June 16, 2014

CHANCELLORS
LABORATORY DIRECTOR ALIVISATOS
ACADEMIC COUNCIL CHAIR JACOB
ANR VICE PRESIDENT ALLEN-DIAZ

Dear Colleagues:

I am formally transmitting revised Section 290, Regents' Professors and Regents' Lecturers (APM - 290); Section 510, Intercampus Transfers (APM - 510); and Section IV, Salary Administration (APM - 600 Series) of the Academic Personnel Manual, effective July 1, 2014. The attached policies can be found online at: http://www.ucop.edu/academic-personnel/academic-personnel-policy/policy-issuances-and-guidelines/apm-290-510-600-series.html.

Rationale and Consultation Process

Simultaneous revision to the 20 policies in Sections 290, 510, and IV was prompted in part by the UC Path initiative so that procedural information contained within the policies is up-to-date, clear, and consistent from policy to policy. The systemwide consultation process engaged to develop the policies consisted of three major reviews conducted over the past two years: Management Consultation, Systemwide Review, and Final Review. Recommendations were offered during all three reviews, most of which are incorporated in final language. Throughout the consultation process, there was frequently consensus on policy details. In a few cases, divergent campus practices led to APM policy language that would accommodate a range of policy and practice interpretations, all of which are appropriate within UC Path. For one aspect of APM - 510, the salary limits, meaningful differences of opinion persisted through several efforts to resolve them.

Policies Incorporated into Other Sections of the APM

In an effort to consolidate policy, the following six APM Sections are removed and incorporated into other APM Sections:

APM - 615, Salary Increases/Merit is incorporated into new section APM - 610-9, Salary Increases, General Scale, Merit and Promotion Increases.

APM - 632, Stipends/Assignments of FTE for Split Appointments with Stipends is incorporated into APM - 633, Stipends/Academic Appointees.

APM - 640, Regents' Professors and Regents' Lecturers, Compensation is incorporated into APM - 290, Regents' Professors and Regents' Lecturers.
APM - 660, Additional Compensation/General is incorporated into APM - 600, General.

APM - 665, Additional Compensation/Reading Manuscripts is incorporated into APM - 600-14-b, General, Additional Compensation.

APM - 690, Academic Salary Scales is incorporated into APM - 600, General.

**Summary of Policy Revisions**

A summary of key revisions to the remaining 14 policies is provided below. Where applicable, policies were updated to conform to the overall APM style format and reflect the current authority and delegations of authority.

**APM - 290, Regents' Professors and Regents' Lecturers.** APM - 640, Regents’ Professors and Regents’ Lecturers, Compensation is merged into new section APM - 290-18, Compensation. New language conforms to Regents Action Item 506 (November 1988), which sets the maximum compensation rate for Regents’ Professors and Regents’ Lecturers to correspond with the salary rate for the highest step on the appropriate professorial salary scale. Additionally, new language confirms that compensation is established by agreement and may take the form of salary or of honorarium.

**APM - 510, Intercampus Transfer.** Revisions make explicit that the policy applies only to Senate faculty titles. Procedures that home campuses and recruiting campuses follow are clarified. New language confirms that while the policy does not apply to faculty administrator appointments, the policy does apply to a faculty administrator’s underlying Senate faculty appointment. Language limiting start-up package costs is revised to allow the Provost and Executive Vice President for Academic Affairs to adjust the maximum amounts from time-to-time, rather than listing specific amounts which may become outdated.

The salary limits for intercampus faculty transfers stated in APM - 510-18-c remain in place. We conducted extensive consultation on this policy protocol, which permits campuses to recruit the best talent and individual faculty to move to another UC campus if it will be more advantageous professionally or personally. The limits in place constitute judicious management of state funds, with which we are entrusted. Even if state support has receded in terms of the percentage of total funds allocated to UC, state funding is still dominant in the area of ladder-rank faculty salary; it would be imprudent to allow one campus to expend unlimited resources in competition with another campus over individual faculty. Since faculty benefit from belonging to a system where retirement can accrue across multiple campuses, the salary model should also be viewed from a unified perspective.

APM - 600, General. APM - 660, - 665, and - 690 are consolidated into the body of the policy. APM - 600-8 is amended to include off-scale increases as a type of salary increase. To standardize payments for all fiscal-year faculty across all 10 campuses and to account for vacation accrual, additional compensation for fiscal-year appointments made after July 1, 2014 will be calculated at a one-twelfth rate. Additional compensation for appointments made prior to July 1, 2014 is grandfathered at the one-eleventh rate subject to a corresponding deduction of accrued vacation days. Additionally, revised language clarifies the salary conversion rates for faculty moving from appointments based on an academic year to a fiscal year and for those moving from a fiscal year to an academic year.
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APM - 610, Salary Increases. APM - 615 is consolidated into new APM - 610-9, Merit and Promotion Increases. New language is added to calculate service for semester campuses to complement language providing guidance for quarter campuses.

APM - 620, Off-Scale Salaries for Appointments and Advancement. Revised language clarifies that all academic appointees, with the exception of students and appointees subject to collective bargaining agreements, are eligible for off-scale salaries. Limitations that off-scale salaries are $100 less than the published salary for the equivalent step in the next rank are removed.

APM - 633, Administrative Stipends: Academic Appointees. APM - 633 is reformatted and revised to align with UC Path agreements. The title of the policy is updated to reflect that the policy pertains to stipends awarded specifically for additional administrative duties.

APM - 650, Technical Assistance Projects. Revisions define foreign service and in-residence (within the U.S.) service and clarify rate of pay and pay components. The definition of hardship outlined in APM - 650-18-b(2) is updated in accordance with the Department of State Standardized Regulations (DSSR). New language allows appointments to be made for an unspecified term or to extend beyond one year.

APM - 661, Additional Compensation: Summer Session Teaching. New language is added to cover various types of appointments and appointees eligible for Summer Session teaching and to clarify that full-time Health Sciences Compensation Plan faculty are ineligible to receive additional compensation for Summer Session teaching. Revisions allow campus flexibility to determine formulas for calculating summer session pay.

APM - 662, Additional Compensation: Additional Teaching. Current APM - 662, Appendices B-1 and B-2 are reformatted and expanded to describe the types of additional teaching activities and the conditions under which faculty may earn additional compensation for teaching beyond a full-time work load. Additional compensation for appointments made prior to July 1, 2014 is grandfathered at the one-eleventh rate subject to a corresponding deduction of accrued vacation days. New language provides general guidance for determining time spent teaching fully online courses within the context of additional compensation for additional teaching.

APM - 663, Additional Compensation: University Extension. Revised language consolidates UNEX-related language in APM - 662, Appendices A-1, A-2, A-3, B-2 (in part), B-3, and B-4 into APM - 663. The term, “Correspondence Courses” is removed from the policy title, since the policy applies to all University Extension teaching.

APM - 664, Additional Compensation: Services as Faculty Consultant. Language clarifies that the scope of the policy covers faculty, as defined in APM - 110-4(15), who are consulting for UC or the Lawrence Berkeley National Laboratory. Additionally, revisions clarify that the daily rate of pay is calculated based on the total salary (salary plus off-scale for general campus faculty and total negotiated salary for Health Sciences Compensation Plan faculty).

APM - 666, Additional Compensation: Honoraria. The policy is reformatted and the title is changed from “Additional Compensation/Lectures and Similar Services” to “Additional Compensation: Honoraria.” New language defines the term “honoraria” and the conditions for payment. Language formalizes current campus practice and adds flexibility requested by some reviewers to allow the chancellor to make exceptions.
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APM - 667, Additional Compensation: Extramurally Funded Research. New language outlines restrictions on additional compensation derived from extramural agency funding. Maximum salary caps must be observed and state funds may not be used to pay salary gaps.

APM - 680, Salary Calculations for Faculty with Appointments at Lawrence Berkeley National Laboratory. The title and body of the policy is revised to reflect that the policy applies to faculty with any type of appointment at Lawrence Berkeley National Laboratory, not only permanent transfers. Revised language clarifies the salary conversion formula used to convert academic-year to fiscal-year salaries.

I wish to thank all members of the University community for their efforts to revise these policies. Your contributions are deeply appreciated.

Cordially,

[Signature]

Aimée Dorr, Provost
Executive Vice President for Academic Affairs

Attachments: APM - 290, APM - 510, and APM Section IV, Salary Administration (APM - 600 Series)

cc: President Napolitano
    Members, President’s Cabinet
    Executive Vice Chancellors/Provosts
    Vice Provosts for Academic Affairs/Academic Personnel
    Academic Personnel Directors
    Executive Director Fox
    Executive Director Larsen
    Executive Director Rodrigues
    Executive Director Tanaka
    Executive Director Winnacker
    Deputy General Counsel Drown
    Director Chester
    Manager Lockwood
    Human Resources Policy Analyst Bello
    Policy and Compensation Analyst Flinker
    Policy Coordinator Trifonov