



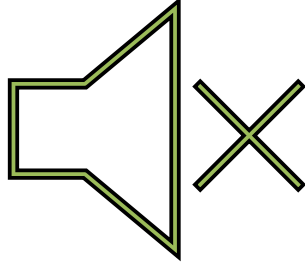
Academic Personnel Monthly Information Session

Presented by the Office of Academic Personnel

Stephanie Celestin, Nicole Steele, Amy Edwards, Mindy Roush

July 28, 2026

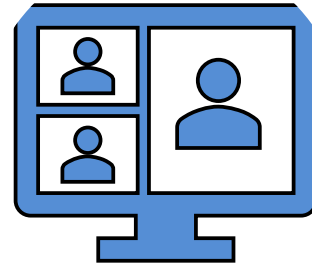
Housekeeping



Please keep yourself muted during the presentation



Ask questions in chat



Please keep your camera on during the presentation

Agenda

Committee Review

Academic Appointment Timelines

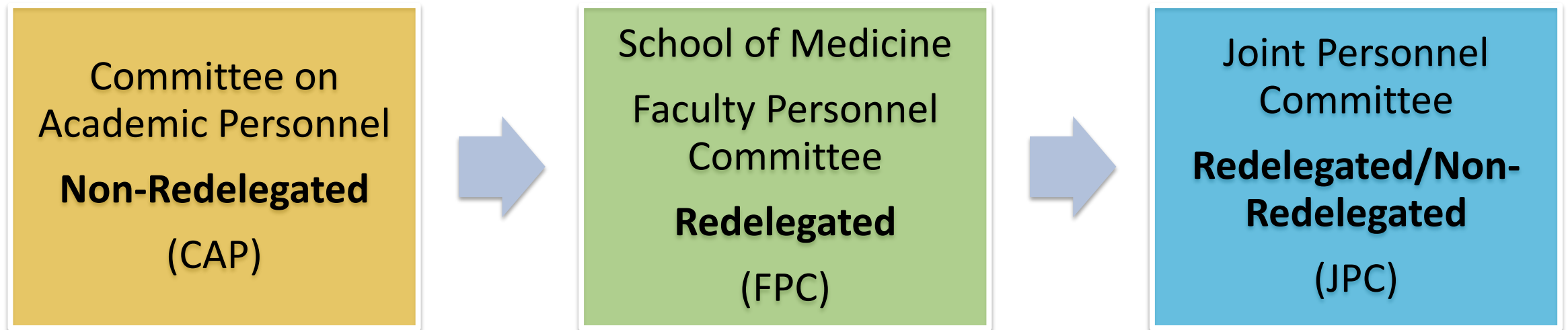
Resources

Non-Faculty Reminders

Q & A

Review Committees

All actions except for merits immediately following a promotion or appointment **require** committee review and recommendation



At the University of California, Davis there are only **3** committees

Academic Review Committees-Functions

CAP

1 committee

Meets weekly

Reviews faculty actions
for all schools and
colleges

Appointments take
priority

Recess August-September



FPC

1 committee

Meets bi-weekly

Reviews faculty actions
for SOM

Appointments take
priority

**FPC reviews all HSCP
Appointments & Actions**



JPC

1 committee

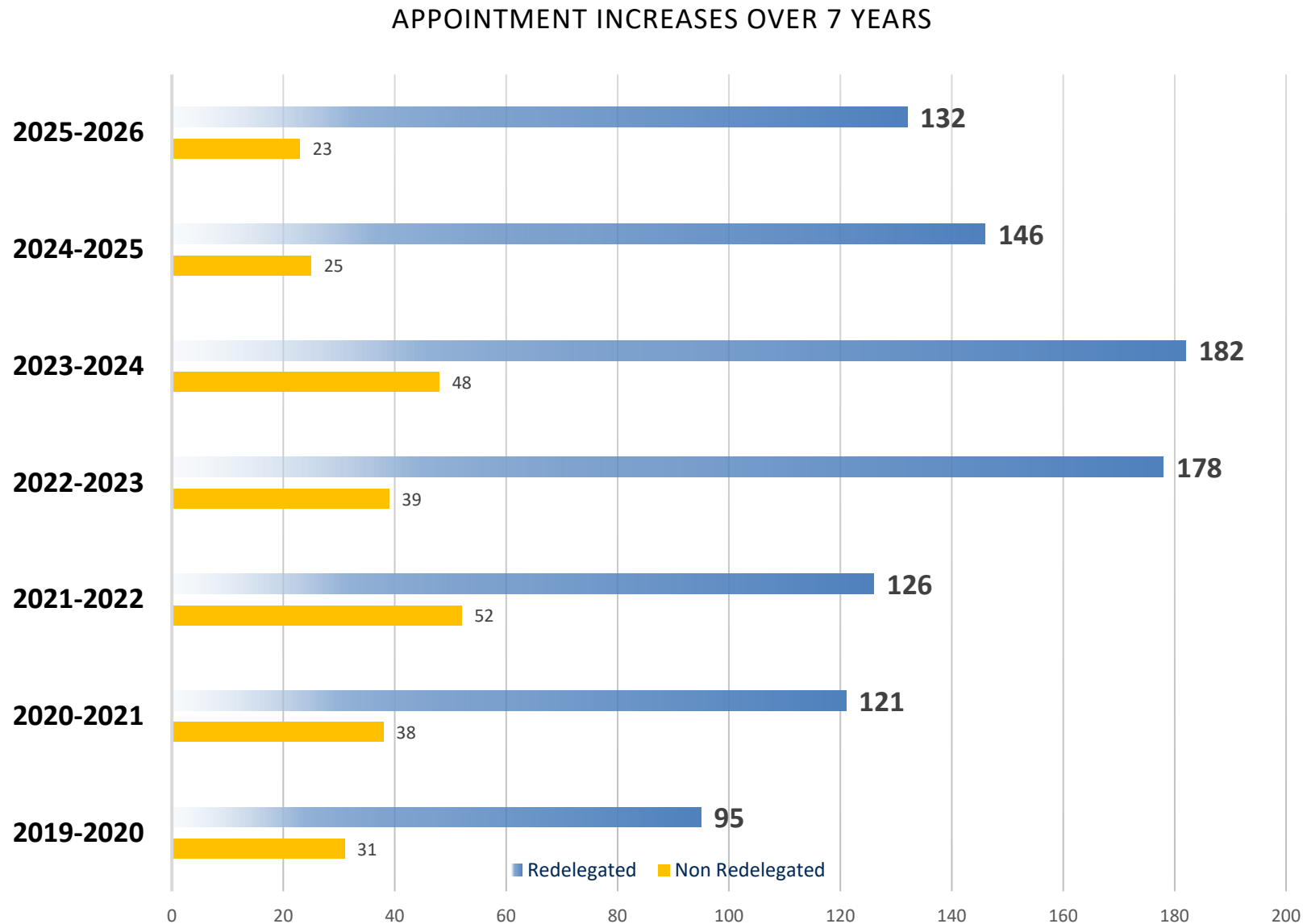
Meets bi-weekly

Reviews RA Research
titles for all schools and
colleges

Appointments take
priority

Recess August-September

Academic Appointment Data- Schools of Health



Appointment Timelines by Delegation

Redelegated

Non-Redelegated

Redelegated

Weeks	Contact with Candidate
1-6	MIV data entry
	Letters of reference solicited
	Department letter prepared
Weeks	Letters received
6-8	Department vote opened and closed
	Final dossier assembled
	Routed to Committee
Weeks	Committee Review: FPC or JPC
8-12	Committee Recommendation
	AVC Decision
	Appointment letter and decision

Non-Redelegated

Weeks 1-6	Weeks 6-8	Weeks 8-16
• Contact with Candidate • MIV data entry • Letters of reference solicited • Department letter prepared	• Letters received • Department vote opened and closed • Final dossier assembled • Routed to Committee	• AVC recommendation • Committee Review: CAP or JPC • Vice Provost decision

Tips For Recruitment Success

Tip 1

- Inform PIs and Faculty about appointment timelines

Tip 2

- Utilize Cognos Reports to understand appointment end dates and begin planning early

Tip 3

- Communicate with the AP Recruitment team if you have questions about TOLs, or series criteria to avoid delays with approval
- **Initiating a recruitment into an inappropriate title may delay an appointment by months**

Tip 4

- Use the [Position Planning Tool](#)
- Intended for Postdoctoral Researcher, Junior Specialist, Specialist, Project Scientist, Professional Researchers

Tip 5

- Appointments should be proposed for a 1 calendar year minimum to allow the appointee the ability to select benefits
- TOLs and position descriptions are **required** for all new RA appointments

Tip 6

- Utilize Aggie Service Case Aides for Onboarding new faculty and RA titles to ensure accuracy in UC Path data entry

Appointment Timeline by Series

<u>Appointment by Series</u>	Step	Letters Required	# of Letters Required	Non- Redelegated	Date TOL signed	# of days to process	Proposed Start Date	Rounded to Nearest Date
EXAMPLE (Redelegated)	ALL	☒	3		6/1/2026	84	08/23/26	09/01/26
Example (NON-Redelegated)	ALL	☒	6	☒	6/1/2026	120	09/28/26	10/01/26
					Enter DATE	70		
Health Sciences Associate Clinical Professor	All	☒	3		Enter DATE	84		
Health Sciences Full Clinical Professor	All	☒	4		Enter DATE	84		
Assistant Ladder Rank	1-3	☒	3		Enter DATE	84		
Assistant Ladder Rank	4-6	☒	4	☒	Enter DATE	120		
Associate Ladder Rank	All	☒	6	☒	Enter DATE	120		
Full Ladder Rank	All	☒	6	☒	Enter DATE	120		
Clinical X-Assistant	1-3	☒	3		Enter DATE	70		
Clinical X-Assistant	4-6	☒	4	☒	Enter DATE	120		
Clinical X-Associate	All	☒	6	☒	Enter DATE	120		
Clinical X Full	All	☒	6	☒	Enter DATE	120		
Assistant in Residence	1-3	☒	3		Enter DATE	84		
Assistant in Residence	4-6	☒	4		Enter DATE	120		
Associate in Residence	All	☒	6	☒	Enter DATE	120		
Full in Residence	All	☒	6	☒	Enter DATE	120		
Assistant Adjunct	1-3	☒	3		Enter DATE	84		
Assistant Adjunct	4-6	☒	4	☒	Enter DATE	120		
Associate Adjunct	All	☒	6	☒	Enter DATE	120		
Full Adjunct	All	☒	6	☒	Enter DATE	120		
Assistant Specialist	All				Enter DATE	84		
Associate Specialist	All	☒	3		Enter DATE	84		
Full Specialist	1-9	☒	3		Enter DATE	84		
Full Specialist Above Scale	--	☒	3	☒	Enter DATE	120		
Assistant Project Scientist	All				Enter DATE	84		
Associate Project Scientist	All	☒	3		Enter DATE	84		
Full Project Scientist	1-9	☒	4	☒	Enter DATE	120		
Full Project Scientist Above Scale	--	☒	4	☒	Enter DATE	120		
Assistant Professional Researcher	1-3	☒	4	☒	Enter DATE	84		
Assistant Professional Researcher	4-6	☒	4	☒	Enter DATE	120		
Associate Professional Researcher	All	☒	6	☒	Enter DATE	120		
Full Professional Researcher	1-9	☒	6	☒	Enter DATE	120		
Full Professional Researcher Above Scale	--	☒	6	☒	Enter DATE	120		

Cognos Resources for Recruitment Planning

Utilize Cognos reports to verify end dates for all academic titles that may be appointed in another position and inform PIs early and often

- UCP-#272 Employee Roster Report
- UCP-#103 Jobs With Approaching End Dates

If you don't have access to these reports, please submit a security request through <https://access.ucpath.ucdavis.edu/>

- Be sure to use Nicole Steele as your security liaison and the old UCD (non-health) email address

<https://access.ucpath.ucdavis.edu>

UC PATH UC Davis UCPATH Department Access Request

UCPATH ACCESS REQUEST FOR THE FOLLOWING INDIVIDUAL

* Request Access For Stephanie L Celestin

* Security Liaison Email Nicole M Steele

* Justification

* Responsibility Group

* Security Group

* Roles

Role Name	Description	Required Training	Action
Search for a role			
Cognos Reports - GL (Finance)			ADD Remove
Cognos Reports - WFA			Remove

Appointments via Change in Title (AVCIT) Considerations

1

- All AVCITs are reviewed as a new appointment
- The department should consider a potential step increase as part of the new appointment
- A new TOL and Appointment letter is required for all AVCIT (SB525)

2

- Either an Exemption or Open Search is required for AVCIT
 - Senate to Federation=Exemption
 - Federation to Senate=Open Search
- Consult: [Guidelines Search Waivers and Search Exemptions for Academic Appointees at the University of California](#)

3

- An AVCIT resets eligibility if processed outside of a normative academic review. **Example:**
 - Associate Clin X, Step 1, merited in 2026-2027 to Associate Clin X, Step 2, effective 7/1/27
 - AVCIT is approved to Associate HSCP, Step 2 the following year fiscal year effective 7/1/2028, without a change in step
 - Resets the eligibility for 2 more years or “normative time” at that step to next merit in 2030-2031

4

- Exceptions for resetting eligibility may not be granted for AVCITs that are processed outside of a normative academic review.

Jr. Specialist Recruitment Reminders

Use current salary scales for the salary information in the search plan (Exempt: [t24-b](#), Non-Exempt: [t24-b-n](#))

If the candidate possesses a master's degree, they are overqualified for a Jr. Specialist position and may not be hired as a Jr. Specialist

It is allowable to hire a candidate who is currently in a master's degree program; however, they may only be hired for 1 year and should be hired at step 2.

Once they obtain their master's degree, they may not be reappointed in the Jr. Specialist title and should be promoted to Assistant Specialist

Do not proceed with Jr. Specialist appointment until the search report is approved in Recruit

AP will submit the hiring survey for Jr. Specialist hires

Jr. Specialist Dossier Reminders

Refer to the appointment and reappointment checklists to ensure that all items are included in the dossier. Checklists can be found at [Forms and Checklists | Academic Affairs](#)

Use current salary scales when including the salary information in the department letter

Confirm that the FTE % and corresponding job code and salary information are correct (NEX vs exempt). Reference [Academic Affairs - Department of Labor's Changes to the Fair Labor Standards Act Overtime Rules](#)

Ensure that the correct names are included in the department letter

Remember to include the position description in the dossier

Candidate CV should be their current CV. For reappointments, their prior year as a Jr. Specialist should be listed in their CV

Employment Disclosure Reminders

1

Always refer to [Employment Disclosure Requirement Process | Academic Affairs](#) for current information

2

Ensure that candidates are completing the current version of the authorization to release information form.

The current version was revised on **05/2026**

3

When submitting the hiring survey, please add the appropriate AP analyst's email address to the field for sending a copy of the clearance

Onboarding Reminders

1

Tracker I-9: Section 1 is due on or before employee's start date.

Employees must not begin work until section 1 is completed. Section 2 must be completed within 3 business days of the employee's start date

2

Employment Disclosure Clearance must be received prior to onboarding an employee

3

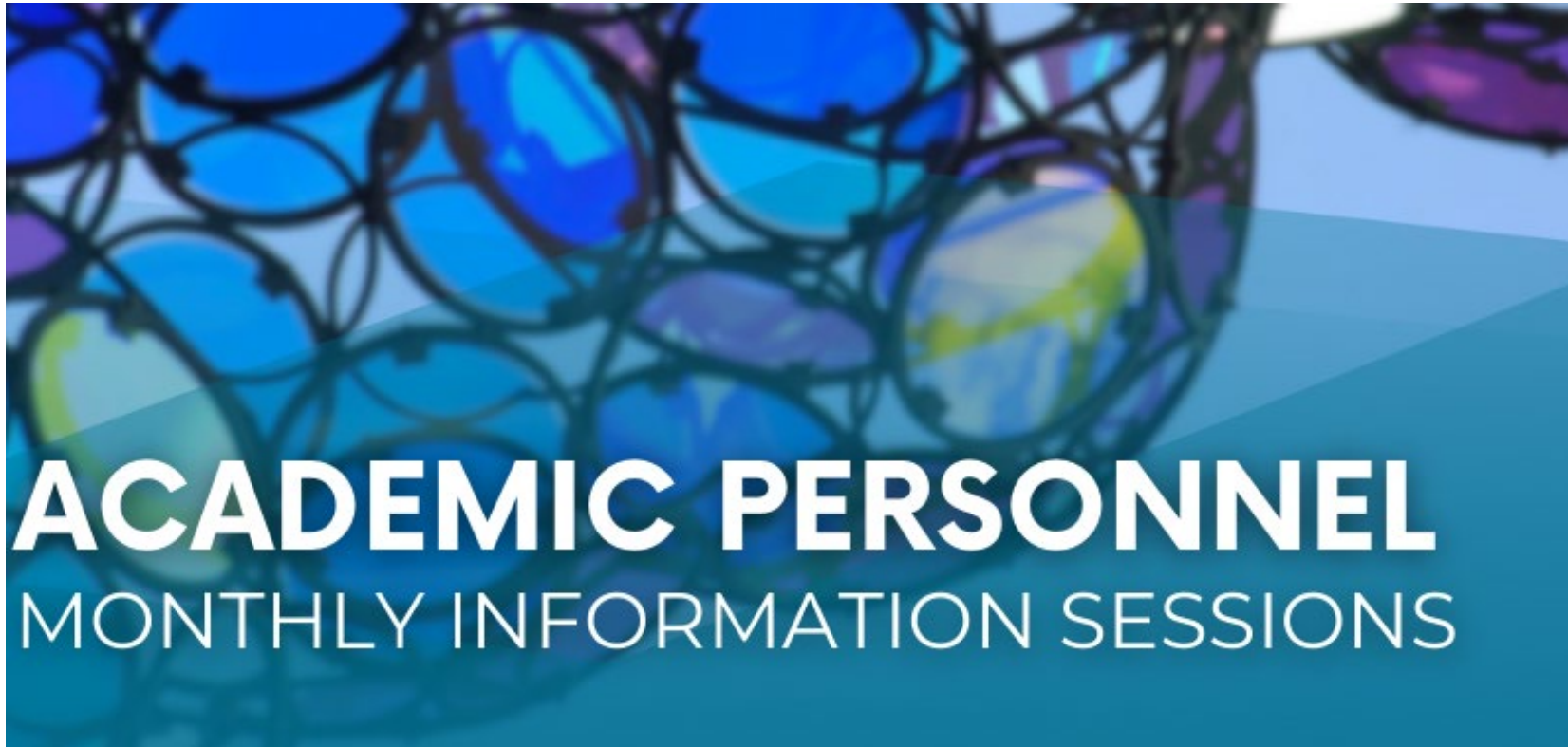
Oath/patent must be signed on or before employee's start date.

A **late** oath signature will result in a damage payment

Questions



Upcoming Sessions



Thank you for your attendance today!!!