



University of California, Merced  
5200 N. Lake Road  
Merced, CA 95343

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UNIVERSITY LIBRARIAN

RE: Delegation of Authority (DA) – Academic Personnel Items

The Academic Personnel Manual (APM) provides policies and procedures pertaining to the employment relationship between an academic appointee and the University of California. In accordance with the Academic Personnel Manual (APM) Section APM 100-d and with the authority delegated to me by the Provost I hereby authorize you to administer the following academic personnel items:

- Library Non-Senate Recruitments:
  - Search Plan
  - Applicant Pool Report
  - Shortlist Report
  - Search Report
- Librarian Appointments
- Librarian Merit Approvals
- Library Leaves of Absence
  - APM 710 - Sick Leave/Medical Leave
  - APM 711 - Reasonable Accommodation for Academic Appointees with Disabilities
  - APM 715 - Leave of Absence/Family and Medical Leave
  - APM 730 - Vacation
  - APM 751 - Military Leave
  - APM 752 - Leave to Attend Professional Meeting, 7 days or less
  - APM 760 - Family Accommodations for Childbearing and Childrearing
- Source of Authority: **UC Merced DA 207.**
- This authority may NOT be re-delegated by you, excepting the Non-Senate Recruitments which may be redelegated to the Associate University Librarian.

Sincerely,

Teenie Matlock  
Vice Provost for Academic Personnel

cc: Director Ethics and Compliance, Viola Kinsman

**Attachment A**  
**List of Delegated Authority**

Delegation of Authority – Administration of the Academic Personnel Program

The Associate Vice Provost in the Academic Personnel Office is delegated authority for:

- Designee for SVSH, abusive conduct/bullying and other complaint or investigation related activities
- Waiver of degree requirement for teaching appointments
- Designee for over 100% FTE appointments

The following chart outlines specific delegations to the department chairs, deans, Vice Chancellor for Research (ORUs), University Librarian (Library), and Associate Vice Provost. The Dean/Vice Chancellor for Research authorities may only be re-delegated to an associate dean or equivalent with prior approval from the Vice Provost for Academic Personnel. As an exception to normal delegation requirements, the dean may request from the Vice Provost to delegate the authority for Academic Student Employee recruitments, appointments and leaves of absence to the department chair with oversight provided by school staff. Those authorities that may not be re-delegated to an associate dean or equivalent are marked with an asterisk and notated.

When deans are considering re-delegation to associate deans, every attempt should be made for the approver of the Shortlist Report to be different from the hiring authority (appointment approver). As a best practice, the hiring authority, or potential hiring authority, should not be the approver of the Shortlist Report.

The Vice Provost for Academic Personnel retains authority for all exceptions to academic personnel policies.

<b><u>Recruitments</u></b>	<b><u>Approver</u></b>
Search Plan - Senate	Dean
Search Plan - Non-Senate - Schools and Office of Research	Dean/Vice Chancellor for Research
Search Plan - Non-Senate - Library	Unit Director (Assoc Univ Librarian)
Applicant Pool Report - Senate	Dean
Applicant Pool Report - Non-Senate - Schools and Office of Research	Dean/Vice Chancellor for Research
Applicant Pool Report - Non-Senate - Library	Unit Director (Assoc Univ Librarian)
Shortlist Report - Senate	Associate Vice Provost
Shortlist Report – Non-Senate - Schools and Office of Research	Dean/Vice Chancellor for Research
Shortlist Report – Non-Senate - Library	Unit Director (Assoc Univ Librarian)
Search Report - Senate	Dean
Search Report - Non-Senate - Schools and Office of Research	Dean/Vice Chancellor for Research
Search Report - Non-Senate - Library	Unit Director (Assoc Univ Librarian)
<b><u>Search Waivers - Senate</u></b>	<b><u>Approver</u></b>
Spousal/Partner Hire	Vice Provost for Academic Personnel
Target of Excellence	Vice Provost for Academic Personnel
President’s and Chancellors’ Postdoctoral Fellowship Recipients	Vice Provost for Academic Personnel
Other	Vice Provost for Academic Personnel
<b><u>Search Waivers - Non-Senate/Other Academics</u></b>	<b><u>Approver</u></b>
Emergency Hire - Unit 18	Associate Vice Provost
Emergency Hire - All other Non-Senate/Other Academics	Vice Provost for Academic Personnel
Urgent Patient Care Need	Vice Provost for Academic Personnel

Spousal/ Partner Hire--main hire must be a Senate member or in a senior leadership position (e.g., faculty administrator or SMG)	Vice Provost for Academic Personnel
Continuation of Training	Vice Provost for Academic Personnel
PI/Co-PI/Leadership Status	Vice Provost for Academic Personnel
Research Team	Vice Provost for Academic Personnel
Multiple Affiliated Employers	Vice Provost for Academic Personnel
Other	Vice Provost for Academic Personnel
<b><u>Exempt Hires</u></b>	<b><u>Approver</u></b>
Category 1: Non-salaried (0% time) and Without Salary (WOS) Appointments	Vice Provost for Academic Personnel
Category 2: Salaried Visiting Appointments	Vice Provost for Academic Personnel
Category 3: Recall Appointments for Retired Academics	Vice Provost for Academic Personnel
Category 4: Concurrent Academic Appointment	Follow appropriate appointment delegation
Category 5: Faculty Administrator Titles at Less Than 100% and Interim / Acting Positions	Follow normal faculty administrator appt process
Category 6: Lecturer in Summer Session	Follow normal summer sessions hiring process
Category 7: Internal Hires (Change in Series/Title)	Vice Provost for Academic Personnel
Other	Vice Provost for Academic Personnel
<b><u>Appointment</u></b>	<b><u>Approver</u></b>
Assistant Professor, Steps I-III, including Acting; Assistant Teaching Professor, Steps I-III (LPSOE), including Acting	Dean
Assistant Professor, Steps IV-VI; Assistant Teaching Professor, Steps IV-VI (LPSOE); Acting in these series	Vice Provost for Academic Personnel
Associate/Full Professor, including Acting; Associate/Full Teaching Professor (LSOE/Sr. LSOE), including Acting	Provost
Assistant Adjunct Professor, Steps I-III	Dean
Assistant Adjunct Professor, Steps IV-VI	Vice Provost for Academic Personnel
Associate/Full Adjunct Professor	Vice Provost for Academic Personnel
Visiting Professor/ Visiting Professor Mathematics	Dean
Assistant Professional Research, Steps I-III	Dean/Vice Chancellor for Research
Assistant Professional Research, Steps IV-VI Associate/Full Professional Research	Vice Provost for Academic Personnel
Project Scientist	Dean/Vice Chancellor for Research
Specialist	Dean/Vice Chancellor for Research
Continuing Educator	Dean
Academic Coordinator	Vice Provost for Academic Personnel
Academic Administrator I-III	Dean/Vice Chancellor for Research
Academic Administrator IV-VII	Vice Provost for Academic Personnel
Librarians	University Librarian
Assistant/Associate University Librarian	Vice Provost for Academic Personnel
University Extension Teacher	Dean
Postdoctoral Scholar	Dean/Vice Chancellor for Research
Academic Student Employee (Teaching Assistant, Teaching Fellow, Reader, Tutor)	Dean

<b>Unit 18</b>	<b>Approver</b>
Appointment	Dean
Pre-six Assessment	Dean
Pre-six Academic Review	Dean
Excellence Review	Associate Vice Provost
Continuing and Sr. Continuing Merit Review	Associate Vice Provost
Promotion to Sr. Continuing Lecturer	Associate Vice Provost
<b>Merit</b>	<b>Approver</b>
Professor and Teaching Professor (LSOE), short form*	Dean
Full Professor and Full Teaching Professor (LSOE), Step VI and Above Scale	Provost
Professor and Teaching Professor (LSOE), all other merits	Vice Provost for Academic Personnel
Adjunct Professor, accelerations, Step VI and Above Scale	Vice Provost for Academic Personnel
Adjunct Professor, all other merits	Dean
Professional Research, accelerations, Step VI and Above Scale	Vice Provost for Academic Personnel
Professional Research, all other merits	Dean/Vice Chancellor for Research
Project Scientist, accelerations and Above Scale	Vice Provost for Academic Personnel
Project Scientist, all other merits	Dean/Vice Chancellor for Research
Specialist, accelerations and Above Scale	Vice Provost for Academic Personnel
Specialist, all other merits	Dean/Vice Chancellor for Research
Continuing Educator, accelerations and Above Scale	Vice Provost for Academic Personnel
Continuing Educator, all other merits	Dean
Academic Coordinator, accelerations and Above Scale	Vice Provost for Academic Personnel
Academic Coordinator, all other merits	Dean/Vice Chancellor for Research
Academic Administrator, accelerations and Above Scale	Vice Provost for Academic Personnel
Academic Administrator, all other merits	Dean/Vice Chancellor for Research
Librarians	University Librarian
Assistant/Associate University Librarian	Vice Provost for Academic Personnel
<p><i>*Short form cases are normally expected to be routine, uncomplicated one-step merit reviews. If, however, there is a case in which the unit's faculty and the School Dean disagree on the proposed action, the case will be forwarded to CAP for another level of review and recommendation to the Vice Provost for Academic Personnel for decision.</i></p>	
<b>Mid-Career Appraisal</b>	<b>Approver</b>
Professor and Teaching Professor (LSOE series), Adjunct Professor	Vice Provost for Academic Personnel
<b>Other Reviews</b>	<b>Approver</b>
All career equity reviews	Vice Provost for Academic Personnel
Quinquennial review (five-year review)	Vice Provost for Academic Personnel
Performance Improvement Plans (PIP)	Vice Provost for Academic Personnel
Vice chair appointment/ reappointment/ five-year review	Department Chair
Vice chair termination	Dean
Department chair appointment/ reappointment/ five-year review/ termination	Dean*
Endowed chair appointment/ reappointment/ five-year review/ termination	Provost
<p><i>*Dean authority may not be redelegated. Termination of a department chair prior to the end of their term requires consultation with the EVC/Provost.</i></p>	

<b><u>Promotion</u></b>	<b><u>Approver</u></b>
Professor and Teaching Professor (LSOE series)	Provost*
Adjunct Professor	Vice Provost for Academic Personnel
Professional Research	Vice Provost for Academic Personnel
Project Scientist	Vice Provost for Academic Personnel
Specialist	Vice Provost for Academic Personnel
Academic Administrator	Vice Provost for Academic Personnel
Librarians	Vice Provost for Academic Personnel
Assistant/Associate University Librarian (career status)	Vice Provost for Academic Personnel
<i>*The Chancellor retains authority to determine if an assistant professor will not be reappointed.</i>	
<b><u>Leaves of Absence</u></b>	<b><u>Approver</u></b>
APM 710, Sick Leave/Medical Leave	Dean/Vice Chancellor for Research/University Librarian
APM 711, Reasonable Accommodation for Academic Appointees with Disabilities	Dean/Vice Chancellor for Research/University Librarian
APM 715, Leave of Absence/Family and Medical Leave	Dean/Vice Chancellor for Research/University Librarian
APM 730, Leave of Absence/Vacation	Dean/Vice Chancellor for Research/University Librarian
APM 740, Leave of Absence/Sabbatical Leaves	Dean
APM 750, Leave of Absence/Leave for Service to Governmental Agencies	Vice Provost for Academic Personnel
APM 751, Leave of Absence/Military Leave	Dean/Vice Chancellor for Research/University Librarian
APM 752, Leaves of Absence/Leave to Attend Professional Meeting, 7 days or less	Department Chair/Vice Chancellor for Research/University Librarian
APM 752, Leaves of Absence/Leave to Attend Professional Meeting, greater than 7 days	Vice Provost for Academic Personnel
APM 758, Leave of Absence/Other Leaves with Pay	Vice Provost for Academic Personnel
APM 759, Leave of Absence/Other Leaves without Pay	Vice Provost for Academic Personnel
APM 760, Family Accommodations for Childbearing and Childrearing	Dean/Vice Chancellor for Research/University Librarian
The Academic Personnel Office will continue to review all leave and accommodation requests to ensure that they are consistent with University policies.	
<b><u>Protected Research Time</u></b>	<b><u>Approver</u></b>
Course buyouts	Dean
<b><u>Summer Salary</u></b>	<b><u>Approver</u></b>
Non-Senate faculty Summer Teaching	Dean
Senate Summer Teaching	Dean
<b><u>Relocation Expenses</u></b>	<b><u>Approver</u></b>
APM 550, 560, 561 and BFB G-13, Authority to authorize payment/exceptions of removal and moving expenses for academic appointees	Dean, unless retained by the Provost (see Academic Relocation and House Hunting Guidelines)
Faculty Recruitment Allowance (APM 190, Appendix E)	Provost

<b><u>One-time payments</u></b>	<b><u>Approver</u></b>
Multi-location one-time payments	Dean/Academic Personnel Office
Campus one-time payments	Dean/Academic Personnel Office
Note: Engagement in the activity requires dean pre-approval. Forms require final approval by Academic Personnel Office staff.	
<b><u>Multi-location appointments</u></b>	<b><u>Approver</u></b>
Multi-location appointments	Follow appropriate appointment delegation
<b><u>Outside Professional Activities</u></b>	<b><u>Approver</u></b>
Annual Certification	Dean*
Student Involvement	Dean*
Category 1 Prior Approval	Associate Vice Provost
Requests to exceed the maximum number of days	Vice Provost for Academic Personnel
<i>*Dean authority may not be re-delegated.</i>	