

Vetting

Why Vet?

- AP – Policy review
- AP – Grievance check
- OEOD – Discrimination check
- Whistleblower – Retaliation check
- Campus Counsel – Legal check
- Takes at minimum 48 hours to receive the greenlight

Vetting is required for the following situations:

- Non-renewals (The appointee is not being renewed; term appointment ends on 06/30)
- Partial renewals (The appointee is being renewed for less than a full year or renewed at a reduced percentage of time)
- Layoff or Involuntary Reduction in Time – This is when the department has to eliminate the position prior to the current appointment end date.
 - No vetting is required for layoffs (but AP still needs to review and approve the layoff form).
- Dismissals
 - This happens when the appointment ends before the end date of 6/30 due to performance issues. Each case is different, so you will need to work with your dean analyst on what is required from AP.

Vetting is required for the following titles:

- Postdoctoral Scholars and Unit 18
 - Vetting is only required if the department is dismissing a postdoc. The only time they don't need to be vetted is when they have visa issues or have reached their 5 year term. If it's a partial year reappointment with salary increase due to funding or partial year reappointment with salary increase due to VISA, they don't need to be vetted either.
- Academic Coordinators and Administrators
- Specialists
- Researchers
- Project Scientists
- Health Sciences Clinical Instructors
- Health Sciences Clinical Professors
- Professor of Clinical X
- Professor in Residence (when an appointee has both a 50% In-Res appointment and 50% Professorial appointment, the 50% In-Res appointment must be vetted)

Vetting is NOT required for the following titles:

- WOS appointments

Vetting

- Visiting appointments
- Recall appointments
 - Only a 30 day courtesy notice is required for involuntary RIT or if appointment is ending prior to their current end date (Template located on SOM website)
- Professors – Faculty with tenure do not require vetting, there is a different process should we ever have to dismiss a tenured faculty please call your deans analyst for information.
- LPSOEs – Faculty with security of employment do not require vetting, there is a different process should we ever have to dismiss an SOE faculty please contact your deans analyst for information.