

## Academic Personnel Manual

### Appointment and Promotion

#### Section UCD-320, Appointment and Promotion of Agronomists in the AES Series

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Responsible Department: [Academic Personnel](#)

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#### [Exhibit A, Evaluating Split Appointments](#)

##### 320-4 Series Description

The Agronomist (\_\_\_\_\_ in the Agricultural Experiment Station) series is used for academically qualified appointees primarily engaged in research or other appropriate creative activities in the subject areas indicated by their titles. Appointees in this series **must** have one or more Agricultural Experiment Station (AES) projects **for which they are the lead investigator**. AES projects *that* are approved by, reported to, and reviewed by the academic unit, **the associate director of the AES**, the UC Division of Agriculture and Natural Resources, and the U.S. Department of Agriculture. These AES projects are supported by Federal and State funds earmarked for mission-oriented research, both basic and applied, consistent with the mission of the California Agricultural Experiment Station. **Each appointee in the AES shall have an active AES project on file at all times**. Furthermore, *The* AES appointees **are is** expected to disseminate the results of *theirat* research, sometimes but not always mediated by Cooperative Extension, to other scientists and to **external stakeholders***those* who can use and benefit directly from the results. In addition, the AES appointee is expected to provide services to the University and public and private sectors and complement University educational programs both on and off campus. It is expected that research will be the dominant activity, providing direction to the other activities of the appointee. The AES appointee is evaluated for merit advancements and promotions based on his/her accomplishments in the context of the goals of his/her approved project, the AES mission, and the criteria listed below when considered in total.

Various specific titles may be used in this series, in place of the generic "agronomist" title, to designate the subject-matter of the appointee, for example, Economist in the AES, Associate Plant Pathologist in the AES, Assistant Entomologist in the AES. See also [Section UCD-320-10-b](#).

##### 320-10 Criteria

###### a. Appointment, Merit Increase, and Promotion

A candidate for appointment or advancement in this series shall be judged by the criteria below. Although reviewers shall be rigorous and objective in evaluating a candidate's quality of work within the established criteria, reviewers shall exercise reasonable flexibility in judging the balance of quantitative output when heavier commitments and responsibilities in one area require lighter commitments and responsibilities in another area; however, this balance may not be achieved by an absence of performance in any of the specified areas.

###### 1) Mission-Oriented Research and Creative Work

The term "mission-oriented research" describes that area in the research continuum that extends from basic research to applied research. This research may be very basic in nature, but has as an ultimate goal the solution of a problem facing society and is related to the mission of the AES. As their primary responsibility Agronomists (\_\_\_\_ in the AES) are expected to develop and conduct mission-oriented research, and publish and disseminate the results thereof. Publications and dissemination outlets used should include scholarly, peer-reviewed journals for reaching professionals with common interests. Also, dissemination activities such as mentoring students are encouraged. The successful AES research career should have a demonstrable impact on addressing the problems identified in the AES research projects.

## 2) Mission-Oriented Outreach

Outreach activities apply research-based expertise to identify issues and communicate solutions to people within the State or society. As such, these activities are derivative of research productivity. Outreach activities could include any of the following at the appointee's discretion: interacting with officials in local, State and/or Federal governmental agencies, with private sector companies that have goals in common with the AES, and/or with Cooperative Extension (Specialists, Advisors, work groups, and programs); participating in meetings with the public; publishing articles in popular and trade/industry magazines; providing information for articles for newspapers, radio, or visual media; developing computer software; working with public or private schools; teaching University Extension courses or short courses; participating in workshops, field tours, or symposia; or other activities.

## 3) Professional Competence and Activity

Professional competence and activity refers to activities that are not directly research or outreach but involve using the research expertise of the appointee. These activities may include, but are not limited to, participating in scholarly associations, editing scientific work and authoring non-peer-reviewed research reports intended to inform the practitioner, and engaging in other activities that are directly related to professional expertise and achievement. The department chair should provide both a list of professional activities and an analysis of the quality of this work.

## 4) University and Public Service

Agronomists (\_\_\_\_ in the AES) are evaluated on both the amount and the quality of their service to the department, the college/school, the campus, the University, and the public, with particular attention to that service that is directly related to their professional expertise and achievement. The department chair should provide both a list of service activities and an analysis of the quality of this service for review during merit and promotion actions.

## b. Ranks Within Series

Appointment and promotion in this series may be made to the following ranks:

- 1) Junior Agronomist (\_\_\_\_ in the AES). (This title remains in the UC Systemwide APM, but is not used currently at UCD.)
- 2) Assistant Agronomist (\_\_\_\_ in the AES).
- 3) Associate Agronomist (\_\_\_\_ in the AES).
- 4) Agronomist (\_\_\_\_ in the AES).

## 320-20 Terms of Service

### a. Terms of Service

- 1) An appointment as Junior Agronomist may be for one year or two years. Service in this rank should not exceed two years.
- 2) An appointment as Assistant Agronomist (\_\_\_\_ in the AES) is for a term of two years. An Assistant Agronomist may be reappointed for three additional terms of two years.
- 3) An appointment as Associate Agronomist (\_\_\_\_ in the AES) is regarded as continuing during satisfactory performance and efficient service. The normal period of service in this rank is 6 years, although promotion to the Agronomist (\_\_\_\_ in the AES) rank is based on a meritorious record and is not automatic.
- 4) An appointment as Agronomist (\_\_\_\_ in the AES) is regarded as continuing during satisfactory performance and efficient service.
- 5) The normal periods of service for the Agronomist (\_\_\_\_ in the AES) series are as shown in the Academic Salary Scales ([Section UCD-690](#)).

Junior Agronomist (____ in the AES)	There is only one step for Junior Agronomists
Assistant Agronomist (____ in the AES)	Step I - 2 years Step II - 2 years Step III - 2 years Step IV - 2 years Step V - 2 years Step VI - 2 years
Associate Agronomist (____ in the AES)	Step I - 2 years Step II - 2 years Step III - 2 years Step IV - 3 years Step V - 3 years
Agronomist (____ in the AES)	Step I - 3 years Step II - 3 years Step III - 3 years Step IV - 3 years Step V - No normal period of service Step VI - No normal period of service Step VII - No normal period of service Step VIII - No normal period of service Above Scale-No normal period of service

- 6) Assistant Steps V and VI overlap associate Steps I and II, and associate Steps IV and V overlap full title Steps I and II. Normal promotions are to the next higher paying step in the new rank in the Academic Salary Scales.

## b. Conditions of Employment

- 1) Appointees in this series are members of the Academic Federation unless they hold a split appointment in a series that grants membership in the Academic Senate. See [Standing Order of The Regents 105.1\(a\)](#).
- 2) This title series holds equivalent rank status with regard to tenure, as specified in [Section APM-115](#). Therefore, tenure procedures for appointees in this series are equivalent to those for the professor title series (see Section APM-130).
- 3) Except in instances of resignation or retirement, termination of an appointment is subject to the general rules of Section [APM-220-80](#) and the procedures in [Section APM-220-84](#). The Faculty Code of Conduct applies to appointees in this series with regard to dismissal for misconduct ([Section APM-015](#)).
- 4) A salaried appointee with a title in this series is normally included in the University of California Retirement System (UCRS) if the appointee meets the eligibility requirements; for additional information, see the UCRS booklet concerning membership criteria.
- 5) Appointees are eligible for the sabbatical leave program as described in [Section APM-740](#).
- 6) Appointments with titles in this series shall be on a fiscal-year (often termed an "11-month appointment") or academic-year (often termed a "9-month appointment") basis provided there is programmatic and fiscal justification.

### 320-24 Authority

- a. Authority to approve appointments, reappointments, merit increases, promotions, and terminations in the Agronomist (\_\_\_\_ in the AES) series, following appropriate review, rests with the Chancellor. However, approvals for various actions have been redelegated.
- b. The department chair or administrative officer who serves or would serve as immediate supervisor of an Agronomist (\_\_\_\_ in the AES) has the authority to recommend an appointment, merit increase, or promotion of an individual in the Agronomist (\_\_\_\_ in the AES) series.

### 320-80 Review Procedures for Personnel Actions

The provisions of Sections [APM-220-80](#) and UCD-220A apply to appointees in this series. Also, for appointees with split appointments in any title in [Section APM-220](#), the procedures in [Exhibit A](#) apply.

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