

**From:** SVC Academic Affairs [mailto:SVCAA@ucsd.edu]  
**Sent:** Tuesday, September 16, 2008 1:03 PM  
**Subject:** Recall Appointments

GENERAL CAMPUS DEANS  
VICE CHANCELLOR ELLIS  
VICE CHANCELLOR HAYMET  
ASSOCIATE DEAN RIES

As you may know, the Office of the President has directed that the Chancellor approve all academic recall appointments until further notice. Academic Personnel is seeking clarification from Office of the President on the appropriate authority level as well as on other recall appointment issues. Effective immediately; however, recall appointments should be handled as outlined below.

Criteria for Appointment:

Recall appointments should be made in exigent circumstances only.

As a general rule, a break in service of 90 days is preferred prior to recall. However, a minimum break in service of 30 days is required. In addition, the first retirement check must be received by the individual prior to commencement of the recall.

Recall appointments should generally be limited to **43% time or less**.

Approval Process:

For the general campus and School of Medicine, a department may propose a recall appointment by addressing a memorandum of justification to the Senior Vice Chancellor – Academic Affairs. The request should be sent via the cognizant dean for endorsement and then forwarded to Academic Personnel (Attn: Mary Baran) for processing of the approval. The department and dean's office will be notified when the action has been approved.

Scripps Institution of Oceanography (SIO) requires submission of a temporary appointment file for recall appointments. Upon endorsement by the dean, files should be forwarded to Academic Personnel (Attn: Mary Baran) for processing of the approval. The dean's office will be notified when the action has been approved.

**Recall appointment proposals must include the following:**

- Name
- Department
- Appointment dates
- Pay rate (include statement about how rate was determined)
- Percent time (appointments greater than 43% time must include detailed justification)
- Total compensation
- Funding source
- Description of duties that will be performed
- Explanation of the exigent circumstances necessitating the recall

Please notify appropriate departmental faculty and staff of this procedural change. We will let you know when we receive further clarification from Office of the President.

Paul W. Drake  
Senior Vice Chancellor