

# UC Davis Academic Personnel Manual

## Appointment

### Section UCD-340A, Appointment of Program Coordinators

Approved: 7/13/2018

Supersedes: NEW

Responsible Department: Academic Affairs

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#### I. Series Description

- a. The Program Coordinator title is used solely for University of California (UC) Davis Division of Continuing and Professional Education (formerly UC Davis Extension) appointees who are engaged in developing and coordinating new programs for a limited time period. These appointees are considered subject matter experts who serve the public through developing, planning, coordinating, and implementing continuing professional education programs for UC Davis Division of Continuing and Professional Education (formerly UC Davis Extension).
- b. State funds and/or non-State funds may support positions in this category.

#### II. Types of Appointments

- a. An appointment occurs when a person is employed in this title, if the individual's immediately previous status was:
  - (1) not in the employ of the University; or
  - (2) in the employ of the University but not with this title.
- b. The term reappointment is used for the renewal of an appointment immediately following the ending date of the previous appointment in this title.
- c. An appointee in this title is not eligible for an appointment via change in series or a transfer to a different academic title. A competitive affirmative action search is required for an appointment to a different academic title.

#### III. Criteria

- a. An appointee must have a professional background of academic training and/or experience. Professional accomplishment and scholarly contributions may also be required. A Master's or equivalent or other appropriate degree(s) may be required. Certain positions may require a doctorate or equivalent experience.

- b. A candidate for appointment in this series shall be judged by the qualifications and experience that demonstrate their ability to fulfill the criteria below.
  - (1) Academic Planning and Curriculum Development. The candidate should have knowledge of a particular subject matter as it relates to the development of curriculum for both individual courses and comprehensive programs comprising a series of courses.
  - (2) Professional Competence and Activity. The candidate is required to demonstrate significant professional achievement in their particular programmatic field.
  - (3) University and Public Service. Service activities may be at the level of the department, unit, the college/school/division, the campus, the University, and/or the public. Due to the short term nature of the position, University and/or public service may be minimal or not applicable.

#### **IV. Terms of Service**

- a. Appointments to a Program Coordinator title may be made for one year or less.
- b. A reappointment may be made one time with a maximum total time in the title of two years. A break in service does not entitle an appointee to a new two year maximum.

#### **V. Salary**

Salary ranges established for these titles are issued by the Office of the President. The salary rates are derived from the Academic Standard Table of Pay Rates with the minimum and maximum to lie within the scale of the Continuing Educator series.

#### **VI. Conditions of Employment**

- a. Appointments in this title are made on a fiscal-year basis.
- b. Fiscal-year appointees in this title accrue sick leave in accordance with APM-710, Leaves of Absence/Sick Leave/Medical Leave (710-14-m).
- c. Appointees in this title are entitled to family and medical leave in accordance with APM-715, Leaves of Absence/Family and Medical Leave.
- d. Fiscal-year appointees accrue vacation leave in accordance with APM-730, Leaves of Absence/Vacation.
- e. Appointees in this title with qualifying service are included in the University of California Retirement System (UCRS). For details and exceptions, see a copy of the informational booklet concerning the UCRS.
- f. Membership in the Academic Senate is not acquired by appointment to this title.
- g. Membership in the Academic Federation is not acquired by appointment to this title.

- h. Neither tenure nor security of employment is acquired by appointment to this title.
- i. Appointments in this title are self-terminating. Each appointment shall automatically terminate on the end date, unless there is a reappointment within the overall allotted time, no more than the maximum of two years total.
- j. Appointees in this title shall not be eligible for sabbatical leave by virtue of such an appointment; neither shall they accrue sabbatical leave credit through such an appointment.
- k. APM–150, Non-Senate Academic Appointees/Corrective Action and Dismissal, applies to this series.
- l. Appointees in this title may be laid off because of budgetary reasons, lack of work, or programmatic needs, as determined by the appropriate authority, and in compliance with APM–145, Non-Senate Academic Appointees/Layoff and Involuntary Reduction in Time. Separation following a fixed ending date is not considered a layoff.
- m. For grievance procedures, see APM–140, Non-Senate Academic Appointees/Grievances.

## **VII. Authority**

The Dean of UC Davis Division of Continuing and Professional Education is authorized to approve appointments and reappointments within this title.

## **VIII. Review Procedures**

This title is not eligible for advancement review.