

August 31, 2023

CHAIR GALLAGHER, ACADEMIC SENATE  
DEANS  
DEPARTMENT CHAIRS  
SENATE FACULTY

Subject: Formal Review of Proposed Revision to Campus Academic Personnel Manual (CAPM) 100.500 and Establishment of New CAPM 103.500: Search Waivers and Search Exemptions for Non-Senate Academic Appointees

Dear Colleagues:

I write to initiate formal review of proposed changes to the Campus Academic Personnel Manual policies on Search Waivers and Search Exemptions for Non-Senate Academic Appointees. Please facilitate this review process by discussing the information in your division, department, or committee meetings, and sending feedback in writing to the Academic Personnel Office at [apo@ucsc.edu](mailto:apo@ucsc.edu) no later than **November 4, 2023**. The attached materials may also be viewed [online](#).

Proposed changes would move CAPM 100.500 Sections I and J into a separate chapter numbered CAPM 103.500. These revisions are proposed now in order to implement them concurrently with the rollout of new functionality for routing waiver requests online in the UC Recruit system.

Overall, the changes maintain the university's strong preference for open and competitive recruitments to fill academic positions whenever possible, by enumerating the specific situations which constitute compelling exceptions to this basic principle. Exceptions are of two types: exemptions (automatic) and waivers (subject to a review and approval process). Some exceptions are expanded, some contracted, some moved from a waiver to exemption or vice versa. Some were previously available but not articulated in policy, while others are completely new in order to address emerging needs.

Due to the extensive revisions, the attached chart describing the changes is being provided in lieu of a redline version. The entire text of the Overview and Definitions sections is new. Section V- Submission and Review of the Waiver Request is edited for clarity but no substantive changes to process or authority are proposed.

Sincerely,



Lori Kletzer  
Campus Provost and  
Executive Vice Chancellor

Cc: Vice Provost Lee, Academic Affairs  
Senate Director Mednick  
Assistant Vice Provost McClintock, Academic Personnel  
Divisional Academic Personnel Coordinators  
Department Managers