

April 5, 2024

CHAIR GALLAGHER, ACADEMIC SENATE  
DEANS  
DEPARTMENT CHAIRS  
COLLEGE PROVOSTS

**RE: Issuance of Revised Campus Academic Personnel Manual (CAPM) 100.500 and New CAPM 103.500—Search Waivers and Exemptions for Non-Senate Academic Appointees**

Dear Colleagues:

I write to issue revised campus academic personnel policy on search waivers and exemptions for non-senate academic appointees. The relevant section(s) have been removed from CAPM 100.500 Academic Recruitment Procedures into a standalone chapter 103.500. The new policy may be found online at <https://apo.ucsc.edu/policy/capm/103.500.html>.

The revisions maintain the university's strong preference for open and competitive recruitments to fill academic positions whenever possible. The policy enumerates the specific situations that will constitute compelling exceptions, enhances transparency and consistency, and paves the way for moving to online processing and streamlining of waiver requests by the end of spring quarter 2024.

The proposed revisions were announced on August 31, 2023. Based on senate feedback, two further edits were made:

- Exemption J (Early Career Lecturer in Summer Session)—in response to concerns about faculty mentorship and oversight of these recent graduates, the policy will require that appointees have had prior experience as a GSI or ASE in the same or substantially similar course.
- Waiver H (Exceptional Circumstances)—named “Other” in the first draft, the language in the section has been revised to clarify its very narrow intended use. Some examples of exceptional circumstances include job transfers for medical accommodations; transfer in lieu of layoff; or grievance settlement.

The revised policy is effective immediately. Please consult with the Academic Personnel Office at [apo@ucsc.edu](mailto:apo@ucsc.edu) if you have any questions.

Sincerely,



Lori Kletzer

Campus Provost and Executive Vice Chancellor

Cc: Academic Personnel Office  
Academic Senate Office  
Department Managers

Divisional Academic Personnel Coordinators  
College Academic Managers  
Administrative Records  
Vice Provost for Academic Affairs Lee  
Vice Chancellor for Research MacMillan