

2024-2025 School of Medicine Renewal Process

Helpful Hints

Instructions: AP-21 Form

[AP-21](#)

Use for: Paid and WOS Non-Senate Faculty, and WOS Academic Researchers (not ARU members)

1. Select Renewal and dean's delegated action
2. Fill in the name, department, PI, and school section
3. Fill in the current information section
 - Verify the employee information against UCPATH
 - Select WOS, Exempt, or Non-Exempt
 - Salary scale = REGULAR
4. Fill in the renewal information section
 - If the academic appointee has a pending review file from 2023-2024, enter 9/30/24 as the end date
 - Select WOS, Exempt, or Non-Exempt
5. Obtain the PI/supervisor and department chair's signatures and add date of signature
 - Employee does not sign the form until it is approved by the dean's office
6. Add the approver's name to the 'Dean's signature' area:
 - Mohammad Helmy, MD approves HS Clinical Professor Series
 - Kyoko Yokomori, PhD approves Adjunct Series, Visiting Series, Project Scientist, Professional Researcher, and Specialist Series
7. Submit the completed form to the SOM Academic Affairs Office for approval
8. If the employee is reducing their time voluntarily, attach the employee's notice to the AP form.
If the employee is resigning or retiring, send the employee's notice in lieu of the AP form.

If an academic researcher has a WOS appointment, renew them via an AP-21 form

If a faculty or non-faculty has undergone review in 23-24, and their merit/promotion letter includes a reappointment date (e.g., to 6/30/2025), there is no need to submit notice for renewal

Instructions: AP-RA1 Form (for ARU MEMBERS only)

[AP-RA1](#)

Use for: Paid Academic Researchers who are ARU Members

1. Select Revision and dean's delegated action
2. Fill in the name, department, PI, and school section
3. Fill in the current information section
 - Verify the employee information against UCPATH
 - Select Exempt or Non-Exempt
 - Salary scale = REGULAR
4. Fill in the revision information section
 - If the academic appointee has a pending review file from 2023-2024, enter 9/30/24 as the end date

- Select Exempt or Non-Exempt
- 5. Obtain the PI/supervisor and department chair's signatures and add date of signature
 - Employee does not sign the form until it is approved by the dean's office
- 6. Add the approver's name to the 'Dean's signature' area:
 - Kyoko Yokomori, PhD approves Project Scientist, Professional Researcher, and Specialist Series
- 7. Submit the completed form to the SOM Academic Affairs Office for approval
- 8. If the employee is reducing their time voluntarily, attach the employee's notice to the AP form. If the employee is resigning or retiring, send the employee's notice in lieu of the AP form.

If an academic researcher has undergone review and their notice states normative time (e.g., to 6/30/26), there is no need to submit notice for renewal

Instructions: AP-57-SOM Form (Recall Faculty)

[AP-57 SOM](#)

Use for: Recall Faculty; do not use for Recall Non-faculty

1. Select action (renewal)
2. Fill in the status at time of retirement
 - A recall faculty's salary is based on the rank, step, and salary scale at the time of retirement, which is then range adjusted forward
3. Select the purpose of recall and indicate the percentage of time
4. Select whether the recall faculty is participating in the comp plan
 - When the Recall appointment is paid, the recalled faculty has the option to opt in or out of the comp plan
 - If the recalled faculty will be part of the Comp Plan, the form must include the HCOMP title code and indicate the APU name
 - If the faculty has a Y component, they MUST be a part of the Comp Plan
 - Comp plan participation allows for X, X', and Y compensation
 - Recalled faculty that do not elect Comp Plan participation will only receive the X and X' components of their salary
5. Fill in the appropriate section for the recall appointment
 - Title codes used:
 - 1700 – Recall teaching (For Recall appointees with teaching duties only)
 - 1701 – Recall HCOMP (For Recall appointees who are members of the Health Sciences Compensation Plan)
 - 1702 – Recall faculty (For Recall appointees with a combination of teaching, research, clinical, and/or administrative duties. Also, title code 1702 is used for Recall appointees with only one of these duties, except for teaching)
 - **Salary – How to calculate:** Use the current salary scale to determine the new rate for recall faculty. The rate used would be the X + X' for their rank/step/scale. Salary should be noted in the TNS and Annual APU fields, and the form will auto-populate the "at recall" percentage amount
6. If the faculty had an off-scale (O/S) or an above-scale (A/S) salary at the time of retirement, be sure to select the off-scale box
 - Contact your dean analyst regarding the calculation of the new off-scale salary

7. If the salary being funded is by NIH funds, check off the appropriate boxes indicating that. If yes, the department needs to check yes or no about covering the NIH CAP differential.
 8. The **CAO must initial** next to the account/fund number on the form, to confirm that there is sufficient money in the account, to cover the recall salary (for paid only)
 9. The department **chair and retiree must sign** the form
 10. Submit the completed form to the SOM Academic Affairs Office for approval
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Instructions: AP-57 Form (Recall Non-Faculty)

AP-57

1. Select action (renewal)
2. Fill in the status at time of retirement
 - A non-faculty's salary is based on the rank, step, and salary scale at the time of retirement, which is then range adjusted forward
3. Select the purpose of recall and indicate the percentage of time
4. Fill in the appropriate sections for the recall appointment
 - Title codes used:
 - 3802 – Recall Non Faculty Academic (For recall non-faculty academic appointees such as Academic Coordinators, Academic Administrators, Professorial Research Series, Specialists, and Librarians)
 - **Salary – How to calculate:** Use the current non-represented salary scale to determine the new rate for recall non-faculty
5. The **CAO must initial** next to the account/fund number on the form, to confirm that there is sufficient money in the account, to cover the recall salary (for paid only)
6. The department **chair and retiree must sign** the form
7. Submit the completed form to the SOM Academic Affairs Office for approval