

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 must eliminate the position prior to the current appointment end date.
 - Vetting is not required; however AP must 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; contact your dean's analyst for next steps.

Vetting is required for the following titles:

- Postdoctoral Scholars
 - Vetting is only required if the department is dismissing a postdoc. If the appointment ends due to work Visa or if the postdoc attains 60 months of postdoc training, vetting is not required. 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.
- 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

Vetting is **NOT required** for the following titles/appointment types:

- WOS appointments
- Visiting appointments
- Recall appointments
 - No vetting, but a 30-day courtesy notice is required for involuntary RIT or if appointment is ending prior to their current end date
- Professors (Senate), with Tenure – Faculty with tenure do not require vetting, there is a different process should we ever have to dismiss a tenured faculty please consult with your deans analyst for information.