Kuali RTAD Form FAQ - [Kuali RTAD link](#), [Kuali Build](#)

This FAQ is a work in progress. Be sure to check back regularly for updates/improvements to the submission process/workflow, new questions, and answer clarifications!
(Last updated on 4/5/2024)

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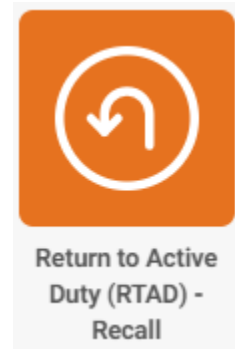
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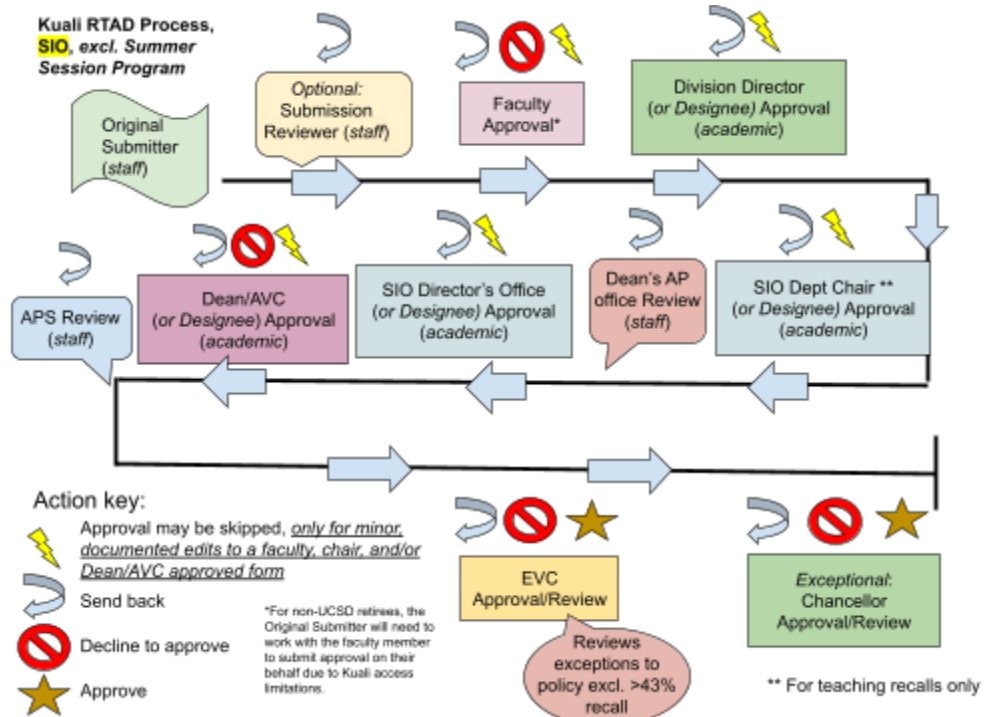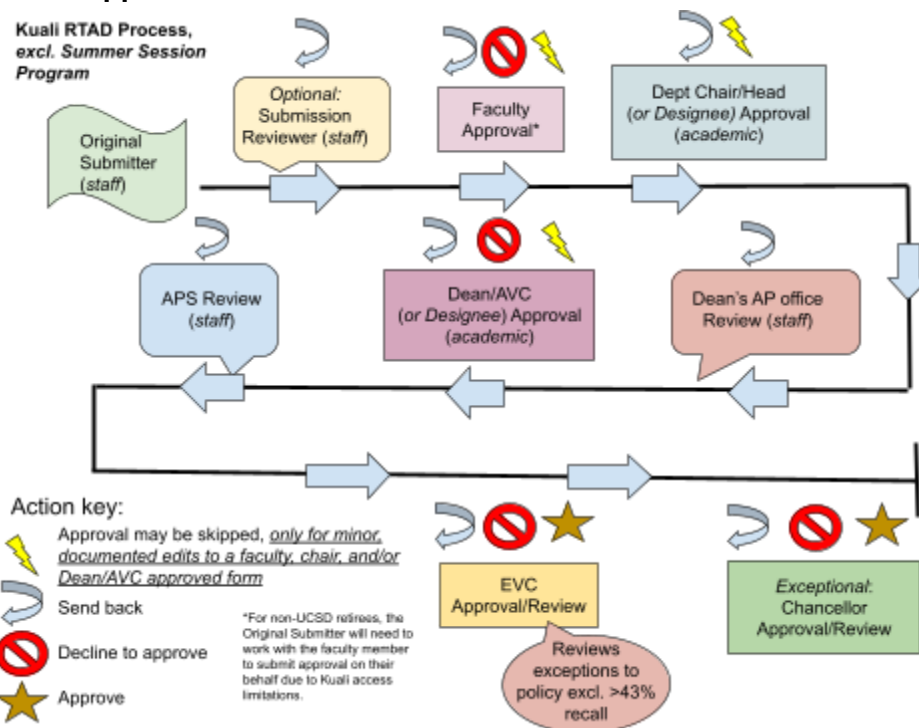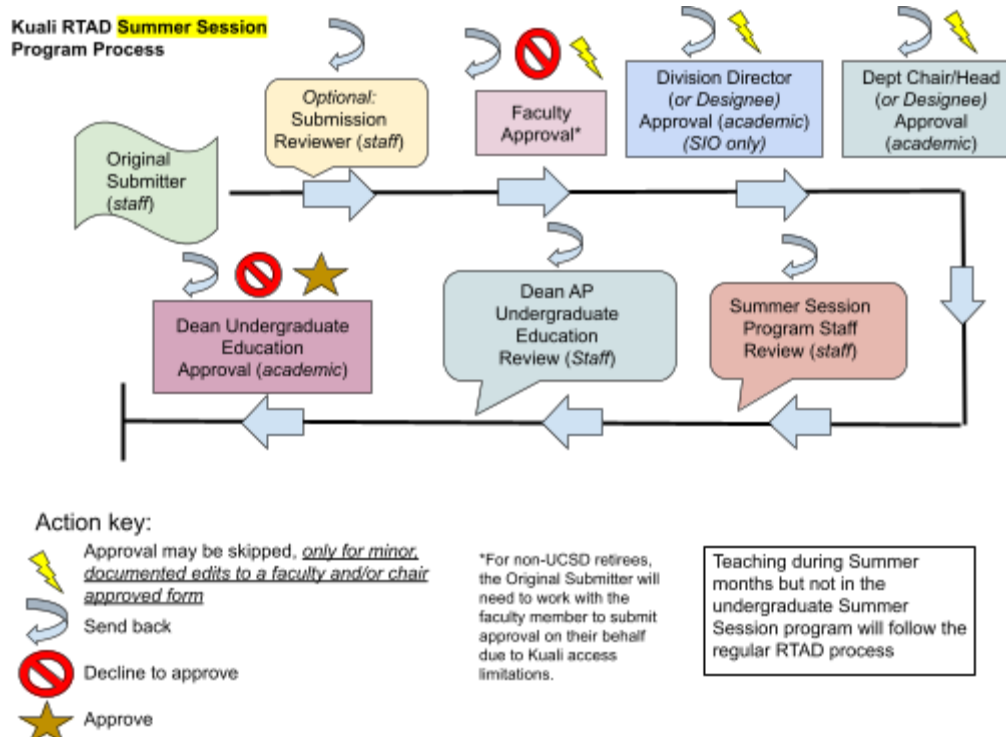- [Q. Which recall title code should I choose?](#)

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Kuali RTAD Workflow:

Q. What does the approval workflow look like for a Kuali RTAD?

Kuali RTAD Process, excl. Summer Session Program

Original Submitter (staff) → Optional: Submission Reviewer (staff) → Faculty Approval* → Dept Chair/Head (or Designee) Approval (academic) → Dean's AP office Review (staff) → Dean/AVC (or Designee) Approval (academic) → APS Review (staff) → EVC Approval/Review → Exceptional: Chancellor Approval/Review

Action key:
- ⚡ Approval may be skipped, *only for minor, documented edits to a faculty, chair, and/or Dean/AVC approved form*
- ↺ Send back
- 🚫 Decline to approve
- ⭐ Approve

*For non-UCSD retirees, the Original Submitter will need to work with the faculty member to submit approval on their behalf due to Kuali access limitations.

EVC Approval/Review — Reviews exceptions to policy excl. >43% recall

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Kuali RTAD Process, SIO, excl. Summer Session Program

Original Submitter (staff) → Optional: Submission Reviewer (staff) → Faculty Approval* → Division Director (or Designee) Approval (academic) → SIO Dept Chair ** (or Designee) Approval (academic) → Dean's AP office Review (staff) → SIO Director's Office (or Designee) Approval (academic) → Dean/AVC (or Designee) Approval (academic) → APS Review (staff) → EVC Approval/Review → Exceptional: Chancellor Approval/Review

Action key:
- ⚡ Approval may be skipped, *only for minor, documented edits to a faculty, chair, and/or Dean/AVC approved form*
- ↺ Send back
- 🚫 Decline to approve
- ⭐ Approve

*For non-UCSD retirees, the Original Submitter will need to work with the faculty member to submit approval on their behalf due to Kuali access limitations.

EVC Approval/Review — Reviews exceptions to policy excl. >43% recall

** For teaching recalls only

Kuali RTAD Summer Session Program Process

Original Submitter (staff)

Optional: Submission Reviewer (staff)

Faculty Approval*

Division Director (or Designee) Approval (academic) (SIO only)

Dept Chair/Head (or Designee) Approval (academic)

Dean Undergraduate Education Approval (academic)

Dean AP Undergraduate Education Review (Staff)

Summer Session Program Staff Review (staff)

Action key:

⚡ Approval may be skipped, *only for minor, documented edits to a faculty and/or chair approved form*

↻ Send back

🚫 Decline to approve

⭐ Approve

*For non-UCSD retirees, the Original Submitter will need to work with the faculty member to submit approval on their behalf due to Kuali access limitations.

Teaching during Summer months but not in the undergraduate Summer Session program will follow the regular RTAD process

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Q. What is the "Minor Edit" bypass function, and how do I use it?

For RTAD submissions where a faculty member, the department chair/head (or designee), divisional director (*SIO only*), Director (*SIO only*), and/or the Dean/AVC (or designee) have already approved an RTAD form but the form must be sent back to the submitter (and/or Dean AP staff) for minor fixes, use the the "minor edit bypass" function to move a form between staff (and required approvers), e.g. submitter, Dean AP, Summer Session Program AP and/or APS to avoid triggering duplicate/unneeded notifications and approval requests.

- All approvers (Academics: faculty, Chair, Div Director, Director, Dean/AVC, EVC) and reviewers (Staff: submitter, Dean AP, APS, Summer AP) can send a form back to the submitter/submission reviewer (and/or Dean AP) and instruct them to fix errors on the form.
- The minor edit bypass **routing** can only be initiated by the Submitter/Submission Reviewer
    - Dean AP can make minor edits to the "pre-retirement" questions without needing to route the form back again.
- After fixes are made, advance the form again with the "minor edit bypass" function turned on, this will send the form up to Dean AP, and then APS (or Summer Session Program staff for Summer Session Program).
    - To activate the "minor edit bypass" function, answer "Yes" to the question, "Was this form sent back for minor edits?"

- Note: Reconsider if you still need a "submission reviewer" when using the minor edit bypass function. If the submitter leaves the question "will this require secondary staff review," to Yes, the submission reviewer will remain in the routing.
- **Not utilizing the "minor edit bypass" function treats the submission like a new submission, all approvers (faculty, department chair, divisional director, director, and Dean/AVC or their designees) will need to provide approval.**
- Submitter/Submission reviewer can respond to the question "Which approvers need to (re)submit approval?" with the answer "Chair," "Dean/AVC," "Divisional Director" and "Director" to indicate which approver(s) still needs to re-submit their approval, if applicable.

To Dean AP Reviewers
Submitters/Submission Reviewers are using the "minor edit bypass function" because this (or a withdrawn) RTAD form already obtained one or more approvals. This form will bypass documented approvers to avoid requesting re-approvals from documented approvers. The selection below indicates who still needs to either approve or re-approve.

If no approver needs to submit an approval, "no" should be selected to the question, "Does any approver need to re-approve or resubmit their approval?"

Submitters must not use this bypass function for substantial edits.

Was this form sent back for minor edits? *
Indicating "Yes" will trigger the bypass function. If this form was advanced inappropriately, or lacks sufficient information explaining what changes were made, APS reviewers will return the form.

Note: only submitters and submission reviewers can make edits to the content of the RTAD form.
- ◉ Yes
- ○ No

Does any approver need to re-approve or resubmit their approval? * ⓘ
- ◉ Yes
- ○ No

Which approvers will need to submit/re-submit approval? *
If all approvers (faculty member, department chair/Director and Dean/AVC) must approve, go back to the question "Was this form sent back for minor edits," and click "No" to the minor edit question. Substantial edits should not be handled with this bypass function.

Re-submitted RTAD forms lacking evidence of previous approvals, eg Faculty, Chair and Dean/AVC, will be sent back to the submitter. Please reference "withdrawn" case numbers if approvals were already received.

- ☐ Dept Chair
- ☐ Dean AVC
- ☐ SIO - Division Director
- ☐ SIO - Director's Office

This form may not progress until text is entered in the Minor Edit Report

Minor Edit Report * ⓘ

[text editor toolbar: Sans Serif, Normal, B I S U A, lists, link, Normal]

- This addition to the bypass function was needed for early pilot period submissions when in scenarios a form had to be withdrawn/duplicated in the middle of the workflow and the form received some but not all needed approvals but a duplicated/re-submitted version of the form did not change substantially.
- For Summer Session Program teaching recalls, only "Chair" (for SIO, "Divisional Director" and "Chair") is functional.
- *Note: Faculty notification/approval is always skipped with this bypass function. **If faculty must re-approve, do not use the "minor edit" function**, faculty re-approval implies substantial edits were needed and must be reviewed again by all approvers (Chair, Dean/AVC).*
- NEW: Dean AP can make edits to **pre-retirement questions** responses. Dean AP can note changes they've made in the Minor Edit Report.
    - Dean AP cannot change the selection of which approvers would get bypassed (i.e. who would get skipped, e.g. Chair). Only the original submitter and submission reviewer can change that selection.

APS analysts will verify that there are existing approvals on the form from the faculty member, chair, and Dean/AVC based on the status log (or referenced withdrawn case).
- Best practice: when sending back and forth (submitter to Dean AP and/or APS), clearly indicate on the "minor edit report" what errors were corrected.
- If you must withdraw/duplicate the form to resolve an error, indicate the submission number (eg 0124) in the minor edit report so APS can look at that submission in case there were signatures received there.
- If this minor edit report is lacking sufficient information, requires clarification, or the errors were determined to be substantial, APS/Summer Session Program analysts will ask for more information and/or return the form to the Dean's AP office and/or require faculty/chair/dean/AVC to resubmit their approval.

Q. What is a "minor edit?"

Minor edit examples include, but are not limited to, incorrect salary scale(s), retirement date, titles/job code pre-retirement, missing range adjusted salary (particularly for 0% appointments), miscellaneous typos, removing an exception to policy request when an exception request was not needed (eg, renewing an RTAD appointment for a faculty member who had served more than three cumulative years - ***not an exception***).

Please reach out to APS if you have a question as to whether an edit is minor or not.

Q. What isn't a "minor edit?"

Edits that are beyond "minor" include, but are not limited to, omitting an exception to policy request (eg. 0% teaching as instructor of record), increasing/decreasing the proposed salary, increasing/decreasing the percentage of effort, modifying the recall purpose(s), modifying features of the recall (e.g. space assignment, students supported, class titles to be taught), changing the start/end date. Please reach out to APS should you have a question as to if an edit is substantial or not.

If the start/end date or other substantial detail must be updated on an <u>already EVC approved</u> RTAD, please reach out to your APS analyst for further assistance.

Q. What are the main actions that happen to the Kuali RTAD form?
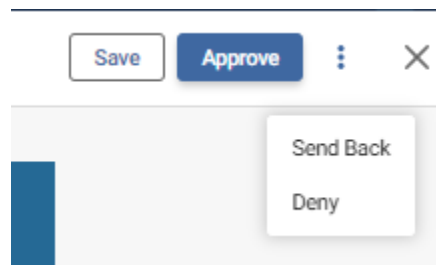
- When a form gets **saved** it will appear in the submitter/reviewer/approver's queue but not get submitted. Saving a form keeps your progress up to date but will not advance the form.

- When a form gets **sent back**, the form moves to whichever step was indicated by the last reviewer/approver. For example, if the form gets sent back by the Chair to the original submitter for *substantial* edits, the form will return to the original submitter who will then make edits and then advance the form to the Faculty and then the Chair again. **Do not use the "minor edit bypass" function for substantial edits.**
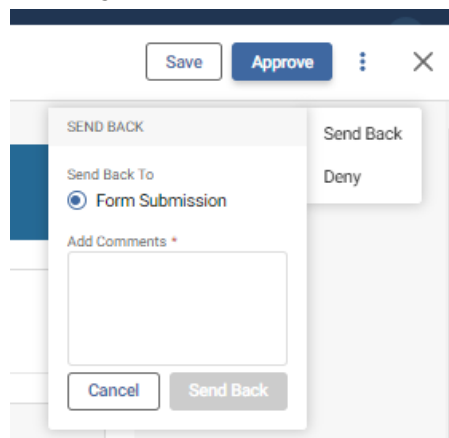
- When a form gets **denied**, the original submitter will get a notice saying which approver denied the form. If the RTAD is still needed, the original submitter will need to make a new submission.
    - Denial may only be performed by the faculty, Dean, Dean-UE (Summer Session) and EVC.

- When a form gets **approved** by the Faculty, Dept Chair/Head (or designee), Division Director, Director and Dean/AVC (or designee) then the original submitter will get notifications of the approvals.
    - Faculty will get notification after they sign their own form telling the faculty the form is now being routed ahead to higher level approvers.

- When a form gets a **final decision (approval or denial)** by the Chancellor, EVC or Dean of Undergraduate Education (Summer Session Program only) then all reviewers (submitter, Dean AP office, APS analyst) as well as the faculty member (excluding Summer Session Program teaching) will receive a notification with a copy of the completed form with signatures.

- When a form **skips** an approver, the form is making use of the bypass function whereby one or all documented approvers are not being routed to again if only minor edits were made to the form.

Q. There's an error/mistake on my RTAD form. Should I send the form back or just withdraw/duplicate and try again?

- "Sending back" an RTAD form to any step of the routing means that whoever the approver/reviewer is at that step will need to review the form again. (Eg, Dean's AP office sends a form back to the original submitter if a form needs minor fixes.)

- **The original submitter can "withdraw" a form at <u>any</u> time**, this pulls the form out of the routing workflow so that no further review/approval can be done. Submitters can then "duplicate" their withdrawn forms to copy over all entered data and make changes as needed.

- An additional benefit of withdrawing and duplicating is that if there may have been updates/improvements to the Kuali RTAD form since the original submission, the newly duplicated form would have the latest updates implemented.

- If a form received only partial approval due to a Kuali coding error, withdrawing and re-submitting an RTAD with the bypass function can send the form directly to the appropriate approver/reviewer without delay. Be sure to indicate that the form was previously withdrawn and resubmitted to overcome a Kuali coding error.

Q. I accidentally submitted multiple Kuali RTAD forms for one faculty member to cover the same time period. What should I do to resolve this error?
- Decide which submission you wish to remain active and recorded in the system. For all other duplications/erroneous submissions, be sure to "withdraw" those forms so that that Kuali form is not in the queue of a reviewer/approver and could be inappropriately routed concurrently alongside the *correct* RTAD form.
- You will see all your submissions in the "My Documents" portion section of your Kuali dashboard.
- Note the correct form's individual number so you can distinguish which erroneous form(s) will be withdrawn.

Q. I accidentally withdrew the wrong RTAD document. Can I reverse this withdrawal?
- No, but you can duplicate the document and re-submit it.
- Please indicate what is the RTAD document number (eg #0153) that contains documented approvals/signatures in the minor edit report and indicate which approver did not yet provide their signature.

Q. Who is a Kuali RTAD "submission reviewer?"
- If the original submitter needs/wishes to add another staff member as a reviewer of the Kuali RTAD form before the form advances to the faculty member, another staff member can be indicated on the RTAD form.
- Adding a submission reviewer is *optional*. Please follow your department/area's practices.
- The submission reviewer can edit/overwrite all entries on the RTAD form, send the form back to the original submitter, upload documentation, and advance the form forward to the faculty member (or Dean AP reviewer if conducting minor edits).
- If the submitter uses the minor edit bypass, if the submission reviewer is in the routing, they too will get routed to. If the submitter does not wish to route back to the submission reviewer again, indicate "no" to the question of including a submission reviewer.

Q. Who gets notified and when?

- After each action (review and/or approval), the **original submitter** gets a notification of the RTAD's status. Original submitters/APS can view the current status of the form by navigating to https://ucsd.kualibuild.com/build/space

- After the Faculty approves their own form and after the final decision is made, the **faculty member** will receive a notification that they approved their step.

- After the Dean and EVC/Chancellor's review, the **Dean's AP office** will receive status notifications.

- If a form is bypassing the faculty/department chair/Dean/AVC for only minor edits, the faculty, Chair, and Dean/AVC will <u>not</u> get notified when the revised RTAD form is sent back and forth between original submitter/submission reviewer and their respective Dean's AP reviewer, APS or Summer Session Program AP.

- Special case: If a submitter indicates that some but not all approvers are to be bypassed, only the approver(s) who will (re)submit their approval will get notifications.

- Automatic reminders to review/approve an RTAD form are sent every 7 days after the initial notification.

- APS can re-send notifications if you think an approver has lost their email notification.

Q. Who can be a designee as alternate approver for the Department Head/Chair, Division Director, Director, and/or Dean/AVC?
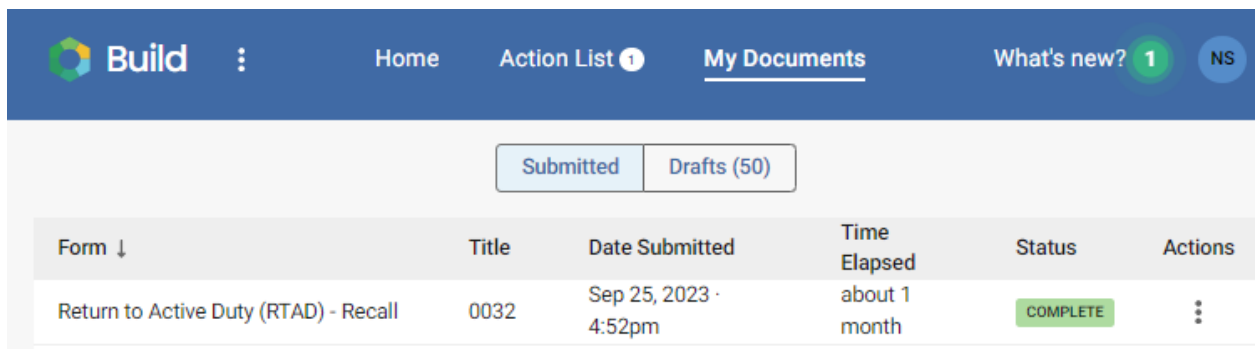- Only academic appointees may fill these roles.

Q. I see the Department Head/Chair and/or Dean/AVC approver information is outdated, i.e. a new or interim Chair or Dean was appointed. How can that information get updated?
- APS regularly reviews updated department and dean appointments. If any information is not updated as expected, please send an email to your APS analyst to get this information updated before you submit your form.
- Email Nick Erickson at nsericks@ucsd.edu to get Chair/Dean/Div Director/Director updated if the role has permanently changed.
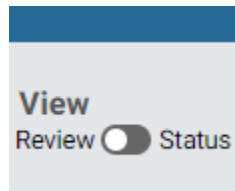- For temporary or one-time recusals, indicate an alternate approver for that routing step.

Q. How do I see where my form is and at what approval/review step? (Submitter/APS)
- From the main page, https://ucsd.kualibuild.com/build/space, navigate to your documents here:

Toggle on the "status" icon to see where the form is in the workflow process:

- Should an approver/reviewer (eg. Dean AP office) send back a document (for example to the Submitter is "Form Submission", they can see this document in the "submitted" section of My Documents. *However, if the RTAD advances ahead, reviewers/approvers (excl. original submitters) will not see this document any longer nor see the current status of the document.*
  - Unfortunately, other reviewers/approvers cannot see the current workflow status. In future updates by the Kuali software team, we hope to see this feature enabled.
  - Should the Dean AP office, for example, wish to know the current status, they should reach out to either the submitter or their designated APS analyst.

Q. I think my form is stuck on an approver/reviewer. Do they get reminders? How can I get the form to move forward again?
- If you are concerned that your form is not being viewed by the current approver/reviewer, there are a few ways to get the individual's attention:
  - Kuali RTAD sends automated weekly reminders (every 7 days) to reviewers/approvers if no action has been taken.
    - Approvers (eg Faculty, Dept Chair) will see an email with the subject: "Your approval is required…"
    - Reviewers (eg Submission Reviewers, Dean AP) will see an email with the subject: "Kuali task…"
    - **Kuali does not send reminders to submitters when a form has been stuck with a particular reviewer/submitter.**

- Submitters/APS can see where the form is by checking the status page, they may email that individual/group to ask about their status.
  https://ucsd.kualibuild.com/build/my/submissions
- If you are concerned that the reviewer/approver has lost the email containing the Kuali notification to approve/review, APS analysts Nick Erickson (nsericks@ucsd.edu) or Nicole Hendricks (n2hendricks@ucsd.edu) can re-send a Kuali approval/review email to the current approver/reviewer.
- When the submitter searches for a Faculty Member, Designated Chair or Designated Dean/AVC, be mindful of the active directory entry. There may be multiple entries for the same individual and therefore selecting an incorrect one will prevent Kuali emails from reaching the individual's email inbox.
  - Best practice is to search using the prefix of the faculty's UCSD email address. For example: JDOE @ucsd.edu
    - Refer to the Blink look-up tool
  - **If you notice an issue for one you have already submitted, reach out to Nick or Nicole to get the step re-assigned to the individual's current email address or troubleshoot any other issues.**

Q. I realized late that I either entered an incorrect alternate approver for Department Head/Chair and/or Dean/AVC, or that person is no longer available to perform this role. How do I pull back the form to my step, or can I reassign that review step to a different person?
- The current approver/reviewer can send the form back to the original submitter/submission reviewer (if applicable) to make the change.
- If the current approver/reviewer cannot perform this action, reach out to APS analysts Nick Erickson (nsericks@ucsd.edu) or Nicole Hendricks (n2hendricks@ucsd.edu) and we will either return the form to the submitter step so that a new alternate approver can be added.
- Department Head/Chair designees and/or Dean/AVC designees themselves must be academic appointees.

Q. Who at the Dean AP office gets notifications/tasks to review? Who at the APS office?
- All Dean AP contacts receive a notification when a Kuali form reaches their step. The notification email will specify the name of the faculty, the respective department, and the effective date.
- Forms will be sent to the designated APS analyst and their backup based on the RTAD appointing department.

Q. I submitted a Kuali RTAD form during the early period of the Kuali RTAD pilot and do not see the option to bypass the Faculty's/Department Chair's/Dean's/AVC's approval steps for "minor edits." What should I do to see the bypass options?
- Unfortunately, updates/Improvements made to the Kuali RTAD form implemented after a preparer submits their RTAD form are not retroactive.
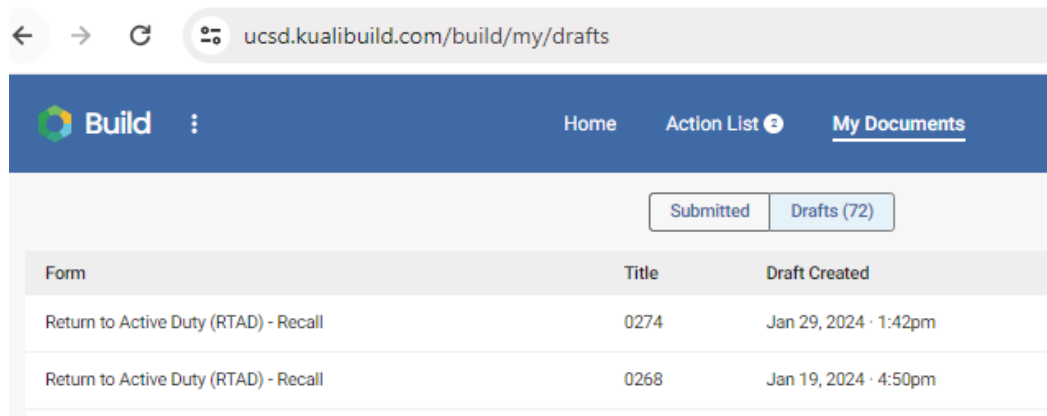
- If your Kuali RTAD form needs to use the minor edit function and you do not wish for the form to require faculty/chair approval again, you can withdraw the form, duplicate it, and then re-submit the form and indicate "minor edits" to bypass the faculty/chair/dean.
    - Be sure to [note to your designated APS analyst](#) that you received faculty/chair approval before, but could not bypass them due to your form being part of the early Pilot group.
    - The withdrawn/duplicated RTAD form will now have the bypass fields. You can indicate the RTAD application number in the "minor edit report" to allow the APS analyst reviewers to quickly refer to the old faculty/chair approved RTAD form.

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Submission Questions:

Q. I worked on and saved a few Kuali RTAD forms, but where are they saved?
- Navigate to My Documents in the Kuali Dashboard, here: https://ucsd.kualibuild.com/build/my/submissions. You will see your submitted documents and any Drafts that have not yet been submitted.
- Unfortunately, submitters/Dean AP cannot adjust their view of the Dashboard beyond seeing the following headings "Form," "Title," "Date Created," and "Time Elapsed."

Q. When will the Kuali RTAD form be fully rolled out across campus?
- Beginning Winter Quarter 2024 (1/1/2024), all RTADs must be submitted with the Kuali RTAD form.

Q. My Department will recall a faculty member for the Summer Session Program. Should I use the Kuali RTAD form?
- Yes, go ahead and submit their form for the Summer Session Program. Be sure to only select "Teaching (Summer Session Program)" for the recall purpose.

Q. My Department will propose a recall of one faculty member with the appointment split with another department (joint recall). Is there anything different for these requests?
- Each department who will support the recall will need to submit their own Kuali RTAD form. Please work with your counterpart to ensure that both departments submit their own forms in a timely manner.
- The combined percentage of effort cannot exceed 43%.

Q. My Department intends to recall a faculty member who retired from a different UC (e.g. UC Irvine). Do I still need to submit an [Intercampus Appointment Form](#)?
- Yes, if a department proposes to recall an academic who retired from another UC campus, the department should notify the home campus of the proposed appointment and obtain the necessary information to complete the Employee Information and Status at Time of Retirement sections. Coordination between campuses is imperative to ensure that the maximum annual compensation limit is not exceeded.
- Non-UCSD Retirees cannot access Kuali, the original submitter will need to work with the non-UCSD retiree closely and submit acknowledgement of the retiree terms & conditions on their behalf.

Q. I see new fields/questions on a recent RTAD form compared to one I worked on previously. Where did these new fields come from and will the new fields/questions also appear on my old submissions?
- During this early stage of implementation, the Kuali RTAD will see some minor adjustments to improve the experience and transmission of necessary information for seamless routing and processing.
- Changes implemented are not retroactive. If you find an "in process" form that would benefit from having the new fields/questions, you can withdraw a form, duplicate it, and then re-submit it so that you would see the new fields/questions on the refreshed RTAD form.

Q. The RTAD form prevents me from submitting because it says there are errors present. What should I do?
- The errors are likely caused by a required field not being answered or having data entered. Double check all entries to ensure you have answered all required questions that have a red asterisk (*), eg "School" field is often left blank.

Q. I see a prompt when I open a saved draft saying "this form is out of date," what should I do?
- APS analysts occasionally make updates to the Kuali form/workflow. When you start a draft and then open it back up again after an update has been implemented, you will see this "out of date" prompt. Not to worry, you will not lose any progress or saved data.
- Updating a form is a required step before you can submit a Kuali RTAD form.

Q. I need to update the start/end date on an already approved Kuali RTAD submission, what should I do?

- Kuali RTAD does not permit edits to approved RTADs. Please contact your APS analyst to notify them that a change is needed. The APS analyst will route to the submitter/Dean AP an annotated RTAD form which will require the appointee to sign/approve.

Q. How soon do I need to submit RTADs? What should I do if the proposed start date has already passed and the form has not yet been approved?
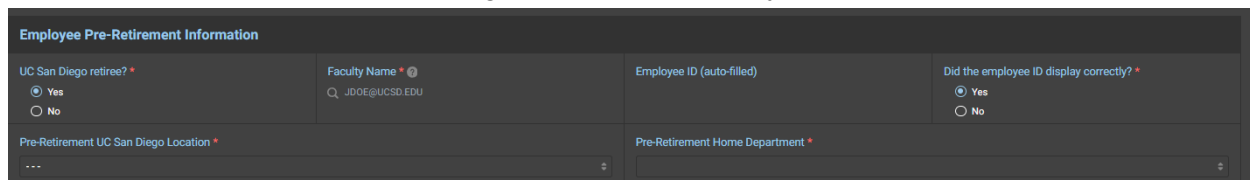
- **Note:** To ensure reviewers have sufficient time to review RTAD requests, each request should be submitted to Academic Personnel Services (that is, Kuali RTADs have received approval by the Dean/AVC or their alternate) ==no less than 30 days== in advance of the proposed effective date.
- **Note:** Non-standard (exceptional) RTAD requests as defined in the [RTAD guidelines](#) (or includes a different exception to policy) should be submitted ==no less than 60 days== in advance of the proposed effective date.
- Consider changing the start date of the proposed recall.
- Contact your [designated APS analyst](#) if the start date cannot be moved out later.

Q. The appointing department/School is different from the recalled faculty's pre-retirement home department/School. Do I need to get the approval of the pre-retirement home department/School as well?

- No.
- If the recalled faculty will have a joint or separate appointment with another department, each location will submit their own individual RTAD form.
- Joint RTAD appointments' combined % cannot exceed 43% per [APM 205-16.a](#).


Q. How do I enable Dark Mode?

- Dark Mode is a color scheme for Kuali that lets you see dark backgrounds and greater contrast in text. This mode might be easier on the eyes.

- To enable it, navigate to the main ucsd.kualibuild.com site, then click on your initials in the upper right corner, then click Theme, then click "Dark Mode."
- If you do not wish to have it, click "Light Mode" to reset the theme to the original style.
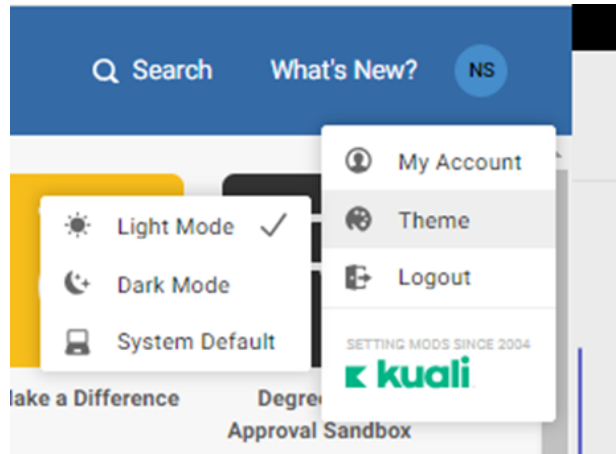
RTAD Form Content:

Q. I uploaded a few documents in the "additional documents" sub-section in the Employee Pre-Retirement section. Some of these documents have information/data that answer RTAD form questions. Could I just write, "see attached" in fields that have their answers in uploaded PDFs?
- No, the additional document sub-section allows submitters to supplement the RTAD submission and provide documents required per departmental/area procedures.
- This additional document section does **not** replace answering required questions on the RTAD section.
    - Forms that indicate only "see attached' for required questions will get sent back for revisions and may delay overall processing time.
- Best practice: provide the direct answer to a question, and include "see attached" if further elaboration is necessary.

Q. What should I write in the "department long-term plans" section?
- Please provide a full description of the department's plan for covering the teaching and/or administrative responsibilities provided by the recalled faculty member. Should a faculty member not be recalled to that role in future academic years, what will the department do to adjust to the vacancy? If recruitment is being pursued, please elaborate on that effort. If a different faculty member will be assuming the responsibilities held by the faculty member, please provide that information.

Q. What should I write in the question, "By what process/criteria were such allocations determined?"

- How does your department/area make decisions on how a lab/office/space is allocated? Is there a space committee? Is there some other authority making the decisions? How are they making the decision?

Q. Which recall title code should I choose?

- [Senate Member](): (See [APM 110-4(4)]()) Prof, Prof-in-Res, Prof Clin X, (S)LSOE (Teaching Professor)
- Non-Senate Member: (See [APM 110-4(27)]()) HS Clin Professor, Adj Professor, Specialist, Researcher, Proj Scientist, Unit 18 Lecturer, Continuing Educator, Academic Coordinator, Academic Administrator, Librarian, UNEX Teacher

- GC/SIO
    - Non-Senate Member - Teaching only: 1699
    - Senate Member - Teaching only: 1700
    - Senate Member - H-Comp member: 1701
    - Senate Member - Various recall roles: 1702
    - Non-Senate Member - 3802
    - Non-Senate Member - (Non-Exempt) - 3812

- HS
    - Non-Senate Member - Non-H-Comp member - Teaching only - 1699
    - Senate Member - Non-H-Comp member - Teaching only: 1700
    - Senate Member - H-Comp member: 1701
    - Senate Member - Non-H-Comp member - Various recall roles: 1702
    - Non-Senate Member - Non-H-Comp member - 3802
    - Non-Senate Member - Non-H-Comp member (Non-Exempt) - 3812

Q. My recall faculty appointee tells me their name does not appear correctly on the RTAD form. How do I edit how the name appears?
- On the form, answer "No" to the question "Did the name display correctly." If the name did not display correctly, then you would manually enter the name in the space provided.

Employee Pre-Retirement Information

UC San Diego retiree? *	Faculty Name (manual entry) *	Did the name display correctly? *	Email	Employee ID (auto-filled)	Did the employee ID display correctly? *
◉ Yes ○ No		○ Yes ◉ No			◉ Yes ○ No

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Exceptions to Policy:

Q. Do I still need to provide an exception memo if my recalled faculty has greater than 3 cumulative years of service?

- <mark>No</mark>, the updated RTAD guidelines (link) effective October 1, 2023 indicate that only exceptional recall requests which propose a percentage of effort greater than 43% will require an exception memo addressed to the Chancellor.
- Cumulative years of service in a recall title can be understood in this way:
  - 1st year: 1/1/20 - 12/31/20
  - 2nd year: 1/1/20 - 12/31/21
  - 3rd year: 1/1/21 - 12/31/22 ← three cumulative years have been attained.

Q. Do I need to do anything special for a recall that extends beyond a 1 year period? Do I need to provide an exception memo?

- Please ensure that it is clear that the funding, if applicable, is in place and will cover the entire proposed period.
- No exception memo is needed.
- One recall appointment submission may not exceed a duration of **3 calendar years (36 months).**

Q. My Department proposes a 0% recall for a teaching role where the faculty will be listed as "instructor of record." Do I need anything extra for this request?

- Yes, non-salaried teaching proposals would require an exception to policy memo addressed to the EVC (PPM 230-255–4) as well as an exception analysis form
- The EVC will review this exception to policy and RTAD as long as it does not also include a percentage of effort greater than 43%.
- The department needs to provide a memo clearly outlining the type and amount of teaching the candidate will do, as well as the effectiveness of their teaching in any previous period of appointment.
- When preparing a non-salaried appointment, range adjust their "Annual Salary Rate" to the current salary scale. Because the appointment is non-salaried, for "Total Annual Compensation," please enter $0.

Q. My recall appointment request will likely be a different exception to policy. Who should I reach out for more information on how to proceed?

- Start with your Dean AP office for guidance on recall appointment policies.
- If an exception to policy is needed, you would need to fill out an exception analysis form as well as have a department memo addressed to the EVC.

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<u>*New* Features added/fixes to Kuali RTAD after initial launch</u>

If you submitted an RTAD form early in the pilot period, here are a few features that your form may be missing when compared to a newly started form. (Note you can withdraw an existing form, duplicate and re-submit it to take advantage of these features)

- Bypass feature - If minor edits are needed, Faculty and Dept Chair approvals/notifications can be skipped
- Bypass feature - If minor edits are needed, Dean/AVC approvals/notifications can be skipped
- Bypass feature - Submitter/Submission Reviewers can indicate who needs to re(submit) their approval, eg Chair & Dean, Chair only, Dean only, or none (i.e. bypass all approvers if approval was already granted). - *12/8/2023*
- Submission Reviewer - If the original submitter would like another staff person to review the submission before it reaches the faculty, they may indicate the person.
- Workflow status - viewable for original submitters/APS only
- Dept Memo/Exception Analysis form uploads for Dept Submitters and Dean AP offices for EVC exceptions
- [Emeritus/Emerita title code guidance](#)
- Designate an alternate approver for Department Head/Chair and/or Dean/AVC
- Variable percentage entry
- Clarification on proposed salary/compensation (especially toward 0% appointments)
- New section for non-UCSD retiree home location information - *12/8/2023*
- Submitters can upload additional candidate documents (not required) - *12/13/2023*
- Clarification on faculty/chair/Dean/AVC look-up, prefer active directory entry - *1/8/2024*
- Summer Session Program RTADs can now be handled by the system. - *1/19/2024*
- Clarification of the "minor edit" bypass function. - *1/19/2024*
- Additional questions related to space assignments - *1/22/2024*
- Answer to question on how to handle revised start/end dates on approved Kuali RTADs - *1/24/2024*
- Clarification on faculty workflow/approval process for non-UCSD retirees *1/29/2024*
- Clarification on submission deadlines for RTADs received via Kuali by APS (standard/non-standard) - *1/31/2024*
- Added selections to account for NIH salary cap - *1/31/2024*
- Inclusion of Non-Senate Teaching Only TC 1699 (eg Retired Unit 18) - *2/12/2024*
- Dean AP can make edits to pre-retirement question responses and Minor Edit Report - *2/14/2024*.
- Improved Minor Edit Bypass questions *2/21/2024*
- Implemented SIO Routing to include Divisional Director, SIO Chair, and SIO Director *2/21/2024*
- Added automated Title/Title Code lookup (multiple can be selected) *2/21/2024*
- Case #s will now appear in email notifications to Submitters and Dean AP *2/23/2024*
- Clarifying questions for teaching/admin recalls that exceed 6 years *2/26/2024*
- Clarifying "additional document" sub-section *2/27/2024*.

- Submitters get "submission notification" giving a short overview of their submission and reminder on where to look to see current status of the form - *3/13/2024.*
- Administrative roles will need to have the amount paid for the Administrative role written out separately. - *3/13/2024*
- Elimination of Rank and Basis questions for GC, SIO and non-UCSD retiree pre-retirement sections. Rank and Basis information is automatically provided with the title code lookup tool. -*3/27/2024*
- Questions and information optimized for using Dark Mode - *3/27/2024*
- Added functionality to manually enter the faculty member's preferred name - *4/5/2024*

Is there a feature/improvement/fix you think we should consider? Please send a message to Nick Erickson at nsericks@ucsd.edu.

Submitter RTAD Guide

Original Submitter's Process

- **Submitter Instructions:**
  - Indicate Yes/No whether you would like a 2ⁿᵈ staff member (aka Submission Reviewer) to review the RTAD request before the faculty views the form for their approval
    - Later, indicate No to this question if you are sending forward a form for minor edits and <u>do not</u> want the submission reviewer to see the form again.
  - Indicate Yes/No whether this form was sent back for *just* minor edits. (**The default response is "No." Leave this answer as "No" if this is a new submission <u>or</u> if substantial edits were needed**.)
    - If Yes, then if the form needs to get reapproval by certain approvers, excluding the faculty.
    - If no one needs to reapprove, then write "No" for "Does any approver need to re-approve or resubmit their approval?"
    - If Yes to the minor edit question, please provide a listing of changes made in the "minor edit report."
    - If changes are determined to be **substantial**, change the selection to "No" to "was this form sent back for minor edits" so that Faculty, Chair and Dean can submit their approval once more.
      - If Minor Edits are not fully documented/clarified, APS will return the form to the submitter
      - Minor Edits <u>need not</u> be reported if the form is moving between just the Submitter and Submission Reviewer because no approver would have seen the form.

To Dean AP Reviewers

Submitters/Submission Reviewers are using the "minor edit bypass function" because this (or a withdrawn) RTAD form already obtained one or more approvals. This form will bypass documented approvers to avoid requesting re-approvals from documented approvers. The selection below indicates who still needs to either approve or re-approve.

If no approver needs to submit an approval, "no" should be selected to the question, "Does any approver need to re-approve or resubmit their approval?"

Submitters must not use this bypass function for substantial edits.

Was this form sent back for minor edits? *

Indicating "Yes" will trigger the bypass function. If this form was advanced inappropriately, or lacks sufficient information explaining what changes were made, APS reviewers will return the form.

Note: only submitters and submission reviewers can make edits to the content of the RTAD form.

- ● Yes
- ○ No

Does any approver need to re-approve or resubmit their approval? * ❓

- ● Yes
- ○ No

Which approvers will need to submit/re-submit approval? *

If all approvers (faculty member, department chair/Director and Dean/AVC) must approve, go back to the question "Was this form sent back for minor edits," and click "No" to the minor edit question. Substantial edits should not be handled with this bypass function.

Re-submitted RTAD forms lacking evidence of previous approvals, eg Faculty, Chair and Dean/AVC, will be sent back to the submitter. Please reference "withdrawn" case numbers if approvals were already received.

- ☐ Dept Chair
- ☐ Dean AVC
- ☐ SIO - Division Director
- ☐ SIO - Director's Office

This form may not progress until text is entered in the Minor Edit Report

Minor Edit Report * ❓

| Sans Serif ⇕ | Normal ⇕ | ☰ | B | I | S | U | A | A | ☰ ☰ | 🔗 | Normal ⇕ | ❓ |

- If the **Faculty** must submit approval again, do not use the "minor edit" selection, click "No" to the question "was this form sent back for minor edits."
- Please reference withdrawn case number(s) in the Minor Edit Report, if applicable.

- **Employee Instructions:**
    - Indicate Yes/No if the faculty member is a UCSD retiree
        - If Yes, search for the faculty member's name in the search box
            - If the name does not match what the faculty member wishes their name to appear as, enter No for the question, "Did the faculty's name appear as preferred?" Then, manually enter the preferred faculty member's name.

Employee Pre-Retirement Information

UC San Diego retiree? *	Preferred Faculty Name (manual entry) *	Did the name display as preferred? *	Email
⦿ Yes ◯ No	 Faculty Name * ❓ Q JDOE@UCSD.EDU	◯ Yes ⦿ No	

- If Yes to UCSD retiree, then, enter Home Department
    - Best practice is to search using the prefix of the faculty's UCSD email address. For example: JDOE @ucsd.edu
        - Refer to the Blink look-up tool
    - Confirm the employee ID displayed correctly. If not, manually enter the ID number.
- If No, candidate is not a UCSD-Retiree, enter their name and email address, and Employee ID.
    - Enter Home UC Campus, Non-UCSD Location (ie General Campus or Health Sciences), Other UC's Home Department (type out its name)
    - Note, non-UCSD faculty members should have a concurrent Intercampus Appointment Form processed as has been standard practice.
    - The maximum of 43% percentage of effort restriction applies to all UC appointments summed together.
- Indicate Retirement date
    - If the retirement date is in the future, indicate Yes to the future-dated question
    - If the retirement is future-dated, confirm that the faculty meets the Terms and Conditions specified in APM 205-20a.
- Indicate Pre-Retirement UC San Diego Location (ie GC, HS, SIO)

- Indicate Yes/No if a Kuali Pathways to Retirement was prepared for this appointee
- Indicate Yes/No if a Pathways to Retirement was created via the paper form
- Indicate Yes/No if additional documents are needed.
    - Uploads are not required. Consult with your appointing department to know what documents are needed.
    - Uploaded documents' content does not replace required entries on the RTAD form. Please provide answers to the questions on the RTAD form and include "see attached" if further elaboration is necessary.

- **GC/SIO Pre-retirement Information** *(if retired from GC or SIO location)*
    - Title: select the name of the title, eg Professor-AY
        - Title Code: this should be automatically populated
        - If not found, select XXXX-Other
    - Step: Provide step information (e.g. I, IX, AS)
    - Retirement Annual Salary: indicate the dollar amount the retiree had upon retirement
    - Scale Date: indicate the accurate scale date, be mindful of retirement dates and last scale used
        - If scale date is not listed, click "Other" and enter the date in the next space provided
    - Scale Type: indicate the appropriate scale type
        - If old/outdated scale type, eg Minimum Scale for Professional Researchers, select "old/outdated" then enter a description.

- **Health Sciences Pre-retirement Information** *(if retired from HS location)*
    - Title: select the name of the title, eg Professor-AY
        - Title Code: this should be automatically populated
    - Step: Provide step information (eg I, IX, AS)
    - Total Negotiated Salary: indicate the dollar amount the retiree had upon retirement
    - Scale Date: indicate the accurate scale date, be mindful of retirement dates and last scale used
        - If scale date is not listed, click Other and enter the date in the next space provided
    - Scale/APU: indicate the appropriate scale type
        - If old/outdated scale type, eg Minimum Scale for Professional Researchers, select "old/outdated" then enter a description.

- **Non-UCSD Retiree Pre-retirement Information** *(if retired from other UC)*
    - Title: select the name of the title, eg Professor-AY
        - Title Code: this should be automatically populated
    - Step: Provide step information (eg I, IX, AS)

- Retirement Annual Salary (if General Campus) or Total Negotiated Salary (if Health Sciences): indicate the dollar amount the retiree had upon retirement
- Scale Date: indicate the accurate scale date, be mindful of retirement dates and last scale used
    - If scale date is not listed, click Other and enter the date in the next space provided
- Scale Type (if GC) or Scale/APU (if HS): indicate the appropriate scale type
- **Note**: Because of Kuali access limitations, the original submitter will need to work directly with the retiree to submit approval on their behalf.
- **Note:** the 43% restriction applies to all UC appointment percentages of effort combined, see [Guidelines](#) and [APM 205-16.a](#).

- **Proposed Recall Appointment**
    - Proposed UCSD location: indicate GC, SIO or HS
    - Appointing Dept: indicate to appropriate department
        - If the recall appointment is a joint appointment, each location will submit their own individual RTAD form.
        - Note: Joint appointments combined % cannot exceed 43%, per [APM 205-16a](#)
    - School: indicate the appropriate School
        - For HS, only select "Health Sciences-VCHS Academic Affairs"
    - Is an alternate approver needed? If the Department Chair/Head, Divisional Director, SIO Director, and/or Dean/AVC cannot serve in the role as approver, indicate the appropriate academic appointee who will serve in this role.
        - Best practice is to search using the prefix of the Chair/Dean/AVC's UCSD email address. For example: JDOE @ucsd.edu
            - Refer to the [Blink look-up tool](#)
        - Dean/AVC will disappear if Teaching (Summer Session Program) is selected, this will be replaced by the Dean of Undergraduate Education.
    - Start Date: when will the recall appointment begin?
        - Start date must be 30 days after the retirement date.
    - End Date: when will the recall appointment end?
        - End date must not exceed 36 months from the start date.
    - Recall Purpose - indicate which responsibilities the appointee will have.
        - If the appointee will teach during Summer Session Program, select only "Teaching (Summer Session Program)" and no other recall purposes.
        - Summer Session Program RTADs should be handled as standalone requests due to Kuali's routing and approval authority over Summer Session Program teaching.
        - **If the appointee will teach during Summer months, but not in the Summer Session Program, select "Teaching."**
        - **Note:** For SIO, if Teaching is selected, the SIO Department Chair will also review these requests. Confirm if an alternate approver is needed if the SIO Chair is not available.

- If the appointee has an Administrative role, indicate Yes/No if this is a Faculty Administrator role (See APM 246, eg College Provost, Assoc Dean, Vice Chancellor)
- Description of Recall Duties: provide a short description of the duties the appointee will be performing in the recall appointment.
    - For teaching roles that do not have a set class for the appointee (e.g. clinical teaching), use this space to describe the teaching role.
- Does this teaching and/or administrative recall exceed 6 years of cumulative recall service in teaching/administrative role? Indicate Yes/No
- Joint appointment: indicate Yes/No
- Fund Source(s): provide the project/task numbers that will fund this RTAD, if none or n/a, indicate as such. Writing n/a will make some questions disappear.
- Fund Source type: indicate core or non-core, both, or N/A
- How much external funding does the candidate have in place? Indicate the amount
- Confirm that there is sufficient non-core funding to support the RTAD
- How much indirect cost recovery will the individual generate?
- Is a space allocated (eg space/lab/office)?
    - If Yes, indicate where this will be
    - If Yes, indicate whether the unit has sufficient space to provision all of its in-service faculty including new hires.
        - If no and a non-office space is assigned, please provide an explanation.
    - If Yes, indicate what process/criteria were used to make the allocation
- Will graduate students/postdocs be supported?
    - If Yes, indicate how many
- Long term plans: For teaching and/or administrative roles, the area must provide a description of the department's long term plans for the role.
    - Insufficient description of long term plans may result in the form being returned.
- If this admin/teaching recall is for a faculty who exceeded 6 years of service in such a role, you will need to answer two more questions:
    - Why is this function still being assigned to an RTAD appointee?
    - What is the long-term sustainability plan for this function?
- Teaching assignments: provide course information if applicable

- **General Campus/SIO compensation (if GC or SIO appointment)**
    - Indicate if this is a variable percentage
        - If yes, confirm if the percentage exceeds 43%
        - Indicate the percentage range
    - Indicate % time (if not variable)
        - Indicate number with 0.1256 for 12.56%
    - Annual Salary Rate: What is the range adjusted salary?

- Even if % is 0% and the recall will be non-salaried, please still indicate the range-adjusted salary as well as the current salary scale
- Indicate whether there is an NIH salary cap
    - If Yes, indicate the effective start date of the salary cap, see the [NIH website](#)
    - Select No if the proposed salary is less than the NIH cap.
    - Indicate the NIH salary cap
    - Indicate the total salary based on NIH salary cap and the percentage of effort
- Total compensation: enter the range-adjusted salary reduced by the percentage of effort (and number of months if not a yearlong appointment)
    - If non-salaried, enter $0.
    - Eg. $100,000 range adjusted with a 12.56% percentage for a 10 month appointment comes to $10,466.67/year
        - $[\$100000 * 0.1256 * (10/12)] = 10466.67$
    - Eg. $250,400 range adjusted with a 43% percentage for a 12 month appointment comes to $107,672/year
        - $[\$250,400 * 0.43 * (12/12)] = 107,672$
    - Eg. $150,000 range adjusted with a 0% percentage for a 12 month appointment comes to $0/year
        - $[\$150,000 * 0.00 * (12/12)] = 0$
    - Eg. $175,000 range adjusted with a 43% percentage for a 36 month appointment comes to $75,250/year
        - $[\$175,000 * 0.43 * (12/12)] = \$75,250$
        - Note, you need not range adjust future years on multi-year appointments, information on future scales is not available
- If applicable, Administrative Compensation
    - Input the amount that the Administrative role will be compensated for
- Title Code: [indicate the appropriate code](#)

- **HS compensation (if HS appointment)**
    - Indicate if this is a variable percentage
        - If yes, confirm if the percentage exceeds 43%
        - Indicate the percentage range
    - Indicate % time (if not variable)
        - Indicate number with 0.1256 for 12.56%
    - Covered compensation: enter the range-adjusted salary (X, X')
        - Even if % is 0% and the recall will be non-salaried, please still indicate the range-adjusted salary as well as the current salary scale
    - Indicate whether there is an NIH salary cap
        - If Yes, indicate the effective start date of the salary cap, see the [NIH website](#)
        - Select No if the base salary is less than the NIH cap.
        - Indicate the NIH salary cap

- Indicate the total salary based on NIH salary cap and the percentage of effort
- Requested Negotiated Salary
  - If non-salaried, enter $0.
  - Eg. $100,000 range adjusted with a 12.56% percentage for a 10 month appointment comes to $10,466.67/year
    - $[\$100000 * 0.1256 * (10/12)] = 10466.67$
  - Eg. $250,400 range adjusted with a 43% percentage for a 12 month appointment comes to $107,672/year
    - $[\$250,400 * 0.43 * (12/12)] = 107,672$
  - Eg. $150,000 range adjusted with a 0% percentage for a 12 month appointment comes to $0/year
    - $[\$150,000 * 0.00 * (12/12)] = 0$
  - Eg. $175,000 range adjusted with a 43% percentage for a 36 month appointment comes to $75,250/year
    - $[\$175,000 * 0.43 * (12/12)] = \$75,250$
    - Note, you need not range adjust future years on multi-year appointments, information on future scales is not available
- If applicable, Administrative Compensation
  - Input the amount that the Administrative role will be compensated for
- HS Title Code: if w/ HSCP membership, indicate
- If non-HSCP, indicate the appropriate code

- **EVC Exceptional Request (if applicable)**
  - Indicate if an exception to policy is being requested (excluding >43% effort), eg non-salaried teaching
  - If there will be an exception, fill out the first page of the exception analysis form and provide the Department Chair memo with justification of the exception request.
    - *Greater than 3 years of cumulative recall service is not an exceptional request per the updated Academic Recall Guidelines, as of 10/1/2023.*

- **Chancellor Exceptional Request (if applicable)**
  - For requests for percentages greater than 43%, the department will need to provide a memo addressed to the Chancellor.
- After you submit your RTAD form, you will receive an email from Kuali with information about the submission and where to check on the submission's current status.

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Submission Reviewer Process (if applicable)

- Review all entries made by the original submitter.
- The Submission Reviewer can make edits to all sections of the RTAD form.
    - For best practice, communicate to the original submitter what changes needed to be made. These changes need not be entered in the "minor edit report" because the next reviewer, the faculty, will see it for the first time
    - If the submission reviewer makes an edit to a form *after* the form had been routed to the faculty member, then minor edits <u>must</u> be documented in the minor edit report box.
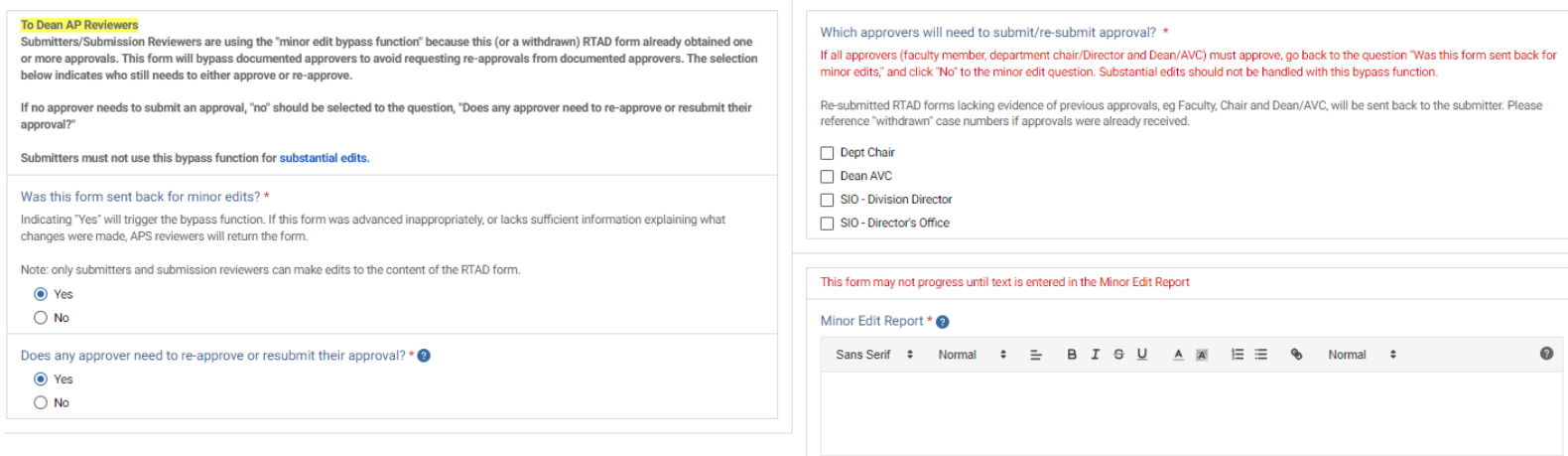
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Dean AP Reviewer Guide

- **If a form is received in your office after having the Minor Edit function applied, double-check that all signatures are present. If not apparent (they can get overwritten if minor edit is used), check the Workflow Status.**

- Review all entries made by the original submitter and submission reviewer (if applicable)
- Confirm - Pre-retirement information
- <mark>NEW</mark>: Dean AP can make changes to **pre-retirement question** responses.You can note changes in the Minor Edit Report.

To Dean AP Reviewers

Submitters/Submission Reviewers are using the "minor edit bypass function" because this (or a withdrawn) RTAD form already obtained one or more approvals. This form will bypass documented approvers to avoid requesting re-approvals from documented approvers. The selection below indicates who still needs to either approve or re-approve.

If no approver needs to submit an approval, "no" should be selected to the question, "Does any approver need to re-approve or resubmit their approval?"

Submitters must not use this bypass function for **substantial edits.**

Was this form sent back for minor edits? *

Indicating "Yes" will trigger the bypass function. If this form was advanced inappropriately, or lacks sufficient information explaining what changes were made, APS reviewers will return the form.

Note: only submitters and submission reviewers can make edits to the content of the RTAD form.

- ● Yes
- ○ No

Does any approver need to re-approve or resubmit their approval? * ⊙

- ● Yes
- ○ No

Which approvers will need to submit/re-submit approval? *

If all approvers (faculty member, department chair/Director and Dean/AVC) must approve, go back to the question "Was this form sent back for minor edits," and click "No" to the minor edit question. Substantial edits should not be handled with this bypass function.

Re-submitted RTAD forms lacking evidence of previous approvals, eg Faculty, Chair and Dean/AVC, will be sent back to the submitter. Please reference "withdrawn" case numbers if approvals were already received.

- ☐ Dept Chair
- ☐ Dean AVC
- ☐ SIO - Division Director
- ☐ SIO - Director's Office

This form may not progress until text is entered in the Minor Edit Report

Minor Edit Report * ⊙

- Retirement Date
- Employee ID displays correctly

- Title
- Step
- Retirement Annual Salary/Total Negotiated Salary
- Scale Date **(be mindful of 10/1, 7/1 or other dates)**
- Scale Type/APU **(be mindful of B/E/E or other)**
- Non-UCSD retiree
    - If non-UCSD retiree, is there an [Intercampus Appointment Form](#) in process?
    - Note: For non-UCSD retirees, Original submitters will submit approval on their behalf due to Kuali access limitations.

- Confirm - Proposed Recall Appointment
    - Proposed location
    - Appointing Department
    - School
    - Alternate approvers are appropriate, if applicable
    - Start Date
    - End Date
    - Recall Purpose
    - Description of Recall Duties
    - Whether admin/teaching role has exceeded 6 years
    - Joint appointment (if applicable) - confirm if other department has started/routed theirs - joint RTADs must be submitted by each appointing department.
        - Combined together, Joint RTADs' % cannot exceed 43%
    - Fund Source
    - Fund Source Type (if applicable)
    - How much external funding
    - Sufficient non-core funding
    - Indirect cost recovery
    - Space allocated to support individuals
        - Is location provided if Yes?
        - If a space is allocated, is the non-office space question answered?
            - If "no" to the non-office question is indicated, is there an explanation?
        - Is the process/criteria on how the allocation was determined described adequately?
    - Grad students/postdocs
        - Is the number accurate?
    - Teaching/Administrative duties
        - Are the long-term plans for the role(s) adequately clarified? If no explanation is provided, APS will return for additional information.
    - If greater than 6 years in a teaching/admin role
        - Why is this function still being assigned to an RTAD appointee?
        - What is the long-term sustainability plan for this function?

- Teaching assignment (if applicable)
    - Are the courses in the appropriate quarter, # listed accurately, and titled appropriately?
- Confirm - GC/SIO/HS Compensation
    - Variable Percentage?
    - Does it exceed 43%?
    - Percent time is expressed appropriately?
    - Annual Salary/Covered Compensation (X, X')
        - Is it ranged appropriately? (Even if 0%, current salary should be expressed appropriately as a range adjusted value from the retirement salary)
    - Scale Date
    - Total Compensation/Requested Negotiated Salary - calculated correctly?
    - Title Code
- Confirm - EVC Exceptional Request (if applicable)
    - Confirm Dept memo/analysis is accurate and complete
    - Provide the Dean's endorsement/justification memo in the applicable section.
- Confirm - Chancellor Exceptional Request (if applicable)
    - Confirm Chancellor Memo is correct
- Confirm - Faculty Signature, Dept Chair Signature are input/affixed
- Once review is finished, mark select "Mark Complete," enter comments if needed, then click "Complete."
- **Best Practice**: download Outcome Letter and final/approved RTAD form for your archives.

Minor Edit Routing - Submitter/Submission Reviewer

- Make minor edits where needed by changing field values.
- Document minor edits in the "minor edit report"

- Submitting the form again at this point will skip all notifications to the faculty, Chair, Dean/AVC.
  - **Note for Summer Session Program Teaching**: If the form must be re-submitted after a minor edit, select "Chair only." (SIO can also select Div Director)
- Should the form need substantive edits, the faculty, Chair, Dean/AVC will need to review the RTAD again, do not use the minor edit routing function.

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Minor Edit Routing - Dean AP

- If the form requires minor edits, please send back the form to the original submitter or submission reviewer.
- **NEW**: Dean AP can make minor edits to pre-retirement question responses. Be sure to note changes in the Minor Edit Report

To Dean AP Reviewers
Submitters/Submission Reviewers are using the "minor edit bypass function" because this (or a withdrawn) RTAD form already obtained one or more approvals. This form will bypass documented approvers to avoid requesting re-approvals from documented approvers. The selection below indicates who still needs to either approve or re-approve.

If no approver needs to submit an approval, "no" should be selected to the question, "Does any approver need to re-approve or resubmit their approval?"

Submitters must not use this bypass function for substantial edits.

Was this form sent back for minor edits? *
Indicating "Yes" will trigger the bypass function. If this form was advanced inappropriately, or lacks sufficient information explaining what changes were made, APS reviewers will return the form.

Note: only submitters and submission reviewers can make edits to the content of the RTAD form.
- ◉ Yes
- ○ No

Does any approver need to re-approve or resubmit their approval? *
- ◉ Yes
- ○ No

Which approvers will need to submit/re-submit approval? *

If all approvers (faculty member, department chair/Director and Dean/AVC) must approve, go back to the question "Was this form sent back for minor edits," and click "No" to the minor edit question. Substantial edits should not be handled with this bypass function.

Re-submitted RTAD forms lacking evidence of previous approvals, eg Faculty, Chair and Dean/AVC, will be sent back to the submitter. Please reference "withdrawn" case numbers if approvals were already received.

- ☐ Dept Chair
- ☐ Dean AVC
- ☐ SIO - Division Director
- ☐ SIO - Director's Office

This form may not progress until text is entered in the Minor Edit Report

Minor Edit Report *

- Upon receipt, confirm that edits are implemented and the minor edit report has an accurate accounting.
- If edits were needed on the EVC/Chancellor exception analysis form, this would not normally be viewable by the faculty member, therefore utilize the minor edit routing to skip the faculty and department chair's approval/notifications.
- If substantive edits were needed, e.g. negotiated salary, duties, etc.,the form will need re-approval by both the faculty member and the department chair and Dean/AVC again.
- **Summer Session Program requests will not route to the School's Dean AP office.** After receiving Department Chair approval, Summer Session Program Dean AP officers will review the Summer Session Program RTAD submission.

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