

SIO Policy on Review of Academic Recall (Return to Active Duty) Appointment

1. Background

Recall academic appointments (Professor/Professional Research/Project Scientist/Specialist), which provide Return to Active Duty status, are governed by UCSD PPM 230-20, Section VII.E.3. The salient aspects are:

- A. Recall appointments may be compensated or non-compensated; compensation may not exceed 43% time per month.
- B. Recall appointments are normally for one year or less, but may be up to three years in cases of pre-retirement agreements, or when faculty have active research grants with secured funding for the recall period.
- C. Recall appointments are term appointments for a specified period of time and expire on the end date with no further notice required, but may be renewed on an annual basis.
- D. Authority for SIO recall appointments rests with the EVC, after review by SIO CAP and the Dean of the School of Marine Science. Recall appointments may be proposed by submitting a completed UC San Diego Academic Recall Appointment form to the appropriate approval authority.
- E. If the terms and conditions of the recall agreement are no longer applicable, the University may end a recall contract prior to the specified end date with a minimum of 30 days' notice, or pay-in-lieu of notice for those who are compensated.

While each RTAD appointment at SIO used to be reviewed annually by SIO CAP, that procedure has not been followed more recently; instead, continuation (or not) of this status has been devolved to the heads of Divisions, with the only required information being the submission of the UCSD Academic Recall Appointment form. In order to regularize this status, this policy sets forth a more formal procedure involving SIO CAP. The PPM provides no specific guidance on the level of activity needed for RTAD, so this policy also sets out guidelines appropriate for recall appointments at SIO.

2. Review Procedure

Reviews of recall appointments shall be done prior to the ending of the current appointment, usually annually. If the recall appointment is based on a pre-retirement agreement no reviews will be conducted until a renewal is necessary. The review will be done by SIO CAP, according to the following procedure:

The procedure for the SIO CAP review will be as follows:

- A. The holder of the appointment ("the appointee") shall prepare a document, similar to a standard academic file, which must contain:
 - a) A listing of extramural funds, if any, obtained by or available to the appointee during the two years before the review was written.
 - b) If applicable, a listing of courses taught, during the same period; in this case, the SIO Department shall also provide the usual information on student evaluations.

- c) A bibliography, using the current categories in the standard bibliography, of all material published since the date of retirement. The rules for determining if material has been published shall be those for regular reviews (PPM 230-28 Section V.A)
 - d) A personal statement. This should at least include the rationale for continuation of RTAD status in terms of the guidelines given below, a summary of accomplishments over term of the existing appointment, and future plans.
- B. SIO CAP shall, on the basis of this document, and the guidelines in this policy, provide its recommendation to the Vice Chancellor for Marine Sciences, who will make the decision to continue the appointment or not.
 - C. This decision may be subject to appeal to the EVC, who has final authority.

3. Guidelines

Any of the following shall be deemed evidence of activity at a level that warrants an additional year of a recall appointment:

- A. Being the PI on extramural funds obtained through the SIO Contracts and Grants Office, or having submitted a proposal through that office to obtain future extramural funds.
- B. Sole teaching of a four-unit course at least every other year.
- C. Significant mentoring of graduate students or postdocs.
- D. Continued scholarly productivity at a level comparable to that expected for the rank and step held by the appointee at the date of retirement.
- D. Significant levels of service to the University of California at the campus or system-wide level, or significant external service that has a clear benefit to SIO.

If none of these elements are present a very strong case will need to be made to justify renewal of a recall appointment.