Appendix XII.
Procedures for Updating the ARPM

The Academic Review Procedures Manual (ARPM) describes and clarifies the UC San Diego local review procedures. The ARPM must be consistent with the language of both the APM and MOU (per APM 360-80-b and MOU Article 5R) and is edited periodically in order to maintain that alignment. The ARPM also may need to be edited periodically for clarification or due to internal organizational changes. At any point where the ARPM is unclear or out of sync with its governing documents, the APM and MOU are to be followed as the authoritative sources.

The authority and responsibility for creation of local procedures (ARPM) is defined in the APM 360-80-b which states:

To assure adequate consideration of all proposals for personnel actions in this series, each Chancellor, in consultation with the University Librarian or comparable administrative officer and after opportunity for receiving recommendations from appropriate representatives of the campus division of LAUC, shall establish review procedures that meet the requirements of APM - 360-6 and the provisions of APM - 360-17; (2) utilize appropriately the criteria mentioned in APM - 360-10 and described in APM - 210-4; (3) are consistent with the provisions of APM - 360-80-c; (4) insure that all recommendations and decisions are based solely upon the material in the academic review record; and (5) are appropriate to the needs and functions of the campus.

At UC San Diego the University Librarian has delegated authority for the review process. This document outlines a general process for modifying the ARPM.

The following process is proposed for updates to the ARPM

    A. Anyone can propose changes to the ARPM although changes typically arise at the recommendation of CAPA, LES, individuals with a direct role in the academic review process, and/or LAT. CAPA typically proposes changes through their annual report. Requests for changes should be submitted to the University Librarian

    B. In partnership with LAUC-SD Executive Committee the University Librarian charges a working group to propose changes to the ARPM.

    C. Through a consultative process, Library Senior Leadership, Library Employee Services and LAUC-SD Executive Committee review proposed changes from the work group and identify how/if to incorporate the recommendations.

    D. Before being finalized, LAUC-SD members should be given an opportunity to review proposed changes and provide feedback.

    E. Following input from LAUC-SD and per UC San Diego delegated authority from the Chancellor the University Librarian has the authority to finalize the ARPM.

Timing
Ideally the ARPM should be updated before the start of any annual review cycle which is typically in October.