133-17 **Computation of Years of Service**

The following rules of computation shall be observed for service by an appointee with any of the titles listed in APM - 133-0-a:

a. Years of service are calculated from the beginning of the first complete semester or quarter of service.

b. For an academic-year appointee, the eight-year period shall consist of sixteen complete semesters or, under the quarter system, twenty-four complete quarters, or a combination of these two with one semester equal to one and one-half quarters. However, no academic-year appointee shall accrue more than three quarters of service credit in any one fiscal year toward the eight-year period unless the fourth quarter was approved under an arrangement to provide compensatory time off and that year is immediately preceded or succeeded by a two-quarter year of service.

c. For a fiscal-year appointee, the eight-year period shall consist of ninety-six months of completed service, inclusive of accrued vacation time.

d. Complete semesters or quarters of service for an academic-year appointee and complete months of service for a fiscal-year appointee shall be counted regardless of the percentage of time of the appointment, except for those titles listed in APM -133-0-a requiring a stated minimum percent of full-time appointment.

e. Any break in service, whether because of leave without salary or because of resignation and subsequent reappointment, does not invalidate the counting of service prior to the interruption.

f. Service on any campus of the University of California is included in the computation.

g. **Applicability of Periods of Leave**

The applicability of periods of leave toward the eight-year probationary period shall be as follows:

(1) Temporary transfers or changes of status from Assistant Professor (or any other title listed in APM - 133-0) to any other title or title series shall be regarded as periods of academically-related leave under this rule and shall be included as service toward the eight-year period.
(2) A leave of absence, with or without salary, taken in the year in which the eight-year limit promotion review of an Assistant Professor is otherwise scheduled shall not provide a basis for postponement of that review.

(3) Periods of leave, whether with or without salary, shall be included as service toward the eight-year period unless, upon the basis of a petition filed at the time leave is requested, or in the case of sick leave, normally within one quarter or semester after the leave is taken, the Chancellor, after consultation with the appropriate committee of the Academic Senate, determines that the activity undertaken during the course of the leave is substantially unrelated to the individual’s academic career. The Chancellor shall report such a decision in writing to the individual.

However, any childbearing or parental leave, provided for in APM - 760-25 and 760-27 which is equal to or exceeds one semester or one quarter and which is not greater than one year, whether with or without salary, shall automatically be excluded from service toward the eight-year period unless the faculty member informs the department chair in writing before, during, or within one quarter or semester after the leave, that it should not be excluded from service toward the eight-year period. (See APM - 133-17-a, -b, -c, -d, and -i.)

Note: Exclusion of one or two quarters or one semester will not necessarily delay the timing of a review.

(4) For determining years toward the eight-year limitation of service, the combined total of periods of leave unrelated to academic duties and time off the tenure clock may not exceed two years.

h. Stopping the Tenure Clock for the Care of a Child or Children

(1) Upon request of a faculty member who has substantial responsibility for the care of a newborn child or newly adopted a child under age five; newly placed for adoption or foster care is eligible to stop time off the tenure clock of for up to one year during the probationary period may be granted by the Chancellor for each event of birth or placement for adoption or foster care during the probationary period, provided that all time off the tenure clock totals no more than two years in the probationary period. A faculty member is considered to have substantial

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responsibility if he or she has more than half of the day-to-day responsibility for the care of the child. The birth or placement of one or more children at the same time constitutes a single event of birth or placement. The tenure clock may be stopped more than one time during the probationary period.

(2) Each request for time off the tenure clock must include a written statement by the faculty member certifying that he/she has substantial responsibility for the care of the child or children. Requests for a faculty member must provide notice of his or her intent to stop time off the tenure clock must be made within two years of a birth or adoption before the beginning of the sixth year of appointment. Each notice must include a written statement by the faculty member certifying that he or she has substantial responsibility for the care of the child or children.

(3) The tenure clock may not be stopped after the commencement of the tenure review or in cases where there has been a review that has resulted in a decision not to continue the individual’s appointment.

(4) Stopping the tenure clock will not necessarily delay the timing of a review. However, a faculty member may, at his or her option, defer a personnel review by one year to correspond with the stopping of the tenure clock, provided the request for deferral is made in writing prior to the commencement of the review.

(5) The provision to stop the tenure clock may be invoked even if a faculty member with substantial childcare responsibility as described in Section APM - 133-17-h(1) does not take a formal leave or have a modification of duties.
(4) This authority of the Chancellor may not be redelegated.

(5) For determining years toward the eight-year limitation of service, the combined total of periods of leave unrelated to academic duties and time off the tenure clock may not exceed two years.

i. Provisions of APM - 133-17-g and -h when combined may not exceed one year for each event of birth or placement for adoption or foster care for purposes of childbearing/childrearing.

j. Faculty members shall not be arbitrarily disadvantaged in their promotion, advancement, or compensation because they have elected to take a childbearing or parental leave, stop the tenure clock, or defer a personnel review. Personnel reviews that are deferred due to a faculty member's family accommodations as defined in APM - 760 should be treated procedurally in the same manner as personnel reviews conducted at the normal period of service and shall be evaluated without prejudice.

133-20 Notice of Non-Reappointment

The schedule for the professor series set forth in APM - 220-20 applies also to notice not to reappoint individuals with titles listed in APM - 133-0-a except for individuals with Acting or Visiting appointments. Appointments of these latter types are self-terminating with specified ending dates, and no further notice is required.

133-96 Reports

See APM - 200-96.