RECALL TITLE CODES GUIDE

Effective 7/1/2013, recall title codes have been renamed and/or remapped. Effective 11/20/2016, non-exempt title codes were added. Please use the following 'tree' guide and definitions to help determine which recall title codes to use.

Is the Academic a member of Health Sciences Compensation Plan?

Yes

No

Use title code 1701

Is the Academic a faculty member?

No

Yes

Does the salary meet the weekly salary test for exempt status?

No

Use title code 3812

Yes

Use title code 3802

Does the faculty member conduct activities (research, clinical, admin) in addition to teaching in the recall appointment?

No

Yes

Use title code 1702

Is the faculty member a member of the Senate?

Yes

Use title code 1700

No

Use title code 1699

Recall title codes and definitions:

1699, RECALL TEACHG NON-SENATE – for recall non-Senate appointees with teaching duties only.

1700, RECALL TEACHG – for recall Senate 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 exempt recall non-faculty academic appointees such as Academic Coordinators, Academic Administrators, Professional Research Series, Specialists, and Librarians.

3812, RECALL NON-FACULTY ACAD NEX - for non-exempt recall non-faculty academic appointees such as Academic Coordinators, Academic Administrators, Professional Research Series, Specialists, and Librarians.