

SOM APPOINTMENT RENEWAL PROCESS FOR 2018

The renewal processes for non-Senate academics are categorized as follows:

Type I	Non-Senate academic appointees, renewed on an AP-21 form
Type II	Part-time Faculty (43% time or less)
Type III	Affiliate Faculty (43% time or less)
Type IV	Recall Appointments (43% time or less)

TYPE I RENEWALS DUE: MAY 18, 2018

(Reference [APM 137](#) and [APP 4-09](#))

These forms are mailed directly to the SOM Academic Affairs Office. They should not be sent electronically.

Type I – Non-Senate Academic Appointees. Please use the **UCI-AP-21 form**

(<http://ap.uci.edu/wp-content/uploads/UCI-AP-21.pdf>) for renewal of the following academic series: *Adjunct Professor, Health Sciences Clinical Professor, Project Scientist, Professional Research, Specialist, Visiting Professor, and Visiting Researcher* (**Note: There is a 2 year maximum for Visiting Titles**). If a Non-Senate academic appointee is not being renewed for 2018-19, his/her name must be vetted using the Adverse Action Vetting Form. The SOM procedure for non-reappointment of Non-Senate academic appointees is located on the SOM Academic Affairs website at (<http://www.som.uci.edu/academic-affairs/other-policies.asp>), under “Other Policies/Non-Renewal.”

If an employee is being renewed for less than a full year (partial renewal) during 2018-19 or if s/he will be renewed at a reduced percentage of time during 2018-19, his/her name must also be vetted. If the proposed non-renewal or partial renewal affects an employee who is appointed at 50% time or greater and has been in the same title or title series for **at least 8 consecutive years**, a draft notice of intent to non-renew or partially renew must be attached to the Adverse Action Vetting Form. Sample notices of intent are located on the SOM Academic Affairs website under “Other Policies/Non-Renewal” (<http://www.som.uci.edu/academic-affairs/other-policies.asp>). If the proposed non-renewal affects an employee who has been in the same title or title series for **less than 8 consecutive years**, a 30-day courtesy notice is required to be sent to the employee. Sample courtesy notices are located on the SOM Academic Affairs website under “Other Policies/Non-Renewal” (<http://www.som.uci.edu/academic-affairs/other-policies.asp>).

TYPE II RENEWALS DUE: MAY 25, 2018

These forms are mailed directly to the SOM Academic Affairs Office. They should not be sent electronically.

Type II – Part-time Faculty. This renewal process applies to faculty who are appointed at 43% time or less with a title in one of the following series: *Adjunct Professor, Health Sciences Clinical Professor, Professor of Clinical X, and Professor In-Residence*. Please include the Part-time Faculty Checklist and Part-Time Faculty Information form. Part-Time Faculty forms are located on the SOM Academic Affairs website at (<http://www.som.uci.edu/academic-affairs/appointments.asp>) under “Part-time Faculty.”

TYPE III RENEWALS DUE: MAY 25, 2018

These forms are mailed directly to the SOM Academic Affairs Office. They should not be sent electronically.

Type III – Affiliate Faculty. This renewal process applies to faculty who are appointed at 43% time or less with a title in one of the following series: *Adjunct Professor, Health Sciences Clinical Professor, Professor of Clinical X, and Professor In-Residence*. Please include the Affiliate Faculty Checklist and Affiliate Faculty Verification / HSCP Agreement form. Affiliate Faculty forms are located on the SOM Academic Affairs website at (<http://www.som.uci.edu/academic-affairs/appointments.asp>) under “Affiliate Faculty.”

TYPE IV RENEWALS DUE: MAY 25, 2018

Reference [APM 205](#)

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

Type IV – Academic Faculty Recalls. Appointments and renewals for recall faculty require a memo from the chair describing the nature of the appointment, the duration, and percentage of time (43% time or less). Please include the Recall checklist, the SOM Academic Recall Form, UCI-AP-57-SOM (<http://ap.uci.edu/wp-content/uploads/UCI-AP-57-SOM.pdf>), with salary, acct/fund and appointment percentage information, and the Health Sciences Compensation Plan Statement of Agreement, if participating in the health sciences compensation plan while on recall. Recall forms are located on the SOM Academic Affairs website at <http://www.som.uci.edu/academic-affairs/appointments.asp> , under “Recall.” *A recall faculty salary is based on the rank, step and scale at which the faculty member retired, range adjusted forward. Please use the CURRENT salary scale to determine the salary rates for recalled faculty. The recall rate (REC) for your faculty is the current X + X’ for their rank/step/scale.*

Type IV – Academic Non-Faculty (e.g., Specialist) Recalls. Appointments and renewals for non-faculty academic recalls require a memo from the chair describing the nature of the appointment, the duration, and percentage of time (43% time or less). Please include the Recall checklist, the SOM Academic Recall Form, UCI-AP-57 (<http://ap.uci.edu/wp-content/uploads/UCI-AP-57.pdf>), with salary, acct/fund and appointment percentage information. Recall forms are located on the SOM Academic Affairs website at <http://www.som.uci.edu/academic-affairs/appointments.asp> , under “Recall.”