

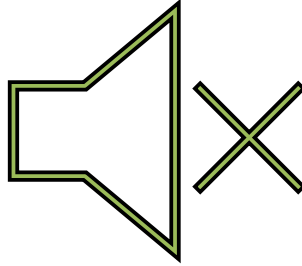


Academic Personnel Monthly Information Session

Renewal of Academic Appointments FY 2025-26

Presenters: Jennifer Bozant, Mayra Covarrubias, Mindy Roush & Amy Edwards
Date: February 25, 2025

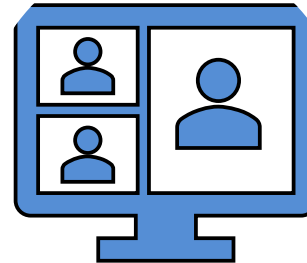
Housekeeping



Please keep yourself muted during the presentation



Ask questions in chat



Please keep your camera on during the presentation

Agenda



- ✓ Renewal of Academic Appointments and Non-Reappointment Process for Faculty Titles
- ✓ Renewal of Academic Appointments, Layoffs, and Reductions in Time for RA Unit Members
- ✓ Renewal of Academic Appointments, Layoffs, and Reductions in Time for GSRs, TAs & Post-Docs
- ✓ Frequently Asked Questions
- ✓ Resources
- ✓ Questions & Answers

Renewal of Academic Appointments FY 2025-26 at UC Davis Schools of Health



The Office of Academic Personnel is committed to helping you through every step while renewing academic appointments within our UC Davis Health community.

It's that time of year for the annual call of renewal of academic appointments for faculty and non-faculty appointees who currently have an approaching appointment end date through May 31, 2026. This end date is used to capture any off-cycle appointment end dates well in advance of the next renewal cycle.

In this presentation we will cover the necessary steps when reviewing your list of academic appointees for Reappointment and discuss the requirements for Non-Reappointments and Involuntary FTE Reductions.

Reappointment Letter Templates: Will be released once the returned reappointment lists are approved by the Office of Academic Personnel.

Renewal of Academic Appointments FY 2025-26

Run date:2/11/2025												
Department:												
Academic: Faculty												
Employee Name	Employee ID	Job Code	Job Code Description	Step	FTE	Expected End Date	Reappointment? Enter Yes or No (if No, include reason in Notes column)	Increase in time? Include new FTE	Reduction in Time? Include new FTE	Enter Voluntary or Involuntary (include reason in Notes column and provide communication from faculty)	New End Date	Notes
		1732	HS ASST CLIN PROF- HCOMP	1	1	Jun 30, 2025	Yes				6/30/2025	
		1728	ASST ADJ PROF-HCOMP	2	1	Jun 30, 2025	Yes		0.75	Involuntary	12/31/2025	Grant ending 12/31/25, no additional funding support at this time; reappointing for 6 months
		1453	PROF OF CLIN-HCOMP	5	1	Jun 30, 2025	No					Retiring effective 6/27/25
Academic: Non-Faculty												
Employee Name	Employee ID	Job Code	Job Code Description	Step	FTE	Expected End Date	Reappointment? Enter Yes or No (if No, include reason in Notes column)	Increase in time? Include new FTE	Reduction in Time? Include new FTE	Enter Voluntary or Involuntary (include reason in Notes column and provide communication from faculty)	New End Date	Notes
		3320	ASST SPECIALIST	3	1	Jun 30, 2025						AP NOTE: If reappointing, 1 year reappointment term required per RA contract.
		3390	PROJ SCIENTIST-FY	2	1	Jun 30, 2025						2024-2025 Advancement action pending AP NOTE: If reappointing, 3 year reappointment term required per RA contract.

Note: Non-Faculty Academics: If an appointee in the Project Scientist, Professional Researcher, or Specialist series has undergone an advancement review starting in the 2019-20 cycle through the current 2024-25 cycle, they are subject to be reappointed for the normative period of review (2 years for Assistant and Associate ranks, and 3 years for Full rank).

Non-Reappointment and Involuntary FTE Reduction Requirements



- For all Non-Reappointments or Involuntary FTE Reductions, please provide detailed reasons for the non-reappointment or involuntary FTE reduction as these will be reviewed individually and managed on a case-by-case basis.
- Please **do not** prepare or issue any non-reappointment or involuntary FTE reduction notices without first consulting with the Office of Academic Personnel. Contact your assigned AP Generalist Analyst as early as possible for assistance. Review the Non-Reappointment Deadline Calendar (Attachment B).
- We will cover the notice requirements per title in the following slides.

Adjunct Professors

Adjunct Professors: notice requirements are stated in the Adjunct series [policy](#);

To assess the appropriate notice requirement (including involuntary FTE reduction), answer the following questions:

1. Has the Adjunct Professor been reappointed at least once?

- a. *Yes, then depending on the amount of time in the Adjunct series, notice is required (see question #2)*
- b. *No, then notice is not required*

2. If the Adjunct Professor has been reappointed at least once, then how long?

- a. *If less than 1 year, we will need to consult with Academic Affairs*
- b. *1 to 2 years = 30 days' notice*
- c. *more than 2 years = 60 days' notice*

Adjunct Series		
Academic Title Codes	Academic Title	Maximum Reappointment Period
001728 ASST ADJ PROF-HCOMP	Assistant Adjunct Professor	Two years ^{1, 2}
001729 ASSOC ADJ PROF-HCOMP	Associate Adjunct Professor	Two years ²
001730 ADJ PROF-HCOMP	Adjunct Professor	Three years ²

¹Unless the individual is in his/her/their seventh year
²For who known funding exists

Adjunct Professors (WOS)

Adjunct Professors (WOS):

Typically can be appointed/renewed for up to two years total, 3rd year by exception.

Departments to revisit the terms of existing Adjunct WOS appointments

If the Adjunct Professor (WOS) has been reappointed at least once, then how long?

- a. If less than 1 year, we will need to consult with Academic Affairs
- b. 1 to 2 years = 30 days' notice
- c. more than 2 years = 60 days' notice

Examples: Faculty Moving to Another Institution:

Senate faculty moving to Adjunct WOS: If Senate faculty need to remain to close out research, they will need to move to the Adjunct series, without salary. Departments will need to submit an exemption via UC Recruit to change series, and include a detailed justification for the WOS request.

Adjunct Moving to Adjunct WOS: Submit an AggieService case with a memo explaining the need to retain WOS status for work completion.

Contact the Generalist Analyst for Adjunct WOS cases that don't align with research completion. These appointments are being reviewed closely to ensure that they are within compliance.

Clinical “X” and In-Residence Professors:

Clin “X” Series		
Academic Title Codes	Academic Title	Maximum Reappointment Period
001455 ASST PROF OF CLIN-HCOMP	Assistant Professor of Clinical X	Two years ¹
001452 ASST PROF OF CLIN-FY		
001454 ASSOC PROF OF CLIN-HCOMP	Associate Professor of Clinical X	Two years
001451 ASSOC PROF OF CLIN-FY		
001453 PROF OF CLIN-HCOMP	Professor of Clinical X	Three years
001450 PROF OF CLIN-FY		
¹ Unless the individual is in his/her/their seventh year		

In-Residence Series		
Academic Title Codes	Academic Title	Maximum Reappointment Period
001724 ASST PROF IN RES-HCOMP	Assistant Professor In Residence	Two years ¹
001725 ASSOC PROF IN RES-HCOMP	Associate Professor In Residence	Two years
001724 ASST PROF IN RES-HCOMP	Professor In Residence	Three years
¹ Unless the individual is in his/her/their seventh year		

- A minimum of **6 months’** notice for non-reappointment or involuntary FTE reduction with bridge funding requirements. Contact your assigned AP Generalist Analyst with the details of the non-reappointment to obtain further guidance on next steps and be provided the appropriate notice template.
- All non-reappointments will be handled on a case-by-case basis.

Health Sciences Clinical Professors

- **HSCP:** faculty who will **not** be reappointed, or are subjected to an **involuntary** FTE reduction, must be informed in writing **60 days'** prior to their current end date (**The below policy includes notice required for those who have greater than 8 years of service.**)
 - https://www.ucop.edu/academic-personnel-programs/_files/apm/apm-137.pdf
- Although formal notice is not required by policy for HSCP faculty with less than 8 years of service, the SOM requires a 60 days' "courtesy" non-reappointment notice.
- For concurrent HSCP-FY (WOS) appointments, notify Academic Personnel when the MSP title is terminating so we may also terminate their academic concurrent appointment [HSCP-FY (WOS)/ VCP, etc.]

HSCP Series		
Academic Title Codes	Academic Title	Maximum Reappointment Period
001732 HS ASST CLIN PROF-HCOMP	HS Assistant Clinical Professor	One year
002050 HS ASST CLIN PROF-FY		
001733 HS ASSOC CLIN PROF-HCOMP	HS Associate Clinical Professor	One year
002030 HS ASSOC CLIN PROF-FY		
001734 HS CLIN PROF- HCOMP	HS Clinical Professor	One year
002010 HS CLIN PROF-FY		

Visiting Professors/Recall Faculty

- New exemption needed if appointment is being renewed for Visiting Professors and Recall Faculty.
- Visiting appointments are self terminating based off their initial hire.
 - If terminating sooner than their end date, please contact your AP analyst for guidance.
- Any mid-year changes to recall appointments require a new exemption to be submitted (FTE, salary, appointment term changes, etc.).
- These titles are not included in your reappointment lists since they require a renewal process.

Recall Series		
Academic Title Codes	Academic Title	Maximum Reappointment Period
001701 RECALL HCOMP	Recall Faculty- HCOMP	One year
001702 RECALL FACULTY	Recall Faculty	Subject to renewal on an annual basis

RA Unit Members



- Appointments in these series end automatically unless reappointed, therefore a non-reappointment notice is not required, except for appointments of more than 50% time with eight (8) or more consecutive years of service.
- Layoff or Involuntary FTE Reduction for RA-Unit members (Project Scientist, Professional Researcher, Specialist and Jr. Specialist) must be issued a 45-days' notice.
https://ucnet.universityofcalifornia.edu/labor/bargaining-units/ra/docs/ra_2019-2022_11_layoff-and-reduction-in-time.pdf
- For variable appointments or temporary augmentation in appointments, complete the template. For involuntary reduction in time, a 45-days' notice is required.
- If hired on a search waiver, be sure to review appointment terms, and if appropriate/ eligible, department may submit a new waiver or initiate a formal recruitment. Keep in mind that Continuation of Training search waivers may not exceed 18 months.
- Contact your AP Generalist Analyst for assistance with Project Scientist, Professional Researcher, and Specialist titles.
- Contact your Non-Faculty Analyst for assistance with Jr. Specialist titles.

Specialist Series		
	Academic Title	Reappointment Period
003330	Junior Specialist	For Junior Specialists: <ul style="list-style-type: none"> • Reappointment for a second year. Third year by exception with strong justification. May not exceed three years in title.
003320	Assistant Specialist	<ul style="list-style-type: none"> • Minimum One year reappointment until first advancement review. • If undergone an advancement review starting in the 2019-20 cycle, reappointments are for normative period per the rank/step (2-3 years).
003310	Associate Specialist	<ul style="list-style-type: none"> • Reappointment period of minimum 3 years

Junior Specialists

Reappointment Reminders:

- Departments are responsible for monitoring end dates of Junior Specialist appointments.
- Cognos reports UCP-272 (Employee Roster) and UCP-103 (Jobs with Approaching End Dates) may be used for monitoring end dates.
- Reappointments may be for up to 1 year. It is allowable to reappoint for less than 1 year.
- FTE increases or decreases are allowable at time of reappointment and do not require additional approvals.
- Reappointment into second year in title should include an increase to step 2.

Reappointment Process:

- Department must obtain Workforce Management approval prior to submitting the reappointment.
- Reappointment checklist is available on VPAA's website.
- Department submits reappointment dossier is submitted in MIV.
- Department submits Job Changes case in AggieService when dossier is submitted in MIV.
- AP non-faculty analyst routes dossier for approval and provides reappointment letter when dossier is approved.
- AP non-faculty analyst processes reappointment and step increase in UCPath.

Junior Specialist		
Academic Title Codes	Academic Title	Reappointment Period
003329	Junior Specialist NEX	Can reappoint up to 1 year
003330	Junior Specialist	Can reappoint up to 1 year

- Reappointment into 3rd year is approved on an exception basis only.
- Strong justification for 3rd year reappointment is required.
- Please contact your AP non-faculty analyst for guidance.

Non-Reappointment Process:

- Junior Specialist reappointment ends on the specified end date.
- Formal notice of non-reappointment is not required.
- If appointment will end prior to specified end date, please follow the layoff process.

Graduate Student Researchers and Teaching Assistants

- GSR and TA appointments shall end on their specified end date.
- These appointments will auto-terminate if the appointment is not extended.
- Separation cases in AggieService are no longer required for appointments that will end on their specified end date.
- If a GSR/TA resigns from their position prior to their specified end date, a Separation case must be submitted in AggieService to initiate the termination in UCPATH.

- Reappointment requests must be submitted via a Job Changes case in AggieService.
- Please submit these cases in AggieService by no later than the following deadlines:
 - March 31 end date – case submission due by March 12
 - June 30 end date – case submission due by June 10
 - September 30 end date – case submission due by September 11
 - December 31 end date – case submission due by December 8

Graduate Student Researchers and Teaching Assistants		
Academic Title Codes	Academic Title	Reappointment Period
003282	GSR	1 quarter minimum Can reappoint up to 1 year
003144	GSR Fellow	1 quarter minimum Can reappoint up to 1 year
003154 003160 002310	GSR Trainee GSR Supplemental Appointment TA (reappointment period is 1 quarter)	1 quarter minimum Can reappoint up to 1 year

Postdoctoral Scholars

- Postdoctoral Scholar initial appointments must be two (2) years in length. This applies with all titles except the Interim Postdoctoral Scholars.
- Interim Postdoctoral Scholars shall be appointed for a minimum of three (3) months at 100% and a maximum of one (1) year.
- Postdoctoral Scholar Employee and NEX reappointments shall be for a minimum of one (1) year. Reappointment may be for less than one (1) year under the following circumstances:
 - Less than one (1) year of programmatic work
 - Exhausted eligibility as a Postdoctoral Scholar
 - Work authorization limitations
- Postdoctoral Scholar Fellow and Postdoctoral Scholar Paid Direct reappointments shall be for a minimum duration equal to the duration of the fellowship or extramural funding.
- Reappointments must be approved by the Workforce Management Committee prior to requesting approval from the Office of Graduate Studies.
- Reappointments must be approved by Office of Graduate Studies via AggieService. Service request path: Academic > Postdoctoral Appointments > Renewal / Extension.
- After the Renewal / Extension case is approved by Office of Graduate Studies, please submit a Job Changes case in AggieService to initiate the data entry into UCPATH.

Postdoctoral Scholars		
Academic Title Codes	Academic Title	Reappointment Period
003252 003255	Postdoctoral Scholar Employee Postdoctoral Scholar Employee NEX	1 year
003253	Postdoctoral Scholar Fellow	Minimum duration equal to the duration of the fellowship
003254	Postdoctoral Scholar Paid Direct	Minimum duration equal to the duration of the extramural funding

Layoff Procedures

Layoff procedures apply to postdoctoral scholars laid off due to lack of funding.

- Prepare the layoff notification letter from the PI.
- Provide the postdoctoral scholar the letter at least 30 days in advance of the layoff.
- Send a copy of the layoff notification letter to OGS and ELR. UC Davis must notify the union within three business days.
- Submit a separation case in AggieService and upload the layoff notification letter.

Volunteer Clinical Professors

- All VCP reappointments must have a June 30 end date.
- VCP reappointments may not exceed five (5) years in length per reappointment request.
- VCP reappointments must be requested via an Exemption in Recruit. Upload all teaching records since last appointment/reappointment to the Exemption. Upload a current Appendix A, if applicable.
- Exemption must be approved before submitting a Job Changes case in AggieService.
- Detailed instructions and deadlines will be sent out in the VCP Annual Call. The VCP Annual Call will be sent out to departments in March 2025.
- VCP appointments end at their specified end date.
- Notice of non-reappointment is not required if the appointment shall end at the specified end date.
- A separation case in AggieService is required to initiate termination of a VCP appointment. These appointments do not auto-terminate.
- **Reminder:** Termination prior to the specified end date requires a 30-day notice. The VCP 30 Day Termination Letter Template is available on our website.

Volunteer Clinical Professor		
Academic Title Codes	Academic Title	Maximum Reappointment Period
002057 002037	Assistant Clinical Professor Volunteer Associate Clinical Professor Volunteer	5 years
002017	Clinical Professor Volunteer	5 years
002077 CWR007	Clinical Instructor Volunteer Clinical Associate	5 years

Contingent Workers: Visiting and WOS

Appointment Reminders:

- Contingent worker initial appointments may be for up to 1 year.
- Appointments are requested via an exemption in Recruit.
- The signed Authorization to Release Information form should be uploaded to all appointment exemptions.
- Appointments require the employment disclosure process for misconduct disclosure. Clearance must be received before AggieService onboarding case is submitted.

Reappointment Process:

- Departments are responsible for monitoring end dates of CWR appointments.
- Cognos reports UCP-272 (Employee Roster) and UCP-103 (Jobs with Approaching End Dates) may be used for monitoring end dates.
- Reappointments may be for up to 1 year.
- Reappointments are requested via an exemption in Recruit.
- When the exemption is approved, please submit a Job Changes case in AggieService to initiate data entry into UCPath.

CWR Series		
Academic Title Codes	Academic Title	Maximum Reappointment Period
CWR016 CWR003	Visiting Undergraduate Student Visiting Graduate Student	1 year
CWR015	Visiting Scholar	1 year
CWR021 CWR022	Research Fellow (WOS) Research Associate (WOS)	1 year

Non-Reappointment Process:

- CWR appointments end at their specified end date.
- Notice of non-reappointment is not required.
- A separation case in AggieService is required to initiate termination of a CWR appointment in UCPath. These appointments do not auto-terminate.

Frequently Asked Questions

- Q: What if we are unsure about funding for an appointment?
 - A: We recognize that funding for some of the listed academics may not be finalized before the deadline to reappoint. If you are unsure about the funding beyond June 30, 2025, please contact your assigned Academic Personnel Analyst for guidance on how to proceed.
- Q: How do we handle joint appointments?
 - A: Appointees holding a joint appointment, including WOS, are listed on each department spreadsheet the appointee holds an appointment with. Each department should prepare their own reappointment letter for the appointee.
- Q: What if we have an HSCP faculty with an end date that does not fall on the end of the fiscal year?
 - Example end date: March 31, 2025.
 - A: Since HSCP faculty can only be appointed for a maximum of 1 year, kindly submit an AggieService case to extend their appointment to 6/30/2025, and you can have them aligned with the reappointment process going forward.
- Q: What if we have a researcher with an end date that does not fall on the end of the fiscal year?
 - A: Researchers cannot be extended, but they can be reappointment for a longer duration to align with the fiscal year end date.

Reappointment Deadlines for FY 25-26

PROCESS	DEADLINE DATE
Academic Personnel (AP) releases Reappointment Lists to SOM Departments	Friday, February 21, 2025
Departments return the completed Reappointment Lists to their assigned AP Generalist Analyst	Friday, March 21, 2025
AP Generalist Analyst returns the approved Reappointment Lists to the Departments with the reappointment templates	Monday, April 14, 2025
Departments send a copy of all the executed Reappointment Letters to their assigned AP Generalist Analyst	Tuesday, July 1, 2025

Non-Reappointment Deadlines for FY 24-25

PROCESS	DEADLINE DATE
SOM Department informs their assigned AP Generalist Analyst of any appointment(s) <u>not being renewed</u> or with a <u>reduction in FTE</u> beyond June 30, 2025 (or) current end date	ASAP , no later than Tuesday, <u>April 1, 2025</u>
AP Generalist Analyst provides the Department with the appropriate notice template	Within 72 hours of notification of Non-Reappointment or Reduction in FTE
Department returns the completed (<i>drafted</i>) Non-Reappointment or Reduction in FTE notice to their assigned AP Generalist Analyst	Within 72 hours of receipt of Non-Reappointment or Reduction in FTE notice template
AP Generalist Analyst returns the approved Non-Reappointment or Reduction in FTE notice to the Department for issuance to the academic appointee (see Timeline Guide below for the “issue by” date)	Within 72 hours of the approval notification from the Office of the Vice Provost

Timeline Guide

- All Non-Reappointments requiring a 60-day notice (if end date is 6/30/2025) must be issued to the academic appointee by **May 1, 2025**
- All Layoffs requiring a 45-day notice (if end date is 6/30/2025) must be issued to academic appointee by **May 15, 2025**
- All Non-Reappointments requiring a 30-day notice (if end date is 6/30/2025) must be issued to academic appointee by **May 31, 2025**

Resources

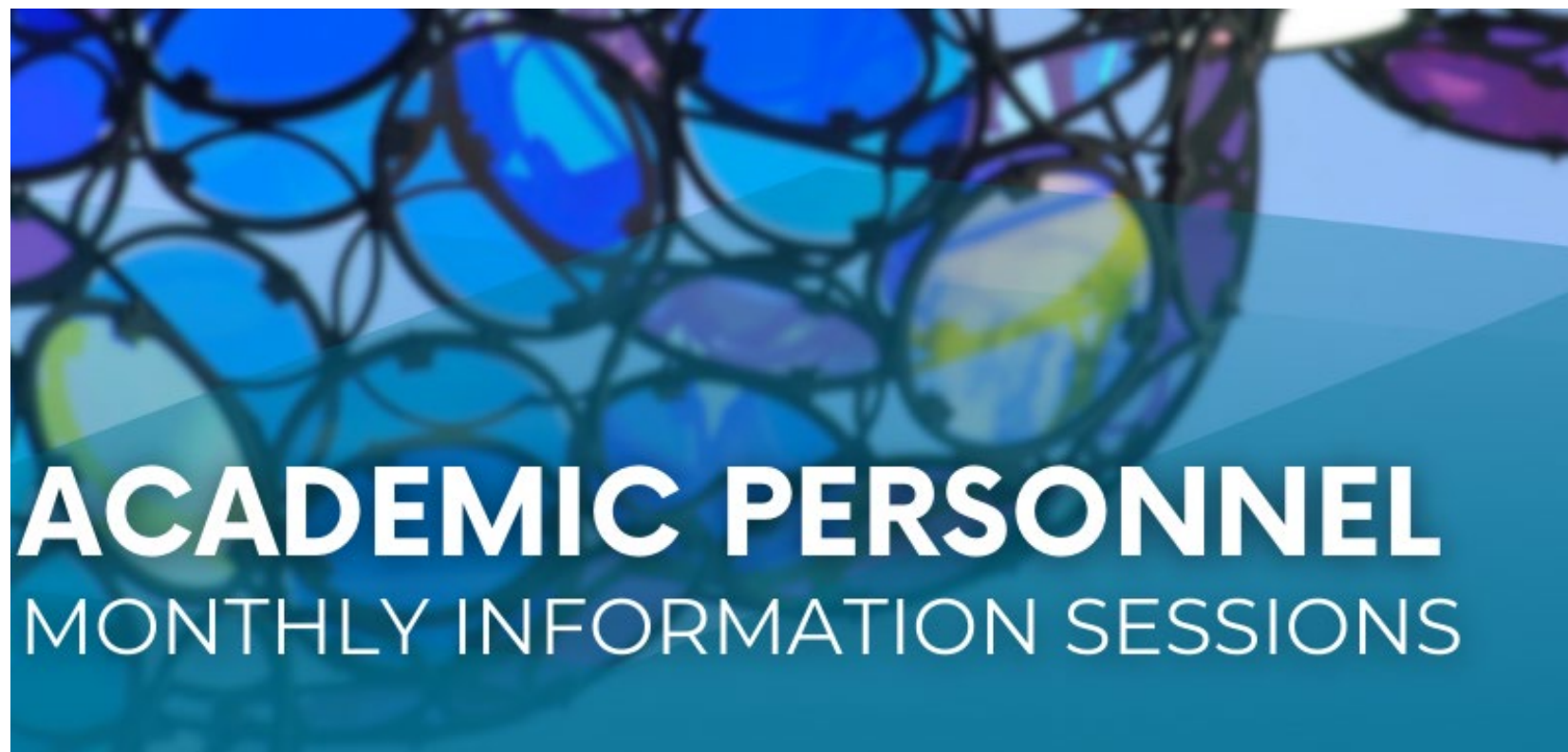


- ✓ Resource 1- AP Website > Resources for Non-Faculty Appointees > [Junior Specialist Reappointment Checklist](#)
- ✓ Resource 2- UC Davis Graduate Studies- Postdoctoral Scholars [Website](#)
- ✓ Resource 3- Reappointment and Non-Reappointment Instruction PDF
- ✓ Resource 4- AP Department Support [List](#)

Questions



VCP Annual Call - Tuesday, March 25, 2025



Thank you for your attendance today!