

## EMERITUS or RECALL

|                                                                                                    | Non-Senate<br>Emeritus<br>Appointment* | Post<br>Retirement<br>Recall<br>Appointment |
|----------------------------------------------------------------------------------------------------|----------------------------------------|---------------------------------------------|
| <b>Curriculum Vitae</b> (may be attached as PDF) <sup>1</sup>                                      | X                                      | X                                           |
| <b>Department Chair Letter</b> , including:                                                        |                                        |                                             |
| Nature of responsibilities associated with the position                                            |                                        | X                                           |
| If applicable, include statement confirming ORU concurrence in "additional comments" section       |                                        | X                                           |
| <b>Concurrence</b> of joint department, and/or School where individual has an academic appointment | X                                      | X                                           |
| <b>Dean Letter</b> w/ Recommendation (obtained by Academic Affairs)                                | X                                      | X                                           |
| <b>Salary Worksheet</b> for Paid Recall Faculty Appointments, found <a href="#">here</a>           |                                        | X                                           |
| <b>Confirmation of approval for essential hire</b> during 4/7/20-6/30/21 hiring freeze             |                                        | X <sup>2</sup>                              |

### Notes for Faculty Recall Appointments:

- Recall Appointments with membership in the HSCP = 43% maximum effort; salary rate can be anything greater than APU up to pre-retirement total negotiated salary
- Recall Appointments with **no** membership in the HSCP= 43% maximum effort; salary rate **must be** salary scale for rank/step on pre-retirement APU (x+x')
- Exceptions to salary rate will be made only for NIH capped funding sources
- For Recall re-appointments after a break in service, a Chair's letter and recall salary worksheet may be submitted outside of Advance

### \*Additional Criteria for Non-Senate Emeritus Appointments:

- At least 10 years of University Service
- Attainment of the highest rank in the individual's title series
- Evidence of noteworthy and meritorious contributions to the educational mission and programs of the University

<sup>1</sup> CV is not required to follow UCSF CV guideline formatting; however, relevant categories necessary for review must be included in the CV.

<sup>2</sup> For paid appointments only: Confirmation of approval for essential hire is required for all appointment offers made on or after 4/7/20. Appointment offers made prior to 4/7/20 should be listed on the 'Verbal offers 4-6-2020 or earlier' Smartsheet.