RENEWAL PROCESS FOR 2012-13

STAFF PHYSICIANS DUE: May 1, 2012

These forms are mailed directly to Jackie Smith, SOM Dean's office. They should not be sent electronically.

Staff Physician forms are located in the Appointments Drawer on the SOM Academic Affairs website.

NOTE: Doreen Martin will be sending additional information via email regarding the submission process.

The renewal process for non-Senate academics will be categorized as follows:

Type I – non-Senate employees renewed on an AP-21 form
Type II – Part Time Faculty serving less than 43%
Type III – Affiliate Faculty
Type IV – Recall Appointments (43% or less)

TYPE I RENEWALS DUE: May 1-31, 2012 (APM 137- APP 4-09)

These forms are mailed directly to the SOM Dean’s office. They should not be sent electronically.

Type I – Non-Senate Employees - If the employee is not being renewed for 2012-13, the name must be vetted first. If the person is being renewed at a lesser percentage than the previous year the name must be vetted first. The vetting process takes up to 2 weeks.

Please use AP-21 http://www.ap.uci.edu/Forms/APforms/UCI-AP-21.doc for the following titles:
*Adjunct Series *H.S. Clinical Series *Project Scientist Series *Researcher Series *Specialist Series
*Visiting Titles (2 year limit)

TYPE II & III REWALS DUE: May 1-31, 2012

These forms are mailed directly to Jackie Smith, SOM Dean’s Office. They should not be sent electronically.

Type II & III - Part Time Faculty and Affiliate appointees
Renewals for part time and affiliate faculty require the use of appropriate checklists and all the pertinent forms. Please use the part time and affiliate faculty checklists on the Academic Affairs website.

This renewal process applies to faculty who are less than 43% with a title in one of the following series: Adjunct Series, H.S. Clinical Series, Clinical X Series, In Residence Series

TYPE IV RECALL RENEWALS DUE: June 8, 2012

These forms are mailed directly to the SOM Dean’s office. They should not be sent electronically.

Type IV - Recall Faculty – Appointments and renewals for recall faculty require a memo from the chair describing the nature of the appointment, duration, and percent (no more than 43%). Please include the Recall checklist and an AP-21 with salary, acct/fund and % information.

ACADEMIC AFFAIRS WEBSITE FOR ALL FORMS AND CHECKLISTS
http://www.som.uci.edu/academic-affairs/

3/2012 REVISED