**NAME:**

**DEPARTMENT:**

**DIVISION:**

**NON-FACULTY ACADEMIC RECALL CHECKLIST**

*Use this checklist when assembling (Non-Faculty) Academic Recall documentation*

Non-Faculty Academic Recall Appointee: A retired academic appointee from UCI is being proposed for an appointment or renewal to provide teaching, research and/or clinical service. (43% maximum) A minimum 30-day break in service is required prior to an initial appointment.

Complete and send to School of Medicine Dean’s Office, Academic Affairs, Irvine Hall, Zot 3950

Checklist

Rank and Step at the time of retirement:

Letter from Chair outlining responsibilities and % of time (maximum 43%)

Academic Recall Form [UCI-AP-57](http://ap.uci.edu/wp-content/uploads/UCI-AP-57.pdf)

CV required for initial appointment only (not required for annual renewal)

**Send all items to the SOM Analyst assigned to your Department**