vice President Lloyd  
Vice President Maldonado  
Vice Provosts/Vice Chancellors for Academic Personnel  
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April 24, 2023

Page 4

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