

## 2020-2021 School of Medicine Non-Senate Renewal Instructions

The renewal process for Non-Senate academic appointees 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 Appointees (43% or less)**
  - Type V – Joint WOS Appointment Renewals**
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### **TYPE I – Non-Senate Academic Appointees (Deadline: March 23, 2020)**

- Please use the UCI-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)
- Please use the UCI-AP-RA1 form for renewal of the following academic series:
  - Project Scientist Series
  - Professional Research Series
  - Specialist Series
    - If an academic researcher undergoes a review and their notice states normative time (2-3 years), there is no longer a need to submit notice for “renewal.”
- Forms can be found on the AP website located here:
  - <https://ap.uci.edu/forms/>
- Once the AP forms are completed, obtain the signatures of the PI/supervisor and department chair
  - *Employee does not sign the form until it is approved by the Dean’s office*
- Please intercampus all your AP-21 and AP-RA1 forms at the same time to the SOM Academic Affairs Office

### **IMPORTANT NOTES:**

- If the faculty has a pending review file for 2019-2020, please extend the renewal appointment only through 9/30/20 and note in the “account information” under renewal “Pending 19-20 File”
- If the faculty or academic appointee is resigning, please attach a resignation notice to the AP form
- For academic researchers unit, as long as they 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 Dean’s Analyst\*\***

## TYPE II – Adverse Employment Actions (**Deadline: April 8, 2020**)

**Note: Without salary (WOS) academic appointees DO NOT require vetting; it is up to Department practice to provide a 30 day courtesy notice**

**NON-RENEWAL** – Paid Appointment will not be renewed after end date of 6/30/20

### FACULTY and NON-ARU MEMBERS – Non-Renewal:

- Complete the Adverse Action Vetting Form <http://www.som.uci.edu/academic-affairs/other-policies.asp>, located under Non-Renewal
- Use documents located on the SOM Academic Affairs page to draft the Notice of Partial Renewal: <https://som.uci.edu/academic-affairs/other-policies.asp>
- 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.
- 30-day Courtesy Notice - May be provided to those that are appointed at less than 50% time, or for less than 8 years consecutively
- Supporting documentation required: Budget summaries for lack of funds; Emails and documentation for lack of work.

### ARU MEMBERS – Non-Renewal:

- Complete the Adverse Action Vetting Form: <http://www.som.uci.edu/academic-affairs/other-policies.asp>, located under non-renewal
- Please refer to the appropriate section per title series in the ARU Contract for notice requirements: <https://ucnet.universityofcalifornia.edu/labor/bargaining-units/ra/contract.html>
- Template notice language for the ARU's is located on the AP website, here: <https://ap.uci.edu/aru/>
- Gather required supporting documentation: Budget summaries for lack of funds; Emails and documentation for lack of work

### FOR ALL NON-RENEWALS:

- Once the draft notice(s) is complete, and you have gathered all required documents, Email all documents to your Dean's Analyst. The Dean's Analyst will review it and send it to AP for vetting
- Your Dean's Analyst will send you notification of the "greenlight" to move forward
- Obtain the department chair's signature on the Notice letter(s) and provide it to the academic appointee. 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)
  - 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

**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-ARU MEMBERS – Partial Renewal**

- Complete the Adverse Action Vetting Form <http://www.som.uci.edu/academic-affairs/other-policies.asp>, located under Non-Renewal
- Use documents located on the SOM Academic Affairs page to draft the Notice of Partial Renewal: <https://som.uci.edu/academic-affairs/other-policies.asp>
- 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
- 30-day Courtesy Notice – May be provided to those that are appointed at less than 50% time, or for less than 8 years consecutively
- Supporting documentation required: Budget summaries for lack of funds; Emails and documentation for lack of work.

#### **ARU MEMBERS – Partial Renewal**

- Complete the Adverse Action Vetting Form <http://www.som.uci.edu/academic-affairs/other-policies.asp>, located under Non-Renewal
- Please refer to the appropriate section per title series in the ARU Contract for notice requirements: <https://ucnet.universityofcalifornia.edu/labor/bargaining-units/ra/contract.html>
- Template notice language for the ARU's is located on the AP website, here: <https://ap.uci.edu/aru/>
- Supporting documentation required: Budget summaries for lack of funds; Emails and documentation for lack of work.

#### **FOR ALL PARTIAL-RENEWALS**

- Once the vetting form, draft notice(s), and required documentation is complete, Email all documentation to your Dean's Analyst. The Dean's Analyst will review it and send it to AP for vetting.
- Your Dean's Analyst will send you notification of the "greenlight" to move forward
- Obtain the department chair's signature on the Notice letter and provide it to the academic appointee. 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**)
  - Ensure that all dates in the Notice(s) 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.
- Complete the AP-21 or AP-RA1 form and submit to Dean's office for approval along with the final signed copy of the Notice(s) to your Dean's Analyst.

**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

**FACULTY AND NON-ARU MEMBERS – Layoff or Involuntary Reduction in Time**

- Complete the AP-145 checklist <http://www.som.uci.edu/academic-affairs/other-policies.asp>, located under Layoff or Involuntary Reduction in Time
- Complete the Intent to Layoff or Involuntary Reduction in Time form
- Obtain the signatures of the PI/supervisor and department Chair
- Prepare a list of academic appointees in the same title series under the same PI or layoff unit, and rank them by seniority
- Be sure to include the name, rank, step, months of service, and reason NOT selected for layoff or reduction in time
- Using documents from the SOM AA website, draft Notice of Layoff or Reduction in Time <http://www.som.uci.edu/academic-affairs/other-policies.asp>
- Supporting documentation required: Budget summaries for lack of funds; Emails and documentation for lack of work

**ARU MEMBERS – Layoff or Involuntary Reduction in Time**

- Using the AP ARU website, complete the Proposal Form <https://ap.uci.edu/aru/>
- Prepare a list of academic appointees in the same title series under the same PI, and rank them by seniority
- Be sure to include the name, rank, step, months of service, and reason NOT selected for layoff or reduction in time
- Using documents from the AP site, draft the Notice of Layoff or Notice of Reduction in Time <https://ap.uci.edu/aru/>
- Supporting documentation – Budget summaries for lack of funds; Emails and documentation for lack of work

**FOR ALL LAYOFFS/INVOLUNTARY REDUCTIONS IN TIME**

- Once all documentation has been completed, Email all documents to your Dean's Analyst. The Dean's Analyst will review it and send it to AP for approval
- Your Dean's Analyst will send you notification of the "greenlight" to move forward
- Obtain the department Chair's signature on the Notice and provide it to the academic appointee
  - 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
  - **FOR ARU MEMBERS:** The notice must be provided **at least forty-five (45) calendar days in advance of the effective date of the layoff**; with 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 get the Notice 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 these guidelines.
- Complete the AP-RA1 form or AP-21 form and submit to Dean's office for approval
- Send a final signed copy of the Notice to your Dean's Analyst
- **For special situations and questions, please consult with your Dean's Analyst**

**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 the steps on how to proceed\*\***

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### **TYPE III – Affiliate Faculty (Deadline: March 23, 2020)**

- An affiliate faculty is an individual who holds an appointment at an affiliated institution (Long Beach VA, Long Beach Memorial, Miller's Children, CHOC) and a part-time faculty appointment at UCI at 43% or less
  - Complete the Affiliate Faculty Checklist (**Extended the deadline to May 1, 2020 for affiliate paperwork, excludes the AP-21**)
    - <http://www.som.uci.edu/academic-affairs/academic-actions.asp>
    - Located under affiliate faculty
  - Obtain a signed copy of the Verification of Affiliate Faculty Appointment Status and Health Sciences Compensation Plan Statement of Agreement
    - If appointment at UCI is between 5%-43%, membership in the compensation plan is by exception
  - Include a department memo with description of responsibilities, percentage of appointment at UCI, salary information, and effective dates
  - Complete the AP-21 form (due to 3/23/20)
  - Once all documentation has been completed, submit it to the SOM Academic Affairs Office for approval
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### **TYPE IV - Recall Appointees (Deadline: March 23, 2020)**

- A recall faculty is a retired faculty from UCI who is being proposed for an appointment to teach, do research, and or provide clinical services at no more than 43% time. A 30 day break in service is required before they can be recalled
    - Complete the Recall Faculty Checklist or the Non-Faculty Recall Checklist <http://www.som.uci.edu/academic-affairs/academic-actions.asp>, located under recall
  - If the recall faculty has chosen to be in the comp plan, obtain a signed copy of the certification statement
  - Include a department memo with description of responsibilities, percentage of appointment at UCI, and effective dates
  - Complete the AP-57-SOM form for faculty and the AP-57 form for non-faculty
    - For recall faculty who are Emeritus, write "emeritus" on top right hand corner of the AP-57-SOM form
    - The CAO must initial next to the account/fund number on the form, to confirm that there is sufficient money in the account, to cover the recall salary (for paid only)
    - The department chair and retiree must sign the form
  - Once all documentation has been completed, submit it to the SOM Academic Affairs Office for approval
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### **TYPE V – Joint WOS Appointment Renewals**

- Joint without salary appointments do not renew automatically

- Joint without salary appointments must be renewed by the host department annually
  - E.g. Pediatrics faculty has a joint WOS appointment with Ophthalmology; therefore Ophthalmology would be the department responsible for the renewal
- Departments should discuss with the faculty and chair to determine whether or not the joint WOS appointment is still needed
- Once verified, the department analyst will submit a list of the faculty and renewal dates to HS payroll for entry into UCPATH