

Appointment and Promotion: APM - 235 - Acting Appointments

235-4 Definitions

- a. The “Acting” prefix will be accorded only to a person on a temporary appointment. The prefix thus will signify the conditional, probationary, or emergency status of the appointment, as well as the privilege and responsibility of conducting research and/or study, and will often be applied to a person under consideration for appointment to a regular professorial or Professor of Teaching title.
- b. This prefix may properly be attached to the Assistant Professor, Associate Professor, and Professor ranks of the professorial series. The prefix is not used at the Instructor level, except for graduate student Acting Instructors, who are not part of the professorial series. This prefix may properly be attached to the Assistant Professor of Teaching, Associate Professor of Teaching, and Professor of Teaching ranks in the Professor of Teaching series.
- c. The title Acting Professor in a School of Law is the entry-level ladder rank title. An Acting Professor in a School of Law is governed by all academic personnel policies applicable to Assistant Professors.

235-10 Criteria

Inasmuch as Acting appointees are under consideration for appointment to a title in the professorial or Professor of Teaching series, reference should be made to criteria set forth in sections concerning the particular professorial or Professor of Teaching title involved.

235-17 Term of Appointment

- a. Each appointment as Acting Assistant Professor (or equivalent) or Acting Assistant Professor of Teaching shall be for a specified term, not to exceed one (1) year. The total period of service with this title is limited to two (2) years. (See also [APM - 133-0](#).)
- b. Each appointment as Acting Associate Professor or Acting Professor (or equivalents) or Acting Associate Professor of Teaching or Acting Professor of Teaching shall be for a

specified term, not to exceed two (2) years. The total period of service with these titles is limited to four (4) years. (See also [APM - 133-0](#).)

- c. Service in the title Acting Professor in a School of Law counts toward the eight-year limit under [Regents' Bylaw 40.3\(c\)](#). The four-year limit described in APM - 235-17-b does not apply.

235-18 Salary

Acting Professors in the Schools of Law are paid on the Law School salary scale. (See [APM - 600-18](#).)

235-20 Conditions of Employment

The following provisions apply to the conditions of employment of an Acting appointee:

- a. An Acting appointee employed fifty percent (50%) time or more is included in the University of California Retirement Plan, if the appointee meets the eligibility requirements.
- b. Sabbatical leave credit may be accrued by an Acting appointee under special conditions described in [APM - 740-11-b\(1\)](#). An Acting Professor in a School of Law accrues sabbatical leave credit in the same manner as an Assistant Professor.
- c. Removal expenses may be allowed an Acting appointee, as provided in [APM - 560-14-b](#). An Acting Professor in a School of Law is eligible for removal expenses under [APM - 560-14-a](#).

235-24 Authority

The Chancellor is authorized to approve Acting appointments.

235-25 Transfer to Regular Status

An Acting appointee may be transferred to a regular appointment provided the appointment has had appropriate Academic Senate review and approval of the Chancellor.

- a. Upon official certification that an appointee has completed all formal degree requirements, the department chairperson at the chair's discretion, may recommend the

appointee's immediate transfer to a regular appointment. When a change to a regular appointment is approved, the change in title shall be effective with the beginning of the quarter or semester following the date of completion of all formal degree requirements.

- b. An Acting Professor in a School of Law is eligible for consideration for promotion to Professor under the same provisions which govern the promotion of an Assistant Professor to Associate Professor. (See [APM - 220](#).)

235-96 Reports

See [APM - 200-96](#).

Revision History

January 17, 2025:

- Technical revisions to update references to the Professor of Teaching title series.
- Technical revision to remove outdated language regarding when an appointee in an acting professor or acting professor of teaching title can be transferred to a regular professor or professor of teaching appointment.

April 20, 2022:

- Technical revisions to update references to Regental governing documents.

March 7, 2019:

- Technical revision to APM - 235-10 to conform with recent revisions to [APM - 285](#), Lecturer with Security of Employment Series.

October 1, 2018:

- Substantive revisions to support revisions made to [APM - 285](#).

For details on prior revisions, please visit the [policy issuance web page](#).