

UCSC Implementation Guidelines

Lecturer with Security of Employment (Teaching Professor) Series

Academic Personnel Policy Section 285 (APM 285) and Related Policies (APM 133, 135, 210, 235, and 740)

Changes to these policies were effective 10/1/18, to be implemented at UCSC by 7/1/19.

I) Introduction

- A) The Lecturer with Security of Employment (LSOE) Series, APM-285, has recently been revised to ensure that University of California campuses have a range of well-defined faculty title series to meet the University's mission of research, teaching, and service.
- B) The revised LSOE series is used for appointees whose primary responsibility is teaching and teaching-related tasks. Secondary required responsibilities include: professional and/or scholarly activities, including creative activities, especially as they relate to instruction and pedagogy; and university and public service.
- C) The following guidelines provide the UCSC campus with guidance on the implementation of revised APM-285 and associated policies.

II) Implementation and Effective Dates

- A) The revised suite of policies affecting LSOE faculty are effective as of October 1, 2018.
- B) UCSC has until July 1, 2019 to implement the revised LSOE policies, including adoption of a new rank/step structure and salary scales, as well as titles and title codes. All current appointees in the series will be transitioned to the new policies (further detail below).
- C) All new LSOE series appointments beginning on or after October 1, 2018 are subject to the revised LSOE policies.
- D) LSOE faculty holding appointments prior to October 1, 2018 will continue to be evaluated under the criteria set forth in policies in effect on September 30, 2018 for the 2018-19 academic year.
- E) LSOE series faculty at UCSC will transition to the new evaluation criteria and all other provisions of the revised LSOE policies effective July 1, 2019. The possibility of individual exceptions to the immediate application of the new evaluation criteria for current appointees is detailed in section VIII, below.

III) Series Name

- A) The existing name of the series remains "Lecturer with Security of Employment Series." This is the official payroll title for the series.
- B) The working title "Teaching Professor" will be retained at UCSC for this series.

IV) Titles within the Series

- A) The existing titles have been retained, with the exception of "Senior Lecturer with Potential for Security of Employment." This title has been discontinued and may not be used.
- B) The Acting title prefix is now eligible for use in the LSOE series. Unlike Acting Professor titles, the title Acting Lecturer SOE or Acting Senior Lecturer SOE may not be used for appointees who have yet to build a teaching record.

V) Ranks and Steps

A) The revised LSOE series includes three ranks and the same steps as the professorial series. Available steps will be matched to those in use for the professorial series on the Santa Cruz campus:

Payroll Title	Working Title	Steps
Lecturer with Potential for Security of Employment (LPSOE)	Assistant Teaching Professor	1 - 5
Lecturer with Security of Employment (LSOE)	Associate Teaching Professor	1 - 4
Senior Lecturer with Security of Employment (SLSOE)	Teaching Professor	1 – 9 and Above Scale

B) LPSOE Step 5 and LSOE Step 4 are overlapping steps (with LSOE Step 1 and SLSOE Step 1, respectively), and will be held to the same expectations at overlapping steps as the professorial series (i.e. following CAPM 407.690).

C) All current appointees in the LSOE series will be reviewed with input from the Committee on Academic Personnel to determine where each will be placed in rank and step. The expectation is that current appointees will stay at the same rank but will now be assigned to a step.

D) Assignment process:

- 1) The central APO office will systematically define a recommended step within current rank for each appointee, determined by time and advancement history at rank.
- 2) This recommendation and a copy of the individual’s Biobib/CV from their most recent personnel review will be submitted to the appointee’s dean for comment.
- 3) The recommendation, including Biobib/CV and dean comment, will then be submitted to CAP (via APO) for review and comment.
- 4) After CAP input, the EVC will make the placement determination and communicate it to the appointee. Please note that placement at rank and step will not include a change in annual salary (see section VI, below, for additional salary details).

E) Appeal process: In cases where the appointee believes that the final outcome does not adequately reflect their accomplishments in the LSOE series at UCSC, an appeal may be made for reconsideration of the decision. To appeal the decision, an appointee must submit a statement to the Dean’s office explaining:

- 1) Why the appointee believes that their step placement is inappropriate, and
- 2) Which step would be more appropriate.

The appeal and any accompanying documentation will return through the same process as the original assignment. Appeals will only be considered if they are initiated within two months of receiving the placement decision.

VI) Compensation and Salary Scales

A) New salary scales for the LSOE series have been issued by UCOP, effective January 1, 2019, which mirror the professorial salary scales, including discipline-specific scales for Business/Engineering/Economics appointees in the series. These are posted on APO’s website at <https://apo.ucsc.edu/docs/scales-crnt.pdf> (pages 13-16).

B) The current increment-based salary scales for the LSOE series will continue to be in effect during the transition period through June 30, 2019.

C) Salaries for current LSOE faculty will not be reduced in the transition to the new salary scales.

- D) Off-scale salary components will be used, if needed, to align current salary with newly assigned rank/step.
- E) Effective July 1, 2019, LSOE faculty annual salary rates shall be a multiple of \$100. Salaries will be rounded up effective July 1, 2019 to come into compliance with [CAPM 803.620](#) - Off Scale Salaries for Appointments and Advancements.
- F) Campus salary limits and recommendation limits at barrier steps that apply to the Professor series will also apply to the LSOE series. See expectations in [CAPM 803.620](#).

VII) Title Codes (Job Codes)

- A) UCOP has established additional title codes for the LSOE series to account for acting titles as well as the Business/Engineering/Economics disciplinary scale and the associated academic year and fiscal year bases.
 - 1) The attached “LSOE Series Title Codes (UCSC)” lists the new title codes available at UCSC. The codes have been programmed into DivData, PPS, and UCPATH. Discontinued title codes pertaining to the Senior Lecturer with Potential for Security of Employment will be inactivated in DivData by July 1, 2019.
- B) All newly appointed LSOE faculty must be appointed in one of the titles listed in the attachment.
- C) All current appointees will be transitioned to the new titles on July 1, 2019. Business/Engineering/Economics LSOEs will need to have their title codes updated, while those on the Regular scale remain unchanged.
- D) Step values must be added to PPS and DivData records by July 1, 2019.

VIII) Advancement Criteria and Application to Current LSOE Faculty

- A) The campus “Special Salary Practice” for ladder rank senate faculty will also apply to LSOE appointees. The Special Salary Practice will mirror that for the professor series, except that outstanding teaching will be an essential criteria for eligibility.
- B) Revised advancement criteria in APM 285 and 210-3 were determined based upon extensive systemwide review of the proposed policy revisions. The new criteria better define and expand upon the areas of teaching excellence and professional activity. There is no expectation that workload balance between the areas will need to change. Most UCSC departments that have been following the current APM and CAPM in evaluating their LSOE faculty should have little problem applying the revised criteria to their population.
- C) For the 2018-19 academic year, all current LSOE faculty will continue to be evaluated under the criteria set forth in policies in effect on September 30, 2018.
- D) UCSC will transition to the revised advancement criteria detailed in APM 285 and APM 210-3 effective July 1, 2019. Personnel reviews in the 2019-20 academic year will be conducted using the revised criteria.
 - 1) The EVC and CAP will issue guidance for evaluating LSOE advancement files, using the revised criteria and the Special Salary Practice, by the end of spring 2019.
- E) However, given that a few appointees in the LSOE series may still need time to develop the teaching excellence and/or professional and/or scholarly achievement and activity required for advancement under the revised criteria, an exception to the immediate application of the new criteria may be requested on an individual basis. Individuals wishing to request such an exception, to instead be evaluated on the criteria in effect on

September 30, 2018 (i.e. under the old policy), may do so for their first review following the campus's July 1, 2019 transition. A request for the exception must be made in writing, to the chair of the department, and subject to the approval of the EVC, following review and comment by chair, dean, and CAP. No further exceptions beyond the first will be allowed, barring unforeseen and/or unusual circumstances.

- 1) All LSOE faculty must be assigned a rank and step by July 1, 2019 and follow the remaining revised policies, even if they are being evaluated under the previous criteria.

IX) Sabbatical Leave

- A) Under the revised policies, appointees in the LSOE series will be eligible to accrue and use sabbatical as of July 1, 2019.
- B) Starting sabbatical credit balances will be determined for current appointees by calculating the number of years in the LSOE appointment at UCSC and assigning the applicable number of sabbatical credits.
- C) Periods of leave will be factored into the sabbatical credit calculation (credits do not accrue during leave).
- D) Periods of leave in lieu of sabbatical (e.g. "leave with pay") or similar divisional paid leave offering to LSOEs will be excluded from the calculation along with the number of credits such a leave would have cost.

X) Time on the Tenure Clock (Eight-Year Limit)

- A) Under the revised APM policy, time served as a Unit 18 lecturer does not count towards the eight-year tenure clock for Lecturers with Potential for Security of Employment.
 - 1) For current LPSOEs that have quarters on the tenure clock as a result of the prior policy, those quarters from Unit 18 lecturer service have been removed from their record, and the tenure clock will only be inclusive of quarters served in titles held in the revised APM 133-0.b (effective 10/1/18).
- B) Otherwise, policies regarding the eight year limit for LPSOEs are largely unchanged, including circumstances that may warrant "time off the tenure clock" (see APM 133-17 and APM 760).

XI) Campus Academic Policy (CAPM) Updates

- A) CAPM 514.285 will be updated to reflect policy changes, to be effective July 1, 2019.
- B) Other CAPM sections will be updated as needed to conform with new policies.

LSOE Series Title Codes (UCSC)

Title Code	Payroll Title	DivData Working Title	CTO
1582	ACT LECT PSOE-AY	Acting Lecturer w/PSOE	224
1585	ACT LECT PSOE-FY	Acting Lecturer w/PSOE	224
1588	ACT LECT PSOE-AY-B/E/E	Acting Lecturer w/PSOE	224
1591	ACT LECT PSOE-FY-B/E/E	Acting Lecturer w/PSOE	224
1581	ACT LECT SOE-AY	Acting Lecturer w/SOE	214
1584	ACT LECT SOE-FY	Acting Lecturer w/SOE	214
1587	ACT LECT SOE-AY-B/E/E	Acting Lecturer w/SOE	214
1590	ACT LECT SOE-FY-B/E/E	Acting Lecturer w/SOE	214
1580	ACT SR LECT SOE-AY	Acting Senior Lecturer w/SOE	214
1583	ACT SR LECT SOE-FY	Acting Senior Lecturer w/SOE	214
1586	ACT SR LECT SOE-AY-B/E/E	Acting Senior Lecturer w/SOE	214
1589	ACT SR LECT SOE-FY-B/E/E	Acting Senior Lecturer w/SOE	214
1605	LECT PSOE-AY-PART TIME	Lecturer w/PSOE	221
1606	LECT PSOE-AY-1/9-PART TIME	Lecturer w/PSOE	221
1615	LECT PSOE-FY-PART TIME	Lecturer w/PSOE	221
1680	LECT PSOE-AY-100%	Lecturer w/PSOE	211
1688	LECT PSOE-AY-B/E/E	Lecturer w/PSOE	211
1691	LECT PSOE-FY-B/E/E	Lecturer w/PSOE	211
1681	LECT PSOE-AY-1/9-100%	Lecturer w/PSOE	211
1682	LECT PSOE-FY-100%	Lecturer w/PSOE	211
1607	LECT SOE-AY	Lecturer w/SOE	210
1617	LECT SOE-FY	Lecturer w/SOE	210
1687	LECT SOE-AY-B/E/E	Lecturer w/SOE	210
1690	LECT SOE-FY-B/E/E	Lecturer w/SOE	210
1608	LECT SOE-AY-1/9	Lecturer w/SOE	210
1603	SR LECT SOE-AY	Senior Lecturer w/SOE	210
1604	SR LECT SOE-AY-1/9	Senior Lecturer w/SOE	210
1613	SR LECT SOE-FY	Senior Lecturer w/SOE	210
1686	SR LECT SOE-AY-B/E/E	Senior Lecturer w/SOE	210
1689	SR LECT SOE-FY-B/E/E	Senior Lecturer w/SOE	210
1620	LECT SOE-EMERITUS(WOS)	Lecturer w/SOE Emeritus	216
1621	SR LECT SOE-EMERITUS (WOS)	Senior Lecturer w/SOE Emer	216