**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**