

2020-2021 School of Medicine Renewal Process *Helpful Hints*

Instructions on how to complete an AP-21 form:

- <https://ap.uci.edu/wp-content/uploads/UCI-AP-21.pdf>
 - Select renewal and dean's delegated action
 - Fill in the name, department, PI, and school section
 - Fill in the current information section
 - Verify the employee information against UCPATH
 - Select WOS, Exempt, or Non-Exempt
 - Salary scale = REGULAR
 - Fill in the renewal information section
 - If the academic appointee has a pending review file from 2019-2020, the end date would only be through 9/30/20
 - Select WOS, Exempt, or Non-Exempt
 - Obtain the PI/supervisor and department chair's signatures
 - Employee does not sign the form until it is approved by the dean's office
 - Submit the completed form to the SOM Academic Affairs Office for approval
 - Dr. Mohammad Helmy approves HS Clinical Professor Series
 - Dr. Geoffrey Abbott approves Adjunct Series, Visiting Series, Project Scientist, Professional Researcher, and Specialist Series
 - *If an academic researcher has a WOS appointment, department will renew them via an AP-21 form*
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Instructions on how to complete an AP-RA1 form (for ARU MEMBERS only):

- <https://ap.uci.edu/wp-content/uploads/UCI-AP-RA1.pdf>
- Select revision and dean's delegated action
- Fill in the name, department, PI, and school section
- Fill in the current information section
 - Verify the employee information against UCPATH
 - Select Exempt or Non-Exempt
 - Salary scale = REGULAR
- Fill in the revision information section
 - If the academic appointee has a pending review file from 2019-2020, the end date would only be through 9/30/20
 - Select Exempt or Non-Exempt
- Obtain the PI/supervisor and department chair's signatures
 - Employee does not sign the form until it is approved by the dean's office
- Submit the completed form to the SOM Academic Affairs Office for approval
 - Dr. Geoffrey Abbott approves Project Scientist, Professional Researcher, and 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."*

Instructions on how to complete an AP-57-SOM form (Recall Faculty):

- Select action (renewal)
 - Fill in the status at time of retirement
 - A recall faculty's salary is based on the rank, step, and salary scale at the time of retirement, which is then range adjusted forward
 - Select the purpose of recall and indicate the percentage of time
 - Select whether the recall faculty is participating in the comp plan
 - At any percentage, the recall faculty has the option to opt in or out of the comp plan
 - In order to be a member of the Comp Plan, one must hold an appointment of at least 5% time
 - If they are a part of the comp plan, they need to use the HCOMP title code and indicate the APU
 - If they are paid a Y component, they MUST be a part of the comp plan
 - Comp plan participation allows for X, X', and Y compensation
 - If they are NOT a part of the comp plan, they only receive the X and X' components of their salary
 - Fill in the appropriate section for the recall appointment
 - Title codes used:
 - 1700 – Recall teaching (For recall appointees with teaching duties only)
 - 1701 – Recall HCOMP (For recall appointees who are members of the Health Sciences Compensation Plan)
 - 1702 – Recall faculty (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)
 - 3802 – Recall Non Faculty Academic (For recall non-faculty academic appointees such as Academic Coordinators, Academic Administrators, Professorial Research Series, Specialists, and Librarians)
 - Salary – How to calculate the new salary
 - Use the current salary scale to determine the new rate for recall faculty
 - The rate used would be the X + X' for their rank/step/scale
 - It should be noted next to Annual APU and then the “at recall” percentage amount
 - If the faculty had an off-scale salary at the time of retirement, be sure to select the off-scale box
 - Contact your dean analyst regarding the calculation of the new off-scale salary
 - If the salary being funded is by NIH funds, check off the appropriate boxes indicating that. If yes, the department needs to check yes or no about covering the NIH CAP differential.
 - 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
 - Submit the completed form to the SOM Academic Affairs Office for approval
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Instructions on how to complete an AP-57 form (Recall Non-Faculty):

- Select action (renewal)
- Fill in the status at time of retirement
 - A non-faculty's salary is based on the rank, step, and salary scale at the time of retirement, which is then range adjusted forward
- Select the purpose of recall and indicate the percentage of time
- Fill in the appropriate section for the recall appointment
 - Title codes used:
 - 1700 – Recall teaching (For recall appointees with teaching duties only)
 - 1702 – Recall faculty (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)
 - 3802 – Recall Non Faculty Academic (For recall non-faculty academic appointees such as Academic Coordinators, Academic Administrators, Professorial Research Series, Specialists, and Librarians)
- Salary – How to calculate the new salary
 - Use the current salary scale to determine the new rate for recall non-faculty
- 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
- Submit the completed form to the SOM Academic Affairs Office for approval