

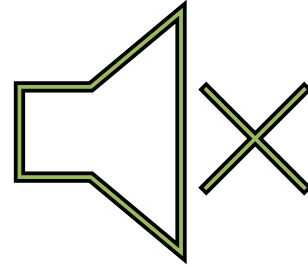


Academic Personnel Monthly Information Session

Presented by the Office of Academic Personnel

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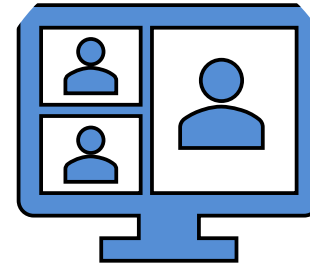
September 24, 2024



Please keep yourself muted during the presentation



Ask questions in chat



Please keep your camera on during the presentation



- ✓ Postdoctoral Scholar 6th Year by Exception
- ✓ Junior Specialist Appointment and Reappointment Process
- ✓ New Appointments and Exemptions for Professional Researchers, Project Scientists, and Specialists
- ✓ Timeline and Deadlines, New Appointments
- ✓ Promotion to Assistant Specialist
- ✓ Academic Advancements Notification Requirement
- ✓ Increase/Reduction in Time, Temporary Augmentation, and Layoff Process
- ✓ Resources

Postdoctoral Scholar 6th Year by Exception

- Postdoctoral Scholar appointments are limited to 5 years in the Postdoc series.
- This includes time spent in the title at other UCs and other higher education institutions.
- A Postdoc may be appointed for a 6th year by exception with a Petition for Exception to Policy (PEP) approved by the Office of Graduate Studies.
- The PEP must include justification of the continued need for training.
- An approved Workforce Management Request is required for all Postdoctoral Scholar appointments and reappointments.
- All approvals must be obtained prior to the employee's appointment end date.
- All approvals must be obtained before submitting the reappointment to AP.
- Reappointments must be submitted via a Job Changes case in AggieService.
- All Postdocs in their 6th year by exception will be coded to auto-term in UCPath on their appointment end date.
- Postdocs may not receive pay in the Postdoc title beyond the end date of their 6th year by exception. Please plan accordingly when moving employees from a Postdoc title to an RA unit or faculty title.

Junior Specialist Appointment Process

Appointment Process Workflow

- Search Report approval (Recruitment should include Workforce Management approval)
- Submit background check and I-9 Tracker request
- Submit Appointment Dossier in MIV to School/College level (Action Form, Department Letter, Position Description, Candidate CV)
- Submit Onboarding case in AggieService (please reference JPF and MIV submission date in case comments)
- Email new hire documents to your AP non-faculty analyst
- AP non-faculty analyst reviews the appointment dossier, notifies department analyst of any corrections, and releases dossier to Interim AVC Cocanour for approval in MIV
- AP non-faculty analyst enters hire into UCPath
- Appointment Letter will be sent to the department analyst after the appointment dossier is approved in MIV
- Department analyst issues letter to the new employee within 7 calendar days of their start date

Junior Specialist Appointment Process

Resources and Reminders

- Refer to Appointment Checklist: [UC DAVIS: OFFICE OF THE PROVOST](#)
- The appointment process cannot proceed without an approved search report in Recruit.
- Workforce Management approval must be uploaded to the recruitment.
- Appointment delegation should always be Redelegated.
- No employee should begin work without an approved appointment.
- Section 1 of the I-9 and the oath/patent must be completed before employee may begin work. Background check should be cleared prior to start date.
- Please allow 10 – 15 business days for review, approval, and data entry in UCPath.
- Please consider UCPath monthly payroll deadlines when submitting appointments. Typically, our monthly transaction deadline is around the 17th of the month. Appointments entered after the UCPath monthly payroll deadline will result in additional processing for an off-cycle payment which may result in late pay to the employee.

Junior Specialist Reappointment Process

Reappointment Process Workflow

- Obtain Workforce Management approval for the reappointment.
- Submit Reappointment Dossier in MIV to School/College level (Action Form, Department Letter, Position Description, current Candidate CV, signed Candidate's Disclosure Cert)
- Submit Job Changes case in AggieService (please reference MIV submission date in case comments). Upload Workforce Management approval to the case.
- AP non-faculty analyst reviews the reappointment dossier, notifies department analyst of any corrections, and releases dossier to Interim AVC Cocanour for approval in MIV
- AP non-faculty analyst enters reappointment and step increase into UCPath
- Reappointment Letter will be sent to the department analyst after the reappointment dossier is approved in MIV
- Department Analyst issues letter to the employee within 7 calendar days of their reappointment effective date

Junior Specialist Reappointment Process

Resources and Reminders

- Refer to Reappointment Checklist: [junior-specialist-reappointment-checklist.pdf \(ucdavis.edu\)](https://ucdavis.edu/junior-specialist-reappointment-checklist.pdf)
- Reappointments should be submitted to the AP office prior to the existing end date.
- Please allow 7 – 10 business days for review, approval, and UCPath data entry.
- Dossiers sent back for correction will result in delay of approval and UCPath data entry.
- Utilize Cognos reporting to monitor end dates. Two great reports are the UCP-103 Jobs with Approaching End Dates report and the UCP-272 Employee Roster report.
- Reappointments should include advancement to Step 2 for Junior Specialists who have been appointed for one year at Step 1.
- FTE changes at reappointment are allowable and do not require prior approval. As a reminder, workload and schedule should always align with the FTE percentage.
- CV upload is required for reappointments and must be the employee's current CV that reflects their work in the Junior Specialist title.
- Justification for Step 2 is no longer required, but department letter should include a brief summary of work performance during the first year of appointment.

Junior Specialist Reappointment Process

Reappointment into 3rd Year by Exception

- All Junior Specialist appointments count towards an employee's time in the title. This includes time worked as a Junior Specialist on the Davis campus and/or in other School of Medicine departments.
 - Reappointment into the 3rd year is by exception only and requires strong justification. Points to consider in the justification:
 - COVID impacted research delays
 - Employee's remaining time in lab (example: Employee plans to attend medical school in the fall and department requests an additional two months for employee to complete projects prior to their departure)
 - Employment bridge into career title (example: SRA recruitment in process to move employee to SRA position; Assistant Specialist promotion in process)
- **Note: These processes should be started as early as possible.

New Appointments via Search Waivers and Exemptions

- New Appointments are typically via an Open Search/Recruitment, but in some cases a Search Waiver or Exemption may be allowable.
- Search Waivers:
 - Continuation of Training- Current trainee (PostDoc) and have a need for short term appointment to complete ongoing research project. Cannot exceed 18 months.
 - PI/Co-PI/Leadership Status- Candidate must be paid 50% time or more on extramural funds awarded for which named PI/Co-PI. Waiver is valid as long as funding continues.
 - Research Team- Candidate must be part of an existing research team of a new faculty member. Waiver is valid as long as remain with same research team in same series.
- Exemptions:
 - Internal Hires (Change in Department)- Allowable only when an employees current job responsibilities are unchanged and there is ongoing collaboration between the department being appointed into.

Timeline and Delegation: New Appointments

Timeline

- ✓ The average time to process redelegated appointments is 2.5 months.
- ✓ Candidates must receive their new appointment letter within 7 calendar days from the first date of employment. No retroactive appointments.
- ✓ Departments are encouraged to share this timeline with PIs to manage expectations for the appointment process.

Delegation

- ✓ Committee Review JPC (Joint Federation/Senate Personnel Committee)
 - ✓ JPC meets bi-weekly on Thursdays. They take an annual recess from August-September. *(can add time to the timeline).*
 - ✓ Position Description revisions were the most frequent reason the committee returned packets to the Department *(can add time to the timeline).*
- ✓ Appointments at the Assistant level are delegated to the Associate Vice Chancellor.
 - ✓ If the JPC and the Associate Vice Chancellor disagree, the final decision is delegated to the Vice Provost *(can add time to the timeline).* Recommend using the Position Planning Tool

Promotion to Assistant Specialist

- ✓ The Junior Specialist appointment must have been through an open search to promote to Assistant Specialist.
- ✓ For Junior Specialists not hired under an open recruitment, a full recruitment for the Assistant Specialist position is required and the employee must go through the standard recruitment and appointment process.

Dossier

- ✓ A signed position description is required.
- ✓ A Notification of Advancement for Federation Member is not required.
- ✓ Step plus does not apply. Junior Specialists can only promote to Assistant, Step 1.
- ✓ Use the new appointment ballot on the voting website.
- ✓ Use the promotion action type in MIV
- ✓ Refer to the checklist: <https://aadocs.ucdavis.edu/your-resources/forms-and-checklists/jr-specialist/jr-specialist-promotion-checklist-updated-4-12-2022.pdf>

Academic Advancements Notification Requirement

✓ Notification of Advancement Eligibility for an Academic Federation Member

- ✓ Required for all advancements including deferrals and Without Salary titles.
- ✓ Required for Adjunct, Specialist, Project Scientist, Researcher positions.
- ✓ Not required for new appointments or promotion from Junior Specialist to Specialist.
- ✓ If the candidate is their own PI they can sign the PI section (Adjunct).
- ✓ Must be completed and signed by the PI.

If funds are unlikely to be available for full-time appointment following the approval of an advancement action, the candidate must decide on one of three options, as follows.

1. Pursue all Step Plus advancement options. If advancement is approved, it may require an involuntary reduction of the percent time, or it may be necessary for the AF member to work for a shorter time period until additional funding is available.
2. Request approval of a 1.0-step advancement only. If advancement is approved, it may require an involuntary reduction of the percent time, or it may be necessary for the Academic Federation member to work for a shorter time period until additional funding is available.
3. Defer consideration for advancement.

FTE Increases/Temporary Augmentation Process

- To request an FTE increase after the appointment term has begun, a variable or temporary/permanent augmentation in appointment worksheet is required.
- A temporary augmentation is for a set period of time within the appointment period.
- A permanent augmentation is to change/increase the FTE for the duration of the employees appointment through current end date.
- The augmentation in appointment worksheet must be approved prior to the employee working their new FTE.

- **Reminder:** an increase/decrease in FTE may change the employees FLSA status, job code/title, and compensation frequency.
- If moving an employee to exempt/monthly, consider an effective date on the 1st of the month.
- If moving an employee to non-exempt/biweekly, consider an effective date at the beginning of the biweekly pay period.

FTE Increases/Temporary Augmentation Process

FTE Increase/Temporary Augmentation Process

- Department representative notifies AP analyst of need for temporary augmentation.
- AP analyst provides the department with the appropriate Variable or Temporary Augmentation worksheet and template notification letter for completion, and sends back to AP.
- AP routes completed worksheet and notification letter to VP-AA for approval.
- AP notifies department with approval of appointment augmentation request.
- Department obtains Chair signature on notification letter and issues letter to employee prior to the effective date
- AP provides the executed copy of the notification letter to VP-AA for notice to the union.
- Department submits an AggieService Case: Job Changes with FTE change
 - Reminder - please upload the notice letter to the AggieService case*
- AP analyst processes updates in UCPath.

Reduction in Time (RIT) and Layoff Process

A Layoff or Reduction in Time may be based on:

- Lack of appropriate funding
- Lack of work
- Change in programmatic need

Layoff order is based on special skills, knowledge, or ability. The layoff unit at UC Davis is the laboratory or research unit.

A 45-day written notice to the employee is required for a layoff or reduction in time. Notice may not be provided to the employee until the layoff or reduction in time request is fully approved by the Vice Provost Office of Academic Affairs. Departments are encouraged to start the layoff/RIT process as early as possible. At minimum, our advice is to start the process within 60 days of the desired effective date to allow time for completion of required documents and obtain approvals.

Reduction in Time (RIT) and Layoff Process

Reduction in Time (RIT) and Layoff Process

- Department representative notifies AP analyst of need for RIT or Layoff.
- AP analyst provides the department with the RIT/Layoff worksheet and template notification letter for completion and send back to AP.
- AP routes completed RIT/Layoff worksheet and notification letter to VP-AA for approval.
- AP notifies department with approval of RIT/Layoff request.
- Department obtains Chair signature on notification letter and issues letter to employee no less than 45 days from the effective date, and returns a copy to AP.
- AP provides the executed copy of the notification letter to VP-AA for notice to the union.
- Department submits the appropriate case type in AggieService:
 - Job Changes with FTE change: for reduction in time
 - Termination: for layoff

Reminder - please upload the notice letter to the AggieService case
- AP analyst processes updates in UCPath.

Note: For layoffs due to performance issues, contact your AP Analyst for guidance.

Resources

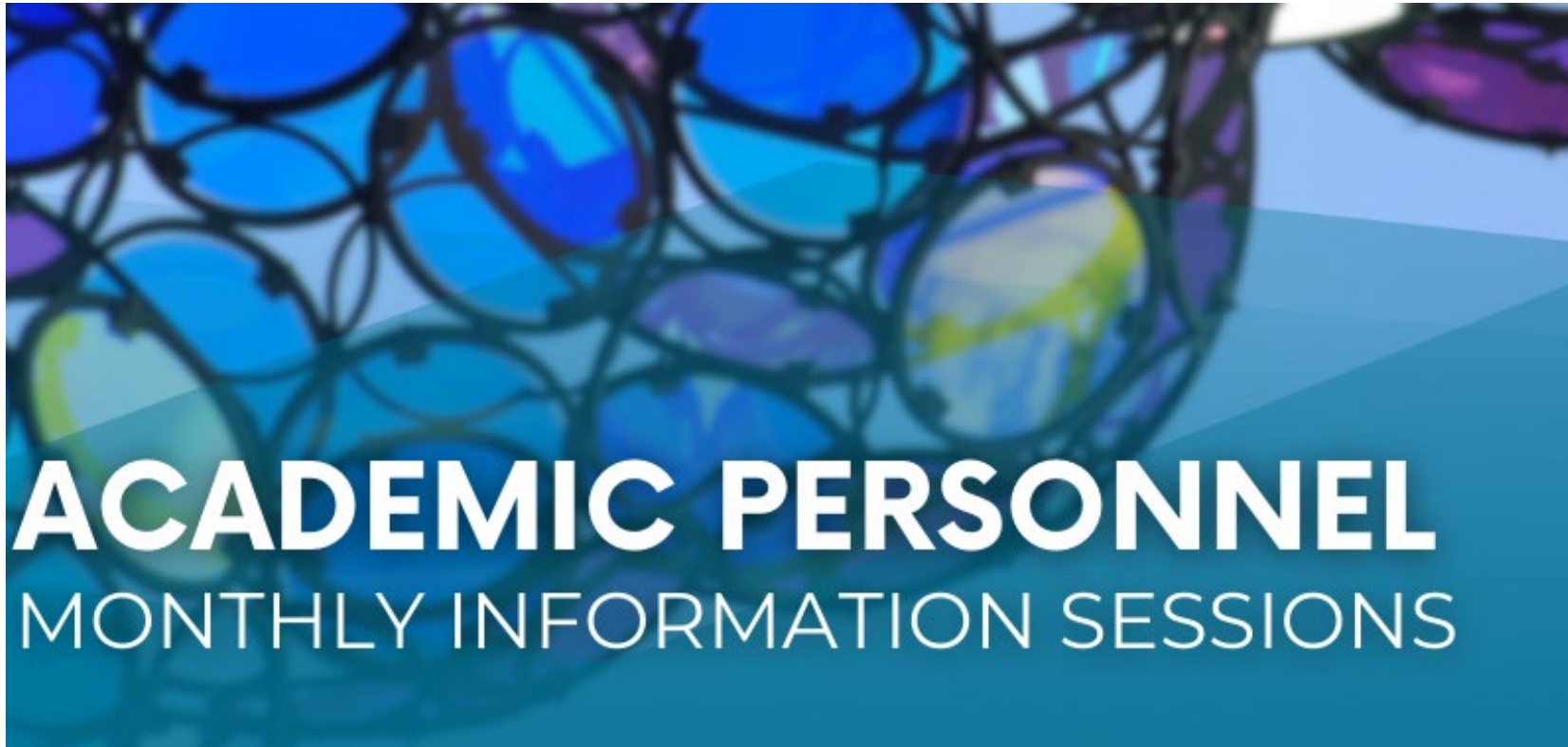


- ✓ Academic Researchers Unit (RA Unit): <https://academicaffairs.ucdavis.edu/academic-researchers-unit-ra-unit>
- ✓ RA Union Contract: [Current Contract | UCnet \(universityofcalifornia.edu\)](#)
- ✓ Non-Faculty AggieService Case Aides: [Non-Faculty MAIN PAGE Aggie Service Case Aide.pdf | Powered by Box](#)
- ✓ Position Planning Tool: <https://academicaffairs.ucdavis.edu/position-planning-tool>
- ✓ Junior Specialist Promotion Checklist: <https://aadocs.ucdavis.edu/your-resources/forms-and-checklists/jr-specialist/jr-specialist-promotion-checklist-updated-4-12-2022.pdf>
- ✓ Guidelines for Search Waivers and Exemptions: <https://aadocs.ucdavis.edu/policies/recruitments-and-removals/search-waiver-and-exemption-guidelines.pdf>

Questions



Upcoming Session-Tuesday October 29, 2024



Thank you for your attendance today!!!