

## **GUIDELINES & INSTRUCTIONS FOR COMPLETING THE CHANGE OF DUTY (CODS) REQUEST FORM**

### **A. DEFINITION**

A CODS is approved when the faculty member's regular, ongoing, University duties must be carried out at a location other than the campus. The request must have some time aspect; in other words, the material to be studied is only available at certain periods of the year, or the facilities to be employed are only available at certain times. The faculty member is not relieved of teaching, research, or service duties, but carries out these responsibilities at a different location.

A CODS is distinguished from a regular leave of absence with pay by the fact that there is no necessity of other personnel having to assume that person's duties while they are away from campus.

Examples may include a research cruise scheduled to study Antarctic currents in the spring with graduate students, or astronomers gathering data at southern hemisphere observatories who need to study the sky in relation to the position of Earth at a specific time. Faculty exchanges with faculty members continuing to be paid from their home institutions are another example.

### **B. PROCEDURE**

A request from the faculty member must be submitted to the Department Chair at least 45 calendar days in advance and must describe the proposed activity (use the CODS Request Form). The Department Chair shall review the request and forward a recommendation to the Dean. Contact the department Academic Personnel staff for any questions or assistance.

1. Faculty member completes UPAY 573, Leave of Absence form and designate "OTHER" on form. Under Remarks, put "CODS".
2. Faculty member completes the CODS Request Form.
3. Faculty member submits the UPAY 573, CODS Request Form, and any other supporting request to the Department Chair.
4. Department Chair reviews the request, provides a recommendation and forwards the request to the Dean.
5. Dean reviews the request, provides a recommendation and forwards the request to the Vice Provost for Academic Personnel (VPAP) via the Academic Personnel Office (APO).
6. The VPAP reviews the request and provides a final decision.
7. The final decision is sent on behalf of the VPAP by APO to the candidate with a copy to the Dean and the College/School AP Director, and Payroll.
8. Department updates the Payroll/Personnel System (PPS).

### **C. RECORD KEEPING AND RETENTION**

The Home department is the "Office of Record" for Leave of Absence records.

For UC's Records Retention Schedule, click here: <http://recordsretention.ucop.edu/>.