

UCI School of Medicine

Office of Academic Affairs

Academic Researcher Training

August 2021

School of Medicine Academic Affairs

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Today's Agenda

- Junior Specialist Specific Information
- Layoff/Reduction in Time Process
- ARU Contract Reminders
- Scenarios and FAQ'S
- Postdoctoral Overview

2021-22 ARU File Deadlines

DEC 1, 2021

Promotions (non-faculty academics), Non-reappointments, Above Scale actions, Dean-Delegated Merits, and all other actions (including non-faculty academics)

*Academic Affairs Office will accept early file submissions beginning August 2, 2021

AP Review

- Use of AP Review is mandatory for all ARU actions excluding:
 - Appointments and non-reappointments
 - Split appointments
 - Jr Specialists ARU's (Use [AP-RA1](#) form)

Junior Specialists

- Junior Specialists do not undergo merit reviews
- Initial appointment may be less than 1-year if due to programmatic need, visa limitation or lack of funding
- Junior Specialists may only remain at each step for 1 year
- If reappointed for step II, must receive a step and salary increase and should be aligned to the 7/1 review schedule according to the following:
 - If hired on or prior to January 1, step and salary increase will be effective on July 1 immediately following the DoH:

Ex: Hire date 10/1/20 - Step and salary increase effective 7/1/21

- If hired after January 1, step and salary increase will be effective July 1 of the following year:

Ex: Hire date 3/1/21 – Step and salary increase effective 7/1/22

Junior Specialists

- No formal merit review occurs but the increase in step and salary is reported on the [UCI-AP-RA1](#)
- If hired at Junior Specialist Step II, promotion to Assistant Specialist, Step I is required after 1-year and reported using the [UCI-AP-RA1](#) form

Ex: Initial Appointment 10/15/2020 – 10/14/2021. Promotion to Assistant Specialist, Step I, effective 7/1/2021 – 6/30/2023

Scenario #1

A Junior Specialist's department only has funding through 7/31/2021. The current appointment expires on 6/30/2021. Can the department make this renewal for only one month?

- ▣ Yes
- ▣ No

Discussion

- Contract requires that renewal be made for the duration that is equivalent to the title's normative time at step. For Junior Specialists, normative time at step is 1-year. Potential options are:

- a. No renewal, appointment ends at 6/30/2021

OR

- b. If the department is awaiting funding decision, a renewal of one year may be offered and layoff procedures will be followed if funding did not materialize.

Questions



Layoff/Reduction In Time

- Layoff is defined as an involuntary separation due to a change in programmatic need in the lab/hiring unit, lack of work, or lack of appropriate funding
- A reduction of time (RIT) occurs when an Academic Researcher's appointment is involuntarily reduced due to a change in programmatic need in the lab/hiring unit, lack of work, or lack of appropriate funding
- Academic Researchers with term appointments are considered separated from employment at the expiration of such appointments, unless reappointed. This separation does not constitute a layoff and is considered a non-reappointment

Layoff/Reduction In Time

- What's Required?
- University shall provide written notification to the Academic Researcher at least forty-five (45) calendar days in advance of the effective date of the layoff
- Pay and benefits in lieu of notice is required if notice is less than 45 days
- The Office of Academic Personnel must be provided with draft notice for review and approval at least sixty (60) days in advance.
- **[Sample Layoff Letter](#)**

Note: Layoff Status/Recall rights shall be granted for one (1) year or the end of their appointment, whichever is sooner, for all Academic Researchers subject to layoff or RIT

Layoff/Reduction In Time

Proposal Form <https://ap.uci.edu/aru/>

- Layoff- Full Separation

List all individuals with the same title series in the department as the individual proposed for layoff. Seniority can be determined by those paid on the same grant/funding if the reason is lack or loss of funds. If the proposed action is out of seniority order, a memo justifying the lack of skills or knowledge of the more senior employee also required.

- Revising a Reduction in Time

If there is a change in the RIT (even with a change that increases the original RIT % or fully restores the funding), the RIT notice should be revised to document the actual RIT and ensure accurate layoff recall status, or the RIT notice should be rescinded, if no longer needed.

* RA-1 should always reflect the accurate appointment % at the time of change.

Vetting

Vetting is required for the following situations:

- Non-reappointment
- Partial renewal
- Dismissal
- Layoff/RIT (No formal vetting required but AP must give the greenlight)

Please visit the SOM Academic Affairs website for instructions, forms & sample notices:

<https://som.uci.edu/academic-affairs/other-policies.asp>

Renewal Process

- Information on the SOM renewal process can be found on our website:

<https://som.uci.edu/academic-affairs/other-policies.asp>



The screenshot displays the website for the Office of Academic Affairs at the University of California, Irvine School of Medicine. The header includes the university logo, the office name, and navigation links for 'UCI Health Sciences', 'Discover', 'Teach', 'Heal', and 'UC Irvine'. A search bar and links for 'Site', 'UCI.edu', and 'People' are also present. The main content area shows a breadcrumb trail: 'School of Medicine > Office of Academic Affairs > Other Policies'. Under the 'OTHER POLICIES' heading, there is a link for 'Appointment Renewal Process »' with a yellow arrow pointing to it. Below this link are sub-links: 'Appointment Renewal Process Instructions' and 'Renewal Process Helpful Hints'. A section for 'ACADEMIC RESEARCHERS UNIT - WEBSITE IS UNDER CONSTRUCTION »' is also visible, with a note about sample notices and renewal procedures for ARU members, including a link to <https://ap.uci.edu/aru/>.

* Please ensure you are verifying the current information in UC Path/department records before submitting documents

Questions



ARU Contract Reminders

- University must provide written notification to Academic Researchers eligible for review at least 6 weeks before their materials are due
- Merit and Promotion Review Notice
- Workload must be commensurate with appointment percentages and must be whole numbers, not decimals (75% not 75.38%)

Ex: If researchers, for example are expected to have four-day work week M-Th the appointment percentage should be 80% time

- Appointment percentages should not be “backed into” using funding dollars

ARU Contract Reminders

- Minimum of 1 year appointment until 1st merit or promotion review
- Reappointments then must be for normative time (two or three years)
- No exceptions
- If the appointment needs to end in the middle of the normative time period (Ex. loss of funding, change in programmatic needs) a formal layoff must occur

ARU Contract Reminders

What happens if a represented academic researcher needs to be moved out of the bargaining unit?

- There is a defined process the University must follow
- The Office of Academic Personnel will manage this process with the departments/schools
- If no open recruitment related to this out-of-unit movement, the following steps will occur:

ARU Contract Reminders

- Step 1: Department/Lab fills out [Supervisory Duties Form](#) and Checklist if the Academic Researcher is being moved out of the unit because the Academic Researcher became a supervisor and submits to the Office of Academic Personnel.
- Step 2: After the Office of Academic Personnel reviews the checklist and concurs with the proposed out-of-unit movement, the Office of Academic Personnel will send out-of-unit movement letter to notify the union 30 days prior to the effective date of the out-of-unit movement.
- Step 3: The Office of Academic Personnel will notify the department/school of the decision to make the out-of-unit movement.

Actions Requiring Union Notification

- Layoff

The University shall provide a copy of the layoff notice to the UAW within five (5) working days of the layoff notice to the Academic Researcher

- Reduction in Time

The University shall provide a copy of the layoff notice to the UAW within five (5) working days of the layoff notice to the Academic Researcher

- Out-of-unit movement

Provide the Union notice no later than thirty (30) calendar days in advance of the effective date of the out of unit movement;

* AP will review the above actions and provide the appropriate notice to the union.

Scenario #2

An Assistant Specialist, Step I is on a visa that expires May 31, 2022 and has an upcoming merit to Step II effective 7/1/2021. The normative time at step for reappointment is 2 years. How do we manage this situation?

- ▣ A) extend through 6/30/2023
- or
- ▣ B) extend through 5/31/2022

Discussion

- Campus practice does not allow renewal of appointment beyond visa end date
- Reappointment at the time of merit increase would end on visa end date
- Once visa is extended, departments may submit a revision to extend appointment to meet the normative time at step or new visa end date (Use UCI-AP-RA1)

* Departments should start Visa extension early so that it's approved prior to submitting the file/renewal to our office.

Scenario #3

When a department needs to layoff an Academic Researcher due to lack of funding, is it appropriate to place them in a WOS title, after the layoff has occurred, so they may continue working?

- ▣ Yes
- ▣ No

Discussion

- Academic Researchers may not alternate back and forth between paid and WOS titles
- If there is a lack of funding, the layoff process is required to end the appointment early and individuals subject to layoff cannot convert to WOS titles
- WOS titles are not allowed during the layoff period (**even if voluntary**)

Scenario #4

Associate Project Scientist, Step I with an off-cycle scenario:

How do we realign to 7/1 review cycle?

- Appointment began on January 3, 2017 – January 2, 2018
- Extended from January 3, 2018 – June 30, 2018
- Renewed July 1, 2018 – June 30, 2019
- First merit review effective July 1, 2019 – June 30, 2021

* FYI off-cycle merit/promotion files are granted by exception only

Without Salary Appointments

- WOS appointments do not require an open recruitment
- Use [UCI AP-21](#) form
- Initial appointments may be less than 1-year
- Normative time on WOS review actions is 1-year
- WOS Jr Specialist review files are processed via AP Review
- Non-represented Academic Researchers (WOS) will remain subject to the APM <https://www.ucop.edu/academic-personnel-programs/academic-personnel-policy/>

*As a reminder, please allow a minimum of 1-2 weeks processing time for all new appointment files being submitted to our office

Resources

SOM Office of Academic Affairs:

<https://www.som.uci.edu/academic-affairs/>

UCI Academic Personnel:

<https://ap.uci.edu/aru/>

UAW Contract:

<https://ucnet.universityofcalifornia.edu/labor/bargaining-units/ra/contract.html>

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THE OFFICE OF ACADEMIC AFFAIRS IS WORKING REMOTELY FROM MARCH 16, 2020 THROUGH JUNE 30, 2021. PLEASE EMAIL YOUR AA ANALYST IF YOU HAVE ANY QUESTIONS.

SPOTLIGHTS

Dr. Geoffrey W. Abbott is Vice-Dean for Basic Science Research and Senior Associate Dean for Academic Personnel in the School of Medicine. He is a professor in the Department of Physiology & Biophysics.

Read More »

*Uncertainty and unrest;
a message from the dean*

Questions

