

UCSD POLICY AND PROCEDURE MANUAL

SECTION 230-7 PAGE 1

PERSONNEL—ACADEMIC

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Issuing Office: Academic Personnel [Office Services](#)

**NON-SENATE ACADEMIC APPOINTEES/LAYOFF AND
INVOLUNTARY REDUCTION IN TIME
POLICY ON LAYOFF AND INVOLUNTARY REDUCTIONS IN TIME
FOR NON-SENATE ACADEMIC APPOINTEES**

I. REFERENCES AND RELATED POLICIES

UCSD Policy and Procedural Manual (PPM)

- 10-4 [Administrative Units](#)
- 230-5 [Non-Senate Academic Appointees/Grievances Appeals Procedure for Academic Appointees Other than Members of the Academic Senate](#)
- 230-6 [Academic Personnel Affirmative Action Program](#)
- 250-760 [Layoff Determination and Notification](#)

Academic Personnel Manual (APM)

- 035 [Affirmative Action and Nondiscrimination in Employment](#)
- 137 [Non-Senate Academic Appointees/Term Appointments](#)
- 140 [Non-Senate Academic Appointees/Grievances Appeals Non-Senate Academic Appointees](#)
- 145 [Non-Senate Academic Appointees/Layoff and Involuntary Reduction In Time](#)
- 150 [Non-Senate Academic Appointees/Corrective Action and Dismissal](#)
- 340 [Continuing Education Specialist Series](#)
- 360 [Appointment and Promotion: Librarian Series](#)

Standing Orders of the Regents

- 103.2 [Privilege of Hearing Before the Academic Senate](#)
- 103.9 [Tenure](#)

UC Academic Senate Bylaw 337: Privilege and Tenure – Early Termination Cases

San Diego Division of the Academic Senate Bylaw 230: Privilege and Tenure

II. POLICY BACKGROUND

- A. It is [the University's](#) policy to provide equitable and consistent treatment for academic appointees [covered by this policy](#), ~~both full-time and part-time, in the event their appointments must be terminated due to lack of work, lack of funds, or discontinuance of a program or there is an involuntary reduction in the percent of time.~~
- B. [Non-Senate academic appointees may be laid off or receive an involuntary reduction in time for good cause. Good cause is established when the University's actions as determined by the University are based on budgetary reasons, lack of work, and/or programmatic needs.](#)
- C. [This policy does not apply to corrective action or dismissal of non-Senate academic appointees resulting from misconduct, unsatisfactory work performance, dereliction of duty, or violation of University policy. \(See](#)

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[APM 150. Non-Senate Academic Appointees/Corrective Action and Dismissal](#)).

A. ~~Application of Layoff and Involuntary Reduction in Time~~

~~The provisions of this section are applicable to all academic appointees (see Supplement I and Supplement II) of the University of California, San Diego other than:~~

~~1. ~~Members of the Academic Senate.~~~~

~~Those appointees with an appointment with a specified ending date. The change of an ending date by the University to an earlier ending date constitutes a layoff.~~

~~2. ~~Student Academic Appointees.~~~~

~~Those represented by an exclusive representative (Union).~~

Comment [k1]: This topic moved to Section IV, "Eligibility," with revisions

B. ~~Determination of Layoff and Involuntary Reduction in Time~~

~~Department Chairs or Heads of Organized Research Units, Programs and Divisions (hereafter referred to as Chairs) are responsible for determining the need for, the order of and to coordinate layoffs and involuntary reductions in time with the appropriate Deans, Directors and the Vice-Chancellor Academic Affairs. The Academic Personnel Office will not process forms to implement either action if they do not conform to University and campus policies and procedures.~~

Comment [k2]: This topic moved to Section V, "Responsibilities" (V.A) with revisions.

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C. Alternatives to Layoff

1. Leave of Absence Without Pay

When indications are that an appointee to be laid off has a reasonable opportunity to transfer to another University position, a Leave of Absence Without Pay and without right of reinstatement may be granted in lieu of a layoff. This requires the approval of the Vice Chancellor-Academic Affairs or his or her designee. After a period of 90 days on such leave, the appointee will be placed on layoff status by processing a Separation Certification, Form U1602.

2. Non-Salaried Status

When there are reasonable expectations that funds will be available within the next 90 days to continue the support of the appointee who is being proposed for layoff, and the unit and the appointee agree to a continuing relationship that is beneficial to the unit, the appointee may be changed to a Non-salaried Status in his or her present title. If funds are not secured within the 90-day period, the appointee will be placed in layoff status by processing a Separation Certification, form U1602. The date the appointee signed the form initiating either of the above actions will be the effective date the appointee was notified of the necessity for a layoff and the beginning of the thirty (30) day notice required under this policy.

D. Order of Layoff and Involuntary Reduction in the Percent of Time

The order of layoff and involuntary reduction in percent of time will normally be determined on the basis of:

Relative performance or exceptional skill, knowledge or ability that is essential to the operation of the department or unit, as determined by the Chair.

1. Relative performance or exceptional skill, knowledge or ability that is essential to the operation of the department or unit, as determined by the Chair.

2. When there is no substantial difference in degree of special skills, knowledge, or ability essential to the department or unit, the order of layoff or involuntary reduction in time shall be in inverse order of seniority. Seniority shall be established on the basis of the number of months of full-time equivalent service with the University.

III. DEFINITIONS

A. Involuntary Reduction in Time. An involuntary reduction in time occurs when the University reduces an academic appointee's percentage of effort prior to his or her established ending date because of budgetary reasons, lack of work, and/or programmatic needs.

Reappointment of an academic appointee following his or her established ending date at a lesser percentage of effort is not an involuntary reduction in time.

B. Layoff. A layoff occurs when the University terminates an academic appointee's appointment prior to his or her established ending date because of budgetary reasons, lack of work, and/or programmatic needs.

Non-reappointment of an academic appointee following his or her established ending date is not a layoff (see APM 137, Non-Senate Academic

Comment [k3]: This topic moved to Section VI. "Procedures," (VI.B) with revisions.

Comment [k4]: This topic moved to Section VI. "Procedures," (VI.A) with revisions.

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[Appointees/Term Appointments](#)).

- C. [Layoff Unit](#). For the purposes of selecting an appointee for a layoff or reduction in time, a layoff unit is defined as an academic department, organized research unit, or program. If a department is formally comprised of divisions, each division is considered a separate layoff unit.

III.V. ELIGIBILITY

- A. This policy applies to all academic appointees of the University who are not members of the Academic Senate, except as provided in IV B. and C. below. (See Appendix A for a complete list of non-Senate academic series.) The provisions of this section are applicable to all academic appointees (see Supplement I and Supplement II) of the University of California, San Diego other than:

[Members of the Academic Senate.](#)

- B. [For appointees covered by a Collective Bargaining Agreement Memorandum of Understanding \(MOU\), this policy applies only to the extent provided for in the MOU. Those represented by an exclusive representative \(Union\).](#)

- C. [This policy does not apply to housestaff \(interns or residents\) or student academic appointees.](#)
[Student Academic Appointees.](#)

IV.V. RESPONSIBILITIES

- A. [Department Chair](#). The department chair (or equivalent officer) is responsible for:

[Department Chairs or Heads of Organized Research Units, Programs and Divisions \(hereafter referred to as Chairs\) are responsible for determining the need for, the order of and to coordinate layoffs and involuntary reductions in time with the appropriate Deans, Directors and the Vice-Chancellor Academic Affairs. The Academic Personnel Office will not process forms to implement either action if they do not conform to University and campus policies and procedures.](#)

1. [Determining the need for and the order of proposed layoff and involuntary reduction in time proposals.](#)
2. [Ensuring that the proposed layoff or reduction in time is in compliance with University and campus policies and procedures.](#)
3. [Ensuring that the layoff or involuntary reduction in time is proposed without regard to the academic appointee's race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition \(cancer-related or genetic characteristics\), genetic information \(including family medical history\), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services as defined by the Uniformed Services Employment and Reemployment Rights Act](#)

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[of 1994.](#)

4. [Coordinating review of layoff and involuntary reduction in time proposals with the appropriate reviewing and/or approval authorities.](#)
5. [Providing adequate notice of an approved layoff or involuntary reduction in time to the affected academic appointee, in accordance with Section VII, below.](#)
6. [Maintaining a roster of all academic appointees in the layoff unit who are currently on layoff status and notifying individuals on layoff status of open positions for which they may be qualified. \(See Section VIII.G., below.\)](#)
7. [In accordance with Section VI.B.1., when a non-Senate faculty appointee is selected for a proposed layoff, the Chair is responsible for making reasonable efforts to find the appointee other suitable employment at UCSD \(see Appendix A for a list of non-Senate faculty titles\).](#)

B. [Campus Reviewers.](#) Campus reviewers are responsible for:

1. [Evaluating layoff and involuntary reduction in time proposal to assess whether or not there is good cause for the proposed action.](#)
2. [Reviewing the order of layoff and involuntary reduction in time proposals.](#)
3. [Reviewing the proposed layoff or reduction in time for compliance with University and campus policies and procedures.](#)
4. [Assessing whether the layoff or involuntary reduction in time is proposed without regard to the academic appointee's race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition \(cancer-related or genetic characteristics\), genetic information \(including family medical history\), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services as defined by the Uniformed Services Employment and Reemployment Rights Act of 1994.](#)
5. [Providing a recommendation to the approving authority.](#)

[Specific campus reviewers of layoff and involuntary reduction in time proposals vary depending on the appointee's series and/or division. See \[link to Authority and Review chart\] for a list of reviewers by series and division.](#)

C. [Approval Authority.](#) The approval authority is responsible for:

1. [Evaluating layoff and involuntary reduction in time proposals to](#)

Comment [k5]: Authority and Review for layoff and involuntary reduction in time proposals will be added to Authority and Review Chart on APS Web site. (Proposed delegation of authority: proposed authority and review to be consistent with review and authority at the time of appointment)

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[assess whether or not there is good cause for the proposed action.](#)

2. [Reviewing the order of layoff and involuntary reduction in time proposals.](#)

3. [Reviewing the proposed layoff or reduction in time for compliance with University and campus policies and procedures.](#)

4. [Ensuring that the layoff or involuntary reduction in time is proposed without regard to the academic appointee's race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition \(cancer-related or genetic characteristics\), genetic information \(including family medical history\), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services as defined by the Uniformed Services Employment and Reemployment Rights Act of 1994.](#)

5. [Approving or disapproving the layoff or involuntary reduction in time and providing the department with written notification of the final decision.](#)

[The approval authority for layoff and involuntary reduction in time proposals is based upon the appointee's series and/or division. See Appendix A \[\\[link\\]\]\(#\) for a list of approval authorities by series and division.](#)

VI. PROCEDURES

A. [Upon determining the need for a layoff, or an involuntary reduction in time, and the order in which it is to be accomplished, the Chair will submit a recommendation, Exhibit A, to the Vice Chancellor-Academic Affairs via the appropriate Dean or Director. The recommendation shall be submitted in duplicate using the form provided and include the following:](#)

1. [Name of appointee to be laid off or reduced in time, rank, step, and months of service.](#)
2. [Statement of the specific conditions that make the action necessary, i.e., an explanation of why there is a lack of work, lack of funds, or discontinuance of a program.](#)
3. [Names of other appointees in the department within the same category of employment \(e.g., Professional Research Series, Specialists, etc.\) with their title, rank, step, months of service, and area of expertise.](#)
4. [Justification of the order of layoff or involuntary reduction in time. The appointee may request a written summary of the reasons for the order of layoff or involuntary reduction in time.](#)
5. [A copy of the written notification the Chair proposes to send to the](#)

Comment [k6]: Authority and Review for layoff and involuntary reduction in time proposals will be added to Authority and Review Chart on APS Web site. (Proposed delegation of authority: proposed authority to be consistent with authority at the time of appointment)

Comment [k7]: This topic (generally) moved to Section VI C., below. Specific procedural instructions moved to the Web site and the layoff form.

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~~appointee which shall include: the reasons for the action, the effective date, how earned vacation will be handled, and advice to the appointee to contact the campus Benefits Office for information concerning benefits.~~

- ~~6. The Chair's signature is certification that he/she has investigated all facts in the case and determined that there is no alternative to the proposed action.~~

~~The Dean or Director shall review the proposal and, if satisfied that the proposed action is unavoidable and the selection of the appointee was made in accordance with policies and procedures, will sign the original and duplicate copy of the proposal and forward them to the Vice Chancellor-Academic Affairs.~~

Comment [k8]: This topic moved to Section V, "Responsibilities," with revisions

B. ~~The Office of the Vice Chancellor-Academic Affairs shall:~~

- ~~1. Coordinate with the Assistant Academic Affirmative Action Coordinator (AAAAC) to assure that the action is taken without regard to race, color, religion, marital status, national origin, sex, physical or mental handicap, or within the limits imposed by law or University regulations, because of age or citizenship. The AAAAC will inform the Vice Chancellor-Academic Affairs if a recruitment is on file for a position the candidate for layoff may be qualified to fill.~~
- ~~2. Review for compliance with University policies and procedures. The Vice Chancellor-Academic Affairs, or designate, shall notify the Chair in writing of the final decision. The thirty (30) day notice period begins on the date the Chair is notified of the Vice Chancellor's approval.~~

Comment [k9]: This topic moved to Section V, "Responsibilities," with revisions.

- ~~D. If the layoff or involuntary reduction in time is approved, the Chair will inform the individual in writing and forward a copy of the notification letter (see IV.A.5.) to the Academic Personnel Office. If the action is a layoff, the letter shall be accompanied by the Separation Certification, Form U1602.~~

Comment [k10]: This topic moved to Section V, "Responsibilities," (V.A), and Section VII, "Notice" with revisions.

A. Selection of Appointee for Layoff or Involuntary Reduction In Time Order of Layoff and Involuntary Reduction in the Percent of Time

~~The order of layoff and involuntary reduction in percent of time will normally be determined on the basis of:~~

- ~~1. If there is more than one appointee in the same rank and series in the layoff unit, the order of layoff or involuntary reduction in time is justified on the basis of based on the special Relative performance or exceptional skills, knowledge, and/or ability abilities essential to the layoff unit, to the operation of the department or unit, as determined by the Chair. The department chair makes this determination with input, if necessary, from the direct supervisor(s) of the affected appointee(s).~~
- ~~2. When there is no substantial difference in the degree of special skills, knowledge, or ability abilities essential to the layoff unit department or unit, the order of layoff or involuntary reduction in time will begin with the least senior academic appointee shall be in inverse order of seniority. Seniority is shall be established on the basis of the number of months of full-time equivalent (FTE)~~

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academic service at with the UCSD University.

B. Alternatives to and Postponement of Layoff

1. Reasonable Efforts to Find Suitable Employment

For non-Senate faculty appointees, the department chair should make reasonable efforts to find the selected faculty member other suitable employment at UCSD (see Appendix A for a list of non-Senate faculty titles). The department chair must document his or her efforts, and, if necessary, explain why these efforts were unsuccessful in the layoff or reduction in time proposal.

2. Leave of Absence Without Pay

If an appointee selected for layoff. When indications are that an appointee to be laid off has a reasonable opportunity to transfer to another University position within 90 days of the proposed layoff date, and the layoff unit agrees, the appointee may request a Leave of Absence Without Pay for up to 90 days and without the right of reinstatement and without right of reinstatement may be granted in order to avoid a break in service, lieu of a layoff. In such cases, a layoff proposal for the appointee must be prepared and approved and must indicate that a leave without pay will precede the proposed layoff date. In such cases a leave request should be submitted for approval with the layoff proposal. (A copy of the leave request should be submitted with the layoff proposal.) If the appointee has not transferred to another University position by the proposed layoff date, the layoff will become effective. This requires the approval of the Vice Chancellor Academic Affairs or his or her designee. After a period of 90 days on such leave, the appointee will be placed on layoff status by processing a Separation Certification, Form U1602.

3. Non-Salaried Status

If When there is are a reasonable expectations that salary funding for the appointee will become available within the next ninety (90) days of the proposed layoff date to continue the support of the appointee who is being proposed for layoff, and if the layoff unit agrees, and the unit and the appointee agree to a continuing relationship that is beneficial to the unit, the appointee may be placed on changed to a non-salaried status in his or her present title for up to 90 days. A layoff proposal for the appointee must be prepared and approved and must indicate that a change to non-salaried status will precede the proposed layoff date. If salary funding is secured prior to the proposed layoff date, the appointee will be returned to salaried status and the layoff proposal will be void. If funding is not secured by the proposed layoff date, the layoff will become effective. If funds are not secured within the 90-day period, the appointee will be placed in layoff status by processing a Separation Certification, form U1602. The date the

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~~appointee signed the form initiating either of the above actions will be the effective date the appointee was notified of the necessity for a layoff and the beginning of the thirty (30) day notice required under this policy.~~

C. Preparation of Layoff or Involuntary Reduction in Time Proposal

Upon determining the need for a layoff, or ~~an~~ involuntary reduction in time, and the order in which ~~the layoff or involuntary reduction in time~~ it is to be accomplished, the ~~layoff unit-Chair~~ Chair must will submit a recommendation, Exhibit A, to the Vice Chancellor-Academic Affairs via the appropriate Dean or Director, prepare a layoff or involuntary reduction in time proposal using the form provided on the Academic Personnel Services Web site. [link] .The layoff proposal must sufficiently justify document the reason(s) for the layoff or involuntary reduction in time, describing the relevant budgetary reason(s), lack of work, and/or programmatic needs. If the reason(s) includes budgetary reasons are cited, documentation of the budgetary limitations is required must be provided.

When a layoff or involuntary reduction in time is proposed for an appointee in the Acting Professor, Adjunct Professor or Clinical Professor series for programmatic reasons the proposal must include documentation of consultation with the departmental faculty, including a vote on the decision by eligible voting faculty. The proposal will be submitted to the appropriate Committee on Academic Personnel for its review and recommendation, and the Committee on Academic Personnel will determine whether review by other committees of the Academic Senate is necessary.

D. Submission and Review of Layoff or Involuntary Reduction in Time Proposal

Proposals must be submitted to the appropriate administrative reviewer and/or approval authority in a timely manner to allow sufficient time for processing, and adequate time to provide notice to the academic appointee in accordance with Section VII, below.

Proposals affecting appointees in the Acting Professor, Adjunct Professor, and Clinical Professor series should be submitted no later than 120 days prior to the proposed effective date; all other proposals should be submitted no later than 60 days prior to the proposed effective date.

E. Approval of Layoff or Involuntary Reduction in Time

~~iii-~~

~~The Senior Vice Chancellor approving authority~~ approval authority for the layoff or involuntary ~~reduction on time action~~ will notify the department of the final action.

If the layoff or involuntary reduction in time is approved, the ~~Chair-department chair~~ Chair-department chair will provide notice to the appointee in accordance with Section VII, below.

F. Withdrawal of Layoff or Involuntary Reduction in Time Proposal

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1. [The department may withdraw a layoff or involuntary reduction in time proposal, or postpone the effective date for up to six months. If the layoff or involuntary reduction in time has been approved and the appointee has received written notification pursuant to Section VII below, the department must provide written notification of the withdrawal or of the revised effective date to the appointee and the approval authority.](#)
2. [If a proposal is withdrawn, or if the effective date is extended for more than six months, the approved proposal is considered void. If the department subsequently wishes to proceed with a layoff or involuntary reduction in time, a new proposal must be prepared.](#)

VI.VII. NOTICENOTIFICATION OF LAYOFF OR INVOLUNTARY REDUCTION IN TIME

If the layoff or involuntary reduction in time is approved, the Chair will inform the individual in writing and forward a copy of the notification letter (see IV.A.5.) to the Academic Personnel Office. If the action is a layoff, the letter shall be accompanied by the Separation Certification, Form U1602.

- A. [Except for Continuing Education Specialists \(APM 340-20-g\), written notice of layoff or involuntary reduction in time must be given to an appointee covered by this policy at least thirty calendar days in advance of the effective date. It is recommended that the An appointee must receive written notification from the department chair at least 30 calendar days in advance of the effective date of the layoff or involuntary reduction in time, unless a longer notice period is required \(see Appendix A\). The notice period will begin on the date inupon which the written notification is delivered to the appointee. It is recommended that the aAppointees should be given as much additional notice as is possible. Appropriate pay in lieu of notice may be given.](#)
- B. [A notification of layoff or involuntary reduction in time may not be issued until the layoff unit receives final approval from the approval authority.](#)
- C. [An appointee who receives notification of layoff or involuntary reduction in time may receive a copy of the proposal and any supporting documentation from the approval authority upon written request.](#)

VIII. LAYOFF STATUS, RECALL, AND PREFERENTIAL REEMPLOYMENT

An individual in layoff status is given preferential consideration for reemployment during the 12-month period immediately following the date of layoff. Layoff status as used in this Section and Section G. includes involuntary reductions in time.

- A. [Layoff Status. An appointee who is laid off or receives an involuntary reduction in time will be placed on layoff status for up to 12 months immediately following the date of layoff or involuntary reduction in time. During periods of layoff status, academic appointees are eligible for recall and/or preferential re-employment into vacant positions in accordance with Section VIII.D., below.](#)

[Layoff status may be less than 12 months if \(1\) the specified ending date for a term appointment would have expired prior to the end of the 12-month period; or](#)

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~~(2) the appointee is rehired in the same or an equivalent position. Layoff status may be less than one year if the appointment would have normally expired for those appointments with specified ending date, or reappointment occurs within the campus to the same or equivalent position.~~

B. Recall. For the purposes of this policy, a recall is defined as re-employment of an academic appointee in a vacant position for which he or she is qualified during a period of layoff status, in the same title or series (at the same or lower rank), and in the same layoff unit. An open recruitment is not required when a layoff unit recalls an academic appointee on layoff status.

C. Preferential Re-employment. For the purposes of this policy, preferential re-employment is defined as re-employment of an academic appointee in a vacant position for which he or she is qualified during a period of layoff status, in the same title or series (at the same or lower rank), in a department other than the appointee's original layoff unit. Preferential re-employment provides an academic appointee on layoff status with priority consideration for vacant positions following an open recruitment.

~~Vacancies occurring in the same administrative unit and title series from which the individual has been laid off shall be filled by persons in layoff status, provided a qualified person is available.~~

D. Preference for re-employment in vacant positions will be granted in the following order:

1. Appointees who have been laid off on layoff status;
2. Appointees whose time was who have received an involuntary reduction in time and are currently on layoff status or
3. Appointees who have received official written notice notification of an approved layoff or involuntary reduction in time which will become effective within the six 6 months prior to implementation of layoff or involuntary reduction in time.

E. If more than one qualified person is on layoff status, the order of recall will be in inverse order of layoff or involuntary reduction in time (the first person laid off or receiving an involuntary reduction in time is first to be recalled). If two or more qualified persons are in layoff status from the same administrative unit, the individual who was laid off last should be the first to be rehired.

F. Subject to approval by the Senior Vice Chancellor Academic Affairs the approval authority, a position which that requires special skills, knowledge, or abilities may be filled by an individual who possesses the required skills, knowledge, and/or abilities ahead of but is not in layoff status even if an appointee individual in layoff on preferential rehire layoff status; who but who does not possess the skills, knowledge, and/or abilities, is also an applicant for the position.

G. Each layoff unit The Office of the Vice Chancellor Academic Affairs will shall maintain a roster of all appointees in the layoff unit persons in on layoff status. The individual's name shall be listed on the roster for twelve months. The layoff unit is responsible for Vice Chancellor Academic Affairs will notifying individuals

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on the roster status persons on the list of open positions in the layoff unit for which they may be qualified to fill.

- H. The hiring layoff unit may reemploy a person in layoff status by submitting a completed ACES form to the Office of Academic Personnel. The hiring unit is not required to conduct an open search for a the position if they are it is reemploying recalling an individual on preferential rehire layoff status or re-employing an individual who has received official notice of a layoff or involuntary reduction in time which will become effective within 6 months.
- I. It is the responsibility of the individual on layoff status to keep the layoff unit Vice Chancellor Academic Affairs informed of his or her current contact information and to advise the hiring department of his or her layoff status when applying for vacant positions outside of the layoff unit address.
- J. Re-employment during When a person is reemployed after a period of preferential rehire layoff status layoff not exceeding 12 months, the periods before and after layoff shall be considered as provides continuous or uninterrupted service for the limited purpose of applying University policies concerning seniority, sick leave, vacation, holidays, other leaves, reduced fees, and salary advances by merit resulting from increases advances or promotion. However, benefits and credits for service (including those relating to any retirement system,) do not accrue during periods on preferential rehire layoff layoff status.
- K. An appointee on preferential rehire status layoff status may be eligible to participate in employee benefit programs as allowed by the University's Group Insurance Regulations.

VIII X. GRIEVANCES

Layoff decisions may be appealed in accordance with policies and procedures set forth in APM 140 and Regents' Standing Order 103.9.

- A. Layoff and involuntary reduction in time decisions may be grieved be appealed in accordance with the policy and procedures set forth in PPM 230-5, Non-Senate Academic Appointees/Grievances policies and procedures set forth in APM 140 and Regents' Standing Order 103.9

If a non-Senate academic appointee with a term appointment grieves a layoff or involuntary reduction in time decision, and the grievance is not resolved by the effective date of the approved action, the layoff or reduction in time will occur as scheduled.

If a non-Senate academic appointee with a term appointment grieves a layoff decision and the grievance is not resolved by the ending date of the existing appointment, the layoff becomes a non-reappointment effective on the specified ending date. The notice of layoff will also serve as notice of non-reappointment, if such notice is required. If a non-Senate appointee with a term appointment grieves a layoff decision and the grievance is not resolved by the ending date of the appointment, the layoff becomes a non-reappointment effective on the specified ending date. The notice of layoff will also serve as notice of non-

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reappointment, where such notice is required.

- B. Standing Orders of the Regents 103.9 provides non-Senate faculty members (see Appendix A for a list of non-Senate faculty titles) the opportunity for an eEarly tTermination hearing before the UCSD Senate Committee on Privilege and Tenure (see Appendix A for a list of non-Senate faculty titles). A non-Senate faculty member may select only one grievance mechanism, either PPM 230-5, or an Academic Senate hearing. If a non-Senate faculty member elects an Academic Senate hearing, good cause will be defined as set forth in this policy.

If a non-Senate faculty member has a term appointment, and the Senate hearing on the early termination has not commenced by the specified ending-dateending date of the appointment, the layoff becomes a non-reappointment effective on the specified ending-dateending date. The non-Senate faculty member has thirty (30) calendar days from the specified ending-dateending date of the appointment to grieve the non-reappointment pursuant to APM 137 and PPM 230-5. The notice of layoff will also serve as notice of non-reappointment, whereif such notice is required.