

UC Davis Academic Personnel Manual

Appointment and Advancement

Section UCD-340, Appointment and Advancement of Continuing Educators

Approved: 2/17/2023

Supersedes: NEW

Responsible Department: [Academic Affairs](#)

Source Document: [UC APM-340](#)

I. Series Description

- a. The Continuing Educator title is used solely for University of California (UC) Davis Division of Continuing and Professional Education (CPE) appointees who serve the public through planning, coordinating, and implementing continuing education programs, classes, conferences, short courses, discussion groups, and lectures.
- b. State funds and/or non-State funds may support positions in this category.

II. Types of Appointments

- a. Appointments may be made to levels I-III. There is no expectation of movement between levels without significant changes in the scope and complexity of the programs being administered. Movement between levels is not considered a promotion.
- b. 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 in this series; or
 - (3) in the employ of the University at a different level in this series.
- c. The term reappointment is used for the renewal of an appointment immediately following the ending date of the previous appointment in this title.

III. Criteria

- a. The criteria for appointment to titles at all levels will include the appropriate academic training and/or professional background and/or experience. Normally the appointee should have received the highest level terminal professional degree (e.g., MBA, MFA, MPH, MSW, etc.) or academic doctorate in the programmatic area.
- b. A candidate for appointment at all levels in this series shall be judged by the qualifications and experience that demonstrate their ability to fulfill the criteria below. **See [APM-340 Appendix A](#) for a description of the criteria.**
 - (1) Academic Planning and Curriculum Development.
 - (2) Program administration/management/marketing.

- (3) Human resource management and development.
 - (4) Professional Competence.
 - (5) University and Public Service.
- c. Determination of the appropriate level for an appointment or for a change in level shall take into consideration such factors as program size and complexity according to the guidelines summarized in [APM-340-10 and Appendix A](#).

IV. Terms of Service

- a. An appointment shall have a term of up to three years with a specified ending date.
- b. A performance review shall precede a reappointment or merit increase.

V. Salary

- a. 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.
- b. For off-scale salaries, please see both [APM-620](#) and [UCD-620](#).

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. Neither tenure nor security of employment is acquired by appointment to this title.
- h. Each appointment with a fixed ending date shall automatically end on that date unless the appointment is formally renewed [APM-137 Non-Senate Academic Appointees/Term Appointment](#).
- i. 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.
- j. [APM-150, Non-Senate Academic Appointees/Corrective Action and Dismissal](#), applies to this series.

- k. 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.
- l. For grievance procedures, see [APM-140, Non-Senate Academic Appointees/Grievances](#).

VII. Authority

- a. The Dean of UC Davis Division of Continuing and Professional Education (CPE) is authorized to approve appointments and merits within this series, unless defined otherwise in the campus delegation of authority.

VIII. Review Procedures

- a. **Standing review committee.** A standing committee appointed by the Academic Federation Committee on Committees reviews personnel actions for Continuing Educators. The standing committee shall report and make recommendations directly to the Dean of UC Davis CPE unless defined otherwise in the campus delegation of authority.
- b. **Appointment.** An appointment is the initial employment of an individual into an academic position. Appointment in this series may be made after a competitive search, provided that the individual meets the appointment criteria associated with the level. The appointment requires academic review.
- c. **Reappointment.** The term *reappointment* means the renewal of an appointment and may occur with or without a salary increase.
- d. **Eligibility for Advancement.** The normal intervals for advancement review for Continuing Educators is: two years for Levels I and II; and three years for Level III.
 - 1) A *merit increase* is an advancement in salary without change of level. For examples of merit increases, please refer to the Step Plus System Table 31-1 Academic Standard Table of Pay Rates used for Continuing Educators.
 - 2) Promotion is not an option in this series.
 - 3) Recommendation for advancement, accompanied by supporting materials, shall be prepared by the appropriate academic appointee with responsibility for the unit. Peer review shall be required as part of the supporting documentation. The standing review committee will make a recommendation based on the available evidence, and the Dean of UC Davis CPE will make the final decision, unless defined otherwise in the campus delegation of authority.
- e. **Change in level.** An appointee in this title may be eligible for a change in level provided that there is a significant change in program scope and complexity. Movement between levels is not considered a promotion.
- f. **Salary increase.** A salary increase occurs with a positive advancement review.
- g. **Performance review.** A performance review is separate and distinct from an advancement review. Performance reviews are managerial in nature and are intended to evaluate the title holder on business-related goals. Such reviews are led by the Dean or their Designee (typically, an Associate Dean). The performance management process informs reappointment decisions.