

July 18, 2013

DEANS
DEPARTMENT and PROGRAM CHAIRS
UCO DIRECTOR

Re: Issuance of Revised Campus Academic Personnel Policies and New Systemwide Academic Personnel Policies

Dear Colleagues:

I write to announce the issuance or revision of several academic personnel policies – both campus and systemwide – effective July 1, 2013.

Campus Academic Personnel Policy

- *Lecturer with Security of Employment Series, CAPM 514.285*: revision adds policy and procedure language specific to the Lecturer and Senior Lecturer with *Potential* for Security of Employment titles.
- *Overlapping Steps, CAPM 407.690*: revision discontinues the use of Step 5 at the associate rank for the following title series: Professor, Astronomer, Adjunct Professor, Professional Research, and Project Scientist.
- *FTE Transfers of Senate Faculty, CAPM 416.220* and *Joint Appointments for Senate Faculty, CAPM 417.220*: revision prohibits the initiation of an FTE transfer or joint appointment request by faculty when they are undergoing an academic personnel review.
- *Department Augmentation for Bylaw 55 Voting Rights, CAPM 414.220.D*: revision incorporates procedures for establishing an ad hoc personnel committee to conduct academic personnel reviews of divisional appointees in accordance with longstanding campus practice.

Systemwide Academic Personnel Policy

- *Presumptive Resignation Policy and Procedures, APM 700-30*: new policy language permits the University to presume that any academic appointee who is absent from academic duty for 30 calendar days or more without approval has resigned from her or his appointment, and to separate that individual in accordance with prescribed procedures and timelines detailed in the policy.

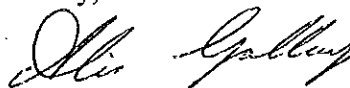
The language from APM 700-30 has been incorporated into CAPM 900.700.H. Should you have a situation that appears to fit this new policy provision, please contact the Academic Personnel Office for guidance.

- *Visiting Scholars and Other Visitors, APM 430*: new policy that essentially establishes three new “courtesy” titles similar to the Research Associate and Research Fellow titles but without the Ph.D. requirement. In addition to the Visiting Scholar title, there is a Visitor (Graduate Student) and Visitor (Undergraduate Student) title. None of these titles is eligible for any form of compensation; however, reimbursement of expenses is permitted in accordance with the policy.

APM 430 has been added to the campus academic personnel manual as CAPM 609.430; academic deans have authority to make appointments and reappointments consistent with the policy.

Should you have any questions about this policy information, please contact the Academic Personnel Analyst assigned to your division.

Sincerely,



Alison Galloway
Campus Provost and
Executive Vice Chancellor

cc: Chancellor Blumenthal
Academic Senate Chair Konopelski
VPAA Lee
AVC Peterson
Academic Senate Office
Administrative Records
APO Analysts
Assistant to UCO Director
Department and Program Managers
Divisional Academic Personnel Coordinators
International Scholar & Student Services
University Librarian via AUL McGirr
SVI Director via HR Manager Sylvan