

October 8, 2010

DEANS
DEPARTMENT AND PROGRAM CHAIRS
UCO/LICK DIRECTOR

**Re: Update to CAPM – Term of Appointment at Step 9 and Above-Scale for
Professional Researchers**

Dear Colleagues:

I write to inform you of an update to the campus academic personnel policy involving the Professional Research Series ([CAPM 600.310](#)), which brings the allowable term of appointment at Step 9 and Above-Scale into alignment with eligibility for advancement.

Prior to this change, the maximum term of appointment in this series was three years. However, academic policy states that advancement from Step 9 to Above-Scale, and advancement within Above-Scale, will not occur after less than four years at step (or salary). With this change, appointments and reappointments made at Step 9 and Above-Scale may now be granted for up to a maximum of four years, which means that the appointment and/or reappointment terms and normal advancement eligibility may now be set up to coincide. This change does not impact the [Delegation of Authority](#) for this series.

Of course, appointments may still be made at fewer than four years at these particular junctures; the intent here is to provide greater flexibility to maximize the time and efforts of all involved in these personnel actions.

Please facilitate the distribution of this information by forwarding this memo to Principal Investigators in your units. Should you have any questions about these updates, please contact your liaison in the campus Academic Personnel Office.

Sincerely,



Alison Galloway
Campus Provost and
Executive Vice Chancellor

cc: Chancellor Blumenthal
Faculty Assistant Chung
VPAA Lee
AVC Peterson
Committee on Academic Personnel
Divisional Academic Personnel Coordinators
Department and Program Managers