

HANDOUT B

Types of files that can be submitted via AP On-Line Review

<http://academicaffairs.ucsd.edu/aps/apol/>

The chart below lists the actions now available in AP On-Line *Review*.

Please note that the following actions cannot yet be processed in *Review*, but will be added in future phases of development:

- Actions for academics with joint appointments or split appointments
- Reappointment of nonsalaried academics
- Actions for series for which there is no salary scale with specified steps (e.g., Pre-6 Lecturers, Above Scale faculty)
- Actions for series for which the Vice Chancellor for Research has final authority (Research Scientists, Project Scientists, and Specialists on the General Campus and for ORUs).
- Actions for series that are reviewed by panels/committees other than CAP (e.g., AARP, PSSRP)
- Actions requiring review by a reviewing body for which there is not yet a role in *Review* (e.g., SOM CAP, SSPPS CAP, SIO CAP)

Action code in AP On-Line *Review*

Description of Action

Merit

MERIT	Uncontested ¹ normal merit at Associate or Full rank
MERIT – CAMPUS REVIEW	Contested ² normal merit at any rank
MERIT – CROSSOVER *	Normal merit to a crossover step
MERIT – CROSSOVER + OFFSCALE *	Merit to a crossover step with a market offscale salary component
MERIT + OFFSCALE – DEAN'S AUTH	Dean's authority normal merit, with maintenance of the market offscale salary component (MOS must be less than 6 years old)
MERIT + OFFSCALE – CAMPUS REVIEW	Any normal merit with a new market offscale salary component, or with a 6 th -year review of an existing MOS
ACCEL MERIT*	Accelerated merit
ACCEL MERIT – CROSSOVER*	Accelerated merit to a crossover step

Reappointment and merit

REAPPT/MERIT – DEAN'S AUTH	Uncontested reappointment/normal merit at first review at Assistant rank, and reappointment/normal merits for appointees with term end dates in all ranks
REAPPT/MERIT – CAMPUS REVIEW	Uncontested reappointment/normal merit after first review at Assistant rank, and all contested reappointment/merits

HANDOUT B

REAPPT/MERIT + OFFSCALE – DEAN'S AUTH	Dean's authority reappointment/normal merit, with maintenance of the offscale salary component (existing MOS must be less than 6 years old)
REAPPT/MERIT + OFFSCALE - CAMPUS REVIEW	Reappointment and normal merit with a new market offscale salary component, or with a 6 th - year review of an existing MOS
ACCEL REAPPT/MERIT*	Accelerated reappointment and merit
ACCEL REAPPT/MERIT + OFFSCALE*	Accelerated reappt and merit with an offscale salary component

Promotion

PROMOTION*	Promotion
PROMOTION + OFFSCALE*	Promotion with offscale
ACCEL PROMOTION*	Accelerated promotion
ACCEL PROMOTION + OFFSCALE*	Accelerated promotion with offscale

No change

NO CHANGE – DEAN'S AUTHORITY	Uncontested No Change at first review at Assistant rank, and uncontested No Change at Associate and Full ranks
NO CHANGE – CAMPUS REVIEW	Uncontested No Change after first review at Assistant rank, and contested No Change at any rank

Market offscale salary change only

OFFSCALE SALARY INCREASE*	Award of a new or increased market offscale salary component for a retention or pre-emptive retention
------------------------------	---

Reappointment only

REAPPOINTMENT – DEAN'S AUTH	Reappointment at first review at Assistant rank
REAPPOINTMENT – CAMPUS REVIEW	Reappointment after first review at Assistant rank

Terminal reappointment

TERMINAL 1 YR REAPPT*	Terminal one-year reappointment
TERMINAL 2 YR REAPPT*	Terminal two-year reappointment

¹ If dean agrees with action proposed by department, it is "uncontested"

² If dean disagrees in any way with action proposed by department (and supports either an upward or downward modification), it is "contested," and file requires campus review

* Action always requires campus review