

San Francisco Campus (SOM, SOD, SON, SOP)

Approvals Required on Academic Personnel Dossiers for Non-Faculty Academics

APPOINTMENTS AND/OR CHANGES IN SERIES	Dean	CAP	VPAA
Academic Administrator/Academic Coordinator (includes units reporting directly to Chancellor from the Proctor Foundation, and LPPI)	X		
Academic Administrator/Academic Coordinator (Units Reporting Directly to Chancellor; includes Institute for Global Health)			X
Lecturer (with Contract If Applicable)	X		X
Lecturer without Salary	X		
Professional Research	X		
Recall	X		
Clinical Associate (Without Salary)	X*		
Research Associate (without Salary)	X		
Specialist (includes units reporting directly to Chancellor from the Proctor Foundation, and LPPI)	X		
Specialist (Units Reporting Directly to Chancellor; includes Institute for Global Health)			X
Librarian	CAPA	Univ Lib	VPAA

*For SOM & SOP: Appointments in the Clinical Associate series are approved at the department level.

MERITS, APPRAISAL, FIVE YEAR REVIEW	Dean	CAP	VPAA
Academic Administrator/Academic Coordinator (includes units reporting directly to Chancellor from the Proctor Foundation, and LPPI)	X		
Academic Administrator/Academic Coordinator (Units Reporting Directly to Chancellor; includes Institute for Global Health)			X
Lecturer (with Contract, If Applicable)	X		X
Professional Research* Advancement All Ranks: Normal 1 Year Accelerated 2 Years or More Accelerated/Decelerated Research VI	X X X X		
Specialist (includes units reporting directly to Chancellor from the Proctor Foundation, and LPPI)	X		
Specialist (Units Reporting Directly to Chancellor; includes Institute for Global Health)			X
Librarian	CAPA	Univ Lib	VPAA

*Effective July 1, 2010, approval authority for all actions for Professional Research Series appointees will be delegated from the VPAA to the Dean's office.

PROMOTIONS	Dean	CAP	VPAA
Academic Administrator (includes units reporting directly to Chancellor from the Proctor Foundation, LPPI and Global Health)	X		
Academic Administrator (Units Reporting Directly to Chancellor)			X
Professional Research	X		
Specialist (includes units reporting directly to Chancellor from the Proctor Foundation, and LPPI)	X		
Specialist (Units Reporting Directly to Chancellor; includes Institute for Global Health)			X
Librarian	CAPA	Univ Lib	VPAA

PLEASE NOTE: ACADEMIC COORDINATOR—Advancement from Academic Coordinator I->II->III is an appointment not a promotion.