

Department Letter Addressed To:

**NOTE - when there are multiple appointments, address the letter to the individual who has final authority on the primary appointment.*

Assistant Level

	Appointment & Change in Series	Career Reviews (Promotions, Step VI, Above Scale, Appraisal), Accelerations, Cross-over Merits, Retentions	At 1st Review: Normal Merits, Reappointments, No Change Review, WITHOUT a new, increase, or reset Off Scale Request	At 1st Review: Normal Merits, No Change Review, WITH a new, increase or reset Off Scale Request	After 1st Review: All Normal Merits, Reappointments, No Change Reviews	Terminations	Deferrals
FTE, In Residence	UCSD Executive Vice Chancellor for Academic Affairs; via Jacobs School of Engineering Dean	UCSD Executive Vice Chancellor for Academic Affairs; via Jacobs School of Engineering Dean	Jacobs School of Engineering Dean	UCSD Executive Vice Chancellor for Academic Affairs; via Jacobs School of Engineering Dean	UCSD Executive Vice Chancellor for Academic Affairs; via Jacobs School of Engineering Dean	UCSD Executive Vice Chancellor for Academic Affairs; via Jacobs School of Engineering Dean	N/A (unless submitted with Family Accomodations Request)
Adjunct (w/salary)	UCSD Executive Vice Chancellor for Academic Affairs; via Jacobs School of Engineering Dean	UCSD Executive Vice Chancellor for Academic Affairs; via Jacobs School of Engineering Dean	Jacobs School of Engineering Dean	UCSD Executive Vice Chancellor for Academic Affairs; via Jacobs School of Engineering Dean	UCSD Executive Vice Chancellor for Academic Affairs; via Jacobs School of Engineering Dean	N/A (appointments self terminate, see http://soeadm.ucsd.edu/ppi/academic_personnel/post_employment/separations.sfe for more info)	N/A (unless submitted with Family Accomodations Request)
Adjunct Non-Salaried without existing UCSD faculty appointment	UCSD Executive Vice Chancellor for Academic Affairs; via Jacobs School of Engineering Dean	UCSD Executive Vice Chancellor for Academic Affairs; via Jacobs School of Engineering Dean	Jacobs School of Engineering Dean if less than six years since campus review UCSD Executive Vice Chancellor for Academic Affairs via Jacobs School of Engineering Dean if at six year review	n/a	Jacobs School of Engineering Dean if less than six years since campus review UCSD Executive Vice Chancellor for Academic Affairs via Jacobs School of Engineering Dean if at six year review	N/A (appointments self terminate, see http://soeadm.ucsd.edu/ppi/academic_personnel/post_employment/separations.sfe for more info)	N/A (unless submitted with Family Accomodations Request)
Adjunct Non-Salaried with existing UCSD faculty appointment	Jacobs School of Engineering Dean	UCSD Executive Vice Chancellor for Academic Affairs; via Jacobs School of Engineering Dean	Jacobs School of Engineering Dean if less than six years since campus review UCSD Executive Vice Chancellor for Academic Affairs via Jacobs School of Engineering Dean if at six year review	Jacobs School of Engineering Dean if less than six years since campus review UCSD Executive Vice Chancellor for Academic Affairs via Jacobs School of Engineering Dean if at six year review	Jacobs School of Engineering Dean if less than six years since campus review UCSD Executive Vice Chancellor for Academic Affairs via Jacobs School of Engineering Dean if at six year review	N/A (appointments self terminate, see http://soeadm.ucsd.edu/ppi/academic_personnel/post_employment/separations.sfe for more info)	N/A (unless submitted with Family Accomodations Request)
Research Scientist (Not appointed in and ORU)	Jacobs School of Engineering Associate Dean	Jacobs School of Engineering Associate Dean	Jacobs School of Engineering Associate Dean	Jacobs School of Engineering Associate Dean	Jacobs School of Engineering Associate Dean	N/A (appointments self terminate, see http://soeadm.ucsd.edu/ppi/academic_personnel/post_employment/separations.sfe for more info)	N/A (unless submitted with Family Accomodations Request)
Project Scientist (Not appointed in and ORU)	Jacobs School of Engineering Associate Dean	Jacobs School of Engineering Associate Dean	Jacobs School of Engineering Associate Dean	Jacobs School of Engineering Associate Dean	Jacobs School of Engineering Associate Dean	N/A (appointments self terminate, see http://soeadm.ucsd.edu/ppi/academic_personnel/post_employment/separations.sfe for more info)	N/A (unless submitted with Family Accomodations Request)
Specialist (Not appointed in and ORU)	Jacobs School of Engineering Associate Dean	Jacobs School of Engineering Associate Dean	Jacobs School of Engineering Associate Dean	Jacobs School of Engineering Associate Dean	Jacobs School of Engineering Associate Dean	N/A (appointments self terminate, see http://soeadm.ucsd.edu/ppi/academic_personnel/post_employment/separations.sfe for more info)	N/A (unless submitted with Family Accomodations Request)

Associate and Full Level

	Appointment & Change in Series	Career Reviews (Promotions, Step VI, Above Scale, Further Above Scale Appraisal), Accelerations, Cross-over Merits, Terminals, Retentions, CERs	Normal Merits, No Change, Reappointment Review WIHTOUT Off Scale Request	Normal Merits, No Change, Reappointment Review, with new, increase or reset Off Scale Request	Terminations	1st Deferral	2nd Deferral
FTE, In-Res	UCSD Executive Vice Chancellor for Academic Affairs; via Jacobs School of Engineering Dean	UCSD Executive Vice Chancellor for Academic Affairs; via Jacobs School of Engineering Dean	Jacobs School of Engineering Dean	UCSD Executive Vice Chancellor for Academic Affairs; via Jacobs School of Engineering Dean	N/A	Jacobs School of Engineering Dean	UCSD Executive Vice Chancellor for Academic Affairs; via Jacobs School of Engineering Dean
Adjunct with Salary	UCSD Executive Vice Chancellor for Academic Affairs via Jacobs School of Engineering Dean	UCSD Executive Vice Chancellor for Academic Affairs via Jacobs School of Engineering Dean	Jacobs School of Engineering Dean	UCSD Executive Vice Chancellor for Academic Affairs via Jacobs School of Engineering Dean	N/A (appointments self terminate, see http://soeadm.ucsd.edu/ppi/academic_personnel/post_employment/separations.sfe for more info)	N/A	N/A
Adjunct Non-Salaried without existing UCSD faculty appointment	UCSD Executive Vice Chancellor for Academic Affairs; via Jacobs School of Engineering Dean	UCSD Executive Vice Chancellor for Academic Affairs; via Jacobs School of Engineering Dean	Jacobs School of Engineering Dean if less than six years since campus review UCSD Executive Vice Chancellor for Academic Affairs via Jacobs School of Engineering Dean if at six year review	n/a	N/A (appointments self terminate, see http://soeadm.ucsd.edu/ppi/academic_personnel/post_employment/separations.sfe for more info)	N/A	N/A

Adjunct Non-Salaried with existing UCSD faculty appointment*	Jacobs School of Engineering Dean	UCSD Executive Vice Chancellor for Academic Affairs; via Jacobs School of Engineering Dean	Jacobs School of Engineering Dean if less than six years since campus review UCSD Executive Vice Chancellor for Academic Affairs via Jacobs School of Engineering Dean if at six year review	Jacobs School of Engineering Dean if less than six years since campus review UCSD Executive Vice Chancellor for Academic Affairs via Jacobs School of Engineering Dean if at six year review	N/A (appointments self terminate, see http://soeadm.ucsd.edu/ppi/academic_personnel/post_employment/separations.sfe for more info)	N/A	N/A
Research Scientist (Not appointed in and ORU)	Jacobs School of Engineering Associate Dean	Jacobs School of Engineering Associate Dean	Jacobs School of Engineering Associate Dean	Jacobs School of Engineering Associate Dean	N/A (appointments self terminate, see http://soeadm.ucsd.edu/ppi/academic_personnel/post_employment/separations.sfe for more info)	N/A	N/A
Project Scientist (Not appointed in and ORU)	Jacobs School of Engineering Associate Dean	Jacobs School of Engineering Associate Dean	Jacobs School of Engineering Associate Dean	Jacobs School of Engineering Associate Dean	N/A (appointments self terminate, see http://soeadm.ucsd.edu/ppi/academic_personnel/post_employment/separations.sfe for more info)	N/A	N/A
Specialist (Not appointed in and ORU)	Jacobs School of Engineering Associate Dean	Jacobs School of Engineering Associate Dean	Jacobs School of Engineering Associate Dean	Jacobs School of Engineering Associate Dean	N/A (appointments self terminate, see http://soeadm.ucsd.edu/ppi/academic_personnel/post_employment/separations.sfe for more info)	N/A	N/A

Non-Ranked titles

	Appointment & Change in Series	Reappointments (less than 6 yrs since last review)	Reappointments (every six years)
Professor of Practice Salaried	UCSD Executive Vice Chancellor for Academic Affairs; via Jacobs School of Engineering Dean	Jacobs School of Engineering Dean	UCSD Executive Vice Chancellor for Academic Affairs; via Jacobs School of Engineering Dean
Professor of Practice Non-Salaried	Jacobs School of Engineering Dean	Jacobs School of Engineering Dean	UCSD Executive Vice Chancellor for Academic Affairs; via Jacobs School of Engineering Dean

	Appointment, Change in Series, merit, no change, accelerations, promotions	Reappointments (less than 6 yrs since last review)	Reappointments (every six years)
Academic Administrator	Jacobs School of Engineering Dean	Jacobs School of Engineering Dean	UCSD Executive Vice Chancellor for Academic Affairs; via Jacobs School of Engineering Dean if at six year review

	All Actions
Academic Coordinator	Jacobs School of Engineering Dean

Lecturer Titles

	Appointment	Reappointment	Merit	Appraisal	Accelerated Merit/Promotion	1st Deferral	2nd Deferral
LPSOE	UCSD Executive Vice Chancellor for Academic Affairs; via Jacobs School of Engineering Dean	Jacobs School of Engineering Dean	Jacobs School of Engineering Dean	UCSD Executive Vice Chancellor for Academic Affairs; via Jacobs School of Engineering Dean	UCSD Executive Vice Chancellor for Academic Affairs; via Jacobs School of Engineering Dean	N/A	N/A
LSOE	UCSD Executive Vice Chancellor for Academic Affairs; via Jacobs School of Engineering Dean	NA	Jacobs School of Engineering Dean (up to salary=to Prof V) UCSD Executive Vice Chancellor for Academic Affairs; via Jacobs School of Engineering Dean (After salary level=to Prof V)	N/A	UCSD Executive Vice Chancellor for Academic Affairs; via Jacobs School of Engineering Dean	Jacobs School of Engineering Dean	UCSD Executive Vice Chancellor for Academic Affairs; via Jacobs School of Engineering Dean
Lecturer Pre-6 (Unit 18)	Jacobs School of Engineering Dean	NA	NA	NA	NA	NA	NA
Lecturer Continuing (Unit 18)	Jacobs School of Engineering Dean	Jacobs School of Engineering Dean	Jacobs School of Engineering Dean	NA	Jacobs School of Engineering Dean	NA	NA
Sr/Lecturer Non Salaried	Jacobs School of Engineering Dean	NA	NA	NA	NA	NA	NA
Lecturer Misc	Jacobs School of Engineering Dean	NA	NA	NA	NA	NA	NA