

Recall of Academic Employees Policy and Procedures

Introduction

Recall appointments serve the essential academic needs and interests of the University by allowing campuses to employ retired academic appointees on renewable term appointments. These appointments are normally one year in length. Pre-retirement agreements allow for an appointment to be up to three years with the possibility of renewal thereafter.

References:

[APM 205-Recall of Academic Appointees](#)

[Returning to UC Employment After Retirement - UCRP Fact Sheet](#)

[APM 025-Conflict of Commitment and Outside Faculty Activities](#)

[APM 671-Conflict of Commitment and Outside Activities of Health Sciences Compensation Plan Participants](#)

Section A: General Policy

[APM 205](#) is the university policy and procedure on Academic recall appointments. Also see the UCRP Factsheet "[Returning to UC Employment After Retirement](#)". [APM 025 - Conflict of Commitment and Outside Faculty Activities](#) and [APM 671 - Conflict of Commitment and Outside Activities of Health Sciences Compensation Plan Participants](#) applies to faculty and Health Science Compensation Plan faculty.

Academic appointees who have retired from the University may be recalled to active service, for a term appointment. Recall may be for teaching, research and/or administrative service. Before a recall appointment begins a minimum 30-day break in service after the date of retirement is required, 90 days is preferred. Recall appointments may not exceed a total of 43 percent time per month, inclusive of all recall appointments at any UC campus. It is important for an individual to remain at 43 percent time, or below, in order to avoid suspension of retirement income and benefits from UCRP.

Recall appointments are normally one year or less but may be up to three years in the cases of pre-retirement agreements (initial appointment). Recall appointments are self-terminating on the end date. In cases where an academic is engaged in a long-term research project with secure funding, multi-year appointments will be considered.

Following a review, recall appointments may be renewed on an annual basis. Individuals who retire from the following titles are **ineligible** for recall under this policy:

- Clinical Professor-Volunteer series (see [APM 279-20](#) regarding reappointment and non-renewal in this series)
- Senior Management Group without a concurrent academic appointment
- Paid staff

NOTE: Colleges/Schools have the authority to develop an internal procedure and compensation guideline for recall of academic appointees that is more restrictive than [APM 205](#). These should be well documented and made available to the departments to ensure equitable and consistent treatment of all. A copy of the procedures should be sent to the Academic Personnel Office prior to implementation and at the beginning of each academic year. College's/School's procedures should be reviewed on an annual basis to ensure they comply with current policies.

Section B: Restrictions

Recall appointments may not exceed a total of 43 percent time per month, inclusive of all recall appointments at any UC campus.

Retired academic appointees may be recalled to faculty administrative titles, as described in [APM 240, 241 and 246](#), for a term of one year or less subject to renewal on an annual basis.

Section C: Terms and Conditions of Employment

1. Pre-Retirement Recall Agreements

Campus administrators may only make a pre-retirement recall agreement with academic appointees age 60 or older and who have five years of service credit (“UCRP normal retirement age”). Such an agreement may provide for a recall term of up to three academic years, with the possibility of annual renewal thereafter. Administrators may not discuss recall appointments with academic appointees who have not attained the UCRP normal retirement age.

2. Return to Service

A recall appointment service date may occur no earlier than 30 days following the academic appointee’s retirement date.

3. Length of Recall Appointments

Recall appointments are normally one year or less but may be up to three years in cases of pre-retirement agreements, or if faculty have active research grants with secured funding for the recall period. Recall appointments are term appointments for a specific period of time and expire on the end date with no further notice required.

4. Reappointment

Following a review, recall appointments may be renewed on an annual basis.

5. Early Termination

If the terms and conditions of the recall agreement are no longer applicable, the University may terminate a recall contract prior to the specified end date with a minimum of 30 days’ notice, or pay-in-lieu of notice for those who are compensated.

6. Complaints and Appeals

Senate members may pursue their grievance rights under the terms of Senate Bylaw 335. Non- Senate faculty may pursue their grievance rights under the terms of APM - 140.

Section D: Approval Authority

1. The Vice Provost for Academic Personnel (VPAP) has approval authority on Pre-Retirement Recall Agreements using a Memorandum of Understanding (MOU).
2. Academic Deans have approval authority for standard academic recall appointments.

3. Any appointment in excess of 43 percent time per month and/or where the recall salary exceeds the base salary at the time of retirement will require approval from the Provost and Executive Vice Chancellor in accordance with University policy.
4. In special circumstances, the President may approve a recall reappointment for up to five years. (See Regents Standing Order 103.6)
5. The [Delegation of Authority Chart](#) provides information on the final authority on academic review actions.

Section E: Salary

1. Academic appointees may be recalled to a compensated or a non-compensated appointment. Compensated appointments should be percentage-based.
2. The maximum salary rate for recall appointments (teaching, research, or other non-administrative duties) is the individual’s annual base salary rate (including any off-scale) for the academic position held at the time of retirement, range adjusted forward. (*See formula below*)
3. Additional compensation earned prior to retirement, including stipends, negotiated salary components, and summer salary, is **not** to be factored into the salary rate for recall appointments.
4. The salary for retired academic appointees recalled to faculty administrative titles (as described in APM - 240 - 241 and - 246) is a negotiated rate based on the nature and scope of the duties assigned, other comparable positions, and the relevant administrative experience of the individual.
5. Recalled academic appointees are ineligible for merit or promotion salary increases. See APM - 205 for salary rates for faculty retired from a Health Sciences School.

[Formula for Maximum Allowable Monthly Salary Under Recall](#)

The maximum salary rate for recall appointments that include teaching, research, or other non-administrative duties is the individual’s annual base salary rate (including any off-scale salary) for the academic position held at the time of retirement, range adjusted forward, then multiplied by 0.43.

[Fiscal Year appointees](#)

1. $A \text{ [total base]} + B \text{ [off-scale salary]} = T \text{ [total salary at the time of retirement]}$
2. $T \div 12 = M \text{ [monthly rate at 100\%]}$
3. $M \text{ [monthly rate at 100\%]} \times 0.43 \text{ [maximum percent allowable under recall]} = Z \text{ [maximum allowable monthly salary under recall]}$

For example, the maximum allowable monthly salary for a Professor – Fiscal Year, Step I, with a base salary of \$92,900 and an off-scale salary of \$7,100 for a total salary of \$100,000 on recall would be \$3,583.33:

- $\$100,000 \text{ (total base + off-scale salary)} \div 12 = \$8,333.33 \text{ (monthly rate at 100\%)}$
- $\$8,333.33 \text{ (monthly rate at 100\%)} \times 0.43 \text{ (maximum allowable percent under recall)} = \$3,583.33 \text{ (maximum allowable monthly salary under recall)}$

Academic Year appointees

1. A [total base] + B [off-scale salary] = T [total salary at the time of retirement]
2. $T \div 9 = M$ [monthly rate at 100%]
3. M [monthly rate at 100%] X 0.43 [maximum percent allowable under recall] = Z [maximum allowable monthly salary under recall]

For example, the maximum allowable monthly salary for a Professor –Academic Year, Step I, with a base salary of \$80,100 and an off-scale salary of \$7,900 for a total salary of \$88,000 on recall would be \$4,204.45:

- \$88,000 (total base + off-scale salary) \div 9 = \$9,777.78 (monthly rate at 100%)
- \$9,777.78 (monthly rate at 100%) X 0.43 (maximum allowable percent under recall) = \$4,204.45 (maximum allowable monthly salary under recall)

Section F: Responsibility and Oversight

1. Pre-Retirement Recall Agreement

a. Home Department

- Negotiates a Memorandum of Understanding (MOU) with the faculty prior to their retirement date.
- Department completes the MOU for review by the faculty member.
- Faculty member and the Department Chair sign the MOU.

b. School Dean's Office

- Provide policy and procedure guidance to departments.
- Reviews MOU for compliance.
- Obtains the Dean's signature on the MOU.
- Sends a copy of the completed form to the Academic Personnel Office at academicpersonnel@ucr.edu for the VPAP's signature.

c. Academic Personnel Office

- Provides policy and procedure guidance to Schools.
- Reviews MOU for compliance.
- Obtains the VPAP's signature for approval.
- Returns a copy of the signed MOU to the School.

2. Recall Appointment

a. Recalled Academic

- Disclose all UC recall appointments to home department and any other appointing departments/campuses to ensure recall appointment does not exceed a total of 43 percent time per month, inclusive of all recall appointments at any UC campus.

- Contact UC Retirement Administration Service Center (RASC) at 1-800-888-8267 (in U.S.) and 1-510-987-0200 (outside of the U.S.) if there are any questions regarding the effect of the recall on retirement benefits.
- Sign and submit the UCR PREEMPLOYED RETIREE NOTIFICATION FORM UBEN 1039 (not required for retirees who elected the lump sum cash out) to: Mary White, HR University Village Suite 200
- Acknowledge and sign UCR Academic Recall Appointment form.

b. Home Department

- Verify academic's recall status (check for other appointments).
- Complete and submit UCR Academic Recall Appointment form for Chair's approval.
- Forward UCR Academic Recall Appointment form to Dean's office for approval.
- Upon Dean's signature or PEVC approval signature for exceptional approvals, process recall appointment in UCPATH or submit request to the Shared Services Center to process recall appointment.
- Monitor recall appointment is processed in UCPATH to ensure the transaction reflects approved recall appointment.

c. Appointment Department (if not Home Department)

- For recalled faculty whose home department is not the one requesting the recall, the hiring department must notify the home department (via email or concurrence on recall request).
- Complete and submit UCR Academic Recall Appointment form for Chair's approval.
- Forward UCR Academic Recall Appointment form to Dean's office for approval.
- Upon Dean's signature or PEVC signature for exceptional approvals, process recall appointment in UCPATH or submit request to the Shared Services Center to process recall appointment.
- Monitor recall appointment is processed in UCPATH to ensure the transaction reflects approved recall appointment.

d. School Dean's Office

- Provide policy and procedure guidance to departments.
- Obtain dean's signature on the UCR Academic Recall Appointment form.
- Send a copy of completed form to the Academic Personnel Office (APO) at academicpersonnel@ucr.edu. If it requires exceptional approval, forward the original to APO for PEVC approval.
- Ensure appointment is entered in UCPATH.

e. Academic Personnel Office

- Provide policy and procedure guidance to Schools.
- Post audit recall appointments and UCPATH entries.
- For exceptional approval, APO will obtain PEVC signature and return to Dean's office after approval.