

EMERITUS or RECALL

	Non-Senate Emeritus Appointment*	Post Retirement Recall Appointment
Curriculum Vitae (may be attached as PDF) ¹	X	X
Department Chair Letter , including:		
Nature of responsibilities associated with the position	X	X
Percent Effort		X
If applicable, include statement confirming ORU concurrence in "additional comments" section	X	X
Concurrence of joint department, and/or School where individual has an academic appointment	X	X
Dean Letter w/ Recommendation (obtained by Academic Affairs)	X	X
Salary Worksheet for Paid Recall Faculty Appointments, found here		X

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

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