3/Types of Appointment/Contract

I. REFERENCES AND RELATED POLICIES
   A. UC SPP 3/Types of Appointment
   B. UCSD Implementing Procedures 3/Types of Appointments
   C. UCSD Implementing Procedures 21/Appointment

II. POLICY
   A contract appointment may be established when the position has special salary
   requirements or unique occupational terms and conditions of employment, or
   when an employment contract is customarily used in the occupation to define the
   employment relationship. Contracts may be used for one-time appointments
   where there is a pre-established ending date for a specific project. Exempt and
   non-exempt positions may be established for contract employment.

   The terms and conditions of employment will be only those specified in an
   employment contract which may include specified personnel policies, special
   conditions, and specified compensation and benefits, including negotiated
   compensation arrangements.

   A contract is established for a period not to exceed 12 months; however, the
   appointment may be extended and the contract renewed upon mutual agreement
   of the parties.

   A contract appointment terminates automatically on the expiration date unless
   prior to the expiration date, the appointment is extended and the contract is
   renewed in writing.

III. PROCEDURES
   A. The department head and Human Resources representative will
      collaborate on the terms and conditions of the contract prior to the offer of
      employment.

   B. The Human Resources Department is responsible for reviewing the
      contract for conformance with the conditions of the offer.

   C. The department head is responsible for updating and renewing contracts
      before the contract expiration date.
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IV. RESPONSIBILITIES

A. Vice Chancellor or Department Head
   1. Designates a contract position and its terms and conditions of employment in consultation with the Employment and Staffing Services Division of the Human Resources Department.

   2. Assures that the individual to be appointed to the contract position possesses the essential skills, knowledge and ability to perform the duties of the position.

   3. Signs the contract on behalf of the department and routes it to the cognizant Vice Chancellor for signature approval.

B. Human Resources Department
   1. Prepares the employment contract in consultation with the department head.

   2. Signs the contract as the agent for the University after reviewing the terms and conditions for conformance to policy and law.

   3. Serves as the office of record for the employment contract.