|  |  |  |  |
| --- | --- | --- | --- |
| Name: |       | Date of Hire: |       |

Appointment Base: Academic Year [9 month] or Fiscal Year [11 month]:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **YEAR** | **SUMMER** | **FALL** | **WINTER** | **SPRING** | **TOTAL** |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|  |  |  |  |  |  |
|  |  |  |  | **Grand Total:** |  |

Directions:

1. Enter the professor’s name, academic or fiscal year basis, and date of hire.
2. Enter in the years - every year since appointment or the beginning of prior applicable years of service (whichever occurs first) should be accounted for. Prior years of service in titles applicable to the 8-year count should be included on this chart.
3. Enter in the number of complete quarters (1 per block [excluding summer]/academic year) or the number of complete months (3 per block maximum/fiscal year) under applicable quarter.\*
4. Things to remember:
	1. Verify the date of hire.
	2. Check for prior years’ service (UC service).
	3. Check for any “additional quarters” granted:
		1. Stop the Clock/Primary Childcare Responsibilities\*\*
		2. Any other instances where the individual’s 8-year count might be affected. (Attach a copy of any relevant paperwork to this worksheet.)
5. Total each row.
6. Enter Grand Total.
7. Circle the 19th quarter (academic year) or the 73rd month (fiscal year). This marks the beginning of the individual’s 7th year. The promotion to tenure file should not be assembled prior to this time (note: solicitation packages to extramural reviewers should not be sent prior to this time).
8. Assistant Professors must be given notice of terminal year service prior to the end of the 21st quarter (academic year) or prior to the end of the 84th month (fiscal year).
9. The maximum service time allowed is 24 quarters for an academic year appointment or 96 months for a fiscal year appointment.
10. Proofread carefully. After completion, you may submit to the Dean’s Office for verification.
11. Reference: APM 133

\*For AY appointees with a late quarter start date (i.e. 11/10 in the Fall quarter) the quarter count starts in Winter quarter. For FY appointees, the monthly count would start in December.

\*\*The combined total of periods of leave unrelated to academic duties and time off the clock may not exceed two years (6 quarters for AY faculty or 24 months for FY faculty).