

Proposed Implementation Guidelines for Mid-Year Appointment 'Zero Year' Option General Campus

APPOINTMENT

- Departments meet with candidates during recruitment and describe the option and implication.

Considerations if elect 'Zero Year' Option:

- Appointee gains an additional year to prepare their first review file.
- Appointee's eligibility for a merit increase is delayed by one year.

- Non-Senate and Senate Assistant-level appointees with a proposed start date between January 1 and June 30 may elect or opt-out of the 'zero year' option by signing an election form (see sample election form). The ORU Director's Recommendation Letter should indicate in the first paragraph which option the candidate selects.

SAMPLE LANGUAGE: Dr. (enter last name) and (enter ORU name) have been made aware of the 'zero year' opportunity and **have elected (that option) or (to forego that option).** --choose the appropriate bolded option.

- The appointee will be notified in their official appointment offer letter no matter if they elect the 'zero year' or if they forego this option.

PROMOTION REVIEW/READINESS ASSESSMENT

Non-Senate Assistant-level Appointees (i.e., Research Scientist, Project Scientist, Specialist)

- Regardless of start date (July 1 or mid-year), ORU's must follow procedures in PPM 230-8, *Non-Senate Assistant-rank Appointees*, in determining whether to conduct a promotion review of an appointee in the sixth year or postpone the promotion review for one year.
- If the promotion review occurs in the sixth year, process is the same regardless of the start date.

Example: Non-Senate Appointee, Promotion Review in Sixth Year

Year	Period	Proposed File Action	Term Effective Date
0	3/1/13-6/30/13	Time does not count toward review process	
1	7/1/13-6/30/14	First review cycle begins	7/1/13-6/30/15
2	7/1/14-6/30/15	1 st Reappointment/Merit file due effective 7/1/15	
3	7/1/15-6/30/16	Second review cycle begins	7/1/15-6/30/17
4	7/1/16-6/30/17	2 nd Reappointment/Merit and Appraisal (only for Research Scientist Series) file due, effective 7/1/17	
5	7/1/17-6/30/18	Third review cycle begins	7/1/17-6/30/19
6	7/1/18-6/30/19	Readiness Assessment; Promotion file due. If successful promotion, effective 7/1/19. If unsuccessful, appointment ends on 06/30/19. (2 year terminal appointment)	

- If at the sixth year the department wishes to postpone the appointee’s promotion review, it must follow the procedures outlined in PPM 230-8. PLEASE NOTE: Assistant-level appointees in a non-Senate series may extend their end date beyond eight years to the next 06/30/XX.

Example: Non-Senate Appointee, Promotion Review After Sixth Year

Year	Period	Proposed File Action	Term Effective Date
0	3/1/13-6/30/13	Time does not count toward review process	3/1/13-6/30/13
1	7/1/13-6/30/14	First review cycle begins	7/1/13-6/30/15
2	7/1/14-6/30/15	1st Reappointment/Merit file due, effective 7/1/15	
3	7/1/15-6/30/16	Second review cycle begins	7/1/15-6/30/17
4	7/1/16-6/30/17	2nd Reappointment/Merit and Appraisal (only for Research Scientist Series) file due, effective 7/1/17	
5	7/1/17-6/30/18	Third review cycle begins	7/1/17-6/30/19
6	7/1/18-6/30/19	Readiness Assessment; 3 rd Reappointment/Merit/Postponement file due, effective 7/1/19	
7	7/1/19-6/30/20	Promotion review: If unsuccessful, appointment ends on established end date	7/1/19-6/30/21
8	7/1/20-6/30/21	If two-year reappointment, may request to conduct promotion review in 8 th year, appointment ends on 6/30/21	

'ZERO-YEAR OPTION' ELECTION FORM – GENERAL CAMPUS
For Assistant Rank Only

(Select and complete only one 'Option' below)

Option 1: "YES" – Zero Year Option

Due to my mid-year appointment start date of March 1, 20 13, I voluntarily choose to delay my academic review cycle until July 1, 2013.

I understand that the academic review period normally begins on the July 1 prior to a mid-year appointment start date, and by electing to postpone the beginning of my first review cycle, I will delay my merit advancement (if applicable) by one year. I also understand that I cannot be appointed in this series for more than eight years.

My academic review cycle will begin on: July 1, 2013
My first review will be effective: July 1, 2015
My appraisal will be effective: July 1, 2017 (if applicable)

I understand that my readiness assessment to consider promotion normally occurs after six years. Therefore, it is expected that my promotion file will be due in the fall of 2018, with an effective date of July 1, 2019.

Reappointment is contingent upon satisfactory performance and, if a non-Senate appointee, availability of funding.

For Senate Appointees Only: I also understand that, because I may not be appointed in this series for more than eight years, if my promotion review is postponed and ultimately is not successful, I may have less than one full year remaining following a negative promotion decision, and will be unable to ask for reconsideration of such decision.

Option 2: "NO" – Zero Year Option

I acknowledge my mid-year appointment start date, and I voluntarily choose to forgo the 'zero year' option. I also understand that I cannot be appointed in this series for more than eight years.

I am aware my academic review cycle will begin on: _____ 1, 20____
My first review will be effective: July 1, 20____
My appraisal will be effective: July 1, 20____ (if applicable)

I understand that my readiness assessment to consider promotion to the Associate level will take place in less than six years. Therefore, it is expected my promotion file will be due in the fall of _____, with an effective date of July 1, 20____.

Reappointment is contingent upon satisfactory performance and, if a non-Senate appointee, availability of funding.

MARY BLACK
Print Name

Mary Black
Signature

2/20/13
Date

'ZERO-YEAR OPTION' ELECTION FORM – GENERAL CAMPUS
For Assistant Rank Only

(Select and complete only one 'Option' below)

Option 1: "YES" – Zero Year Option

Due to my mid-year appointment start date of _____, 20____, I voluntarily choose to delay my academic review cycle until July 1, 20____.

I understand that the academic review period normally begins on the July 1 prior to a mid-year appointment start date, and by electing to postpone the beginning of my first review cycle, I will delay my merit advancement (if applicable) by one year. I also understand that I cannot be appointed in this series for more than eight years.

My academic review cycle will begin on: July 1, 20____
My first review will be effective: July 1, 20____
My appraisal will be effective: July 1, 20____ (if applicable)

I understand that my readiness assessment to consider promotion normally occurs after six years. Therefore, it is expected that my promotion file will be due in the fall of _____, with an effective date of July 1, 20____.

Reappointment is contingent upon satisfactory performance and, if a non-Senate appointee, availability of funding.

For Senate Appointees Only: I also understand that, because I may not be appointed in this series for more than eight years, if my promotion review is postponed and ultimately is not successful, I may have less than one full year remaining following a negative promotion decision, and will be unable to ask for reconsideration of such decision.

Option 2: "NO" – Zero Year Option

I acknowledge my mid-year appointment start date, and I voluntarily choose to forgo the 'zero year' option. I also understand that I cannot be appointed in this series for more than eight years.

I am aware my academic review cycle will begin on: March 11, 2013
My first review will be effective: July 1, 2014
My appraisal will be effective: July 1, 2016 (if applicable)

I understand that my readiness assessment to consider promotion to the Associate level will take place in less than six years. Therefore, it is expected my promotion file will be due in the fall of 2017, with an effective date of July 1, 2018.

Reappointment is contingent upon satisfactory performance and, if a non-Senate appointee, availability of funding.

CHARLES BROWN
Print Name
Charles Brown
Signature

2/20/13
Date

'ZERO-YEAR OPTION' ELECTION FORM – GENERAL CAMPUS
For Assistant Rank Only

(Select and complete only one 'Option' below)

Option 1: "YES" – Zero Year Option

Due to my mid-year appointment start date of _____, 20____, I voluntarily choose to delay my academic review cycle until July 1, 20____.

I understand that the academic review period normally begins on the July 1 prior to a mid-year appointment start date, and by electing to postpone the beginning of my first review cycle, I will delay my merit advancement (if applicable) by one year. I also understand that I cannot be appointed in this series for more than eight years.

My academic review cycle will begin on: July 1, 20____
My first review will be effective: July 1, 20____
My appraisal will be effective: July 1, 20____ (if applicable)

I understand that my readiness assessment to consider promotion normally occurs after six years. Therefore, it is expected that my promotion file will be due in the fall of _____, with an effective date of July 1, 20____.

Reappointment is contingent upon satisfactory performance and, if a non-Senate appointee, availability of funding.

For Senate Appointees Only: I also understand that, because I may not be appointed in this series for more than eight years, if my promotion review is postponed and ultimately is not successful, I may have less than one full year remaining following a negative promotion decision, and will be unable to ask for reconsideration of such decision.

Option 2: "NO" – Zero Year Option

I acknowledge my mid-year appointment start date, and I voluntarily choose to forgo the 'zero year' option. I also understand that I cannot be appointed in this series for more than eight years.

I am aware my academic review cycle will begin on: _____ 1, 20____
My first review will be effective: July 1, 20____
My appraisal will be effective: July 1, 20____ (if applicable)

I understand that my readiness assessment to consider promotion to the Associate level will take place in less than six years. Therefore, it is expected my promotion file will be due in the fall of _____, with an effective date of July 1, 20____.

Reappointment is contingent upon satisfactory performance and, if a non-Senate appointee, availability of funding.

Print Name

Signature

Date