

# **AP Points for January 19, 2012 ORUBA Meeting**

## Academic Review File Deadlines:

- All academic reappointment files were due to April Walsh on Tuesday, January 17.
- Files not submitted by the end of this week will require a request to extend beyond the deadline, addressed to VC Brown, via email to [ora-ap@ucsd.edu](mailto:ora-ap@ucsd.edu) (please cc: April Walsh as well), from your Director, and should include the reason for your request along with the date of extension, not to exceed two weeks.

## Reduction in Time (RIT) and Layoff Actions:

- All RIT actions for the Project Scientist, Research Scientist, Specialist, and Academic Coordinator academic series' must be approved by VC Brown through completion of a Voluntary Reduction in Effort Memo. A sample of the memo is located on the Research Affairs web page (click Academic Research Personnel on the bottom left hand side of the page and then click Request for Voluntary Reduction in Effort link on the bottom right hand side of the page). The link for the memo is:  
[http://research.ucsd.edu/documents/AcademicPersonnel/Voluntary\\_Reduction\\_in\\_Time\\_Request.pdf](http://research.ucsd.edu/documents/AcademicPersonnel/Voluntary_Reduction_in_Time_Request.pdf)
- In the case of a layoff, all paperwork must be turned in to David DeSpain and/or April Walsh approximately 8 weeks prior to the scheduled layoff date of an academic. Official notification from the Executive Vice Chancellor for Academic Affairs (EVCAA) must occur at least 30 days in advance of a layoff. The processing time for the layoff action is approximately 4 weeks and when added to the 30 day notification equals an 8 week period. Layoffs for academic appointees is governed by PPM 230-7 and requires completion of 2 letters and the Layoff and Involuntary Reduction in Time form. PPM 230-7 is located at this link: <http://adminrecords.ucsd.edu/ppm/docs/230-7.html> Please contact April and/or David if you require assistance in completing the required letters and form.

### Visiting Titles:

- The visiting title that the academic is proposed for should be comparable to the title that the academic holds at their home institution (Visiting Assistant, Associate or Project Scientist) or (Visiting Assistant, Associate, or Research Scientist).
- Visiting appointments are governed by APM 230 and is located at this link: <http://www.ucop.edu/acadpersonnel/apm/apm-230.pdf>
- A Visiting Scholar cannot be paid a salary or long-term per diem. However, he/she can be reimbursed for travel to and from UCSD and for expenses related to hotel charges for up to a 3 month period.