

EXTRAMURAL LETTERS AND "ARM'S LENGTH" REQUIREMENTS FOR APPOINTMENT, MERIT AND PROMOTION REVIEWS

Be sure to review the appropriate checklist for additional requirements (<https://academicaffairs.ucdavis.edu/forms-and-checklists>).

Series	Appointment Asst/LPSOE rank, Steps I-III	Appointment Asst/LPSOE rank, Steps IV-VI	Appointment Associate/LSOE rank	Appointment Full/ Sr. LSOE rank	Merit to barrier steps (Full level VI)*	Merit to Above Scale*	Promotion Associate rank	Promotion Full rank
Professor	E	E (4-6)	A (6-8)	A (6-8)	O (M, if used)	A (6-8)	A (6-8)	A (6-8)
Professor in Residence	E	E (4-6)	A (6-8)	A (6-8)	O (M, if used)	A (6-8)	A (6-8)	A (6-8)
Professor of Clinical ___	E	E (4-6)	A (6-8)	A (6-8)	O (M, if used)	A (6-8)	A (6-8)	A (6-8)
Lecturer (P)SOE/Sr. Lecturer SOE	E	E (3-5)**	L (4-6)	A (6-8)	O (M, if used)	A (6-8)	A (6-8)	A (6-8)
Health Sciences Clinical Professor	E	E (4-6)	L	L	O (L, if used)	L	L	L
Adjunct Professor	E	E (4-6)	A (6-8)	A (6-8)	O (M, if used)	A (6-8)	A (6-8)	A (6-8)
Acting Assistant Professor	E	E (4-6)	N/A	N/A	N/A	N/A	A (6-8)	N/A
Acting Associate/Full Professor	N/A	N/A	A (6-8)	A (6-8)	N/A	A (6-8)	A (6-8)	A (6-8)
Acting Professor of Law	E	E (4-6)	N/A	N/A	N/A	N/A	N/A	A (6-8)
Professor of Law	N/A	N/A	N/A	A (6-8)	O (M, if used)	A (6-8)	N/A	N/A
_____in the AES	E	E (4-6)	A (6-8)	A (6-8)	A (6-8)	A (6-8)	A (6-8)	A (6-8)
Specialist in Cooperative Extension	E	E (4-6)	A (6-8)	A (6-8)	A (6-8)	A (6-8)	A (6-8)	A (6-8)
Specialist series	N/A	N/A	L (3)	L (3)	N/A	A (5-8)	L (3)	L (3)
Professional Research series	E	E (4-6)	A (6-8)	A (6-8)	A (6-8)	A (6-8)	A (6-8)	A (6-8)
Project Scientist	N/A	N/A	L (3)	L (4)	L (4)	A (5-8)	L (3)	L (4)
Visiting Professor	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Series	Appointment	Merit	Promotion
Continuing Educator	E	NA	***NA
Academic Coordinator I, II & III	E	O (L, 5-8 if used)	***N/A
Academic Administrator I - VII	E	O (L, 5-8 if used)	L/C (5-8)
Librarians	E	O (L/C, 5-8 if used)	O (L/C, 5-8 if used)
Assistant/Associate University Librarian	E	O (L/C, 5-8 if used)	O (L/C, 5-8 if used)

Endowed Chair Reviews	
Appointment (external)	A (6-8)
Appointment (internal)	O (M, if used)
Reappointment (internal)	O (M, if used)

Series	Appointment	Initial Continuing Appointment	Merit for Continuing Appointees
Unit 18 Lecturer	See College/School Guidelines	Extramural letters are optional	Extramural letters are optional
Unit 18 Supervisor of Teacher Ed.	See College/School Guidelines	Extramural letters are optional	Extramural letters are optional
Child Develop. Demo. Lecturer	See College/School Guidelines	Extramural letters are optional	Extramural letters are optional

A = Actions that include arm's length letters (see UCD-220 for additional information). At least three of the letters must be arm's-length.

E = The extramural letters deemed sufficient for recruitment may suffice for these proposed appointments. Letters do not need to be arm's length.

L = Actions that require extramural letters but do not need arm's length letters.

C = Some Federation title series include clientele letters for certain advancement actions (see UCD 220AF).

O = Optional

M = Minimum of three arm's length letters, all letters received must be included in the review

***Title series dictates which step is the barrier step which requires letters; see UCD 220AF.**

****Combination of external and internal, depending on teaching and professional**

*****Series not eligible for promotion. A change in level may require a recruitment or approved search waiver or search exemption, if allowable. Consult with Academic Affairs.**

See UCD 220 V. B. 4 and UCD 220 Exhibit B for additional information on solicitation of extramural letters and when intramural letters are acceptable for those title series reviewed by Senate committees.

See UCD 220AF V. B. 4 and UCD 220AF Exhibit A and B. for additional information on solicitation of extramural letters and when intramural letters are acceptable for those title series reviewed by Federation committees.

Updated: 23 January 2023

HEALTH SCIENCES ONLY: LETTER REQUIREMENTS FOR APPOINTMENTS VIA CHANGE IN TITLE

Series	Professor	Professor in Residence	Professor of Clinical __	Health Sciences Clinical Professor
Professor		1	1	1
Professor in Residence	3		1	1
Professor of Clinical __	3	2		1
Health Sciences Clinical Professor	4	3	3	

- 1 = Appointments via Change in Title that do NOT require letters**
- 2 = Appointments via Change in Title that require letters**
- 3 = Appointments via Change in Title that are generally not allowed without an open recruitment**
- 4 = Open recruitment required.**

Updated: 26 October 2023