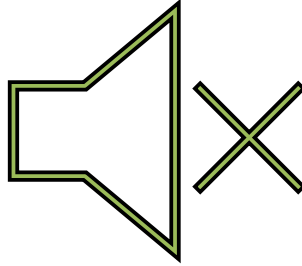




Academic Personnel Monthly Information Session

Presented by the Office of Academic Personnel

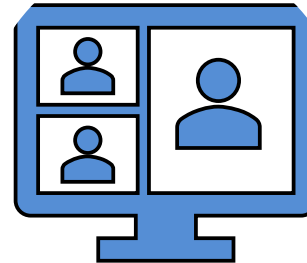
March 31, 2026



Please keep yourself muted during the presentation



Ask questions in chat



Please keep your camera on during the presentation



- **VCP Annual Call**
 - Appointments
 - Reappointments
 - Promotions
 - Terminations

- **Renewal of Academic Appointees: Faculty, RA Unit members, and other Non-Faculty titles (GSR, Post Docs)**

- **Questions & Answers**

Volunteer Clinical Professor (VCP) Annual Call 2026 - 2027

- VCP Annual Call 2026-2027 was sent out on March 26th.
- Individual department rosters were sent to department admins on March 30th.
- Please direct any questions to your department's assigned AP non-faculty analyst.

VCP Appointments

Appointment Information

- Current appointments should be effective July 1, 2026.
- Appointments may not commence until employment disclosure clearance is received, the oath/patent is signed, and the I-9 section 1 is completed.
- Appointment requests are accepted throughout the year. Retroactive appointments should be rare and will only be processed with employment disclosure clearance, and oath/patent and I-9 compliance.
- Appointment length may be for up to 5 years.
- All appointments must end on June 30.
- Most new appointments are at Assistant rank. However, depending on the appointee's experience and employment history, they may be appointed at Associate or Full rank.

VCP Appointments

Appointment Process

- Appointment requests should be submitted via an Exemption in Recruit.
- The following information must be included in the Exemption:
 - Department Chair letter requesting the appointment
 - Candidate CV
 - VCP application
 - Appendix A Attestation Form, if applicable (please refer to our VCP guidelines, link included on Resources slide)
 - Signed Authorization to Release Information Form
- After the Exemption has been submitted, please submit a completed background check request form to our shared email address (SOMAPTeam@health.ucdavis.edu) with cc to your AP non-faculty analyst. This email should also include your Tracker I-9 request.
- After the AP non-faculty analyst has approved the exemption, the Dean's Office will submit the hiring survey to initiate the employment disclosure process.

VCP Appointments

Appointment Process continued

- The department contact will be notified by the AP Dean's Office when the employment disclosure clearance is received. Your AP non-faculty analyst will provide the department contact with the clearance within 24-hours of receipt (business days).
- Once the Exemption has been approved and the department has received the employment disclosure clearance, please submit an onboarding case in AggieService to initiate data entry into UCPATH. Please include the Exemption EXR # in the case comments and upload the employment disclosure clearance to the case.
- Please email all onboarding docs to your AP non-faculty analyst.
- Appointment letter will be created by AP and sent to department admin for issuance to the employee.

VCP Reappointments

Reappointment Information

- Current reappointments should be effective July 1, 2026.
- Please submit reappointment requests at least 1 month prior to the end date of the appointment.
- Reappointment length may be for up to 5 years.
- All reappointments must end on June 30.
- Flexibility will be allowed for meeting minimum teaching hours considering the pandemic and its impact on the ability to conduct in-person teaching during 2020 – 2023.
- Title change to Clinical Instructor is permitted at time of reappointment if the required teaching hours will be 49 hours or less for the reappointment period.

VCP Reappointments

Reappointment Process

- Reappointment requests should be submitted via an Exemption in Recruit.
- The following information must be included in the Exemption:
 - Department Chair reappointment letter or reappointment request included in the “Additional Details” section under “Department comments”
 - Candidate CV
 - VCP Hours Worksheets for the past 5 years or since Appointment if less than 5 years
 - Note that departments using the VCP portal to track teaching hours do not need to upload VCP Hours Worksheets. Instead, please include the statement, “Teaching hours have been verified in the VCP portal. Department certifies that the employee has met the minimum number of hours.”
 - Appendix A Attestation Form, if applicable (please refer to our VCP guidelines, link included on Resources slide)
- Once the Exemption has been approved, please submit Job Changes case (reason: New End Date) in AggieService to initiate data entry into UCPath. Please include Exemption EXR # in the case comments.
- Reappointment letter will be created by AP and send to department admin for issuance to the employee.

VCP Promotions

Promotion Information

- Candidates may be considered for promotion after 10 years at the rank of Volunteer Assistant Clinical Professor and after 10 years at the rank of Volunteer Associate Clinical Professor. Candidates with fewer than 10 years of service may be considered for promotion on an exceptional basis.
- Promotions should be effective July 1, 2026.
- Promotion actions include reappointment. Maximum reappointment length of 5 years and June 30 end date apply.
- Flexibility will be allowed for meeting minimum teaching hours considering the pandemic and its impact on the ability to conduct in-person teaching during 2020 – 2023.

VCP Promotions

Promotion Process

- Promotion requests should be submitted via an Exemption in Recruit.
- The following information must be included in the Exemption:
 - Department Chair letter which must include evaluation of clinical competence and excellence in teaching
 - Candidate CV
 - VCP Promotion Proposal Form
 - VCP Hours Worksheets for the past 5 years or since Appointment if less than 5 years
 - Note that departments using the VCP portal to track teaching hours do not need to upload VCP Hours Worksheets. Instead, please include the statement, “Teaching hours have been verified in the VCP portal. Department certifies that the employee has met the minimum number of hours.”
 - Appendix A Attestation Form, if applicable (please refer to our VCP guidelines, link included on Resources slide)

Promotion Process continued

- Once the Exemption has been approved, please submit Job Changes case (reason: New End Date) in AggieService to initiate data entry into UCPath. Please include Exemption EXR # and new title/job code in the case comments.
- Promotion letter will be created by AP and sent to department admin for issuance to the employee.

VCP Terminations

Non-Reappointment

- VCP appointments have a specified end date. These appointments expire on their own terms on that date (June 30) and written notice of termination is not required.
- It is within the University's sole discretion not to reappoint an individual.

Termination Prior to End Date

- An appointment may be terminated before the end date for cause, such as failure to serve the required minimum number of hours, or when, in the opinion of the Dean or designee, there is no longer a need for the appointee's services, or the conduct or performance of the appointee does not warrant continued appointment.
- In the case of early termination, a 30-day notice is required.
- VCP 30 Day Termination Letter template is available on our website.
- Early terminations will not be processed without a 30-day notice letter and proof of issuance to the employee.

VCP Terminations

Termination Process

- VCP appointments are not set to auto-terminate.
- A Termination case is required in AggieService to initiate termination in UCPath and to separate the employee.
- No attachments are required for terminations processed on their specified end date.
- Attachments are required for voluntary terminations when the VCP has resigned from their position. Attachments should include the employee's resignation notice and the department's acknowledgement.

- [Volunteer Clinical Professor | Academic Personnel | UC Davis School of Medicine](#)
- VCP Guidelines: [SCHOOL OF MEDICINE \(ucdavis.edu\)](#)
- APM 279, includes Appendix A Attestation Form:
[APPOINTMENT AND PROMOTION NEW POLICY SECTION \(ucdavis.edu\)](#)
- Employment Disclosure Requirement Process:
[Employment Disclosure Requirement Process | Academic Affairs](#)

Renewal of Academic Appointments FY 2026-27

Faculty and RA Unit Members

The Office of Academic Personnel is committed to helping you through every step while renewing academic appointments within our UC Davis Health community.

The call for renewal of academic appointments for faculty and non-faculty appointees (RA Unit members) was emailed to Departments on March 6, 2026. Please review the detailed Reappointment and Non-Reappointment Instructions document.

Departments to return completed Reappointment List to AP Generalist Analyst by April 3, 2026.

AP Generalist will provide the approved Reappointment List to the Departments with the Reappointment Letter templates by April 20, 2026.

Non-Reappointment Letter Templates: Managed on a case-by-case basis. Contact your assigned AP Generalist to discuss details on the non-reappointment to receive the appropriate letter template.

Renewal of Academic Appointments FY 2026-27

A	B	C	D	E	F	G	H	I	J	K	L	M
Academic: Faculty												
Employee Name	Employee ID	Job Code	Job Code Description	Step	FTE	Expected End Date	Reappointment? Enter Yes or No (if No, include reason in Notes column)	Increase in time? Include new FTE	Reduction in Time? Include new FTE	Enter Voluntary or Involuntary (include reason in Notes column and provide communication from faculty)	New End Date	Notes
		001728	ASST ADJ PROF-HCOMP	3	0.85	Jun 30, 2026	Yes		0.6	Involuntary	Dec 31, 2026	Grant ending, reappointing for 6 months
		001734	HS CLIN PROF-HCOMP	6	0	Jun 30, 2026	No					Retiring June 2027
		001726	PROF IN RES-HCOMP	7	1	Jun 30, 2026	Yes				Jun 30, 2027	
		003259	ADJ PROF-FY	2	0	Sep 30, 2025						Reappointment, if eligible, to be managed outside of the annual FY reappointment process; please work with your generalist.
Academic: Non-Faculty												
Employee Name	Employee ID	Job Code	Job Code Description	Step	FTE	Expected End Date	Reappointment? Enter Yes or No (if No, include reason in Notes column)	Increase in time? Include new FTE	Reduction in Time? Include new FTE	Enter Voluntary or Involuntary (include reason in Notes column and provide communication from faculty)	New End Date	Notes
		003490	PROJ SCIENTIST-FY NEX	1	0.3125	Jun 30, 2026	No					AP NOTE: If reappointing, 3 year reappointment term required per RA contract.
		003310	ASSOC SPECIALIST	4	1	Sep 30, 2026	Yes				9/30/2027 (or) 6/30/2028	AP NOTE: If reappointing, needs minimum 1 year reappointment term.
		003394	ASST PROJ SCIENTIST-FY	2	1	Jun 30, 2026	Yes				Jun 30, 2028	AP NOTE: 2025-26 Action pending; if reappointing, needs minimum 2 year

Note: Non-Faculty Academics: If an appointee in the Project Scientist, Professional Researcher, or Specialist series has undergone an advancement review starting in the 2019-20 cycle through the current 2025-26 cycle, they are subject to be reappointed for the normative period of review (2 years for Assistant and Associate ranks, and 3 years for Full rank).

Renewal of Academic Appointments FY 2026-27

Faculty and RA Unit Members

Quick Reference for Spreadsheet Instructions

Reappointments

- Include “Yes” or “No” for each appointee.
- If “No,” provide the reason for the non-reappointment in the Notes column (e.g., retirement, resignation, funding ended).

FTE changes, if applicable, include new FTE under appropriate column

- Increases effective July 1, 2026 do not require prior approval.
- For voluntary reductions, include a copy of the appointee’s written request with your returned spreadsheet.
- All involuntary reductions require review and approval before issuing notice. See the Non-Reappointment section for more details.
- Provide supporting details in the Notes column.

New End Date

- Enter the appropriate new end date for all reappointments.
- Refer to Attachment A for minimum and maximum reappointment periods by series.

Note: For Adjunct and In Residence faculty, the Dean’s Office strongly recommends that reappointments be made for one year only unless there is absolute certainty of sustained funding. If long-term funding has been secured, please include that confirmation with your returned spreadsheet.

NON-REAPPOINTMENT and Involuntary FTE Reduction Requirements

- For all Non-Reappointments or Involuntary FTE Reductions, provide detailed reasons as these will be reviewed individually and managed on a case-by-case basis.

Additionally, provide answers to the following questions for all titles (including Jr. Specialists):

1. Were these layoffs/IRITs related to a federal action – an order that stops or pauses a project or position funded by a federal grant?

If yes, please answer all the questions below:

- a. Was this a order that stopped or paused a project or position funded by a federal grant? What federal agency stopped/paused the federal funding early?
 - b. Or, was this an action related to a federal grant that was expired or not renewed? Which federal agency?
2. Were these layoffs/IRITs related to campus budget cuts – this includes any budget implications related to University funds (COFI, recharge, or anything that is not external grants or funding)?
 3. Were these layoffs/IRITs related to external funding - a state grant that is not connected to a federal grant in any way or private or non-profit grants or funding? Please indicate if this is state, private or non-profit grants or funding.
 4. Was/Will this program/department/unit be eliminated?
 5. Has there been (or is there a plan to provide) any public announcement or posting a website or notification to external partners regarding the elimination of the funding/program/unit? If so, please provide the date (or the approximate future date) of the announcement.

- Please **do not** prepare or issue any non-reappointment or involuntary FTE reduction notices without first consulting with the Office of Academic Personnel. Contact your assigned AP Generalist Analyst as early as possible for assistance.
- Review the Deadline Calendars (Attachment B) and the Notice requirements per series included in the Instructions document.

RA Unit Members



A non-reappointment notice or a change in FTE upon appointment renewal is not required for RA unit members, except:

RA unit member with **8 or more years** require non-reappointment notice.

- Layoff or Involuntary FTE Reduction for RA-Unit members (Project Scientist, Professional Researcher, Specialist and Jr. Specialist) must be issued a 45-days' notice.
https://ucnet.universityofcalifornia.edu/labor/bargaining-units/ra/docs/ra_2019-2022_11_layoff-and-reduction-in-time.pdf
- For variable appointments or temporary augmentation in appointments, complete the required template.
 - Involuntary reduction in time requires a 45-days' notice
- If hired on a search waiver, be sure to review appointment terms, and if appropriate/ eligible, department may submit a new waiver or initiate a formal recruitment.
 - Continuation of Training search waivers may not exceed 18 months.
- Contact your AP Generalist Analyst for assistance with Project Scientist, Professional Researcher, Specialist titles

Contact your Non-Faculty Analyst for assistance with Jr. Specialists

Specialist Series		
Academic Title Codes	Academic Title	Reappointment Period
003330	Junior Specialist	For Junior Specialists: <ul style="list-style-type: none"> • Reappointment for a second year. Third year by exception with strong justification. May not exceed three years in title.
003320	Assistant Specialist	<ul style="list-style-type: none"> • Minimum One year reappointment until first advancement review. • If undergone an advancement review starting in the 2019-20 cycle, reappointments are for normative period per the rank/step (2-3 years).
003310	Associate Specialist	
003300	Specialist	<ul style="list-style-type: none"> • Reappointment period of minimum 3 years

Visiting Professors/ Recall Faculty

- Visiting Professors and Recall Faculty require a new Exemption via Recruit if appointment is being renewed.
- Visiting appointments are self terminating based off their initial hire
 - If terminating sooner than their end date, please contact your AP Generalist for guidance.
- Recall appointments require VP approval therefore, any mid-year changes (FTE, salary, appointment term changes, etc.) requires a new Exemption.

Visiting Series		

Recall Series		
Academic Title Codes	Academic Title	Maximum Reappointment Period
001701 RECALL HCOMP	Recall Faculty- HCOMP	One year
001702 RECALL FACULTY	Recall Faculty	Subject to renewal on an annual basis

Frequently Asked Questions

- Q: What if we are unsure about funding for an appointment?
 - A: We recognize that funding for some of the listed academics may not be finalized before the deadline to reappoint. If you are unsure about the funding beyond June 30, 2026, please contact your assigned AP Generalist Analyst for guidance on how to proceed.
- Q: How do we handle joint appointments?
 - A: Appointees holding a joint appointment, including WOS, are listed on each department spreadsheet the appointee holds an appointment with. Each department should prepare their own reappointment letter for the appointee.
- Q: What if we have an HSCP faculty with an end date that does not fall on the end of the fiscal year?
 - Example end date: March 31, 2026.
 - A: Since HSCP faculty can only be appointed for a maximum of 1 year, kindly submit an AggieService case to extend their appointment to 6/30/2026, and you can have them aligned with the reappointment process going forward.
- Q: What if we have a researcher with an end date that does not fall on the end of the fiscal year?
 - A: Researchers cannot be extended, but they can be reappointment for a longer duration to align with the fiscal year end date.

Graduate Student Researchers and Teaching Assistants

- GSR and TA appointments shall end on their specified end date.
- These appointments will auto-terminate if the appointment is not extended.
- Separation cases in AggieService are no longer required for appointments that will end on their specified end date.
- If a GSR/TA resigns from their position prior to their specified end date, a Separation case must be submitted in AggieService to initiate the termination in UCPath.
- Reappointment requests must be submitted via a Job Changes case in AggieService.
- Please submit these cases in AggieService by no later than the following deadlines:
 - March 31 end date – case submission due by March 12
 - June 30 end date – case submission due by June 9
 - September 30 end date – case submission due by September 11
 - December 31 end date – case submission due by December 11

Graduate Student Researchers and Teaching Assistants		
Academic Title Codes	Academic Title	Reappointment Period
	GSR	1 quarter minimum Can reappoint up to 1 year
003144	GSR Fellow	1 quarter minimum Can reappoint up to 1 year
		1 quarter minimum Can reappoint up to 1 year
003152	GSR Paid Direct	1 quarter minimum Reappoint quarter by quarter First year only

Postdoctoral Scholars

- Postdoctoral Scholar initial appointments must be two (2) years in length. This applies with all titles except the Interim Postdoctoral Scholars.
- Interim Postdoctoral Scholars shall be appointed for a minimum of three (3) months at 100% and a maximum of one (1) year.
- Postdoctoral Scholar Employee and NEX reappointments shall be for a minimum of one (1) year. Reappointment may be for less than one (1) year under the following circumstances:
 - Less than one (1) year of programmatic work
 - Exhausted eligibility as a Postdoctoral Scholar
 - Work authorization limitations
- Postdoctoral Scholar Fellow and Postdoctoral Scholar Paid Direct reappointments shall be for a minimum duration equal to the duration of the fellowship or extramural funding.
- Reappointments must be approved by the Workforce Management Committee prior to requesting approval from the Office of Graduate Studies.
- Reappointments must be approved by Office of Graduate Studies via AggieService. Service request path: Academic > Postdoctoral Appointments > Renewal / Extension.
- After the Renewal / Extension case is approved by Office of Graduate Studies, please submit a Job Changes case in AggieService to initiate the data entry into UCPath.

Postdoctoral Scholars		
Academic Title Codes	Academic Title	Reappointment Period
003252 003255	Postdoctoral Scholar Employee Postdoctoral Scholar Employee NEX	1 year
003253	Postdoctoral Scholar Fellow	Minimum duration equal to the duration of the fellowship
003254	Postdoctoral Scholar Paid Direct	Minimum duration equal to the duration of the extramural funding

Layoff Procedures

Layoff procedures apply to postdoctoral scholars laid off due to lack of funding.

- Prepare the layoff notification letter from the PI.
- Provide the postdoctoral scholar the letter at least 30 days in advance of the layoff.
- Send a copy of the layoff notification letter to OGS and ELR. UC Davis must notify the union within three business days.
- Submit a separation case in AggieService and upload the layoff notification letter.

Volunteer Clinical Professor

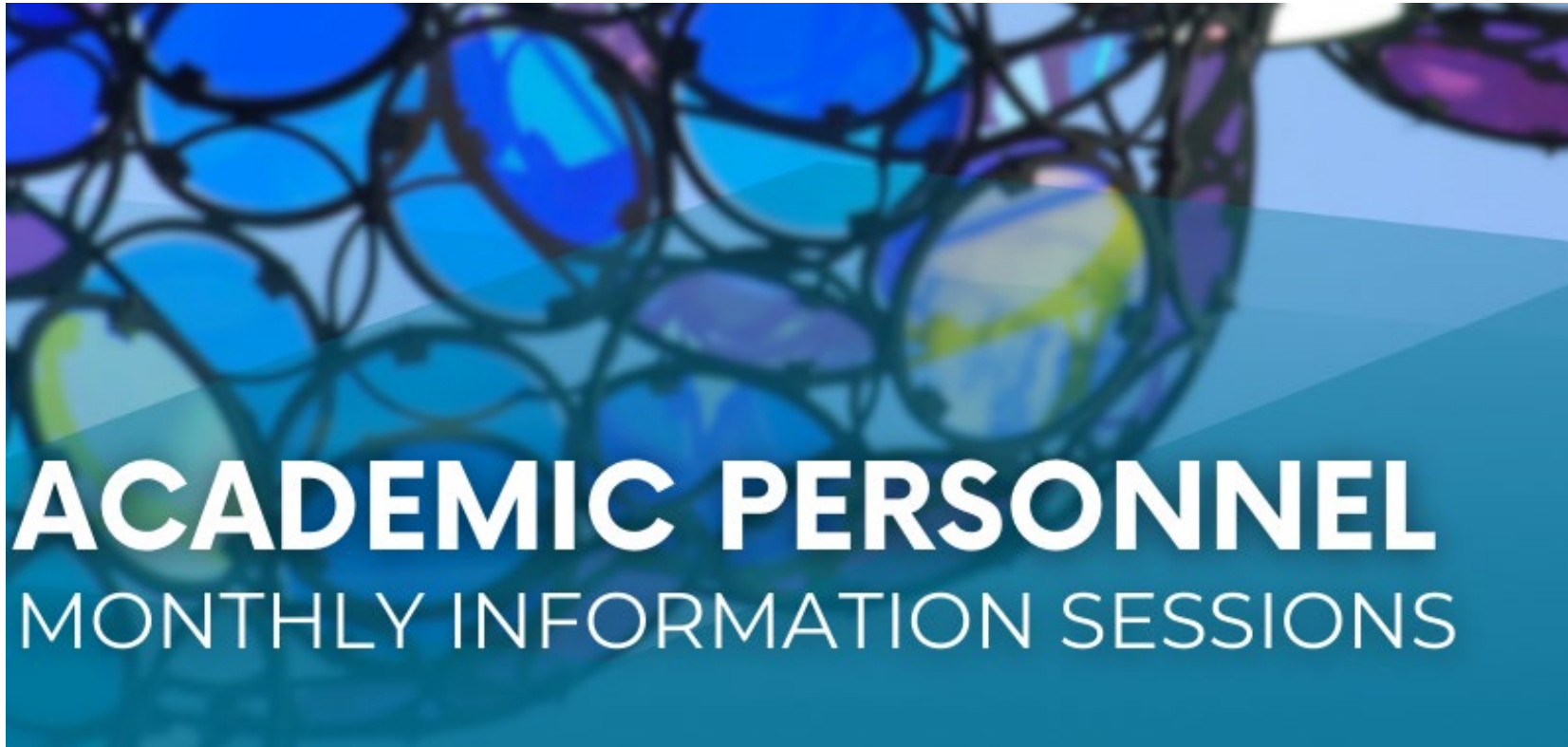
- All VCP reappointments must have a June 30 end date.
- VCP reappointments may not exceed five (5) years in length per reappointment request.
- VCP reappointments must be requested via an Exemption in Recruit. Upload all teaching records since last appointment/reappointment to the Exemption. Upload a current Appendix A, if applicable.
- Exemption must be approved before submitting a Job Changes case in AggieService.
- Detailed instructions and deadlines were sent out in the VCP Annual Call to departments on March 26th.
- VCP appointments end at their specified end date.
- Notice of non-reappointment is not required if the appointment shall end at the specified end date.
- A separation case in AggieService is required to initiate termination of a VCP appointment. These appointments do not auto-terminate.
- **Reminder:** Termination prior to the specified end date requires a 30-day notice. The VCP 30 Day Termination Letter Template is available on our website.

Volunteer Clinical Professor		
Academic Title Codes	Academic Title	Maximum Reappointment Period
002057	Assistant Clinical Professor Volunteer	5 years
002037	Associate Clinical Professor Volunteer	5 years
002017 CWR007	Clinical Professor Volunteer Clinical Associate	5 years

Questions



Upcoming Session-Tuesday April 28, 2026



Thank you for your attendance today!!!