

UCSD Academic Recall Guidelines

Policy

Academic Personnel Manual (APM), [Sections 200–22 and Appendix A](#)
The system-wide policy is under revision and may result in changes to our local guidelines.

Academics may be recalled to perform teaching, research, and/or administrative service duties if there is a departmental need and adequate funding. A minimum 30-day break in service after the date of retirement is required before a recall appointment begins.

Generally, recall appointments are approved for only one year at a time and are self-terminating. In cases where an academic is engaged in a long-term research project with secure funding, multi-year appointments will be considered.

The maximum annual compensation limit is 43% of the individual’s salary at the time of retirement (range adjusted to current dollars). This limit applies to appointments at any UC campus during a rolling twelve-month period.

Recall appointments are not an entitlement and are contingent upon funding and programmatic considerations. Recalled appointees are not eligible for merit or promotion increases.

Departments may enter into pre-retirement recall agreements with faculty who are age 60 or older and have at least five years of service credit (such discussions may not occur with faculty who are younger than 60). Pre-retirement agreements must be approved by the Senior Vice Chancellor–Academic Affairs (route via the Assistant Vice Chancellor–Resource Administration).

Authority

The Senior Vice Chancellor–Academic Affairs has approval authority for standard academic recall requests. Though exceptional requests are discouraged, such requests will be considered in appropriate circumstances. Exceptional requests must be accompanied by a memo addressed to the Chancellor.

Types of Appointments

Teaching	Recall rates for teaching may be negotiated between the department and the faculty member. Most often, the compensation is established as a negotiated rate but it can be established on a percentage basis.
Research	Recalls for research must be established on a percentage basis to ensure appropriate effort reporting. The pay rate should match the salary and step at the time of retirement, range adjusted to the current scale. <i>The NIH salary cap will apply if the base salary is greater than the cap.</i>
Administration	Administrative recalls are generally established on a percentage basis.

Benefits

Recalls must sign and submit the UCRP Retired Employee Election form to the UCSD Benefits Office prior to service (not required for retirees who elected the lump sum cash out option). The form is available at the UCSD Benefits Office (Phone: 858-534-2816 or Email: benefits@ucsd.edu)

The following online publications related to retirement and return to work may be found on the [At Your Service](#) website:

- [Returning to UC Employment After Retirement Factsheet](#)
- [Medical Insurance and Medicare Issues Related to Reemployment](#)
- [Retirement Handbook](#)

Responsibility and Oversight	
Recalled Employee	<ul style="list-style-type: none"> ▪ Disclose all UC recall appointments to home department and any other appointing departments/campuses to ensure 43% annual recall limit is not exceeded ▪ Review recall-related publications on At Your Service ▪ Contact the Benefits Office if there is any question regarding the effect of the recall on retirement benefits ▪ Sign and submit the UCRP Retired Employee Election form (not required for retirees who elected the lump sum cash out) ▪ Acknowledge and sign UCSD Academic Recall Appointment form
Home Department	<ul style="list-style-type: none"> ▪ Advise employee regarding recall process and assist with benefits issues ▪ Verify employee's recall status (check for other appointments) ▪ Complete and submit UCSD Academic Recall Appointment form to cognizant dean's office via email (pdf) ▪ Enter approved recall in PPS ▪ Review PAN to ensure payroll action reflects approved recall
Appointment Department (if not Home Department)	<ul style="list-style-type: none"> ▪ Inform employee's home department of your intention to recall the employee ▪ Complete and submit UCSD Academic Recall Appointment form to the employee's home department via email (pdf) ▪ Enter approved recall in PPS [ask home department for alternate access] ▪ Review PAN to ensure payroll action reflects approved recall
Division/School Dean's Office	<ul style="list-style-type: none"> ▪ Provide policy and procedure guidance to departments ▪ Obtain dean's signature on the UCSD Academic Recall Appointment form ▪ Send completed form via email (pdf) to Mary Baran in Academic Compensation
Academic Compensation	<ul style="list-style-type: none"> ▪ Manage approval, exception, and notification process ▪ Ensure appointment is entered in APOL ▪ Advise divisional deans offices as necessary ▪ Provide PPS assistance to departments ▪ Post-audit PPS entries
Summer Session Recall Appointments	
The Associate Vice Chancellor of Undergraduate Education will approve Summer Session teaching recalls in lieu of the divisional deans.	
Intercampus Academic Recall Appointments	
<p>If a department proposes to recall an academic who retired from another UC campus, the department should notify the home campus of the proposed appointment and obtain the necessary information to complete the <i>Employee Information</i> and <i>Status At Time Of Retirement</i> sections of the Academic Recall Form. Coordination between campuses is imperative to ensure that the maximum annual compensation limit is not exceeded.</p> <p>A Temporary Intercampus Appointment form must accompany the Academic Recall Form to facilitate payment. More information on intercampus payments may be found at: http://academicaffairs.ucsd.edu/offices/apo/compensation/intercampus.htm</p>	

UCSD Academic Recall Appointment Form Instructions

Employee Information	<ol style="list-style-type: none"> 1. Enter Employee ID 2. Enter Name [format: John W. Smith]
Status At Time Of Retirement	<ol style="list-style-type: none"> 1. Choose Home Campus from dropdown menu [default is UCSD] 2. Enter Home Department [abbreviate if necessary] 3. Enter UC Retirement Date [mm/dd/yy] 4. Choose Title from dropdown menu [if title is not listed, enter manually] 5. Choose Step from dropdown menu [if step is not listed, enter manually] 6. Choose Basis of Appointment (Academic or Fiscal) from dropdown menu 7. Choose Scale Type from dropdown menu [choose <i>Standard</i> if individual was not on a specialized scale] 8. Enter Annual Salary at time of retirement [Health Sciences use total HSCP rate] 9. Choose Scale Date from dropdown menu [if scale is not listed, enter manually]
Proposed Recall Appointment	<ol style="list-style-type: none"> 1. Enter School/Division where recall department is assigned [may enter multiple schools/divisions for joint appointments; abbreviate if necessary] 2. Enter Department proposing the recall appointment [may enter multiple departments for joint appointments; abbreviate if necessary] 3. Enter Begin Date of proposed recall [mm/dd/yy] 4. Enter End Date of proposed recall [mm/dd/yy] 5. Enter Fund Source(s) of proposed recall 6. Choose Title from dropdown menu [if title is not listed, enter it manually] 7. Enter Annual Salary [Generally the annual salary at the time of retirement that has been range adjusted to the current scale; this is the figure used to determine the annual 43% recall limit. If the individual will have a non-salaried appointment, enter "0" or "non-salaried"] 8. Enter Scale Date in effect at time of recall [Note: Future years are listed in anticipation of revised scale issuances and do not predict nor guarantee cost-of-living, range adjustments, or any other salary changes] 9. Enter Percent Time [enter 0% for non-salaried appointments; leave blank for teaching recalls based on per course rate] 10. Enter Per Course Rate [enter negotiated amount for teaching one course] 11. Enter Total Annual Compensation [total cost of the proposed recall]

UCSD Academic Recall Appointment Form Instructions (continued)

Proposed Recall Duties	<ol style="list-style-type: none"> 1. Check the appropriate box(es) to indicate Purpose of Recall [check all that apply] 2. Enter a Description of Recall Duties [be concise; may enter up to four lines; if teaching, enter course information in next section] 3. For teaching recalls only, enter the Teaching Assignment information as follows: Quarter [format: Fall 2011] Course # [format: PSYC 181] Course Title [format: Drugs and Behavior]
Retiree Acknowledgement	<ol style="list-style-type: none"> 1. The retiree must read and then check all boxes in this section. Please note that the box on the upper right may be left blank <u>ONLY</u> if the retiree elected the lump sum cash out option at the time of retirement. 2. The retiree must declare any other recall appointments held on a UC campus within the past twelve months. The 43% annual compensation limit includes earnings at all UC campuses. It is the department's responsibility to confirm the individual's recall dates and earnings at the other department or campus. 3. The retiree's signature is an acknowledgement that he/she accepts the recall appointment as proposed and understands the limitations noted on the form.
Recommendation and Approval	<ol style="list-style-type: none"> 1. Hiring Unit – Department Head: Departments = Department Chair College programs = Provost Other programs (not within a department) = Director ORU/MRU = Director 2. Secondary Department Head: Same as above, but for the joint appointing unit 3. Dean, Assoc VC, VC-ORA, VCHS, VCMS: Hiring unit is department/program = cognizant dean (VCHS for Health Sciences or VCMS for SIO) Hiring unit is a college = Associate VC-UG Education Hiring unit is ORU/MRU = VC-Research
<p>The UCSD Academic Recall Form should be routed via email as an Adobe PDF attachment to expedite processing. Approval notification will be sent via email to the department head(s) and Dean/Assoc VC/VC.</p>	