This notice is to confirm that the Risk Management (Vetting) Process is still in effect.

Vetting is required for the following actions for APM 137 non-Senate term appointees (specialists, postdocs, etc.) and Senate appointees with designated end dates (such as appointees to the in-Residence and Clinical X series):

- Non-renewal of appointment
- Reduction in percent of time at time of renewal of appointment

Vetting is not required for retirement, voluntary resignation, or voluntary reduction in time--if requested by the employee. Voluntary resignation or reduction in time should be supported by a letter from the employee.

Departments must await the "green light" to proceed with any of the above actions prior to any Notice being provided and/or payroll action being processed.

In order to facilitate the vetting process for academic appointees, please use the attached Excel spreadsheet to list the names and other required information and forward to your Academic Affairs analyst for processing by April 1, 2011.

The link below will provide you with additional information and sample courtesy letters and notices. Please contact your Academic Affairs analyst with any questions or concerns regarding this process.