RECALL TITLE CODES GUIDE

Effective 1/1/14, Recall title codes have been renamed and/or remapped. Please use the following 'tree' guide and definitions to help determine which recall title codes to use.

Is the Academic a Member of HSCP?

Yes

No

Use Title Code 1701

Is the Academic a Faculty Member?

No

Yes

Use Title Code 3802

Does the Faculty Member Conduct Activities (Research, Clinical, Admin) in Addition to Teaching in Recall Appointment?

Yes

No (Teaching Only)

Use Title Code 1702

Use Title Code 1700

Recall title codes and definitions:

1700, RECALL TEACHG – for recall appointees with teaching duties only.

1701, RECALL HCOMP – for recall appointees who are members of the Health Sciences Compensation Plan.

1702, RECALL FACULTY – for recall appointees with a combination of teaching, research, clinical, and/or administrative duties. Also, title code 1702 is used for recall appointees with only one of these duties, except for teaching. For teaching duties only, title code 1700 is used.

3802, RECALL NON-FACULTY ACAD - for recall non-faculty academic appointees such as Academic Coordinators, Academic Administrators, Professional Research Series, Specialists, and Librarians.