

REAPPOINTMENTS

Select My Client Groups
Select Show More
Select Change Assignment
Search for Employee Record

Action Details – When and Why

When does the assignment change start: Effective date of reappointment (ex: 7/1/27)
What's the way to change the assignment: Appointment/Reappointment Change
(Without Salary Change)
Why changing assignment: Reappointment only
Continue

Assignment Details

Only change fields that are necessary otherwise select Continue

Additional Assignment Information

Faculty Details

1. Select the pencil (edit) to update current record
2. Enter END DATE (ex: 6/30/2026) THIS IS THE END DATE OF THE CURRENT CONTRACT
And never should be beyond the Faculty Contract End date
3. Click OK
4. At the top of Additional Assignment Info section click ADD (right corner) to create new record
5. Enter new start date (do not enter END DATE here), new contract begin date, new contract end date, **reenter** all other information from previous record (faculty contract salary, tenure status, grad faculty, English language, emeritus, etc.)
6. Click OK

Continue

Include required attachments

Submit

REQUIRED ATTACHMENTS NEEDED

Appointment Stream

1. Reappointment letter
2. Current CV

Tenure Stream

1. Signed Reappointment Letter
2. Chair letter explaining the basis for continuation of the faculty member's contract and a description of departmental faculty committee deliberations
3. Faculty member's FPE (annual review** and academic plans and measurable outcomes) both must be signed by the department chair and the faculty member
4. Current CV

**If the faculty member's prior contract was for 2 or 3 years, the annual review for those years must accompany the current annual review.

UCR Visiting

1. can only be a 6 month reappointment
2. Fully signed offer letter – use the offer letter if the initial length of the appointment has not been met
3. Reappointment letter – only if the length of the appointment has been met in the offer
4. Current CV

Clinical Volunteer

1. Completed Teaching and Service form
2. Current CV

Adjunct Volunteer

Current CV

Unpaid Visitor

A second-year reappointment must be approved by the Office of Trade Compliance (Chuck Lyon, the Visitor Liaison) and the Office of Faculty Affairs before submission.

Contact the Office of Trade Compliance to complete an updated Visitor Participation Agreement Amendment

1. Signed Reappointment Letter
2. Fully executed Visitor Participation Agreement Amendment
3. Current CV

NOTE: Visitor appointments are limited to one year, with a one-year renewal, for a total appointment period of two years.