

CALCULATION OF EIGHT YEARS OF SERVICE AT TIME OF APPOINTMENT:

I. Schedule for calculating 16 Semester (8 year) count for individuals with off cycle appointments, those that do not begin on July 1:

Appointment Date Between	Effective Date for Calculation of 16 Semesters
July 1 - September 30	July 1
Oct 1 - December 31	January 1
January 1 - March 31	January 1
April 1 - June 30	July 1

The effective date for calculation of the sixteen semesters for the determination of eight years of service should be included in the Dean's offer of appointment letter.

Examples:

- 1) Appointment date August 19, 2011 - date 'clock' begins for counting 8 years (16 semesters) of service would be July 1, 2011.
- 2) Appointment date November 1, 2011 – date 'clock' begins for counting 8 years (16 semesters) would be January 1, 2012.
- 3) Appointment February 20, 2012 – date 'clock' begins for counting 8 years would be January 1, 2012.
- 4) Appointment date May 23, 2012 – date 'clock' begins for counting 8 years would be July 1, 2012.

Appointment Date	Effective Date for Calculation (Clock)	Deadline to submit to APO for Mid-Career Appraisal (MCA)	Deadline to submit to APO for Promotion/Tenure
8/19/2011	7/1/2011	11/15/14 (Review of AY 11-12 thru AY 13-14)	12/15/16 (Review of AY11-12 through AY15-16)
11/1/2011	1/1/2012	SAME	3/15/17 (Review of Spring 2012 through Fall 2016)

II. Conversion of Quarter to Semester Service in Determining Total University Service Toward Eight Years:

- One (1) quarter counts as zero (0) semester service.
- Two (2) quarters count as one (1) semester of service.
- Three (3) quarters count as two (2) semesters of service.

Total University service with certain titles (see APM 133) may not exceed eight years, excluding exceptions provided in policy. The calculation of years of service is to include total service, which may require combination of service under various titles and at various campuses.

Inclusion of prior service in calculation of eight year limit should be included in the Dean's offer of appointment letter.

Standing Order and Policy Reference:

Section 103.9 of the Standing Orders of The Regents quoted below:

An Assistant Professor who has completed eight years of service in that title, or in that title in combination with other titles as established by the President, shall not be continued after the eighth year unless promoted to Associate Professor or Professor. Service in the following titles is also applied to determine the eight-year limit for (1) other academic appointees who hold a title eligible for tenure review (i.e., Assistant Agronomist, Assistant Supervisor of Physical Education, Assistant Astronomer); (2) Assistant Professor in Residence, a title which is not eligible for tenure but which has the same criteria for appointment and promotion as an Assistant Professor.

APM 133 - Important Introductory Note

I. For determining years toward the eight-year limitation of service with certain academic titles, see APM - 133-0. APM - 133-0 applies to individuals who are appointed to one of the titles specified in 133-0-a, -b, or -c. For determining years toward the eight-year limitation of service, the combined total of periods of leave unrelated to academic duties and time off the clock may not exceed two years. For exceptions to the eight-year limit, see APM - 133-12 and see the appropriate APM section for a specific title.

II. This section does not cover limits on State funding for certain titles. See APM - 275-16-b for the Professor of Clinical (e.g., Medicine) series, APM - 270-16-b for the Professor in Residence series, APM - 278-16-a for the Health Sciences Clinical Professor series, and APM - 280-16-b for the Adjunct Professor series.

III. Campuses may have service limits which are more restrictive than those in this APM section.

IV. The maximum period of service in individual titles may be shorter than eight years. For further information, please consult the appropriate APM section for a specific title.

APM 133-12 Exceptions

- a. Standing Orders 103.9 and 103.10 provide that by exception the President may approve appointment of an Assistant Professor, a Lecturer-Potential Security of Employment, or a Senior Lecturer-Potential Security of Employment beyond the eighth year for no more than two years.

APM 133-17 Computation of Years of Service

- b. For an academic-year appointee, the eight-year period shall consist of sixteen complete semesters or, under the quarter system, twenty-four complete quarters, or a combination of these two with one semester equal to one and one-half quarters. However, no academic-year appointee shall accrue more than three quarters of service credit in any one fiscal year toward the eight-year period unless the fourth quarter was approved under an arrangement to provide compensatory time off and that year is immediately preceded or succeeded by a two-quarter year of service.

APM 220-17 Terms of Service

- b. Assistant Professor

Each appointment and reappointment is limited to a maximum term of two years. The total University service with this and certain other titles (see APM - 133-0-a and 133-0-b) may not exceed eight years except as provided in APM - 133-12-b and 133-12-c.