

EXTRAMURAL LETTERS AND "ARM'S LENGTH" REQUIREMENTS FOR APPOINTMENT, MERIT AND PROMOTION REVIEWS

Series	Appointment Asst rank, Steps I-III	Appointment Asst rank, Steps IV-VI	Appointment Associate rank	Appointment Full rank	Merit to barrier steps (Full level VI)*	Merit to Above Scale*	Promotion Associate rank	Promotion Full rank
Professor	E	E (4-6)	A (6-8)	A (6-8)	N/A	A (6-8)	A (6-8)	A (6-8)
Professor in Residence	E	E (4-6)	A (6-8)	A (6-8)	N/A	A (6-8)	A (6-8)	A (6-8)
Professor of Clinical ___	E	E (4-6)	A (6-8)	A (6-8)	N/A	A (6-8)	A (6-8)	A (6-8)
Health Sciences Clinical Professor	E	E (4-6)	L	L	L	L	L	L
Adjunct Professor	E	E (4-6)	A (6-8)	A (6-8)	A (6-8)	A (6-8)	A (6-8)	A (6-8)
Acting Assistant Professor	E	E (4-6)	N/A	N/A	N/A	N/A	A (6-8)	N/A
Acting Associate/Full Professor	N/A	N/A	A (6-8)	A (6-8)	N/A	A (6-8)	A (6-8)	A (6-8)
Acting Professor of Law	E	E (4-6)	N/A	N/A	N/A	N/A	N/A	A (6-8)
Professor of Law	N/A	N/A	N/A	A (6-8)	N/A	A (6-8)	N/A	N/A
_____ in the AES	E	E (4-6)	A (6-8)	A (6-8)	A (6-8)	A (6-8)	A (6-8)	A (6-8)
Supervisor of Physical Education	N/A	N/A	N/A	N/A	A (6-8)	A (6-8)	A (6-8)	A (6-8)
Specialist in Cooperative Extension	E	E (4-6)	A (6-8)	A (6-8)	A (6-8)	A (6-8)	A (6-8)	A (6-8)
Specialist series	N/A	N/A	L (3)	L (3)	<i>n/a</i>	A (5-8)	L (3)	L (3)
Professional Research series	E	E (4-6)	A (6-8)	A (6-8)	A (6-8)	A (6-8)	A (6-8)	A (6-8)
Project Scientist	N/A	N/A	L (3)	L (4)	L (4)	A (5-8)	L (3)	L (4)
Visiting Professor	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Series	Appointment PSOE ranks	Appointment Lecturer SOE rank	Appointment Sr. Lecturer SOE rank	Merit to Above Scale (Sr. LSOE)	Promotion LPSOE to LSOE	Promotion LSOE to Sr. LSOE OR LPSOE to Sr. LSOE
Lecturer SOE/Sr. Lecturer SOE	E (3-5)**	L (4-6)	A (6-8)	A (6-8)	L (4-6)	A (6-8)

Series	Appointment	Merit	Promotion
Continuing Educator	L/C	L/C (5-8)	NA
Academic Coordinator I, II & III	L (5-8)	N/A	N/A
Academic Administrator I - VII	L (5-8)	N/A	L/C (5-8)
Librarians	L	L	L
Assistant/Associate University Librarian	L	L	L

Series	Appointment	Initial Continuing Appointment	Merit for Continuing Appointees
Unit 18 Lecturer	See College/School Guidelines	Extramural letters are optional	Extramural letters are optional
Unit 18 Supervisor of Teacher Ed	See College/School Guidelines	Extramural letters are optional	Extramural letters are optional
Child Develop. Demo. Lecturer	See College/School Guidelines	Extramural letters are optional	Extramural letters are optional

A = Actions that include arm's length letters (see UCD-220 for additional information). At least half of the letters must be arm's-length.

E = The extramural letters deemed sufficient for recruitment may suffice for these proposed appointments. Letters do not need to be arm's length. See advisory #AA2014-01.

L = Actions that require extramural letters but do not need arm's length letters.

C = Some Federation title series include clientele letters for certain advancement actions (see UCD 220AF).

***Title series dictates which step is the barrier step which requires letters; see UCD 220AF.**

****Combination of external and internal, depending on teaching and professional experience.**

See UCD 220 IV. F. 3 and UCD 220 Exhibit B for additional information on solicitation of extramural letters and when intramural letters are acceptable for those title series reviewed by Senate committees.

See UCD 220AF VII. C. and UCD 220AF Exhibit A and B. for additional information on solicitation of extramural letters and when intramural letters are acceptable for those title series reviewed by Federation committees.

HEALTH SCIENCES ONLY: LETTER REQUIREMENTS FOR APPOINTMENTS VIA CHANGE IN TITLE

Series	Professor	Professor in Residence	Professor of Clinical __	Health Sciences Clinical Professor
Professor		1	1	1
Professor in Residence	3		1	1
Professor of Clinical __	3	2		1
Health Sciences Clinical Professor	4	3	3	

1 = Appointments via Change in Title that do NOT require letters

2 = Appointments via Change in Title that require letters

3 = Appointments via Change in Title that are generally not allowed without an open recruitment

4 = Open recruitment required.

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