UC Davis – Academic Affairs
Checklist for Recalls

See APM 205 for policy on recall

**NOTE:** A minimum 30-day break in service after the date of retirement is required prior to any recall to active duty.

Recall appointments are limited to a maximum of 43% time per month (or a dollar amount that translates to that equivalent), inclusive of all recall appointments. Annual rate is based upon the individual’s annual base salary rate, including any off-scale salary, of the academic position held at the time of retirement, range adjusted forward.

Departments should advise any academic retiree to consult with the Benefits Office prior to accepting any post-retirement appointment for determining the possible impact of such employment on their retirement benefits.

Department chairs must submit a written request for all recall appointments for Emeriti or academic retirees that require return for teaching, extramurally funded research or service.

When the home department is not the department requesting the recall, the hiring department must notify the home department (via email or concurrence on the recall request) to ensure that no other recalls have been approved and to inform the department that the recall is occurring.

The Academic Affairs Forms On-Line system may be used to submit requests for all recall.

The Department request must provide the following:

- Dates of recall
- Annual Salary rate and percent of time
- Justification for recall

Indicate where applicable

- Teaching: Name of Course(s)
- Research: Describe research project and candidate’s participation
- Service: Describe participation/involvement of service

The Dean will review and add concurrence or comment and must submit the request to the Vice Provost-Academic Affairs for final approval. Approval of the Vice Provost-Academic Affairs is required prior to entry in the payroll system. For intercampus recalls, consult with your dean’s office.
Listed below are the primary title codes that are used for emeritus recalls:

SENATE RECALL TITLE CODES:

Teaching, Research or Service

- 1106 Professor-Academic Year-Recalled
- 1109 Professor-Academic Year-1/9th-Recalled
- 1116 Professor-Fiscal Year-Recalled
- 1146 Professor-Bus/Engr-Academic Year-Recalled
- 1148 Professor-Bus/Engr-Academic Year-1/9th-Recalled
- 1206 Associate Professor-Academic Year-Recalled
- 1209 Associate Professor-Academic Year-1/9th-Recalled
- 1216 Associate Professor-Fiscal Year-Recalled
- 1246 Associate Professor-Bus/Engr-Academic Year-Recalled
- 1248 Associate Professor-Bus/Engr-Academic-1/9th-Recalled
- 1660 Senior Lecturer SOE-Academic Year–Recalled
- 1662 Senior Lecturer SOE-Recalled–1/9th Payment
- 1663 Senior Lecturer SOE-Fiscal Year-Recalled
- 1665 Lecturer SOE-Academic Year–Recalled
- 1666 Lecturer SOE-Academic Year–Recalled-1/9th Payment
- 1667 Lecturer SOE-Fiscal Year-Recalled

- 1707 Research Professor

School of Medicine and Nursing Senate recall title code:

- 1701 Recall HCOMP

ACADEMIC FEDERATION RECALL TITLE:

- 3802 ____ Recall
- 2106 Supervisor of Physical Education Recalled
- 3209 Researcher Recalled