

## GLOSSARY OF TERMS AND ACRONYMS

### ABOVE-SCALE SALARY

Full-time salary rate for an academic appointee which exceeds the maximum salary designated for the title series in the published [salary scales](#); not to be confused with “off-scale.” ([APM 600-4](#))

### ACADEMIC PERSONNEL MANUAL

See “APM.”

### ACADEMIC REVIEW REPORT

A memo recording the final decision of the Provost/EVC on a particular academic personnel case. Part of the Academic Personnel File.

### ACADEMIC PERSONNEL FILE

Record of an individual’s employment with UCM. Includes the personnel review record and other academic personnel records including payroll documents and sabbatical leave records. Maintained by the Academic Personnel Office.

### ACADEMIC SENATE

The Academic Senate is the voice of the faculty in the UC System. It represents faculty in the shared governance of the University. This responsibility is delegated by the Regents and shared with the University administration, both at the campus level and systemwide. For composition of the Academic Senate, see [Standing Order of the Regents 105.1](#).

### ACADEMIC-YEAR SALARY RATE

Salary rate for nine months of service, corresponding to the academic year (August-May). This salary may be paid over 9 months or 12 months. See also “Fiscal-Year Salary Rate.”

### ACCELERATION

An acceleration takes place when an appointee advances to a step in advance of the normal period of time (as published in the academic salary schedules): [APM 110-4\(6\)](#).

### ACTIVE SERVICE MODIFIED DUTIES

Refers to the reduction of normal duties so that an academic appointee may prepare for and/or care for a newborn child, or a child under age five newly placed for adoption or foster care. [APM 760 Charts I-IV](#)

### AD HOC REVIEW COMMITTEE

An *ad hoc* review committee can be proposed by the Committee on Academic Personnel (CAP) to provide additional expertise or perspective on a particular personnel review file. *Ad hoc* committees are constituted by the Provost/EVC.

### ADJUNCT

Titles in the adjunct series are assigned to (1) individuals who are predominantly engaged in research or other creative work and who participate in teaching and service, or (2) individuals who contribute primarily to teaching and have limited responsibility for research or other creative work and service ([See APM 280](#)).

### AFT

American Federation of Teachers. Union representing Unit 18 Lecturers.

#### **AP CHAIR/APC**

Academic Personnel Chair. Bylaw 55 Unit member who is responsible for the review of all personnel actions; he or she recommends to the Dean the membership for personnel review committee(s) in the Unit, and ensures that the committee(s) operate in compliance with the APM and local UCM policies and procedures regarding personnel reviews and voting.

#### **AP REVIEW COMMITTEE**

Personnel committee, made up of faculty peers who evaluate the Case File (aka Personnel Review File) and make recommendations as to the personnel action requested (e.g., merit, promotion, tenure, reappointment).

#### **APM**

[Academic Personnel Manual](#) for the UC System. This manual covers policies and procedures pertaining to the employment of academic appointees at all ten campuses of the University of California.

#### **APO**

Academic Personnel Office. APO develops, implements, and manages policies that affect issues of compensation, benefits, and employee relations for all academic personnel at UCM. Academic personnel include graduate student employees, academic service professionals, academic research professionals, Senate and non-Senate faculty.

#### **ASE**

Academic Student Employee. At UCM, usually a Teaching Assistant, Teaching Fellow or Reader. Represented by the United Auto Workers. [Current contract](#).

#### **ASMD**

See "Active Service Modified Duties."

#### **BASE SALARY**

The annual salary specified in the [UC Salary Scales](#) for an academic appointee at a particular rank and step. See also "Off-Scale Salary."

#### **BIO-BIB**

The bio-bibliography documents teaching, research, and service activities of an individual faculty member. Part of the Case File.

#### **BYLAW 55 UNIT**

An officially recognized academic group of Senate faculty; members of the group are allowed to vote on personnel actions per rules set forth in [Bylaw 55](#) of the Academic Senate.

#### **CAP**

[Committee on Academic Personnel](#). This Academic Senate committee represents the Division in all matters and policies relating to appointments, promotions, and academic personnel matters. Makes recommendations to the Chancellor or designee on academic personnel matters.

#### **CAP REPORT**

Memo documenting CAP's opinion and recommendation on a particular academic personnel case. Part of the Academic Personnel File.

#### **CAPRA**

[Committee on Academic Planning and Resource Allocation](#). The Academic Senate committee charged with advising on academic planning, budget and resource allocations.

### **CAREER EQUITY REVIEW**

A special academic personnel review performed at a faculty member's request to re-evaluate the faculty member's rank and/or step.

### **CASE ANALYSIS**

Report that sets out and explains the recommendation of the review committee on a personnel action.

### **CASE FILE (PERSONNEL REVIEW FILE)**

The review file is that portion of the academic personnel records pertaining to an individual, maintained by the University for the purposes of consideration of personnel actions under the relevant criteria set forth in the APM. An individual's personnel review file shall contain only material relevant to consideration of personnel actions under these criteria. Final administrative decisions concerning personnel actions such as appointment, promotion, merit increase, appraisal, reappointment, non-reappointment, and terminal appointment shall be based solely upon the material contained in the individual's personnel review file.

### **CER**

See Career Equity Review.

### **COC**

[Committee on Committees](#). Academic Senate committee that makes appointments to fill vacancies in standing or special committees, or to replace officers of the Merced Division.

### **COMMITTEE ON ACADEMIC PERSONNEL**

See "CAP."

### **CONTINUING APPOINTMENT**

Status achieved by some Unit 18 Lecturers after six years or twelve semesters of service in the same School at UCM, following establishment of instructional need and an Excellence Review of the individual. The University may terminate or reduce the appointment of a Continuing Appointee only in cases of layoff or discipline.

### **COR**

[Committee on Research](#). Academic Senate committee which advises on planning, management, and budgetary issues related to research, and library needs.

### **CRE**

[Committee on Rules and Elections](#). Academic Senate committee which advises in all matters of organization, jurisdiction and interpretation of legislation of the Academic Senate and its agencies.

### **CURRICULUM VITAE**

A curriculum vitae is an outline of an individual's professional life, and includes the most relevant information about one's education, work experience, presentations, publications, honors, awards, membership in professional organizations, and volunteer service. At UCM, this information is entered by the faculty member into Digital Measures.

### **CV**

See "Curriculum Vitae."

### **DECANAL REVIEW**

Quinquennial review of a dean in his or her administrative capacity.

## **DIVCO**

[Division Council](#). Executive Council of the Merced Division. Comprised of the chairs of all standing Senate committees and two at-large members.

## **DIVISION**

A UC campus Academic Senate, which belongs to the UC Systemwide Academic Senate.

## **EIGHT-YEAR RULE/TENURE CLOCK**

An eight-year limitation of service is imposed on certain academic appointments. If an individual has not advanced past his or her rank within or at the end of eight years of service, his or her appointment is not continued. See [APM 133](#).

## **EMERITUS/EMERITA/EMERITI**

Emeritus is an honorary title conferred, upon retirement, to certain academic appointees.

## **ENDOWED CHAIR**

Perquisite that is supported by income from an endowment fund established by a gift from a private source and made available to a distinguished faculty member in support of his or her research, teaching, and service activities. Awarded to honor extraordinary academic achievement and to recruit and retain the most eminent scholars.

## **EXCELLENCE REVIEW**

When instructional need exists, a Unit 18 Lecturer who has completed six years or twelve semesters of service in the same UCM School will be reviewed to determine if she or he meets the excellence standard required for an appointment to Continuing status. See [MOU, 7b.C.1](#).

## **FACULTY CODE OF CONDUCT**

The code of professional rights, responsibilities and conduct of University faculty, and University disciplinary procedures. [APM 015](#)

## **FISCAL-YEAR SALARY RATE**

Salary rate for 12 months of service, most often used with staff titles, though not exclusively. *See also* "Academic-Year Salary Rate."

## **FWDAF**

[Faculty Welfare, Diversity, and Academic Freedom](#). Academic Senate committee which reviews and considers matters concerned with the welfare of the faculty including, but not limited to, salaries, benefits, insurance, retirement, housing, and conditions of employment. Initiates studies and reports on faculty welfare, campus diversity and equity, and potential violations of ethics and/or academic conduct.

## **GC**

[Graduate Council](#). Academic Senate committee which makes policy for graduate education at UCM.

## **IWC**

Instructional Workload Credit. Unit 18 only. The calculation of a Unit 18 Lecturer's workload is based upon a unit of measurement defined in the [MOU](#) as an Instructional Workload Credit ("IWC"). One IWC is an instructional offering (or "course") that is regularly scheduled, requires significant preparation, office hours, and/or grading by the NSF outside the hours of instruction, and meets a minimum of three (3) hours per week.

#### **LADDER-RANK**

Ladder-rank faculty are faculty holding tenured or tenure-track titles. At UCM, this includes the Professorial Series.

#### **LEAVE/LEAVE OF ABSENCE**

Period of time away from work for various reasons including family and medical concerns, family accommodations, childbearing and childrearing. See [APM 700](#) for a complete list of leaves. For sabbatical leaves see "Sabbatical" below.

#### **LECTURER, UNIT 18**

Lecturer titles are teaching titles assigned to professionally qualified appointees not under consideration for appointment in the professorial series, whose services are contracted for certain teaching duties, often for limited periods or for part-time. See [APM 283](#) and the Bargaining Agreement or [MOU](#).

#### **LECTURER WITH SECURITY OF EMPLOYMENT OR POTENTIAL SECURITY OF EMPLOYMENT**

LSEO or LPSOE appointees have titles which have or lead to security of employment. These titles are Senate faculty positions designed to meet the long-term instructional needs of the University. These appointments are not covered by the Unit 18 MOU.

#### **LECTURER, CONTINUING**

A lecturer who has passed an Excellence Review (see above) after completing 12 semesters of service. Assigned ongoing appointment percentages for fall/spring teaching; exempt from yearly application requirements.

#### **LECTURER, PRE-SIX**

A lecturer with less than 12 semesters of teaching credit in a given School.

#### **MCA**

Mid-Career Appraisal. The MCA is a critical review prior to the actual tenure review and usually occurs in the fourth year of an Assistant Professor appointment. The MCA is an evaluation of the faculty member's entire career at UCM. Its purpose is to help the faculty member and his/her Unit to identify strengths and weaknesses before it is too late to improve the record. [APM 220-83](#)

#### **MERIT INCREASE**

An advancement in salary rate and step without a change in title or rank.

#### **MOU**

Memorandum of Understanding; also, "union contract" or "bargaining agreement." Unit 18 Lecturers, Teaching Assistants, and Postdoctoral Scholars are some of the academic titles subject to MOUs. *Also:* any formal agreement between two or more parties.

#### **NEEDS ASSESSMENT**

A report of projected teaching needs for a Unit or School, usually used to determine the future need for Unit 18 Lecturers.

#### **NSF**

Non-Senate Faculty. Refers to non-ladder rank faculty titles, also known as Unit 18 Lecturers (see above).

#### **OFF-SCALE SALARY/OFF-SCALE INCREMENT**

A portion of the salary that exceeds the base salary for a particular rank and step on the [Academic Salary Scales](#). Applied only to certain academic titles. Typically used as a recruitment or retention tool. Not to be confused with “above-scale.”

#### **ORU**

Organized Research Unit. An ORU consists primarily of an interdepartmental group of faculty members and students on a single campus or on several campuses engaged in research. [Regents Policy 2307](#)

#### **PAYROLL DATES**

Start and end dates for the period during which salary is disbursed. May differ from “Service Dates.”

#### **P&T**

[Privilege and Tenure](#). Academic Senate committee which takes cognizance of all matters affecting the privilege or tenure of officers of instruction of the Merced Division.

#### **PI**

Principal Investigator. Lead scientist or engineer on a particular research project. PI status may be granted only to those in certain academic titles.

#### **POSTDOCTORAL SCHOLAR/POSTDOC**

Also known as “PD.” Recent PhD recipient who is hired in a PI’s laboratory or research program to conduct research in a training and mentoring environment. Maximum term is five years. Represented by the United Auto Workers. [Current contract](#).

#### **PROFESSOR**

An appointee holding a title (tenured or tenure-track) in the [Professorial Series](#).

#### **PROMOTION**

A promotion is an advancement from one rank to a higher rank within the same academic title series, such as from Assistant Professor to Associate Professor.

#### **PROVOST/EVC**

Provost and Executive Vice Chancellor. Senior academic administrator. At UCM, Chancellor’s designee on all academic personnel actions except for non-reappointment.

#### **PSBP**

Postdoctoral Scholar Benefits Plan. Administered through Garnett-Powers benefits firm.

#### **QUINQUENNIAL REVIEW**

A mandatory academic personnel review of any Senate faculty member who has not undergone a personnel review within the last five years. [APM 200-0](#)

#### **RANK**

A level of appointment within a title series (e.g. Assistant Professor, Full Professor)

#### **REDACTION**

Removal of any names, comments, remarks, etc. which are confidential or could identify the author of a document. At UCM, typically refers to the removal of the letterhead, signature block, and text below the latter in a letter of reference.

**REVIEW PERIOD**

Period of time for which an individual's scholarly activities are evaluated for a particular proposed academic personnel action.

**SABBATICAL**

A leave granted to enable ladder-rank faculty members to be engaged in intensive programs of research and/or study to become more effective teachers and scholars and to enhance their services to the University. [APM 740](#).

**SELF-STATEMENT**

Letter from a faculty member in support of a proposed academic personnel action (merit, promotion, etc.). Describes, analyzes and contextualizes the faculty member's activities in research, teaching and service during the review period.

**SERIES**

Broadest category of appointment (e.g., Professor, Adjunct, Research).

**SERVICE DATES/SERVICE PERIOD**

Start and end dates of the period during which an appointee is expected to provide service. May differ from "Payroll Dates."

**SOE, PSOE**

See "Lecturer with Security of Employment or Potential Security of Employment."

**STEP**

A salary level within a particular rank (e.g., Associate Professor Step II).

**STOP-THE-CLOCK**

Period of up to one year at a time, or up to two years total, during which an Assistant Professor or Lecturer LPSOE is absolved of responsibility for research, teaching, and service. Results in the extension of the "eight-year" or "tenure clock." Typically used in cases of childbirth or care of a child under five, but may be applied in other exceptional circumstances. [APM 133-17](#)

**TENURE**

Tenure is that status at which employment may not be ended except by voluntary retirement or resignation, or by involuntary demotion or dismissal. An appointment with tenure may be terminated by The Regents only for good cause, after the opportunity for a hearing before the properly constituted advisory committee of the Academic Senate. At UC, tenure is granted upon promotion or appointment to the rank of Associate Professor or above.

**THE REGENTS**

Governing body of the University of California system. Eighteen Regents are appointed by the governor for 12-year terms.

**TRANSMITTAL LETTER**

Letter, usually prepared by the AP Chair, that records the faculty vote and pertinent discussion points regarding a personnel action.

**UAW**

International Union, United Automobile, Aerospace and Agricultural Implement Workers of America, also referred to as United Auto Workers. Union representing Academic Student Employees and Postdoctoral Scholars.

**UCM**

University of California, Merced.

**UCOP**

University of California, Office of the President. Also referred to as "OP."

**UCRP**

University of California Retirement Plan.

**UGC**

Undergraduate Council. Academic Senate committee which establishes policy for undergraduate education at UCM.

**UNIT CHAIR**

Chair of a Bylaw 55 unit.

**VPF**

Vice Provost for the Faculty. Head of the Academic Personnel Office.

**VCR**

Vice Chancellor for Research.