I. Definition of Acting Professor Series

The ‘Acting’ prefix signifies a conditional status of the appointment, as well as the privilege and responsibility of conducting research and applies to a person under consideration for regular appointment – Academic Personnel Manual Section 235.

In addition UCLA uses the ‘Acting’ prefix for (a) appointments of Acting Assistant Professors with automatic transfer to Assistant Professor upon completion of the Ph.D.; or (b) non-tenure ladder appointments at tenure level ranks.

The title Acting Professor in the School of Law is the entry-level ladder rank title. An Acting Professor in the School of Law is governed by all academic personnel policies applicable to Assistant Professors.

II. Characteristics of Series

A. Ranks and Steps

<table>
<thead>
<tr>
<th>Rank</th>
<th>Step</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acting Assistant Professor</td>
<td>I-IV</td>
</tr>
<tr>
<td>Acting Associate Professor</td>
<td>I-III</td>
</tr>
<tr>
<td>Acting Professor</td>
<td>I-IX</td>
</tr>
</tbody>
</table>

B. Term of Service

All initial and subsequent appointments at any rank (hereinafter referred to collectively as an appointment) must have a specified ending date. The maximum term of an appointment is:

<table>
<thead>
<tr>
<th>Rank</th>
<th>Maximum Term of Appointment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acting Assistant Professor</td>
<td>1 year</td>
</tr>
<tr>
<td>Acting Associate Professor</td>
<td>2 years</td>
</tr>
<tr>
<td>Acting Professor</td>
<td>2 years</td>
</tr>
</tbody>
</table>
When extending an offer to individuals in this series, it is necessary for the Dean or Chair to include the following statement in any correspondence regarding their offer of an appointment or renewal of appointment:

“This appointment is for a specified term with an ending date as herein set forth, and is not for a longer period unless express written notification is so given to the appointee. In the absence of such express notification, the appointment ipso facto terminates on the specified ending date.”

When a department appoints a degree candidate from another institution, it may propose appointment to the appropriate step of the Acting Assistant Professorship with the explicit understanding that the individual will be transferred without further review to the comparable step of the Assistant Professorship upon completion of all requirements for the degree. Such transfer occurs:

1. for an Academic Year (9-month) appointee if the degree is conferred on or before the service date of the quarter, the title is changed to be effective with the first day of the quarter. For example: July 1st, November 1st, or March 1st; and

2. for a Fiscal Year appointee on the first day of the month following completion of all requirements for the degree. If transfer occurs following two years of service at step in the Acting title, transfer to the next higher step of the Assistant Professorship is considered normal (not accelerated) advancement.

C. Service Requirements

Appointment must be at 100% of full time alone or in combination with other academic titles.

D. Tenure

Tenure or Security of Employment is not granted in association with appointment to this series.
E. Limit on Service

<table>
<thead>
<tr>
<th>Rank</th>
<th>Limit on Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acting Assistant Professor</td>
<td>2 years</td>
</tr>
<tr>
<td>Acting Associate Professor</td>
<td>maximum of 4 years</td>
</tr>
<tr>
<td>Acting Professor</td>
<td>maximum of 4 years</td>
</tr>
</tbody>
</table>

When combined with titles subject to an Eight-Year Limit Review, all service in this series is counted toward the Eight-Year Limit Review.

F. Limit on Funding from 19900 Funds

Appointments must be charged on a continuing basis against the Academic Salaries account of a Department of Instruction and Research supported from General Funds (accounts numbered 440XXX-19900-0). FTE and funding must be provided from permanently available faculty provisions.

Departmental provisions for Teaching Assistants, Professional Research—, Postgraduate Research—, and Research Assistants may not be used to support appointments in this series.

G. Senate Membership

<table>
<thead>
<tr>
<th>Rank</th>
<th>Senate Membership</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acting Assistant Professor</td>
<td>No</td>
</tr>
<tr>
<td>Acting Associate Professor</td>
<td>Yes</td>
</tr>
<tr>
<td>Acting Professor</td>
<td>Yes</td>
</tr>
</tbody>
</table>

III. Compensation

A. General

An individual appointed to the Acting Professor series is compensated at the salary scales established for the Regular Professorial series: Academic Year (9-months); Fiscal Year (11-months); Law School Scale; Business Administration/Management and Engineering Scale, and the Health Sciences Compensation Scale. Local Campus Differential Scales are also established for the School of Public Health and for the School of Education and Information Studies.
B. Off-Scale Salary Limitations

Deans not also serving as Chairs have Off-Scale approval authority up to and including the next step. All Off-Scale rates must be in multiples of $100. For all other Off-Scale salary actions up to the Regental threshold the Chancellor is the final approval authority. Salaries exceeding this threshold require Regental approval (refer to annually published UCLA Salary Scales for Regental thresholds). See Appendix 17 for “Summary of UCLA Policy on Off-Scale Salaries.”

C. Above-Scale Salary Limitations

The Chancellor has the authority to approve Above-Scale salaries up to the Regental threshold (refer to annually published UCLA Salary Scales for Regental thresholds). Approval of salaries beyond this approval authority require Regental action.

IV. Employment

A. Recruitment

Please see Appendix 22, “Summary of Recruitment Policy” and Appendix 23, “Faculty Search Guidelines” regarding search requirements and required documentation.

B. Criteria

Criteria for assessment of individual qualifications are set forth in the Appendix 5, “Instructions to Review and Appraisal Committees” except that in applying these criteria in cases involving appointment as Acting Assistant Professor, due consideration must, of course, be given the individual’s promise, as well as achievement, in research and creative activity.
C. Categories of Personnel Actions

Employment encompasses the following types of personnel actions:

1. Appointment

   Initial employment in the series or permanent intercampus transfer. Review and submission of a dossier are required for appointment.

2. Re-employment

   Appointment in the same series after a previous separation. Review and submission of dossier are required.

3. Renewal of Appointment/Reappointment

   Subsequent appointment in this series under the condition that there has not been a previous separation. Review and submission of dossier is not required, provided there is no change in the original terms of the appointment.

4. Change in Series

   Only applicable to persons under consideration for regular appointment or individuals who have competed their Ph.D. See Appendix 26 for further details. If change in series is to the Assistant Professor Rank, see Appendix 14 regarding “Guide to the Computation of Years of Service Which Count Toward the Eight-Year Limit.”

5. Change of Department

   Transfer from one department to another. Review and submission of a dossier are required.

6. Split Appointment

   Split appointments are not applicable to the Acting Professor series.

7. Joint Appointment

   Joint appointments are not applicable to the Acting Professor series.
8. Temporary Appointments

Temporary appointments are not applicable to the Acting Professor series.

9. Informal Extra-Departmental Affiliations

Extra-departmental affiliations are not applicable to the Acting Professor series.

D. Effective Dates of Personnel Actions

The effective date of an appointment is the first day on which payment begins.

For Academic Year (9-month) appointments, the effective date of the appointment will not coincide with the being date of the service period. Effective dates for Academic Year appointments commence as follows:

- July 1 ~ Fall Quarter
- November 1 ~ Winter Quarter
- March 1 ~ Spring Quarter

The effective date for Fiscal Year appointments will always coincide with the first day of service.

E. Senate Review

The following tables apply to all Schools and Colleges.

1. Appointment, Re-employment and Change of Department

<table>
<thead>
<tr>
<th>Rank</th>
<th>Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acting Assistant Professor I-IV</td>
<td>Senate Review waived</td>
</tr>
<tr>
<td>Acting Associate Professor</td>
<td>CAP (Review Committee will be appointed as appropriate)</td>
</tr>
<tr>
<td>Acting Professor</td>
<td>CAP (Review Committee will be appointed as appropriate)</td>
</tr>
</tbody>
</table>
2. Renewal of Appointment/Reappointment

<table>
<thead>
<tr>
<th>Rank</th>
<th>Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Ranks &amp; Steps</td>
<td>Senate Review waived</td>
</tr>
</tbody>
</table>

When renewal of a self-terminating appointment in this series coincides with a required appraisal, a merit increase, or promotion, a dossier is to be submitted. Such a dossier is subject to the review, approval authority policies and procedural requirements governing that action.

F. Approval Authority

Authority to approve or deny recommendations rests at the indicated administrative levels.

Employment actions for a Academic Year (9-month) appointment approved by the Dean after the first day of the service period requires Chancellor’s approval for the retroactivity.

For Fiscal Year appointees, employment actions approved by the Dean more than 2 6 months after the effective date of the appointment requires Chancellor’s approval for the retroactivity.

1. Appointment, Re-employment and Change of Department

Dentistry, Law and Nursing

<table>
<thead>
<tr>
<th>Rank</th>
<th>Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Ranks &amp; Steps</td>
<td>Chancellor</td>
</tr>
</tbody>
</table>

Arts and Architecture, Education and Information Studies, Engineering and Applied Science, Letters and Science, Management, Medicine, Public Health, Public Policy and Social Research, and Theater, Film & Television

<table>
<thead>
<tr>
<th>Rank</th>
<th>Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acting Assistant Professor I-IV</td>
<td>Dean</td>
</tr>
<tr>
<td>Acting Associate Professor &amp; Acting Professor</td>
<td>Chancellor</td>
</tr>
<tr>
<td>Acting Professor Above-Scale</td>
<td>Chancellor</td>
</tr>
</tbody>
</table>
2. Renewal of Appointment/Reappointment

All Schools and Colleges

<table>
<thead>
<tr>
<th>Rank</th>
<th>Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Ranks &amp; Steps*</td>
<td>Dean</td>
</tr>
</tbody>
</table>

* Provided that there is no change in rank and step

G. General Restrictions

The following restrictions govern all employment:

1. any action involving employment of near relatives (see Appendix 21, "Employment of Near Relatives") requires approval of the Chancellor;

2. compliance with recruitment and search requirements; and

3. any exception to policy governing the series requires the advance approval of the Chancellor.

V. Advancement: Merits & Promotions

Merits and promotions are not applicable to the Acting Assistant Professor.

VI. Fourth-Year Appraisal of an Acting Assistant Professor

Fourth-Year appraisals are not applicable to the Acting Assistant Professor.

VII. Eight-Year Limit Review of an Acting Assistant Professor

Eight-Year Limit Reviews are not applicable to the Acting Assistant Professor.
VIII. Non-Renewal of Appointment of an Acting Associate Professor or Acting Professor as a result of a Personnel Review

In the case of non-renewal of an Acting Associate Professor or Acting Professor the individual shall receive at least one year’s notice - i.e., the individual shall be given written notice by June 30th of the year in which the review takes place of intention not to renew beyond June 30th of the following year.

A. Senate Review

All Schools and Colleges

<table>
<thead>
<tr>
<th>Rank</th>
<th>Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Ranks &amp; Steps</td>
<td>CAP (Review Committee will be appointed as appropriate)</td>
</tr>
</tbody>
</table>

B. Approval Authority

All Schools and Colleges

<table>
<thead>
<tr>
<th>Rank</th>
<th>Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Ranks &amp; Steps</td>
<td>Chancellor</td>
</tr>
</tbody>
</table>

IX. Preliminary Assessment of Non-Renewal of an Acting Assistant Professor

Preliminary assessment of non-renewal appointments is not applicable to the Acting Assistant Professor.

X. Reconsideration of Terminal Appointment of an Acting Assistant Professor

Reconsideration of terminal appointments is not applicable to the Acting Assistant Professor.
XI. Non-Renewal of a Term Appointment for Budgetary Reasons, Programmatic Changes, or Lack of Work

Non-renewal of term appointments for budgetary reasons, etc. is not applicable to the Acting Assistant Professor.

XII. Termination of an Appointment

All appointments to this series are self-ending. Termination prior to the approved ending date of such an appointment may be only for good cause and is subject to the provisions of Regents Standing Order 103.9.

XIII. Five-Year Reviews

Five-Year Reviews are not applicable to the Acting Professor.
The UCLA CALL
~ Visiting Professor Series ~

I. Definition of the Visiting Professor Series

The Visiting prefix is used to designate one who either has held a faculty position at, or is on leave or retired from, an academic institution; or whose research, creative activities, or professional achievement make a Visiting appointment appropriate. When a title with the Visiting prefix is assigned to a faculty member on leave or retired from another educational institution, the title will usually be the same as the individual’s title at the home institution, with exceptions when connotations differ (e.g., Reader or Tutor in a British University) – Academic Personnel Manual Section 230.

II. Characteristics of Series

A. Ranks and Steps

Appointees to this series are not appointed to steps.

<table>
<thead>
<tr>
<th>Rank</th>
<th>Step</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visiting Assistant Professor</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Visiting Associate Professor</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Visiting Professor</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>

B. Term of Service

<table>
<thead>
<tr>
<th>Rank</th>
<th>Term of Appointment</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Ranks</td>
<td>1 year (or less)</td>
</tr>
</tbody>
</table>

When extending an offer to individuals in this series, it is necessary for the Dean or Chair to include the following statement in any correspondence regarding their offer of an appointment or renewal of appointment:

“This appointment is for a specific term, with an ending date as herein set forth, and is not for a longer period unless express written notification is so given to the appointee. In the absence of such notification, the appointment ipso facto terminates on the designated ending date.”
C. Service Requirements

An appointee appointed 100% time in this series must have teaching responsibilities equivalent to those of a regular Professorial appointee in the department. An appointee appointed less than 100% time in this series must devote to teaching an amount of time at least equivalent to one-half day per week.

D. Tenure

Tenure or Security of Employment is not granted in association with appointment to this series.

E. Limit on Service

<table>
<thead>
<tr>
<th>Rank</th>
<th>Limit on Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Ranks</td>
<td>2 years</td>
</tr>
</tbody>
</table>

When combined with titles subject to an Eight-Year Limit Review, all service in this series is counted toward the Eight-Year Limit review.

F. Limit on Funding

The requisite effort and time must be devoted to each extramural source which provides compensation for service rendered under a title in this series.

Departmental provisions for Teaching Assistants, Professional Research—, Postgraduate Research—, and Research Assistants may not be used to support appointments in this series.

G. Senate Membership

Appointment to this series does not confer membership in the Academic Senate.

III. Compensation

A. General

Individuals appointed to this series are compensated on a negotiated basis at any rate appearing on the “Academic Standard Table of Pay Rates.” Determination of rate is based, in part, on the individual’s regular salary or professional income and
may take into account the special expenses incurred in a short-term appointment. The rate paid under the Visiting title should not therefore be regarded as necessarily appropriate in the event regular appointment is subsequently offered. Salary rates for Visiting appointees are not subject to range adjustment.

Travel expenses of Visiting appointees are not to be incorporated in the salary and reimbursement of such expenses should be made in accordance with University policy.

B. Off-Scale Salary Limitations

Off-Scale salaries are not applicable to the Visiting Professor series.

C. Above-Scale Salary Limitations

Above-Scale salaries are not applicable to the Visiting Professor series.

IV. Employment

A. Recruitment

Please see Appendix 22, “Summary of Recruitment Policy,” for the complete guide to recruitment.

The appointment of a faculty member on a Visiting basis is presumed to carry with it an implicit assurance to the appointee’s home institution that the University will not seek to amend the visiting character of the appointment to a permanent basis with an effective date during the Academic Year of the visiting appointment. For this reason, the administration will approve a recommendation for such a transfer only with justification and if the interests of the home institution concerned are protected.

B. Criteria

The criteria for evaluation of a candidate for appointment with a Visiting title shall be the same as for the corresponding regular title, but with reasonable flexibility in application of those criteria because the appointment is temporary. The same flexibility shall be applied when the appointee is not on leave or retired from another educational institution.
C. Categories of Personnel Actions

Employment encompasses the following types of personnel actions:

1. Appointment

   Initial employment in the series or transfer from another academic series or title. No dossier is required.

2. Re-employment

   Re-employment in the same series after a previous separation. No dossier is required.

3. Renewal of Appointment/Reappointment

   Subsequent appointment in this series under the condition that there has not been a previous separation. No dossier is required.

4. Change in Series

   Not applicable to the Visiting Professor series. Any subsequent appointment is subject to the review and search requirements applicable to that series. See Appendix 14 regarding "Guide to the Computation of Years of Service Which Count Toward the Eight-Year Limit" if subsequent appointment is proposed to the Assistant Professor Rank.

5. Change of Department

   Transfer from one department to another. No dossier is required.

6. Split Appointment

   Split appointments are not applicable to the Visiting Professor series.

7. Joint Appointment

   Joint appointments are not applicable to the Visiting Professor series.
8. Temporary Appointments

Temporary appointments are not applicable to the Visiting Professor series.

9. Informal Extra-Departmental Affiliations

Extra-departmental affiliations are not applicable to the Visiting Professor series.

D. Effective Dates of Personnel Actions

The effective date of an appointment is the first day on which payment begins.

For Academic Year (9-month) appointments, the effective date of the appointment will not coincide with the begin date of the service period. Effective dates for Academic Year appointments commence as follows:

July 1 ~ Fall Quarter
November 1 ~ Winter Quarter
March 1 ~ Spring Quarter

The effective date for Fiscal Year appointments will always coincide with the first day of service.

Note: Renegotiations of salary rate may only be effective with reappointment on July 1st.

E. Senate Review

All Schools and Colleges

1. Appointment and Re-employment

<table>
<thead>
<tr>
<th>Rank</th>
<th>Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Ranks</td>
<td>Senate Review waived</td>
</tr>
</tbody>
</table>

2. Renewal of Appointment/Reappointment

<table>
<thead>
<tr>
<th>Rank</th>
<th>Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Ranks</td>
<td>Senate Review waived</td>
</tr>
</tbody>
</table>
F. Approval Authority

Authority to approve or deny recommendations rests at the indicated administrative levels.

Employment actions for an Academic Year (9-month) appointment approved by the Dean after the first day of the service period requires Chancellor’s approval for the retroactivity.

For Fiscal Year appointees, employment actions approved by the Dean more than 6 months after the effective date of the appointment requires Chancellor’s approval for the retroactivity.

1. Appointment and Re-employment

Dentistry, Law and Nursing

<table>
<thead>
<tr>
<th>Rank</th>
<th>Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Ranks</td>
<td>Chancellor</td>
</tr>
</tbody>
</table>

Arts and Architecture, Education and Information Studies, Engineering and Applied Science, Letters and Science, Management, Medicine, Public Health, Public Policy and Social Research, and Theater, Film & Television

<table>
<thead>
<tr>
<th>Rank</th>
<th>Rate not in excess of</th>
<th>Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visiting Assistant Professor</td>
<td>Associate Professor I</td>
<td>Dean</td>
</tr>
<tr>
<td>Visiting Associate Professor</td>
<td>Professor I</td>
<td>Dean</td>
</tr>
<tr>
<td>Visiting Professor</td>
<td>Professor IX</td>
<td>Dean</td>
</tr>
<tr>
<td>Cases in which rate is in</td>
<td></td>
<td>Chancellor</td>
</tr>
<tr>
<td>excess of Professor IX</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. Renewal of Appointment/Reappointment

All Schools and Colleges

<table>
<thead>
<tr>
<th>Rank</th>
<th>Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Ranks</td>
<td>Dean</td>
</tr>
</tbody>
</table>
G. General Restrictions

The following restrictions govern all employment:

1. any action involving employment of near relatives (see Appendix 21, “Employment of Near Relatives”) requires approval of the Chancellor;

2. compliance with recruitment and search requirements; and

3. any exception to policy governing the series requires the advance approval of the Chancellor.

V. Advancement: Merits & Promotions

Merits and promotions are not applicable to the Visiting Professor series.

VI. Fourth-Year Appraisal of a Visiting Assistant Professor

Fourth-Year appraisals are not applicable to the Visiting Professor series.

VII. Eight-Year Limit Review of an Visiting Assistant Professor

Eight-Year Limit Reviews are not applicable to the Visiting Professor series.

VIII. Non-Renewal of Appointment of a Visiting Associate Professor or Visiting Professor as a result of a Personnel Review

Non-renewal of appointments is not applicable to the Visiting Professor series.

IX. Preliminary Assessment of Non-Renewal of an Visiting Assistant Professor

Preliminary assessment of non-renewals is not applicable to the Visiting Professor series.
X. **Reconsideration of Terminal Appointment of an Visiting Assistant Professor**

Reconsideration of terminal appointments is not applicable to the Visiting Professor series.

XI. **Non-Renewal of a Term Appointment for Budgetary Reasons, Programmatic Changes, or Lack of Work**

Non-renewal of term appointments for budgetary reasons, etc. is not applicable to the Visiting Professor series.

XII. **Termination of an Appointment**

All appointments to this series are self-ending.

XIII. **Five-Year Review for Visiting Associate Professor or Visiting Professor**

Five-Year Reviews are not applicable to the Visiting Professor series.