

UCI School of Medicine

Department Analyst Training: Faculty Tracking & Annual Renewals

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FACULTY TRACKING

Why should I track my faculty?

- Easy to track which actions are due and deadlines
- A log or other tracker will help the department complete reports: Progress Reports, Proposed Action reports, Late File reports, State of the Unit reports, etc.
- Track your Joint Appointments, Affiliates, Visa end dates etc.
- Track special situations: Stop the Clock (STC), sabbaticals, leaves, etc.
- Track Special Licenses (2111 & 2113) end dates (and renew them in a timely manner: contact Shannon Henderson at shannonkh@hs.uci.edu to **renew 3 months prior to expiration**)
- Stay on top of Specialist step increases and new Postdoc salary/experience level 'bumps': these occur on dates other than 7/1
- Track each faculty member's Action history

Start with: [Zot!Portal/UCPath Decision Support](#)

UCI Zot!Portal

More Home Student Faculty & Staff

UCPath Decision Support

UCPath Decision Support

- Report Status
- Decision Support Data Loading
- UCPath Report Overview Recording
- UCPath Report "Quick Guide"
- UCPath Report Guide
** As of 8/7/2020 **
- Subscribe to UCPATH Report Mailing List
- UCPath DOPE vs KFS Reconciliation Tips Presentation
- Absence**
- Benefit**
- Budget**
- Compensation**
- Dashboards**
- Employee**
- Job**
 - Academic Senate**
 - Benefits Eligibility Report (RUCI56)
 - Central HR**
 - Employee Rosters Report (RUCI03)
 - FLSA Mismatch Report (RUCI55)
 - Grad Division CWR Report (RUCI195)
** Grad Division Only **
 - Grad Division Funding Report (RUCI176)
** Grad Division Only **
 - Grad Division Report (RUCI121)

Start with: UCPath Person Roster Report

Employee ID	Employee Name	First Name	Last Name	Employee Preferred Name	Employee PPS ID
10578039	Adiyeri Kandiyil, Namratha	Namratha	Adiyeri Kandiyil	&&&&&	&&&&&
10577627	Afsari, Ali	Ali	Afsari	&&&&&	&&&&&
10285058	Agrawal, Anshu	Anshu	Agrawal	&&&&&	091977848
10302978	Andrews, Elizabeth	Elizabeth	Andrews	&&&&&	091366218
10452618	Arnold, Frederick	Frederick	Arnold	&&&&&	&&&&&
10452618	Arnold, Frederick	Frederick	Arnold	&&&&&	&&&&&
10570214	Aslam, Sumayya	Sumayya	Aslam	&&&&&	&&&&&
10283797	Bach, Dylan M	Dylan M	Bach	&&&&&	091916393
10283797	Bach, Dylan M	Dylan M	Bach	&&&&&	091916393
10318845	Bae, Kyung L	Kyung L	Bae	&&&&&	093371466
10242988	Beltran, Antonio	Antonio	Beltran	&&&&&	&&&&&
10492707	Bennett, Craig Leslie	Craig Leslie	Bennett	&&&&&	&&&&&
10625728	Berry, Jillian Victoria	Jillian Victoria	Berry	&&&&&	&&&&&
10498246	Bilodeau, Robert Edward	Robert Edward	Bilodeau	&&&&&	&&&&&
10284481	Bittencourt, Cassiana E	Cassiana E	Bittencourt	&&&&&	091616527
10283400	Bota, Daniela A	Daniela A	Bota	&&&&&	091346854
10631888	Castaneda, Dominic Amir Efrain	Dominic Amir Efrain	Castaneda	&&&&&	&&&&&
10459264	Cha, Byeonggu	Byeonggu	Cha	&&&&&	&&&&&
10287526	Chan, Jefferson	Jefferson	Chan	&&&&&	091449102

Use: **Person Roster Report**; clean up the report and keep just the information you need

Start with: Last Year's Progress Report

University of California, Irvine
Office of Academic Personnel
Annual Progress Report

Employee Name	Title Code	Title Name	Step	O/A	Years At Rank	Step	Yr in 8 Yr	5 Yr/ N/A	Last Action	Proposed Action	Dean's Delegated
Chan, Jefferson	1721	PROF-HCOMP	4		9	3				Merit to Professor, Step V	X
De La Maza, Luis M	1721	PROF-HCOMP		A	40	8			2020 FY	None	
Head, Elizabeth	1721	PROF-HCOMP	5		4	1				None	
La Spada, Albert Russell	1721	PROF-HCOMP		A	3	3				None	
Mercola, Dan	1721	PROF-HCOMP	7		18	6			2022 FY	None	
Mkhikian, Haik	1717	ASST PROF-HC	3		1	1	1			None	
Monuki, Edwin S	1721	PROF-HCOMP	4		7	1				None	
Rose, Matthew F	1717	ASST PROF-HC	3		2	2	2			Merit to Assistant Professor, Step IX	
Sajjadi, Seyed Ahmad	1717	ASST PROF-HC	0		1	1	7			Dr. Sajjadi is NOT Faculty in Pathology. He has a Joint Appt.	
RESEARCH/SPECIALIST SERIES Kumar, Vinay	3321	ASST SPECIAL	1		1	1				None	
Pal, Sukumar	3390	PROJ SCIENTIS	4		5	2				None	
Phillippe, Julien	3392	ASSOC PROJ S	3		1	1				None	
Shen, Wen-Chuan	3394	ASST PROJ SC	4		3	1				None	
Slepenkin, Anatoli V	3394	ASST PROJ SC	4		13	4			2021 R	Merit to Asst. Proj. Scientist, Step IX	

Tip: Highlight Faculty with a review action due 7/1 of current year – add those to your log first, then fill in others.

Then: Review the previous years' Progress Reports and final decisions in AP Review/Scholar Steps to determine last actions and predict future actions.

Sample Log

Quick Status	DEPT	Last	First	Hire Date	End	TC	Title	Step	Annual Rate	UCI %	Eighths at Affil	% Affil	Total %	Affil Site	Next Rev	Next Actn	Next Step	NOTE
x	Pathology	Bittencourt	Cassiana	8/1/16	6/30/22	1732	HS Asst Clin Prof	IV	\$90,600	100%			100%		21-22	M	V	MCA complete 19-20
NA	Pathology	Chan	Jefferson		OK	1721	Prof	IV	\$139,700	100%			100%		22-23	M	V	
x	Pathology	Chandan	Vishal	10/15/18	6/30/22	1734	HS Clin Prof	I	\$112,100	95%			95%		21-22	M	II	CER effective on 7/1/19; SEE FILE FOR NOTES ON REVIEW
x	Pathology	Crews	Bridgit	10/1/16	6/30/22	1733	HS Assoc Clin Prof	II	\$100,600	100%			100%		21-22	M	III	MCA done
x	Pathology	Da Costa Iyer	Maria		6/30/22	2010	HS Clin Prof	III	WOS	0%	8/8	100%	100%	LBVA	21-22	M	IV	
NA	Pathology	De la Maza	Luis		OK	1721	Professor	AS	\$228,000	100%			100%		22-23	ASM	AS	19-20 = satisfactory 5th year review
x	Pathology	Del Valle Estopinal	Maria	2/24/20	6/30/22	1732	HS Assistant Clin Professor	III	\$85,700	51%			51%		21-22	M	IV	MCA due 23-24
x	Pathology	Deshmukh-Rane	Suvarna	7/1/13	9/30/21	2050	HS Associate Clin Prof	I	WOS	0%	8/8	100%	100%	LBVA	20-21	M	II	
NA	Pathology	Edwards	Robert		OK	1453	Prof ClinX	II	\$120,800	100%			100%		20-21	P	I	
NA	Pathology	Farzaneh	Ted Seyed	7/15/19	6/30/22	1732	HS Asst Clin Prof	V	\$95,500	100%			100%		22-23	M+MCA/P	VI/II	MCA 22-23
x	Pathology	Han	Min	7/8/19	6/30/22	1732	HS Asst Clin Prof	III	\$85,700	100%			100%		22-23	M+MCA	IV	MCA due 22-23
NA	Pathology	Head	Elizabeth	2/1/19	OK	1721	Professor	III	\$114,600	100%			100%		21-22	M	IV	

Tip: Sort and Hide Columns to isolate information

Tip: Use different Worksheets to track Current AY Review Actions, MCA's, Affiliate Faculty, Joint Appts, etc.

Tip: Use a separate Worksheet to track Faculty, Non-Faculty, Recalls, Visiting, etc. (*different rules apply to term lengths, etc. In most cases, it may be easier to keep these separated

HOW TO PREDICT NEXT REVIEW

Normal Times at Rank/Step: Faculty

<https://ap.uci.edu/policies-procedures/app/3-40/> See Appendix I

Normal Time at Rank of Assistant Professor is 6 years; must not exceed 8 years, unless there is a Stop the Clock (STC) and/or a COVID Stop the Clock. **Mid-Career Appraisal occurs at year 3 or 4, SOM practice has been to complete by year 4.** STC will delay the MCA and Promotion 'clock' by 1 year.

The normal period of service at the rank of Associate Professor is six years. The normal period of service at any one of the first three steps is two years.

Professor, Step 5 is an 'indefinite' step; faculty may remain at this step indefinitely;

Advancement from Professor, Step 6 to Step 7, from Step 7 to Step 8, and from Step 8 to Step 9, usually will not occur after less than three years of service at the lower step and will be granted only on evidence of continuing great distinction, national or international recognition, highly meritorious service and excellent teaching performance.

Professor Series or Equivalent Titles

Assistant Professor		Associate Professor		Professor	
<i>(8 year limit, tenure-track)</i>		<i>(6 years normal, tenured)</i>		<i>(indefinite, tenured)</i>	
Steps	Period of Service (years)	Steps	Period of Service (years)	Steps	Period of Service (years)
I	2				
II	2				
III	2				
IV	2				
V	2 (overlapping step)	I	2		
VI	2 (overlapping step)	II	2		
		III	2		
		IV	3 (overlapping step)	I	3
		V	3 (overlapping step)	II	3
				III	3
				IV	3
				V	3
				VI	3
				VII	3
				VIII	3
				IX	4 normal minimum
				A/S	4 normal minimum

Normal Times at Rank/Step: Non-Faculty

HINT:

- USE PAY SCALES AND CONTRACT for Represented Non-Faculty (e.g. ARU's: Specialist, Project Scientist, Researcher)

- USE PAY SCALES AND APM for Non-Represented Non-Faculty (e.g. WOS Researcher Series: Specialist, Project Scientist, Researcher)

Example: Normal Times at Rank/Step: Non-Faculty

**PROJECT (E.G., SCIENTIST) SERIES
REPRESENTED
FISCAL YEAR RATES
Salary Admin Plan: T37B**

Rank	Step	Years at Step	7/1/2025		Projected Scales** 7/1/2026		7/1/2027	
			Annual	Monthly	Annual	Monthly	Annual	Monthly
ASSISTANT PROJECT SCIENTIST Grade 3 or 3N* (e.g., 003394, 003494)	I	2	76,700	6,391.67	79,400	6,616.67	82,600	6,883.33
	II	2	80,800	6,733.33	83,700	6,975.00	87,100	7,258.33
	III	2	85,000	7,083.33	88,000	7,333.33	91,600	7,633.33
	IV	2	89,000	7,416.67	92,200	7,683.33	95,900	7,991.67
	V	2	93,200	7,766.67	96,500	8,041.67	100,400	8,366.67
	VI	2	97,600	8,133.33	101,100	8,425.00	105,200	8,766.67
ASSOCIATE PROJECT SCIENTIST Grade 2 or 2N* (e.g., 003392, 003492)	I	2	93,300	7,775.00	96,600	8,050.00	100,500	8,375.00
	II	2	97,700	8,141.67	101,200	8,433.33	105,300	8,775.00
	III	2	102,500	8,541.67	106,100	8,841.67	110,400	9,200.00
	IV	3	107,600	8,966.67	111,400	9,283.33	115,900	9,658.33
	V	3	115,400	9,616.67	119,500	9,958.33	124,300	10,358.33
PROJECT SCIENTIST Grade 1 or 1N* (e.g., 003390, 003490)	I	3	107,700	8,975.00	111,500	9,291.67	116,000	9,666.67
	II	3	115,500	9,625.00	119,600	9,966.67	124,400	10,366.67
	III	3	124,700	10,391.67	129,100	10,758.33	134,300	11,191.67
	IV	3	134,600	11,216.67	139,400	11,616.67	145,000	12,083.33
	V	--	145,700	12,141.67	150,800	12,566.67	156,900	13,075.00
	VI	--	158,200	13,183.33	163,800	13,650.00	170,400	14,200.00
	VII	--	172,000	14,333.33	178,100	14,841.67	185,300	15,441.67
	VIII	--	185,800	15,483.33	192,400	16,033.33	200,100	16,675.00
	IX	--	201,900	16,825.00	209,000	17,416.67	217,400	18,116.67

**For planning purposes only

*Non-exempt

Special Situations (Asst Faculty): Time 'On the Clock'

KEEP A CLOSE EYE ON ASSISTANT RANK FACULTY

Assistant Rank Faculty have an eight-year limit 'on the clock'

This means that they must promote by the end of the 8th year in the Assistant Rank.

A Mid-Career Appraisal occurs by the end of the 4th year (2nd review file after appointment to Asst. Rank)

Promotion typically occurs by the end of year 6 – campus practice (3rd review file after appointment to Asst. Rank)

Read: [APP-3-50-Assistant Professors – Special Considerations](#)

Special Situations (Asst Faculty): Stop the Clock

A faculty member may request to stop the clock during the probationary period for personal reasons:

Childbearing or Childrearing: care for any child who is or becomes part of the faculty member's family. A faculty member at the Assistant level must be responsible for 50 percent or more of the care of the child.

Serious Health Condition Including Disability or Bereavement: A faculty member may request to stop the clock during the probationary period, when his or her ability to pursue his or her duties is significantly disrupted by a serious health condition or disability, by the need to care for a close family member who is seriously ill, or by the death of a close family member. This provision also covers other persons residing in the faculty member's household or cases involving close personal connection or interdependence.

Significant Circumstances or Event: A faculty member may request to stop the clock during the probationary period, for reasons due to a significant circumstance or event beyond the faculty member's control that disrupts the faculty member's ability to pursue his or her duties.

"Stop the Clock" is not a leave; it is a stoppage of the tenure clock and will automatically defer a mid-career appraisal and/or promotion review by one year.

Note: faculty at the Assistant level have the option to continue to submit a Mid-Career Appraisal and/or promotion/promotion to tenure review during the normal timeframe.

Full information here: <https://ap.uci.edu/policies-procedures/app/3-50/>

RESOURCES & TIPS

[APP Policy 3-40 Appendix I](#) Normal Time at Rank/Step for Faculty

[Salary Scales](#) Salary Scales show normal time at rank/step

[APM - Appointment and Promotion](#)

Contracts: [ARU's](#) [Postdocs](#)

Old Department Progress Reports Look through your department records or ask the Dean's office for a copy

Scholar Steps Look up old actions; pay attention to the final action

Department Personnel Files If you still have paper files, organize oldest actions last, with newer actions in the front. Place final action letter at the front of the file, so you can find resulting action easily. Electronic Files: Name your file with Faculty Last/First name, Action, and Action effective year so you can find actions easily. E.g. Doe, John.Promotion to Assoc Prof. II.070123

Excel Create a 'Log' or 'Tracker' for your Faculty/Non-Faculty. Tip: separate faculty from non-faculty or represented from non-represented; you may also separate Recalls and Visiting Faculty from other faculty. Separate Postdocs from other academics – different end dates and renewals process (anniversary dates vs. 6/30). Create a 'History' page for each Faculty, summarize review actions.

Calendar Reminders Set up a calendar reminder, and **check UCPATH/Cognos Reports on a regular basis** (monthly or more). Reconcile new appointments, make sure faculty details are correct (*use Employee Rosters Report or Job Distribution Report). Use Total Compensation Report for Comp details.

RENEWALS: An Overview

Which Appointments are Renewed?

The following title series/groups must be renewed on an annual basis using an AP Form:

- Faculty in the HS Series and Adjunct Series*
- Non-Faculty Academics (Specialists, Project Scientists, Researchers – ARU's and Non-ARU's)*
- Recall Faculty
- Affiliate Appointments
- Joint, WOS Appointments

*TIP: for Faculty and Non-Faculty that are under review for the current FY, you do not need to submit a Renewal if the action has already been approved: the action letter stands as their renewal notice.

If the Faculty/Non-faculty is up for review and there is no final action letter yet, please submit the Renewal through 9/30/24, and include a note in the A/F section of the form: **FY 23-24 Review Pending**

Deadlines

2024-2025 Deadlines

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 (43% or less) (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 (due 5/1/24)

Type VII – Clinical X and In-Res (before 7/1/24)

[2024-2025 instructions are online](#)

When are Renewals Due?

- **Renewals** are generally due to your SOM AA Dean's analyst in late April (4/26/24)
- **Adverse Actions** (Non-Renewals, Partial Renewals, Layoffs) are due earlier, in early April. This is so we have enough time to review, vet with AP if necessary, and provide sufficient notice. (4/5/24)

[2024-2025 dates and instructions are online](#)

Which Forms do I use?

AP21 Form

Use to Renew: HS Series/Adjunct Series Faculty, Research Series Non-Faculty that are not represented by the ARU Union (e.g. Specialist WOS, Project Sci. WOS, etc.). *Note: Do not use for Vol. Clinical Faculty.* Volunteers – proceed with Reappointment File – (contact: Shannon Henderson)

RA-1 Form

Use to Renew: ARU's, e.g. paid Specialists, Project Scientists, Researchers

AP-57-SOM/AP-57

Use to Renew: Recall Faculty (AP-57 SOM) or Recall Non-Faculty (AP-57)

Affiliate Faculty Verif+HSCP Form

Use to Renew: Affiliate Faculty Appointments

Renewal Letter – see: [Training](#) on Joint Appointment Renewals

Use to Renew: Joint, WOS Appointments - send copy to Dean's office and HR Service Now

Anything Else?

- Resignations/Retirement: If the appointee will resign or retire on or around 6/30, please send the voluntary notice with your Renewals so that the Dean's Analyst can account for all appointees.

Resignation/Retirement notice must be dated and signed by the appointee.

- Affiliates: When renewing Faculty with an Affiliate appointment, please attach the Affiliate form to the AP-21. For Affiliates without a renewable appointment, send only the Affiliate form.
- Joint, WOS, and Affiliates – Don't forget about them!
 - Affiliates – include the Affiliate Verification+HSCP Form
 - Volunteer Faculty – do not use the AP-21; instead, process a reappointment file 2-3 months before the expiration date

Check all information against Payroll/your Log – Title, Step, rate of Pay, appt. % should be correct on all Renewal forms.

Please 'print to .PDF' and bundle your renewal forms with any related documents, and then bundle all renewals together in a .ZIP file. This will make it easier for your analyst to organize and review renewals across multiple departments

Renewals: Where do I start?

Sort through your list

- (1) Use your faculty tracker to run a list of your Faculty and Non-Faculty
- (2) Sort by end date and isolate those that have a 6/30/24 end date.
- (3) Remove those that have had rec'd review decision in 24-24; sort those that are still under review; note those that will voluntarily resign or retire and those that will need vetting or special notice
- (4) Create forms for those that need renewal

Where do I start?

Give priority to any Adverse Actions

Why? They are due first: Deadline is April 5th

- **We have a lot of work to do before notices are provided:** (1) Dean's Office needs to review and assist to revise forms, (2) AP requires about 2 weeks' turn around time, sometimes more
- ARU's require lots notice of time: 45-day minimum notice period; Non-ARU's and Faculty may require either 60-day notice or 30-day Courtesy notice, **AND the SOM Dean's Office needs to submit these to AP for vetting (2 weeks+ with AP)**
- Notices are due to the appointee on either 5/1 (60-days), 5/15 (45-days), or 6/1 (30-days) for appointments set to end on 6/30, depending on title series and time in series – check with policy or ask your SOM Dean's Analyst for most accurate info!

If the department is late with the Adverse Action notice, the department must provide pay in lieu of notice.

Where do I start ?(cont.)

NEXT:

- Go to [AP's Forms page](#), open the RA-1 form or AP-21 form, enter current appointment info on the left and renewal appointment info on the right
 - Do not copy last year's forms

While completing AP-21 and RA-1's, make sure to check:

- Title Codes, Series, Rank/Step are all correct and match UCPath
- Pay rate, %-ages are all correct and match UCPath
- **PRINT THE FORM TO .PDF; please do not leave it in a 'fillable' format**

What's next?

Once all your AP-21 and RA-1's are done, please **bundle them up by title series**, preferably in Alpha order, and send them to your Dean's Analyst all at the same time

If the file is too big, **.Zip it**

In the Email to your Analyst, let them know if anyone is missing – that way your Analyst knows that you didn't forget! 😊

A quick note: e.g. 'Jane Doe will provide resignation', or 'Partial Renewal for John Doe, will be sent next week'

ADVERSE ACTIONS

What is an Adverse Action?

ADVERSE ACTIONS are actions initiated by the department; they are involuntary on the part of the appointee.

The University and Unions have specific policies and notice periods related to each title series that we must follow.

Adverse Actions: Definitions

Non-Renewal – Involuntary: Appointee is due for renewal effective on 7/1, however, the department decides that they will not renew the appointment (*usually due to lack of work or lack of funds)

Partial Renewal – Involuntary: Appointee is due for renewal effective on 7/1, however, the department decides that they will only partially renew the appointment: i.e. they will only renew for part of the time **OR** they will only renew part of the % (*usually due to lack of work or lack of funds)

Layoff: Appointee's position is eliminated, OR %-age is reduced prior to their annual end date

Dismissal: Appointee's appointment is ended due to cause – please contact your SOM AA Dean's Analyst

Voluntary Resignation/Retirement: These are voluntary, therefore, not technically considered Adverse Actions

When the action is involuntary, the Dean's office must vet the decision with AP– this requires extra time*
(*except for Layoffs)

The department is required to provide at least a 30-day Courtesy Notice, OR a 60-day notice of intent and 30-day Courtesy Notice depending on the time in series (Faculty and Non-ARU Non-Faculty ONLY). There is a 45-day or 60 day notice period for Non-Faculty ARU's)

Adverse Actions: Which groups to start with?

First: Look at your ARU's and non-ARU researchers

This group commonly have Adverse Actions (Non-Renewal, Partial Renewal) and ARU's have 45-day notice requirements

Next: Look at HS Clinical Instructors

They often have a 1-year appointment and end on 6/30. The department must vet and provide a 30-day Courtesy Notice, OR the HS Clin Instructor may provide a voluntary resignation notice

Then: Is anyone Retiring or Resigning all or part of their appointment?

Make sure you have their voluntary resignation or retirement letter (signed, dated, and must include date of resignation/retirement)

Adverse Actions: Where to start

- (1) Determine title series (Faculty/Non-Faculty, ARU, etc.)
- (2) Determine whether this is a Non-Renewal, Partial Renewal, or a Layoff
- (2) Determine how long the appointee has been in the same title series consecutively – this will determine the notice period
- (3) Are they Non-Senate Faculty? ARU? Non-ARU? Postdoc?
Review guidance on the [SOM Academic Affairs 'Recall/Leave/Adverse Actions' page](#) (Non-Senate Faculty and Non-ARU's) OR review AP's website ([ARU's Postdocs](#))
- (4) Gather required documents and forms (e.g. Proposal form, draft Courtesy notice, budget statements for lack of funds or Emails/correspondence for lack of work)

Resignation and Retirement: Voluntary End/Reduction to an Appointment

Retirement

Include Retirement Notice in lieu of renewal; OR send to SOM AA Analyst along with the renewal when the Retirement date is after 6/30

Resignation

Include letter of Resignation in lieu of renewal; OR send to SOM AA Analyst along with the renewal when the Retirement date is after 6/30

Non-Senate Faculty/Non-Faculty may voluntarily resign all or part of the appointment

E.g. an HS Clinical Faculty member lets you know that they would like to reduce their appointment time from 100% to 80% effective on 8/1/23. Submit to your Dean's Analyst: AP-21 form to extend 100% appt from 7/1/23 to 7/31/23, along with the faculty's voluntary reduction in time letter, and a second AP-21 to renew the appointment at 80% from 8/1/23 to 6/30/24.

RECALL RENEWALS

TIPS: Recall Renewals



- Use the **AP-57-SOM for all FACULTY Recalls** and Recall Renewals
- Use the **AP-57 for all NON-FACULTY Recalls** and Recall Renewals

Recall Renewals: Step by Step

- (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).
- (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
- (4) Add a Department Memo with description of the Recall appointee's responsibilities, %-age of appointment, and effective dates
- (5) Obtain Department Chair and Retiree's signatures on form
- (6) 'Print to .PDF', bundle, and route to your Dean's Analyst

Helpful Hints: Recall Renewals

- Paid Faculty Recall appointees may opt to participate in the HS Comp Plan. If they participate, they will receive a 'Y' component, AND are subject to HS Comp plan guidelines/rules regarding Outside Activities
- For paid Recall appointment/renewals, CAO/Dept Admin must initial next to A/F # on form, to confirm there are sufficient funds to cover Recall faculty's salary.
- Make sure you have the correct Employee ID number, it should start with '1'
- Review the title code using the [SOM Title Codes list](#), make sure you have the correct TC noted on the form

Joint, WOS Renewals

Joint, WOS Renewals

Once established, Joint WOS appointments must be reviewed according to the Host/Affiliate department policy and renewed each year.

Termination of a joint WOS appointment is at the discretion of the Host/Affiliate department according to the department's policies.

The Host department is responsible for updating and extending the appointments in UCPATH. Renewal of Joint Appointments should be initiated annually via a department memo, signed by the Chair and uploaded to HR Service Now.

Sample Joint Appt Renewal Memo

April 1, 2021

Dr. Geoffrey Abbott
Senior Associate Dean for Academic Personnel
UC Irvine School of Medicine
Irvine Hall, Irvine, CA 92697

RE: 2021-22 Pathology Joint Appointment renewals

Hello Dr. Abbott,

The Department of Pathology & Lab Medicine would like to extend the appointments of the following WOS Joint Faculty:

Tahseen Mozaffar, Neurology – July 1, 2021 – June 30, 2022
M. Christina Kenney – Ophthalmology – July 1, 2021 – June 30, 2022
Virginia Kimonis – Pediatrics – July 1, 2021 – June 30, 2022
Daniela Bota – Neurology – July 1, 2021 – June 30, 2022
Peter Chang – Radiological Sciences – July 1, 2021 – June 30, 2022
Daniel Chow – Radiological Sciences – July 1, 2021 – June 30, 2022
Bonnie Lee – Dermatology – July 1, 2021 – June 30, 2022
Donald Forthal – Medicine – July 1, 2021 – June 30, 2022
Linda Doan – Dermatology – July 1, 2021 – June 30, 2022
Anshu Agrawal – Medicine – July 1, 2021 – June 30, 2022
Maheswari Senthil – Surgery – July 1, 2021 – June 30, 2022
Shahrdad Lotfipour – Emergency Medicine – July 1, 2021 – June 30, 2022
Wendy Cozen – Medicine – July 1, 2021 – June 30, 2022
Michael McClelland – Microbiology – July 1, 2021 – June 30, 2022
Mark Fisher – Neurology – July 1, 2021 – June 30, 2022
Andrea Tenner – Microbiology – July 1, 2021 – June 30, 2022
Dongbao Chen – OB/GYN – June 1, 2021 – May 31, 2022
Seyed Sajjadi – Neurology – April 1, 2021 – March 31, 2022

Thank you,



Edwin S. Monuki, MD, PhD
Chair, Pathology & Laboratory Medicine

AFFILIATE RENEWALS

Affiliate Renewals

Required for Initial Appointments and Annual Renewals:

[Affiliate Site Verification + HSCP Agreement Form](#)

This form must come forward with the AP-21 Renewal form; *if the faculty is not renewed using an AP-21 (e.g. Clinical X or In-Res): submit this form by itself*

FYI: LBVA Affiliates are in HSCP by exception when they are paid at UCI
5% to 50%

Affiliates at the LBVA are appointed in 'eighths' (e.g. 1/8th, etc.)
All other Affiliate locations: appointed in % time

Questions?
