

**EMERITUS or RECALL**

	<b>Non-Senate Emeritus Appointment*</b>	<b>Post Retirement Recall Appointment</b>
<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.