

SOM Non-Senate Renewals: 2019-2020

The renewal processes for Non-Senate academics are categorized as follows:

Type I - Non-Senate academic appointees

Type II - Adverse Employment Actions

Type III- Affiliate Faculty (43% or less)

Type IV- Recall Appointments (43% or less)

Type V – Joint Appointments

The AP-21 forms should be delivered directly to the SOM Academic Affairs Office. Please do not send these via Email, unless they require vetting. Please submit all of your AP-21's at the same time.

Items that require vetting may be sent via Email to your Dean's Analyst. Please include all required items in one Email submission.

If the faculty/academic appointee being renewed has a pending 18-19 review file, please extend the appointment through 9/30/19, and provide a brief explanation in the 'account' area of the AP-21 on the right side (e.g. "pending 18-19 Merit file").

If the faculty or academic appointee is resigning, please attach a resignation notice to the AP-21.

Type I - Non-Senate Academic Appointees

Deadline: May 1, 2019

Please use the **UCI-AP-21 form** (<http://www.ap.uci.edu/Forms/APforms/UCI-AP-21.pdf>) for renewal of the following academic series:

- Adjunct Professor series
- Health Sciences Clinical Professor series
- Project Scientist series
- Professional Research series
- Specialist series
- Visiting Professor series
- Visiting Researcher series (**Note 2 year maximum for Visiting Titles**)

Type II-Adverse Employment Actions

Deadline: 60-day notices: April 15, 2019

Deadline: 30-day notices: May 1, 2019

Non-Renewal

The appointee is not being renewed; term appointment ends on 06/30/2019.

Partial Renewal

The appointee is being renewed for less than a full year or renewed at a reduced percentage of time during 2019-20.

Non-Renewals and Partial Renewals require the following for vetting and approval:

1. **AP-21 Form**
2. **Adverse Action Vetting Form (Excel Spreadsheet)**
3. **Notices:** a draft 30-day Courtesy notice OR a draft 60-day Notice of Intent with draft 30-day Notice of Action.
 - i. These notices are located on the SOM Academic Affairs website under "Other Policies/Non-Renewal" (www.som.uci.edu/academic-affairs/other-policies). See below for when to send a 30-day v. 60-day notice.
4. **Supporting documentation:** for example, budget summaries which show lack of funds, or Emails/documentation which show lack of work.

How do you know whether to provide a 30-day Courtesy Notice or a 60-day Notice of Intent with 30-day Notice of Action? What if the appointee resigns voluntarily?

- Non-Senate Faculty and Academics who are appointed at 50% time or greater and have been in the same title or title series for at least 8 consecutive years require a **60-day Notice of Intent** followed by a **30-day Notice of Action**.
- Faculty/Academics who are appointed at 50% time or greater and have been in the same title or title series for less than 8 consecutive years require a **30-day Courtesy Notice**.
- Faculty/Academics with a paid appointment up to 50% require a **30-day Courtesy Notice**.
- WOS Appointees do not require vetting.

Voluntary Resignation

- Before 6/30:
 - Send the Dean's office the voluntary resignation notice, no AP-21 needed
- Resigning after 6/30, or voluntary reduction in a % of appointment either before or after 6/30:
 - Resignation notice is required along with the AP-21.

The Resignation notice should include the appointee's name, the current date, and state that they are resigning the position or a % of the position on a specific date.

The notice may be in either letter or Email format. Please print out and attach the resignation letter/Email to the AP-21.

Determined by individual situations:

- Dismissal – Appointment will end before the end date of 6/30/19; this typically occurs when there are performance issues. Please call the Dean's office to discuss prior to terminating the appointee.
- Layoff – A layoff is not the same as a partial renewal or non-renewal. A layoff occurs when either (a) an appointee's appointment percentage will be reduced before the term end date, OR (b) the appointment will end before the term end date. In this situation, please use layoff procedures. Please see www.som.uci.edu/academic-affairs for more information.

Type III - Affiliate Faculty who are appointed at 43% time or less

Deadline: May 1, 2019

An affiliate faculty is an individual who holds an appointment at an affiliated institution (Long Beach VA, Long Beach Memorial/Miller) and a part-time faculty appointment at UCI at 43% or less.

To renew an Affiliate Faculty use:

1. The Affiliate Faculty Checklist located on the SOM Academic Affairs website at <http://www.som.uci.edu/academic-affairs/appointments.asp>
2. The AP-21 to renew the part-time or WOS faculty appointment with UCI.

Type IV– Academic Recalls

Deadline: May 1, 2019

- Recall checklist www.som.uci.edu/academic-affairs/appointments
- Use the AP-57-SOM for appointment and renewal of Recall Faculty
- Use the AP-57 for appointment and renewal of Recall Academics (non-faculty)

- **When completing the AP-57-SOM**
 - A recall faculty salary is based on the rank, step and scale at which the faculty member retired, rang-adjusted forward. We use the CURRENT salary scale to determine the salary rates for recalled faculty. The recall rate (REC) for your faculty is the current X + X' for their rank/step/scale.

 - The section at the top right of both the AP-57-SOM and the AP-57 asks for the appointees' salary and scale date at the time of retirement. Please do not include the current salary scale in this section.

 - Please use previously approved forms as well as other documentations within the faculty file to determine whether the faculty was off-scale, or above scale. Please include the most current information.

 - If a Recall faculty member was part of the comp. plan at the time of retirement, and is appointed between 5% and 43% and selects 'YES' to the Comp Plan question on the AP-57-SOM form, then they are eligible to receive their X, X' and Y (per their department's APU). If they select 'NO', then they are only eligible to receive the X and X' components of their salary. Selecting 'YES' will mean that the Recall faculty is part of the Comp. Plan, and subject to Comp. Plan rules and reporting obligations.

 - The AP-57 form must be signed by the retiree prior to submitting the form to our office.

Type V – Joint, WOS Appointments

Joint, WOS appointments are established for faculty of two different departments via procedures listed on the SOM Academic Affairs website: som.uci.edu/academic-affairs

Once established, Joint, WOS appointments do not renew automatically. These types of appointments should be renewed at the department level by July 1st, annually.

The department analyst may draft a letter, signed by their Chair, which lists the joint appointments held by members of their faculty, and present this listing to HS Payroll for a renewal of the joint appointment.

Allowing a Joint, WOS appointment to lapse may result in the department having to request a new Joint appointment.

Helpful Hints and Resources

To complete an AP-21:

- Review current Academic File and last approved AP-21
- Review PPS
- Review previous year's Annual Progress Report
- Use a NEW AP-21 for every renewal; avoid cutting and pasting
- The current appointment (left side of AP-21) must match last approved AP-21 (right side of the last approved AP-21)
- Use the current, 2018 salary scale
- If the faculty or academic appointee being renewed has a pending review file, please extend the appointment through 9/30/2019, and provide a brief explanation for the renewal through that date in the 'account' area of the AP-21 on the right side
- If the faculty or academic appointee is leaving voluntarily, please attach a resignation notice to the AP-21.
- Please include current Visa information on the form, so that the Dean's office can verify the end date against the Visa, if necessary

Tips to track your faculty appointment data and make the AP-21 process easier:

Using Data Warehouse, or other Listing of your Academic Appointees, create an Excel Log to track annual changes.

Columns you could include on your log:

- Name
- Title code
- Title
- Step
- Salary
- Renewal column

Using your Excel Log, go down your list, and check to make sure that you have an AP-21 Renewal form for each and every academic appointee.

You can also cross-check this log with your Academic Files and Progress Report to ensure that new faculty are included on your log, so you don't lose track of them for any upcoming, future review cycles.

Lastly, you can use things like salary tables, the last approved AP-21, as well as resources from AP (Advancement and Promotion Handbook: <http://www.ap.uci.edu/Guides/faculty/FacultyHandbook.pdf>) in order to 'predict' when your faculty will be up for review, and what type of review.

Keeping your files and log up to date will help you stay on top of things, and ensure that no one falls 'in the cracks'!