

2024-2025 School of Medicine Non-Senate Renewal Instructions

The renewal process for Non-Senate Academic appointees is categorized as follows:

Type I – Non-Senate Academic Appointee Renewals (due 4/26/24)

Type II – Adverse Employment Actions (due 4/5/24)
(Non-Renewal/Partial Renewal/Layoff/Dismissal)

Type III – Affiliate Faculty (due 4/26/24)

Type IV – Recall Appointees (43% or less) (due 4/26/24)

Type V – Joint WOS Appointment Renewals (due 5/1/24)

Type VI – Volunteer Attestation **NEW** (due 5/1/24)

Type VII – CLINICAL X AND IN-RES (HR SERVICENOW) (before 7/1/24)

TYPE I – NON-SENATE ACADEMIC APPOINTEE RENEWALS (Deadline: April 26, 2024)

1. (a) Use the **AP-21** form for renewal of the following academic series:

Adjunct Professor Series
Health Sciences Clinical Professor Series
Visiting Series (2 year maximum for visiting titles)
Academic Researchers, WOS

NOTE: If a Non-senate faculty member has undergone review in FY 23-24, their merit/promotion letter will include a renewed appointment for 1 year. So long as the file is approved, there is no longer a need to submit notice for renewal until expiration of the appointment (e.g., 6/30/2025). See notes below re: pending files.

(b) Use the **AP-RA1** form for renewal of the following academic series:

Project Scientist Series, ARU
Professional Research Series, ARU
Specialist Series, ARU

NOTE: If an academic researcher has undergone a review in FY 23-24, their review notice will include a renewed appointment for normative time (2-3 years), so long as the file is approved, there is no longer a need to submit notice for renewal until the expiration of the appointment. See notes below re: pending files.

2. **Obtain signatures of the PI/supervisor (Non-Faculty) and Department Chair (Faculty/Non-Faculty)**
Employee does not sign the renewal form until it is approved by the Dean's office

3. **Email all AP-21 and AP-RA1 renewal forms at the same time to SOM Dean's Analyst**

It is helpful to name each individual AP-21/RA-1 file with the appointee's name and bundle them together in a single .Zip file. Please send all department Renewals to your analyst at the same time, in one Email, if possible. Please let your Dean's Analyst know about any missing Renewals.

IMPORTANT NOTES:

- If the faculty has a pending review file for 2023-2024, extend the renewal appointment only through 9/30/24 and add a note in the "account information" area on the Renewal side of the form: "Pending 23-24 File"
- If the appointee will resign, retire, or voluntarily reduce their time effective on 7/1 or later, please attach a signed notice to the AP form; if resigning or retiring on 6/30, send only the resignation/retirement notice

- For ARU's, as long as they have had their first review, they will need to be renewed for the normative time until the next review (2 or 3 years), no exceptions. If they have not yet had a first review, they must be renewed for a minimum of one year, on the fiscal calendar (e.g., 7/1 to 6/30).
- ***If you have questions or a special situation, please consult with your SOM Dean's Analyst***

TYPE II – ADVERSE EMPLOYMENT ACTIONS (Deadline: April 5, 2024)

Non-Renewal

Paid Appointment will not be renewed after current end date

Faculty and non-represented Non-Faculty:

1. Complete the [Adverse Action Vetting](#) Form
2. Complete the AP-21 form and submit to the SOM Dean's Analyst for approval along with the draft copy of the Notice(s)
3. Review documents located on the SOM Academic Affairs page to draft the required [Notice](#)
 - a. 60-day Notice of Intent followed by a 30-day Notice of Action – Required for those appointed at 50% time or greater and have been in the same title or title series for at least 8 consecutive years
 - b. 30-day Courtesy Notice – it is SOM practice to provide a 30-day Courtesy notice to Faculty and non-represented non-Faculty that are at less than 50%, and with less than 8 years of service Supporting documentation required: Budget summaries for lack of funds; Emails and documentation for lack of work.
4. Gather required supporting documentation: Budget summaries for lack of funds; Emails and documentation for lack of work

NOTE: Without salary (WOS) academic appointees do not require vetting and do not require a 30-day Courtesy notice

NOTE: Appointments that end due to a Visa End date do not require vetting or notice

Non-Faculty: Represented ARU members:

1. Complete the [Adverse Action Vetting](#) Form
2. Complete the AP-RA1 form and submit to the SOM Dean's Analyst for approval along with the draft copy of the Notice(s)
 - a. Notice requirements: Refer to Campus AP's [ARU page](#)
 - b. Although the ARU Contract does not require it, it is SOM practice to provide a 30-day Courtesy notice to ARU's that are at less than 50%, and with less than 8 years of service
 - c. For all notices, use ARU template letters located on the AP's [ARU page](#)
3. Required supporting documentation: Budget summaries for lack of funds; Emails and documentation for lack of work

NOTE: Appointments that end due to a Visa End date do not require vetting or notice

NEXT STEPS FOR ALL NON-RENEWALS:

Once the vetting form, AP Form, draft notice(s), and required documentation is complete, email all documents to your Dean's Analyst. The Dean's Analyst will review and send to AP for vetting.

It is helpful to bundle the required documents into one continuous .PDF file (not a .PDF Portfolio) for each individual appointee. Name the .PDF file with the appointee's name and send all department Non-Renewals at the same time, if possible. Please let your Dean's Analyst know about any pending Non-Renewals.

NEXT STEPS:

1. Your Dean's Analyst will send you notification of the "greenlight" to move forward
2. Once the 'green light' is obtained, the department chair can sign Notice letter(s) and department analyst will provide it to the academic appointee.

3. Provide a final copy of the Notice(s), signed by the Chair, to your SOM AA Analyst

NOTE: If a 60-day notice is required, provide the 60-day notice first, followed by the 30-day notice after a response to the 60-day notice has been received and reviewed, but no later than 30-days prior to date of non-renewal. (*any questions, ask your Dean's Analyst)

NOTE: Ensure that all dates in the Notice are current and accurate. If there is a delay in obtaining the Chair's signature, please be sure to adjust the date of the Notice letter as well as the effective date in the body of the letter accordingly

NOTE: Without salary (WOS) academic appointees do not require vetting and do not require a 30-day Courtesy notice

NOTE: Appointments that end due to a Visa End date do not require vetting or notice

It is imperative to submit all documents related to an Adverse Action to your Dean's Analyst in a timely manner so that the department can provide the Notice to the ARU Member, and the Dean's office can provide required documents to AP within Contract guidelines as necessary.

Partial Renewal

Paid Appointment will be renewed, but at a lesser percentage or for a shorter length of time

- E.g. Current appointment is 100%, but renewal will be for 50%
- E.g. Current appointment is 1 year, but renewal will be for 3 months

Faculty and non-represented Non-Faculty:

1. Complete the [Adverse Action Vetting](#) Form
2. Complete the AP-21 form and submit to the SOM Dean's Analyst for approval along with the draft copy of the Notice(s)
3. Review documents located on the SOM Academic Affairs page to draft the required [Notice](#)
 - a. [60-day Notice of Intent](#) followed by a [30-day Notice of Action](#) – Required for those appointed at 50% time or greater and have been in the same title or title series for at least 8 consecutive years
 - b. [30-day Courtesy Notice](#) – it is SOM practice to provide a 30-day Courtesy notice to Faculty and non-represented non-Faculty that are at less than 50%, and with less than 8 years of service Supporting documentation required: Budget summaries for lack of funds; Emails and documentation for lack of work.
4. Gather required supporting documentation: Budget summaries for lack of funds; Emails and documentation for lack of work

NOTE: Without salary (WOS) academic appointees do not require vetting and do not require a 30-day Courtesy notice

NOTE: Appointments that end due to a Visa End date do not require vetting or notice

Non-Faculty: Represented ARU members:

1. Complete the [Adverse Action Vetting](#) Form
2. Complete the AP-RA1 form and submit to the SOM Dean's Analyst for approval along with the draft copy of the Notice(s)
 - a. [Notice requirements:](#) Refer to Campus AP's [ARU page](#)
 - b. Although the ARU Contract does not require it, it is SOM practice to provide a 30-day Courtesy notice to ARU's that are at less than 50%, and with less than 8 years of service
 - c. For all notices, use ARU template letters located on the AP's [ARU page](#)
3. Required supporting documentation: Budget summaries for lack of funds; Emails and documentation for lack of work

NOTE: Appointments that end due to a Visa End date do not require vetting or notice

FOR ALL PARTIAL RENEWALS

Once the vetting form, AP Form, draft notice(s), and required documentation is complete, email all documents to your Dean's Analyst. The Dean's Analyst will review and send to AP for vetting.

It is helpful to bundle the required documents into one continuous .PDF file (not a .PDF Portfolio) for each individual appointee. Name the .PDF file with the appointee's name and send all department Non-Renewals and Partial Renewals at the same time, if possible. Please let your Dean's Analyst know about any missing or pending Partial Renewals.

NEXT STEPS:

1. Your Dean's Analyst will send you notification of the "greenlight" to move forward
2. Once the 'green light' is obtained, the department chair can sign Notice letter(s) and department analyst will provide it to the academic appointee
3. Provide a copy of the signed Notice(s) to your SOM AA Analyst

NOTE: if a 60-day notice is required, provide the 60-day notice first, followed by the 30-day notice after a response to the 60-day notice has been received and reviewed, but no later than 30-days prior to date of non-renewal (any questions ask your Dean's Analyst).

NOTE: Before providing the Notice, ensure that all dates within the Notice are current and accurate. If there is a delay in obtaining the Chair's signature, please be sure to adjust the date of the Notice letter and any effective date in the body of the letter accordingly.

NOTE: Without salary (WOS) academic appointees do not require vetting and do not require a 30-day Courtesy notice

NOTE: Appointments that end due to a Visa End date do not require vetting or notice

It is imperative to submit all documents related to an Adverse Action to your Dean's Analyst in a timely manner so that the department can provide the Notice to the ARU Member, and the Dean's office can provide required documents to AP within Contract guidelines as necessary.

Layoff or Involuntary Reduction In Time

A layoff or involuntary reduction in time occurs ***when an appointment ends before the term end date or when the appointment percentage is reduced before the term end date.*** This does not require vetting but does require AP's approval before the layoff or reduction in time can take effect.

FACULTY AND NON-ARU NON-FACULTY

1. Complete the [AP-145 checklist](#)
2. Complete the [Intent to Layoff or Involuntary Reduction in Time](#) form
3. Obtain the signatures of the PI/supervisor and department Chair
4. Prepare a list of academic appointees in the same title series under the same PI or layoff unit, and rank them by seniority; making sure to include the name, rank, step, months of service, and reason NOT selected for layoff or reduction in time
5. Use [template letters](#) from the SOM AA website to draft Notice of Layoff or Reduction in Time
6. Attach Supporting documentation required: Budget summaries for lack of funds; Emails and documentation for lack of work

ARU MEMBERS

1. Using the [AP ARU web page](#), complete the [Proposal Form](#)

2. Prepare a list of academic appointees in the **same** title series even those under different PIs, and rank them by seniority
3. Be sure to include the name, rank, step, months of service, and reason NOT selected for layoff or reduction in time
4. Using documents from the [AP ARU web page](#), draft the Notice of Layoff or Notice of Reduction in Time
5. Supporting documentation required: Budget summaries for lack of funds; Emails and documentation for lack of work

FOR ALL LAYOFFS/INVOLUNTARY REDUCTIONS IN TIME

Once all Layoff/Reduction in Time documentation is complete, Email all documents to your Dean's Analyst. The Dean's Analyst will review it and send it to AP for approval.

It is helpful to bundle the required documents into one continuous .PDF file (not a .PDF Portfolio) for each individual appointee. Name the .PDF file with the appointee's name and send all Layoffs/Involuntary Reductions In Time at the same time if possible.

NEXT STEPS:

1. Your Dean's Analyst will send you notification of the "greenlight" to move forward
2. Obtain the department Chair's signature on the Notice and provide it to the academic appointee
NOTE: Ensure that all dates in the Notice are current and accurate. If there is a delay in obtaining the Chair's signature, please be sure to adjust the date of the Notice letter as well as the effective date in the body of the letter accordingly
3. Complete the AP-RA1 form or AP-21 form and submit to Dean's office for approval, along with the final, chair-signed copy of the Notice(s)
4. **For special situations and questions, please consult with your Dean's Analyst**

FOR ARU MEMBERS: The notice must be provided **at least forty-five (45) calendar days in advance of the effective date of the layoff**; Academic Personnel will provide a copy to the UAW within 5 working days of the layoff notice to the Academic Researcher.

FOR FACULTY AND NON-ARU MEMBERS: 30 calendar days' notice is required in advance of the effective date of the layoff.

It is imperative to submit all documents related to an Adverse Action to your Dean's Analyst in a timely manner so that the department can provide the Notice to the ARU Member, and the Dean's office can provide required documents to AP within Contract guidelines as necessary.

Dismissal

Appointment will end before the end date due to misconduct, unsatisfactory work performance, dereliction of duty, or violation of University policies and regulations.

****Please contact your Dean's Analyst to discuss next steps****

TYPE III – Affiliate Faculty (Deadline: April 26, 2024)

An Affiliate Faculty is an individual with primary employment at an affiliated institution (e.g. Long Beach VA, Long Beach Memorial/Miller's Hospital, CHOC) who also has an appointment at UCI at 50% or less

1. **Complete the [Affiliate Faculty Verification and HSCP Agreement Form](#)**
 - Form must be completed annually; it is located on the Faculty Academics/Affiliates and Volunteers page on the SOM AA website
 - Affiliates with a paid appointment at UCI and a primary appointment at LBVA must complete and sign the 'HSCP Agreement' portion of the form in order to agree to the HSCP

2. **Bundle the [Affiliate Faculty Verification and HSCP Agreement Form](#) with the AP-21 form. If the faculty is in the Senate series and does not require an AP-21, submit only the [Affiliate Verif. Form](#).**
3. **Once all documentation is complete, submit it to the SOM Academic Affairs Office for approval.**

It is helpful to bundle the required documents into one continuous .PDF file (not a .PDF Portfolio) for each individual appointee. Name the .PDF file with the appointee's name and send all Affiliate Faculty Renewals at the same time, if possible. Please let your Dean's Analyst know about any missing Affiliate Faculty Renewals.

TYPE IV - Recall Appointees (Deadline: April 26, 2024)

Non-faculty academics who have retired from the university may be recalled to active service for a term appointment. A minimum of 30-day break in service after the date of retirement is required before a recall appointment may begin. Faculty who were eligible to participate in the Health Sciences Compensation Plan at retirement may choose to participate in the HSCP upon Recall. Recall appointments are approved for only one year at a time and are self-terminating.

1. **Complete in full:** (1) Recall Checklist; (2) [AP-57-SOM](#) form (for faculty) OR the [AP-57](#) form (for non-faculty), and (3) [Recall Faculty Statement of Agreement](#) (*if part of HSCP)
 - a. For Recall faculty who are Emeritus, write "Emeritus" on top right-hand corner of the AP-57 form
 - b. **FOR PAID RECALL APPOINTMENTS: The department CAO must initial next to the account/fund number on the form,** to confirm that there are sufficient funds to cover the Recall faculty member's salary
2. **Include a department memo** with description of responsibilities, percentage of appointment at UCI, and effective dates
3. **Obtain CAO/Department Administrator initial** next to the Account/Fund number
4. **Obtain the Department Chair and Retirees signatures on the form**
5. **Once all documentation is complete, .PDF bundle all documents and submit it to the SOM Academic Affairs Office for approval**

Please bundle the required documents into one continuous .PDF file (not a .PDF Portfolio) for each individual appointee. Name the .PDF file with the appointee's name, and send all Recall Renewals at the same time, if possible. Please let your Dean's Analyst know about any missing or pending Recall renewals.

TYPE V – Joint WOS Appointment Renewals (Deadline: May 1, 2024)

A Joint, WOS salary is an agreement between two departments in SOM or between a department in SOM and a department or School outside of SOM to provide a WOS appointment to a faculty member. These appointments may be initiated throughout the year, and typically have an academic year start/end date (7/1-6/30).

Joint without salary appointments do not renew automatically; once this type of appointment is established, the host department must request renewal on an annual basis.

- Departments should discuss with the faculty and chair to determine whether the joint WOS appointment is still needed
- To renew a Joint, WOS appointment, department analyst must follow practices established by SOM Payroll
- Reach out to your SOM Dean's analyst if you have questions

TYPE VI – Volunteer Attestation **NEW (Deadline: May 1, 2024)**

NEW FOR 2024, WILL BE REQUIRED ANNUALLY

The School of Medicine Academic Affairs Office requires each Department Chair to provide an Annual Volunteer Attestation. Chair must review the listing provided and make any required updates. The Chair will then attest to the following statements with their signature and then return to SOM Academic Affairs no later than May 1st

1. Those on the list have an active/valid volunteer faculty appointment
2. Those on the list will meet the 75-hour annual minimum contribution
3. Those that are checked will continue as volunteer faculty through their expected end date

As a reminder, it is the department's responsibility to add new appointments and remove expired appointments from the UCPATH payroll system. If an appointment has lapsed for 3 months or longer the physician may need to go through the appointment process again (rehire) or will need to be officially separated. Please contact **Shannon Henderson in the Dean's Office** regarding these cases before you start any paperwork. The checklist and policies are found here: <http://www.som.uci.edu/academic-affairs/volunteer-clinical-faculty.asp>

TYPE VII – Clinical X and In-Res renewals (before July 1, 2024)

- These are Senate Academic Appointments, however, the SOM AA office often receives questions about how to proceed with Clinical X and In-Residence faculty end dates
- These appointments are typically made on an annual (1 year) basis. To renew the appointment after an end date, you must make a submission in HR ServiceNow. The Dean's office does not require any paperwork/documentation.