Recall Appointments and Renewals

Office Hours: March 6, 2024
Agenda

- Dean’s Office Contacts & Resources
- What is a Recall Appointee
- Overview: Step by Step and Helpful Hints
- How to: Recall Salaries
- How to: Research appointment at Retirement
- Special Situation/Important Reminders
- Let’s Review Together
- Questions
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Resources

Policy: [APP 5-01](#)

AP Academic Salary Scales

How to Calculate Range Adjustments to O/S and A/S Salaries (use for Recalls that are Off-Scale or Above-Scale; important to know the correct salary at time of retirement and whether it was O/S or A/S)

SOM Title Codes

Compass – use to research salary rates prior to UCPath implementation (1/1/2020)
*if you do not have Compass access, email Thuy Vu at thuydv@hs.uci.edu

Use the [AP-57-SOM](#) for all FACULTY Recalls and Recall Renewals

Use the [AP-57](#) for all NON-FACULTY Recalls and Recall Renewals (*and for all Recalls from another school or department outside of SOM)
Recall Appointees

Academic appointees who have retired from the university may be recalled to active service, for a term appointment. Recall may be for teaching, clinical research and/or administrative service.

A minimum 30-day break in service after the date of retirement is required before a recall appointment begins.

Recall appointments may not exceed a total of 43 percent time per month, inclusive of all recall appointments at any UC campus.

Recall appointments are approved for only one year at a time and are self-terminating. In cases where an academic is engaged in a long-term research project with secure funding, multi-year appointments will be considered.
Recall Appointees

Pre-Retirement Recall Agreements
Campus administrators may only make a pre-retirement recall agreement with academic appointees age 60 or older and who have five years of service credit (“UCRP normal retirement age”). Campus administrators may not discuss recall appointments with academic appointees who have not reached the UCRP normal retirement age.

Length of Recall Appointments
Recall appointments are term appointments for a specific period of time and expire on the end date with no further notice required. Recall appointments are normally one year or less.

Early Termination
If the terms and conditions of the recall agreement are no longer applicable, the University may terminate a recall contract prior to the specified end date with a minimum of 30 days notice, or pay-in-lieu of notice for those who are compensated.
Overview:

Recall Appointments/Renewals

1. Complete the Recall Faculty Checklist or Non-Faculty Recall Checklist

2. Complete the AP-57-SOM, or AP-57 in full; note ‘Emeritus’ at top right of form (if applicable). Use Compass or other Payroll or departmental records to determine the date of retirement, rate of pay, rank, step, etc.

3. If this is a Recall Faculty appointment or renewal and the faculty is opting to join the HS Comp Plan, obtain a signed copy of the certification statement (*for faculty Recalls only)

4. Add a Department Memo with description of the Recall appointee’s responsibilities, %-age of appointment, and effective dates (e.g. 8/1/24-6/30/25)

5. Obtain Retiree’s and Department Chair’s signatures on form

6. ‘Print to .PDF’, bundle, and route to your Dean’s Analyst
Overview:

Helpful Hints

• Make sure you have the correct Employee ID number, it should start with ‘1’

• Make sure you have the correct Title Code noted on the form (SOM Title Codes)

• PLEASE MAKE SURE THE ‘STATUS AT TIME OF RETIREMENT’ IS ACCURATE, including TC at retirement, pay scale and pay rate at time of retirement, etc.

• Make sure to use the correct Checklist and Form (e.g. For Faculty Recalls, use the Faculty Recall Checklist and AP-57-SOM form)

• Paid Faculty Recall appointees may opt to participate in the HS Comp Plan. If they participate, they may receive a ‘Y’ component, AND are subject to all HS Comp plan guidelines and rules including reporting Outside Activities and income (must use the OATS system to report)

• For paid Recall appointment/renewals, CAO/Dept Admin must initial next to Account/Fund # on form, to confirm there are sufficient funds to cover Recall faculty’s salary.
How to pay a Faculty Recall

**APP 5-01-D – Salary**

**Rate of Salary**
The maximum salary rate for recall appointments (teaching, research, or other non-administrative duties) is the individual’s annual base salary rate (including any off-scale) for the academic position held at the time of retirement, range adjusted forward.

Use the Faculty’s Rank, Step and APU at retirement to determine the base rate of pay \((X+X')\); Y and Z payments are available to those that participate in the HS Comp Plan.

If there is an Off-Scale (O/S) component [*not very common for faculty] or the Faculty retired at Above Scale (A/S) [*more common for faculty], apply the annual range increases to the entire salary that was in place at the time of retirement; calculation help below.

**NIH Funding Guidelines for School of Medicine**
Faculty recalled for research, with NIH funding as the sole funding source, may be recalled at the capped NIH rate only. If supplemental funding is available, the faculty member may supplement the NIH monthly capped rate up to the faculty’s \(X + X'\) monthly recall rate. Supplementation of NIH capped salaries may be made only from available non-federal or non-state funding sources.

**How to Calculate Range Adjustments to O/S and A/S Salaries**
(use for Recalls that are Off-Scale or Above-Scale; important to know the correct salary at time of retirement and whether it was O/S or A/S)
How to pay a Non-Faculty Recall

For Non-Faculty Recalls, the salary rate calculation is a little different

When you hire a Recall Non-Faculty, use the Non-Represented pay scales that correlate to the title series that the non-faulty retired from

Example:

John Doe’s effective date of retirement was 7/1/2021 with Title Code 3200, Researcher, step VIII, and wants to return as a Recall appointee on 7/1/2023

TC 3200 is a represented title

In order to determine his range-adjusted pay rate for the Recall appointment, use AP’s salary scales use the current Non-Represented Salary Scales

*How to Calculate Range Adjustments to O/S and A/S Salaries (use for Recalls that are Off-Scale or Above-Scale; important to know the correct salary at time of retirement and whether it was O/S or A/S)
How To: Research a Recall appointee’s appointment at retirement

Option 1
Compass (for retirees prior to 6/30/2020) or UCPath reports

Option 2
Departmental records (old Recall Forms, old files, etc.)

Option 3
Research old Salary Scales, ‘map out’ the range adjustment(s) and/or refer to current scales

Option 4 All of the Above

ALWAYS USE TWO OR MORE OF THESE METHODS TO DO YOUR RESEARCH
How To:

Use Compass to Research old Appointments

*if you do not have Compass access, email Thuy Vu at thuydv@hs.uci.edu
How To:
Use AP Salary Scales

Step 1: Visit AP Website

Step 2: Click on ‘Academic Salary Scales’ (*under ‘Compensation...’)

Step 3: Click on Scale in effect at retirement date
How To:

Research a John Doe’s Rate of Pay at time of Retirement

**NOTICE:** I am viewing the Professional Research Series Non-Represented FISCAL YEAR RATES that was in effect on 7/1/2021

Be careful not to use Represented, Law School, B/E/E/I rates, One-Ninth, etc. rates

Find John Doe’s Rank and Step (Researcher, Step VIII)

The pay listed at the top of the Recall Form should be: $184,000

**WHY?**

Because this was his rate of pay on 6/30/2020, the last date that he was employed. The scales changed on 7/1/2021 but he was not employed on that date (his status was retired). If you were to research Payroll, this is the rate you would find.
1) Hiring Recall Faculty/Non-Faculty from another School on Campus
   ○ Work with the other School/Department to obtain accurate information: title code, pay rate, retirement date, etc.
   ○ In these cases, always use the AP-57 form, not the AP-57-SOM (the “-SOM” form is used for faculty who were eligible for HSCP during their employment)

2) Ending a Recall Appointment, or Reduction in Time before term end date: 30-day notice or pay in lieu is required, consult with your Dean’s Analyst

3) Hiring a Recall Faculty/Non-Faculty from another UC Campus: Consult with your Dean’s Analyst (MLA form may be required)
Typically, Faculty and Non-Faculty scales receive range adjustments on 7/1 or 10/1

REVIEW UCPATH REPORTS TO ENSURE THAT YOUR RECALL FACULTY/NON-FACULTY RECEIVE THE APPROPRIATE RANGE ADJUSTMENT ON THOSE DATES

If the salary has not been range-adjusted, then you will need to work with UCPath/SOM Payroll to apply the range adjustment

This is important to avoid having to revise the Recall appointee’s pay at a later date
Let's Review Together
DEPARTMENT: Anesthesiology & Perioperative Care
DIVISION: N/A

RECALL FACULTY CHECKLIST
Use this checklist when assembling Recall Faculty documentation

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

☒ Recall Faculty Checklist
☒ Rank, Step and Scale at the time of retirement: HS Clinical Professor, Step 6, Scale #6 (Faculty’s pay rate will be equal to the X+X’ rate upon Recall)
☒ Faculty Member has chosen to be in the Health Sciences Compensation plan: ☒ YES ☐ NO

If Yes, the APU = ANesthesiology
☒ Health Sciences Compensation Plan Statement of Agreement – if applicable.

Recall faculty that choose to be in the Faculty Compensation Plan (eligible for Y and/or Z salary components should sign a copy of this statement of agreement and be given a copy of the Health Sciences Faculty Compensation Plan and the UCI Implementation Procedures [LINK TO NEW COMP PLAN PAGE HERE])

☒ Letter from Chair outlining responsibilities and % of time (maximum 43%)
☒ UCI-AP-57-SOM Academic Recall Form
☐ CV - please include for all new Recall appointments only (not annual renewals)
☒ Account Fund - Recall Faculty Paid: $512,749
☒ Will this be NIH Funded: ☒ YES ☐ NO
☐ If NIH Funded, will the department cover the differential: ☒ YES ☐ NO ☒ NA

Send all items to the SOM Analyst assigned to your Department
April 12, 2023

Kyoko Yokomori, PhD
Associate Dean, SOM Academic Affairs

RE: Renewal of Non-Senate Academic Recall Appointment for Dr. Debra E. Morrison

Dear Dr. Yokomori,

The Department of Anesthesiology & Perioperative Care would like to request a Renewal of Non-Senate Academic Recall appointment for Dr. Debra E. Morrison, effective 07/01/2023 to June 30, 2024, at 43% time.

Dr. Morrison will continue to provide clinical, teaching, and mentoring duties as outlined below.

Clinical: Dr. Morrison will work clinically in our medical direction mode in the OR about 1 day a week as a Pediatric Anesthesiologist and General Anesthesiologist providing care to the various patients that are assigned to her care. Additionally, she will serve in a supervisory role in the Center for Perioperative Care. In that role she will supervise trainees and nurse practitioners as they screen and clear patients for surgery and other procedures undergoing anesthesia.

Teaching: Dr. Morrison will provide teaching and mentorship to various trainees while in the OR and in the Center for Perioperative care.

Mentoring: As the previous Director of Sedation, Dr. Morrison will continue to mentor Dr. Emily Goldenberg as she transitions in her new role as the Director of Sedation for UCI. Additionally, she will provide mentorship to Dr. Kyle Ahn and Dr. Anna Harris in their roles as Chairs for the departments’ Merit and Promotions Committee.

Thank you for your consideration of this request.

Sincerely,

[Signature]

Scott Engwall, MD, MBA
Clinical Professor and Chair

Include letter signed by the Chair. Must be: dated, signed, on letterhead, and include the following details: dates and % of appointment in Recall Series; brief description of duties within the dept.
If participating in the HS Comp Plan, Recalled Faculty must sign/date this form.
AP-57-SOM: Let’s Review Together

Notice: STATUS AT TIME OF RETIREMENT will never change; make sure all fields have accurate and complete information.

Annual APU Base Salary (X+X’) is salary rate that was in effect at the time the faculty retired; make sure to check O/S or A/S if applicable and include correct total pay rate here.

NOTE: The Faculty retired eff. 7/1/21, but the scale that was in effect when they retired was dated 10/1/19 (*no range adjustment in 2020).

Checking the boxes updates the form; make sure that the total appointment does not exceed 43%.

This should be the APU that was in effect at the time the Faculty retired; we need the full name of the APU here; not just the number.

Also: your faculty may have retired with an APU that is different than what is currently in effect for your department – pay attention to this; work with your CAO to confirm correct APU name and number.
Faculty Recall Titles Codes e.g. Faculty who retired with a title of HS Series Clin Prof, Line Series Prof, etc.

- **1701** – used for all Recalls in the HS Comp Plan, no matter their duties
- **1700** – used for Recalls not in HS Comp Plan, with Teaching duties only
- **1702** – used for Recalls not in HS Comp Plan, with a combination of duties, or just one of the duties, except for teaching

Non-Faculty Recall Title Codes e.g. non-faculty who retired with a title of Specialist, Project Scientist, etc.

- **3802** – used for Exempt Recall non-faculty academic appointees
- **3812** – used for Non-Exempt Recall non-faculty academic appointees
AP-57-SOM: Let’s Review Together

Notice: this portion of the Recall appointment is not compensated (0%); no need to fill out the Salary Calculation area; Also, notice that the CAO Initialed here next to the Fund Source.

Make sure to use the correct title code here: Since the faculty elected to be a part of the comp plan, department used TC 1701.

Add brief description of teaching duties; either here of in the ‘Teaching Assignments’ area; should match what is stated in the Dept. Letter.
TNS Rate: Total Salary offered for this appointment including the ‘Y’ component, if applicable (X+X’+Y) ["faculty can only receive the Y rate if they participate in the HS Comp Plan"]

Annual APU: This is the Base Salary (X+X’). To get the X+X’ rate, use the current HSCP salary scale that correlates to the APU scale faculty was using when they retired (e.g., Scale 6)  
Note: use A/S or O/S calculation instructions if the Faculty retired with either of these salary components

‘At Recall Percentage’ will update based on your entry in the ‘At 100%...’ fields
Faculty must acknowledge this statement and sign prior to Chair’s signature; if the faculty has any other UC Recall appointments within the last 12 months they must note it in the box.

SOM Associate Dean will approve/sign after Dean’s Analyst review.
Training slides will be posted online shortly [here](#).

Maral Dakessian | Training Manager
SOM Academic Affairs, Dean’s Office

949-383-6736
[marald@hs.uci.edu](mailto:marald@hs.uci.edu)

[Upcoming Training](#)