SOM Academic Affairs
Renewal Process 2014-15

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Overview

- Introduction of the SOM Academic Affairs Staff
- Renewal Process for Non-Senate Academics
- Renewal Processes for
  - Part-Time Faculty
  - Affiliate Faculty
  - Recall Faculty
- Staff Physicians, presented by Doreen Martin, SOM Dean’s Office
SOM Academic Appointment Renewal Process for 2014-15

- Renewal of Non-Senate Academic Appointees
  - Please use current salary scale since 7/1/14 range-adjusted salary scale won’t be posted until around July 1st

**Applicable Academic Series**

- Adjunct Professor series
- Health Sciences Clinical Professor series
- Project Scientist series
- Professional Research series
- Specialist series
- Visiting Researcher series (2 year maximum)
- Visiting Professor series (2 year maximum)
  - New Visiting Professor Title Codes must be reflected on 2014-15 AP-21 renewal forms for Visiting Professors.
  - 1108-Visiting Professor, 1208-Visiting Associate Professor, 1308-Visiting Assistant Professor
  - 1712-Visiting Asst. Professor-HCOMP, 1713-Visiting Assoc. Professor-HCOMP, 1714-Visiting Professor-HCOMP
SOM Academic Appointment Renewal Process for 2014-15

- Non-Renewal or Partial Renewal (renewal for less than a full year) of Non-Senate Academic Appointees
  - The non-renewed or partially renewed employee’s name must be vetted using the NEW Adverse Employment Vetting Form
    - New form includes fields for name & title of decision maker(s) of adverse employment action and a drop-down menu for reasons: Non-renewal, Partial renewal, Dismissal
  - If the employee has been employed at 50% time or greater for at least 8 consecutive years, a draft notice of intent to non-renew or partially renew must accompany the Adverse Employment Vetting Form.
  - If the employee has been employed in the same title or title series for less than 8 consecutive years, a 30-day courtesy notice is provided to the employee.
SOM Academic Appointment Renewal Process for 2014-15

- Part-time & Affiliate Faculty Renewals
- Applies to faculty who are appointed at 43% time or less

- Applicable Academic Series
  - Adjunct Professor series
  - Health Sciences Clinical series
  - Professor of Clinical-X series
  - Professor In-Residence series
SOM Academic Appointment Renewal Process for 2014-15

- **Documents for Part-time Faculty Renewal**
  - NEW Part-time Faculty Checklist
  - NEW Part-time Faculty Information Form
  - AP-21
  - Description of Responsibilities
  - Academic appointment dossier (new appointments only)
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Documents for Affiliate Faculty Renewal

- NEW Affiliate Faculty Checklist
- NEW Affiliate Faculty Verification/HSCP Agreement Form
- AP-21
- Description of Responsibilities (include appointment % at UCI and detailed salary information)
- Academic appointment dossier (new appointments only)
- Account/Fund Information
- Percentage of Work (in eighths) of employment at Affiliate Site
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- Academic Recall Appointments & Renewals
  - A minimum 30-day break in service is required
  - 43% maximum appointment percentage

- Documents for Recall appointments
  - Chair’s memo, describing nature of appointment, duration, and percentage time
  - Recall Checklist
  - NEW SOM Academic Recall Form (UCI-AP-57-SOM)
  - New Recall Title Codes must be included in 2014-15 Recall Packets.
    - Recall Teaching-T.C. 1700, Recall HCOMP-T.C. 1701
    - Recall Faculty-T.C. 1702, Recall Non Faculty-T.C. 3802.
SOM Academic Appointment Renewal Process for 2014-15

- Please review carefully the 4/14/14 memo in your attachments, announcing the title code update for Recall and Visiting Titles.
- The UCI campus will transition to the new title codes on July 1, 2014.
- Please include the new title codes in your Recall and Visiting Professor renewal paperwork.
- All NEW renewal forms and documents will be posted on the SOM Academic Affairs website and renewal instructions with links emailed by Friday, May 2, 2014.