



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
- 

School of Medicine Academic Affairs Dean's Office Staff/Dept Analysts
Unit/Department Assignments
As of February 20, 2024

SOM Dean's
Office

Department/Unit	Primary Analyst	Backup Analyst	Non-Faculty Analyst
Anatomy & Neurobiology	Chanthou Sung	Mirella Ruano	Sonha Castelli
Anesthesiology & Perioperative Care	April Heath	Tracee Davis	Amy Nguyen
Biological Chemistry	April Heath	Chanthou Sung	Sonha Castelli
Dermatology	April Heath	Elizabeth Jurado	Amy Nguyen
Emergency Medicine	Chanthou Sung	Mirella Ruano	Sonha Castelli
Family Medicine	Tracee Davis	Chanthou Sung	Sonha Castelli
Medicine	Elizabeth Jurado	April Heath	Sonha Castelli
Microbiology & Molecular Genetics	Chanthou Sung	Mirella Ruano	Amy Nguyen
Neurological Surgery	Mirella Ruano	Chanthou Sung	Amy Nguyen
Neurology	Mirella Ruano	Chanthou Sung	Jaylee Mai
Obstetrics & Gynecology	Chanthou Sung	Mirella Ruano	Amy Nguyen
Ophthalmology	Tracee Davis	Mirella Ruano	Amy Nguyen
Orthopedic Surgery	Chanthou Sung	April Heath	Sonha Castelli
Otolaryngology-Head & Neck Surgery	April Heath	Tracee Davis	Jaylee Mai
Pathology & Laboratory Medicine	Tracee Davis	April Heath	Sonha Castelli
Pediatrics	Mirella Ruano	Chanthou Sung	Jaylee Mai
Physical Medicine & Rehabilitation	Mirella Ruano	Chanthou Sung	Amy Nguyen
Physiology & Biophysics	Chanthou Sung	Tracee Davis	Jaylee Mai
Plastic Surgery	Tracee Davis	Chanthou Sung	Jaylee Mai
Psychiatry & Human Behavior	Chanthou Sung	Mirella Ruano	Jaylee Mai
Radiation Oncology	Tracee Davis	Mirella Ruano	Sonha Castelli
Radiological Sciences	April Heath	Elizabeth Jurado	Amy Nguyen
Stem Cell Research Center	April Heath	Elizabeth Jurado	Amy Nguyen
Surgery/Beckman Laser Institute	Tracee Davis	April Heath	Sonha Castelli
Urology	April Heath	Tracee Davis	Jaylee Mai

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-faculty 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

Legacy Appointments Current Appointments (UCPath) About

Faculty Search

If you do not see your department, please create a ServiceNow ticket to request access.

Please note: data in this application is from old PPS used for historical view (last update 12/31/2019). To access current data go to UCI Zot Portal: Decision Support tab: UCPath Decision Support option: Job: Employee Rosters Report

First Name Last Name UCI Net ID Find

Faculty Data Search Results

Full Name

Full Name	UCI Net ID	Home Department	Primary Title
MORRISON, DEBRA ELAYNE	dmorriso	ANESTHES & PERIOPERATIVE CARE	HS CLIN PROF-HCOMP

Salary History

General

UCI Net ID	Full Name	First Name	Middle Name	Last Name	Prior Name	DOB	Gender	EmployeeID
dmorriso	MORRISON, DEBRA ELAYNE	DEBRA	ELAYNE	MORRISON	MORRISON, DEBRA			

Contact

Address Street 1	Address Street 2	Address City	Address State	Address Zip	Office Address	Phone	Fax	Email
			CA	92649	101 The City Drive South, Bldg. 53, Rm.	(714) 456-6643, 5175	(714) 456-7321	dmorriso@UCI.EDU

Other

Prior Department & Title

Department	Title	Step	OA Scale Code	Percent Time	Start Date	Most Recent E
ANESTHES & PERIOPERATIVE CARE	HS CLIN PROF-HCOMP	5		1.0	07/01/2011	06/30/2020
DEPARTMENT OF UROLOGY	HS CLIN PROF-HCOMP			0.0	04/01/2012	06/30/2020
DEPARTMENT OF UROLOGY	HS CLIN PROF-HCOMP	5		0.0	04/01/2012	06/30/2020
ANESTHES & PERIOPERATIVE CARE	HS CLIN PROF-HCOMP			0.0	07/01/2006	06/30/2019
ANESTHES & PERIOPERATIVE CARE	HS CLIN PROF-HCOMP	4		1.0	07/01/2011	06/30/2017
ANESTHES & PERIOPERATIVE CARE	HS CLIN PROF-HCOMP	4		1.0	07/01/2011	06/30/2016
DEPARTMENT OF UROLOGY	HS CLIN PROF-HCOMP	4		1.0	04/01/2012	06/30/2016
DEPARTMENT OF UROLOGY	HS CLIN PROF-HCOMP	2		1.0	04/01/2012	06/30/2015
ANESTHES & PERIOPERATIVE CARE	HS CLIN PROF-HCOMP	3		1.0	07/01/2011	06/30/2015
ANESTHES & PERIOPERATIVE CARE	HS CLIN PROF-HCOMP	2		1.0	07/01/2006	06/30/2013
ANESTHES & PERIOPERATIVE CARE	HS CLIN PROF-HCOMP			1.0	07/01/2006	06/30/2011
ANESTHES & PERIOPERATIVE CARE	HS ASSOC CLIN PROF-HCOMP			1.0	07/01/2000	06/30/2007
ANESTHES & PERIOPERATIVE CARE	HS ASSOC CLIN PROF-HCOMP	1		0.0	07/01/2000	06/30/2003
ANESTHES & PERIOPERATIVE CARE	HS ASSOC CLIN PROF-HCOMP	1		1.0	07/01/2000	06/30/2003
ANESTHES & PERIOPERATIVE CARE	HS ASSOC CLIN PROF-HCOMP	2		1.0	07/01/2000	06/30/2003

*if you do not have Compass access, email Thuy Vu at thuydv@hs.uci.edu

Step 1: Visit [AP Website](#)

Step Two: Click on 'Academic Salary Scales' (*under 'Compensation...')

COMPENSATION

- Academic Salary Scales
- Academic Salary Thresholds
- Additional UC Compensation
- Calculating Off-Scale Salary at Advancement
- Fair Labor Standards Act (FLSA)
- Funding Agency Salary Caps
- Negotiated Salary Trial Program
- Pay Equity Study
- Summer Compensation

COMPENSATION POLICIES

- Anteater Leadership Academy
- Compensation for Faculty Administrators (<100%)
- APP 6-13: Off-Scale Salaries
- APP 9: Summer — Additional Compensation
- UC Patent Acknowledgment

BENEFITS

- Benefits Information for New Faculty
- Family Friendly Resources
- Overview of UC Benefits for Tenure-Track Faculty

How To:

Use AP Salary Scales

Step 3: Click on Scale in effect at retirement date

Home > Compensation & Benefits > Academic Salary Scales

Academic Salary Scales

Current Academic Salary Scales by Series

Search:

Academic Title Name	Salary Scale
Professor and Professor of Teaching (LSOE) Series - Regular Salary Scales	Academic Year Rates (updated 10/2023) Fiscal Year Rates (updated 10/2023) Summer Research Rates — One Ninth (updated 10/2022)
Professor and Professor of Teaching (LSOE) Series - Specialized Business, Economics, Engineering and ICS Scales (B/E/E/I)	Academic Year Rates (updated 10/2023) Fiscal Year Rates (updated 10/2023) Summer Research Rates — One Ninth (updated 10/2023)
Professor and Professor of Teaching (LSOE) Series - Law School	Academic Year Rates (updated 10/2023) Summer Research Rates — One Ninth (updated 10/2022)
Professor and Professor of Teaching (LSOE) Series — Specialized Health Science Scales — Health Sciences Compensation Plan	HSCP Scale 0 - Scale 9 (updated 10/2023)
Resident Physician	Resident Physician (or Post M.D.'s) Salary Scale (updated 06/2023)
Unit 18 Lecturer Titles — Salary Table - Pre-Six	Lecturer (Unit 18) Salary Rate Table - Not Continuing (updated 06/2023)
Unit 18 Lecturer Titles — Salary Table - Continuing	Lecturer (Unit 18) Salary Rate Table - Continuing (updated 06/2023)

Resources

New range adjustment calculation ir

Current Salary Scales

2023 Salary Scales — All

Previous Salary Scales

- 2022 Salary Scales
- 2021 Salary Scales
- 2020 Salary Scales
- 2019 Salary Scales
- 2018 Salary Scales
- 2017 Salary Scales
- 2016 Salary Scales
- 2015 Salary Scales
- 2014 Salary Scales
- 2013 Salary Scales
- 2012 Salary Scales
- 2011 Salary Scales
- 2010 Salary Scales
- 2009 Salary Scales
- 2008 Salary Scales
- 2007 Salary Scales
- 2006 Salary Scales
- 2005 Salary Scales

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

**PROFESSIONAL RESEARCH SERIES
NON-REPRESENTED
FISCAL YEAR RATES
Salary Admin Plan: T13A**

How To:

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

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

<u>Rank</u>	<u>Step</u>	<u>Years at Step</u>	<u>Adjusted Scale 7/1/2019</u>		<u>Adjusted Scale 7/1/2021</u>		
			<u>Annual</u>	<u>Monthly</u>	<u>Annual</u>	<u>Monthly</u>	
ASSISTANT RESEARCHER Grade 3 (e.g., 003227)	I	2	75,000	6,250.00	80,800	6,733.33	
	II	2	79,700	6,641.67	85,800	7,150.00	
	III	2	83,900	6,991.67	90,400	7,533.33	
	IV	2	88,700	7,391.67	95,500	7,958.33	
	V	2	93,300	7,775.00	100,500	8,375.00	
	VI	2	98,200	8,183.33	105,700	8,808.33	
ASSOCIATE RESEARCHER Grade 2 (e.g., 003217)	I	2	93,400	7,783.33	100,600	8,383.33	
	II	2	98,300	8,191.67	105,800	8,816.67	
	III	2	103,400	8,616.67	111,400	9,283.33	
	IV	3	109,500	9,125.00	118,000	9,833.33	
	V	3	118,000	9,833.33	127,100	10,591.67	
		I	3	109,600	9,133.33	118,100	9,841.67
		II	3	118,100	9,841.67	127,200	10,600.00
		III	3	127,000	10,583.33	136,800	11,400.00
		IV	3	136,400	11,366.67	146,900	12,241.67
	V	--	146,500	12,208.33	157,700	13,141.67	
	VI	--	157,900	13,158.33	170,100	14,175.00	
	VII	--	170,400	14,200.00	183,500	15,291.67	
	VIII	--	184,400	15,366.67	198,600	16,550.00	
	IX	--	200,000	16,666.67	215,300	17,941.67	

Individuals appointed in the Professorial Research series who do not have a professorial appointment.

Special Situations

- 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)

Important Reminder

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

AP-57-SOM:
Let's Review
Together



AP-57-SOM: Let's Review Together

Fill out all fields correctly
and accurately

DEPARTMENT: Anesthesiology & Perioperative Care

DIVISION: N/A

Make sure to use the
correct Checklist

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 an 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 = ANE6N6

- 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: SS12749
- 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



DEPARTMENT OF ANESTHESIOLOGY AND PERIOPERATIVE CARE
SCHOOL OF MEDICINE

3800 W. Chapman
Orange, CA 92868

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.

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' Merits and Promotions Committee.

Thank you for your consideration of this request.

Sincerely,

DocuSigned by:
Scott Engwall
83F0F21EE9F0DD...

Scott Engwall, MD, MBA
Clinical Professor and Chair

AP-57-SOM:
Let's Review
Together



AP-57-SOM: Let's Review Together

If participating in the HS
Comp Plan, Recalled Faculty
must sign/date this form

HEALTH SCIENCES COMPENSATION PLAN

STATEMENT OF AGREEMENT

I certify that I have received a copy of the University of California Health Sciences Compensation Plan and the UCI School of Medicine Implementation Procedures. I agree to comply with all of the terms and conditions contained therein. I understand that I may not retain any income from my professional services except as stipulated in those documents. I understand that 100% of my professional commitment is to the University. I understand further that compliance with provisions contained in The Health Sciences Compensation Plan and these Implementation Procedures is a condition of employment for Plan members.

Faculty Name: Debra E. Morrison

Department: Anesthesiology & Perioperative Care

PLAN PARTICIPANT:	DocuSigned by: <i>Debra Morrison</i>	DATE: 4/13/2023
	<small>FE4D8912BEE04A0...</small> Signature	

AP-57-SOM: Let's Review Together

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

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)

UCI Office

ACADEMIC RECALL (UCI-AP-57-SOM)

Please use this form to recall an academic employee in the School of Medicine

Employee ID: 10280041

Retiree Name: Morrison, Debra E.

Action: Renewal of Non-Senate Academic Recall

Status At Time Of Retirement

Home Campus: UC Irvine

Title Code/Title: 1734 HS Clinical Professor

Home Department: Anesthesiology & Perioperative Care

Step: 6

O/S:

Above-Scale:

Scale Date: 10/1/2019

Retirement Date: 7/1/21

Type: Monthly Income

Annual APU Base Salary (X+X'): \$266,500

HSCP Scale Number: 6

**Purpose
of Recall:**

Teaching 0 %

Research _____ %

Participating in the Comp Plan? Yes No

Clinical 43 %

Administrative _____ %

If yes, the APU: ANEGN6

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

Recall Title Codes		
Recall Teaching	1700	For Recall appointees with teaching duties only.
Recall HCOMP (All Senate: Line, ClinX, In Res)	1701	For Recall appointees who are members of the HSCP
Recall Faculty	1702	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.
Recall Non-Faculty Academic	3802	For Recall non-faculty academic appointees such as Academic Coordinators, Academic Administrators, Professional Research Series, Specialists, and Librarians.
Recall Non-Faculty Academic NEX	3812	For NON-EXEMPT recall non-faculty academic appointees such as academic coordinators, academic administrators, researchers, project scientist, specialists, librarians, cooperative extension advisors, etc.

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

Purpose of Recall: Teaching 0 % Research 0 % Participating in the Comp Plan: Yes No
 Clinical 43 % Administrative 0 % If yes, the APU: ANEGN6

Proposed Recall Appointment

Title: 1701 - RECALL HCOMP Department: Anesthesiology & Perioperative Care
Recall Percent Time: 0 % Begin Date: 7/1/23 End Date: 6/30/24
Fund Source(s): SS12749 P.M.

Salary Calculations:

	At 100% Time Equivalent	At Recall Percentage
TNS Rate		
Annual APU <i>Base Salary (X+X')</i>		

Teaching Assignment(s):

Course #	Course Title

Additional Comments:

Dr. Morrison will continue to provide teaching and mentoring to various trainees while in the OR and in the Center for Perioperative Care.

AP-57-SOM: Let's Review Together

Add brief description of teaching duties; either here or in the 'Teaching Assignments' area; should match what is stated in the Dept. Letter

AP-57-SOM: Let's Review Together

This portion of the Recall appointment is paid at 43%
Notice: Title Code is the same as previous box
Salary calculation is included here; because this portion is compensated (43%)

Title: 1701 - RECALL HCOMP Department: Anesthesiology & Perioperative Care
Recall Percent Time: 43% Begin Date: 7/1/23 End Date: 6/30/24
Fund Source(s): SS12749 P.M.

Salary Calculations:

	At 100% Time Equivalent	At Recall Percentage
TNS Rate	\$425,000.00	\$182,750.00
Annual APU Base Salary (X+X')	\$285,800.00	\$122,894.00

NIH Funding:
Will the salary be NIH Funded? Yes No
If yes, will the department cover the NIH CAP differential (if applicable)? *Departments are not required to cover the NIH Cap differential.*
 Yes
 No, the recall salary will be capped at the NIH-funded amount.

^^ Don't forget to check these boxes! ^^

Description of Clinical Recall Duties/Additional Comments:
Dr. Morrison will continue with clinical anesthesia work in perioperative care including operating rooms and preoperative clinic.

THESE ARE ALL 'RANGE ADJUSTED RATES'

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

AP-57-SOM: Let's Review Together

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

ACADEMIC RECALL (UCI-AP-57-SOM) continued			
Retiree Name: Morrison, Debra E.		Action: Renewal of Non-Senate Academic Recall	
Retiree Acknowledzeme			
<ul style="list-style-type: none">▪ I understand that my recall appointment cannot begin prior to receipt of my first retirement income check.▪ I understand that 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.▪ I understand that my total annual recall compensation from all UC sources may not exceed 43% time per month at the time of retirement, adjusted to the current pay scale.			
Please note below (campus and dates) if you have been recalled at another UC campus within the past 12 months:			
<input type="text"/>			
DocuSigned by: <i>Debra Morrison</i>		4/13/2023	
Retiree Signature		Date	
Review and Approval			
DocuSigned by: <i>Scott Engwall</i>		4/13/2023	
Chair	Date	Scott Engwall, MD, MBA	Vice Provost/EVC/Provost (if applicable)
		Printed Name	Date
DocuSigned by: <i>Kyoko Yokomori</i>		6/28/23	
Dean/Associate Vice Chancellor	Date	Kyoko Yokomori, PhD	
		Printed Name	

**Forward one copy to each office:
(1) Office of Academic Personnel,
(2) Human Resources Benefits Unit**

SOM Associate Dean will approve/sign after Dean's Analyst review



QUESTIONS ?

Training slides will be posted
online shortly [here](#)

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

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[Upcoming Training](#)