

RIGHTS OF ALL ACADEMIC APPOINTEES IN THE UNIVERSITY

All academic appointees in the University of California have the following rights:

1. The right that the University maintain records containing information pertaining to individuals only to the extent necessary and relevant for official University purposes.
2. The right to privacy with respect to such records maintained by the University.
3. The right to have access to non-confidential documents in such records, and the right to obtain a redacted copy of confidential academic review records.
4. The right to request corrections of fact or deletions of errors in such records and to make additions to such records.
5. The right of individuals to contribute meaningfully to the review process in academic personnel actions affecting them.
6. The right that final administrative decisions concerning appointment, promotion, merit increase, appraisal, reappointment, non-reappointment, and terminal appointment be based solely upon relevant materials contained in individuals' personnel review files.
7. The right to have safeguards in the academic personnel process, including an effective grievance mechanism, which will provide opportunity for inquiry into alleged procedural improprieties in that process.

The Checklists to Assure Fairness have been designed to ensure these rights are protected.

Appointees in the following series must also be made aware of policy specific to their title series (see Page 1). Specific section references in both the Academic Personnel Manual (APM) and the Campus Policies and Procedures Manual (CAPM) are listed below.

	<u>APM</u>	<u>CPPM</u>
Professor-in-Residence Series	270	510.270
Acting Professor Series	235	506.235
Adjunct Professor Series	280	512.280
Visiting Professor Series	230	504.230
University Professor Series	260	508.260
Astronomer Series	220	502.220
Professional Research Series	310	600.310
Specialist Series	330	602.330
Supervisor of Physical Education Series	300	524.300
Project (e.g., Scientist)	311	601.311
Lecturer with Security of Employment Series	285	514.285