<u>Helpful hints for the Reappointment/Modification on-line module – January 2015</u>

<u>Definitions</u>

What is a **reappointment**? A reappointment is when the appointment request is extending <u>beyond</u> the currently approved appointment time period.

What is a **modification** or **mid-appointment change**? A modification is when the request is for a change to the existing appointment <u>during</u> the currently approved appointment time period.

<u>Please note:</u> The reappointment/modification module can accommodate both actions at the same time, just choose both options and route forward to the Chair/Director for their approval.

<u>Search Information</u>

When processing a reappointment, please be sure the "Search Information" is correctly entered (one check box should be identified) – see below. The default is to the first choice (box: "Recruitment Packet with all approvals attached"). If this box is checked, the completed recruitment packet (titled "AA Summary"), with all appropriate signatures, should be attached. AP, upon request, can upload the fully executed document (hard copy) on the department's behalf.

Search Information (check one):

- ⦿ Recruitment Packet with all approvals attached:

    AA Summary   [Browse_] No file selected.

- ○ Academic Recruitment Packet submitted with prior appointment/reappointment
- ○ Exempt from search due to: Total Appointment One Year or Less   ▾
- ○ Exception to open recruitment – Request and approval documents attached:
- ○ Exception to open recruitment submitted with prior appointment/reappointment

If an Exception to open recruitment is being requested at the time of reappointment, the approval must be obtained prior to submitting a reappointment request. See the below screen shot… choose "Exception to open recruitment – Request and approval documents attached". This is where you would upload three items: (1) Department request; (2) Memo from OEOSH/TC; & (3) Approval. This is titled "EOR Documents".

Search Information (check one):

- ○ Recruitment Packet with all approvals attached:
- ○ Academic Recruitment Packet submitted with prior appointment/reappointment
- ○ Exempt from search due to: Total Appointment One Year or Less   ▾
- ⦿ Exception to open recruitment – Request and approval documents attached:

    EOR Documents   [Browse_] No file selected.

- ○ Exception to open recruitment submitted with prior appointment/reappointment

The procedure outlined in Red Binder VII-1, V. A. must be followed. <u>The EOR request is processed prior to the submission of the reappointment as follows:</u>

- Department prepares the EOR memo
    - State which category of exception to open recruitment is being requested

- Describe the reason for the request. If the request is based on a unique position, explain why this person and no other can fill the position.

- Indicate the intended duration of the exception

- Memo sent to Equal Opportunity Office

  - Equal Opportunity provides data

  - Forwards to AVC or the Dean, as appropriate (based on approval authority)

- AVC or the Dean approves/denies and provides the department with a copy of the Equal Opportunity Office memo.

  - If approved, submit a case

  - If denied, do a search

Modifications

When processing a modification, it is helpful to explain in the "Comments" box what is being <u>modified</u>. For example, if the request is for an increase to an individual's % time, from 30% to 55%, put the <u>total</u> % time (in this case, 55% time) in the "% Time" field with the explanation in the "Comments" box such as "increasing total percentage of time from 30 to 55 per PI", for clarity. Additionally, the "Effective Date" and "End Date" fields are to be completed using the specific dates of the modification.

<u>NEW:</u> A "modification" for funding changes only needs to be submitted when a <u>different department/unit</u> is involved. If the funding change is within the same department/unit, no modification is required.

Shared appointments/employees

Employees may be hired to do a single job that is funded through multiple departments, or may hold two separate positions in the same title in two different departments. The departments involved will need to determine which description defines the situation. In cases where the employment is one job with funding from multiple departments, a "lead" department will need to be identified. If there is a need to add funding from a second department for the same job, the lead department should contact Joanna Kettmann (joanna.kettmann@ucsb.edu) to request access for the new department. Once the access is provided both departments will have access to the individual in the reappointment/modification module and the case processing module. Each department/unit will only have access to their departmentally funded portion of the appointment. A comment will be added on each record to note that multiple department funding exists. The individual will appear on the eligibility lists for each department with active funding. Departments will need to coordinate among themselves to determine who will submit the case. Non-lead departments will need to at the minimum submit a department letter signed by the Chair/Director to "Defer to the lead department" at the time of the personnel review.

Addition of without salary designation - NEW

A Without Salary check box (see below) has been added throughout the system. For without salary appointments, requests for action will <u>include</u> the salary information, but then will have the <u>without salary box checked</u>. This will assist in tracking salary rates for individuals who switch between paid and without salary status. For without salary appointments, the "% Time" field should be "0".

W/O Salary?: ☐

Correcting input errors

Certain fields on the input screen require specific formatting. For example, the "Effective Date" field must be formatted as "2014". If the entry is made as "14" a message will indicate there are errors and note in RED what the error fields are. To correct: re-type "2014" rather than "14", and then hit save.

Please note you can enter up to <u>4 decimal places</u> in the "% time" field.

Early end of appointment notification - NEW

Under "Modification (Mid-Appointment Change)" – there is an option to check titled "Early End of Appointment (voluntary only – for involuntary terminations, contact Academic Personnel)" where the "Effective Date of Appointment End" and the "Reason" (see below screen shot) can be entered. Please note that with this option there should be an attached copy of "employee request to end appointment" (an email notification is fine). When this option is chosen, the routing goes <u>directly</u> from the department analyst <u>to</u> Academic Personnel (there is no Chair/Director approval step).

This notification will assure that the details of an employee's appointment are accurately captured in AP's on-line application and the related processes (ex. Merit/Promotion eligibility) are up to date. This is also in preparation for UC Path.

☑ **Modification (Mid-Appointment Change)**
   ◯ Change to Appointment
   ⦿ Early End of Appointment (voluntary only - for involuntary terminations, contact Academic Personnel)
      Effective Date of Appointment End: MM/DD/YYYY 🗓
          ⦿ Resignation from UCSB
      Reason: ◯ Resignation to Accept Another Position at UCSB
          ◯ Retirement
          ◯ Death

Voluntary Reductions and Terminations Only (for involuntary reductions or terminations, contact Academic Personnel)

Attached copy of employee request to decrease or end appointment:

    Candidate's Request   [Browse...] No file selected.

Case Miscellaneous (Optional)

Departments can use this section for any Case Misc. items that may need inclusion (this is department specific).

Department Reappointments and Modifications screen shot (Ending Appointments displayed per population)

The "Ending Appointments" date range is 3 months back and one year forward from the current date (first table/section). The second section, lists appointments ending more than one year in the future.

If an appointment will end on time and not be renewed, the "Appointment Ending" column (check box) should be used. - NEW

The "Appointment Ending" column has check boxes (or flags) that can be checked off by the department analyst (and also un-checked, if need be) which indicates that the individual will not be reappointed due to the expiration of the appointment (this is the current end date of the approved appointment).