

**MEMORANDUM OF UNDERSTANDING (MOU)¹
COMPENSATION AGREEMENT FOR THE CHAIR & VICE CHAIR OF THE
SYSTEMWIDE ACADEMIC SENATE/ACADEMIC COUNCIL**

Overview: The systemwide Academic Senate/Academic Council chair and vice chair (hereafter referred to as the “Academic Council chair and vice chair”) serves for one year (September 1 through August 31) in each position for an entire two-year (24-month) period of service, at full-time effort, via a multi-location appointment issued by the systemwide provost and executive vice president of Academic Affairs at UC Office of the President (UCOP).

During each of the two years of service, the Academic Council chair and vice chair will receive a stipend equivalent to the compensation that would result from conversion of their nine-month faculty salary at the appropriate rank and step (including any off-scale component) to a fiscal-year salary, plus an additional 1/9 of their nine-month salary. If an appointee is already on a fiscal-year appointment, they will retain their appointment and receive an annual stipend of 1/9 of the equivalent nine-month salary for their rank and step (including any off-scale component). The stipends will be paid in equal monthly installments over the 24-month service period. Additionally, the Academic Council chair and vice chair may receive a per diem living allowance when warranted.

Compensation Package: Below are the compensation components and responsible parties:

Description of Compensation Components	Responsible Parties
1. Administrative Stipend	
<ul style="list-style-type: none"> ▪ For faculty with a nine-month appointment: An annual stipend calculated as 2/9 plus 1/18 of the base salary (27.78 percent), rounded to the nearest \$100, is paid in equal monthly increments starting September 1 of the term as Academic Council vice chair and ending August 31 of the term as Academic Council chair. ▪ For faculty with a fiscal-year appointment: An annual stipend calculated as 1/9 of the base salary (11.11 percent), rounded to the nearest \$100, is paid in equal monthly increments starting September 1 of the term as Academic Council vice chair and ending August 31 of the term as Academic Council chair. ▪ The stipend is treated as covered compensation for full-time service as Academic Council chair and vice chair. The appointee may not earn additional summer compensation during either term of office. Additionally, faculty with a nine-month appointment will not accrue vacation leave during their term. 	<p>Systemwide Academic Senate: The stipend is reimbursed to the home campus department by the systemwide Academic Senate office and paid through the home campus’s payroll system.</p> <p>UCOP Academic Personnel & Programs: The Academic Personnel staff team prepares and processes the administrative stipend request.</p>

¹ See *Appendix* for background on the compensation model and previous compensation agreements.

2. Long-Term Per Diem	
<ul style="list-style-type: none"> If the Academic Council chair and vice chair is required to change residence to undertake these positions, a long-term per diem allowance is provided. The University’s Business and Finance Bulletin G-28 Travel Regulations should be consulted to confirm current year rates and policies for determining eligibility and methodology. 	<p>Systemwide Academic Senate: The per diem allowance is reimbursed to the home campus department by the systemwide Senate office and paid through the home campus’s payroll system.</p> <p>UCOP Academic Personnel & Programs: The Academic Personnel staff team prepares and processes the per diem allowance request. The effective date of the per diem payment must coincide with the actual period of relocation, which is September 1 through August 31 for most appointees.</p>
3. Replacement Allocation	
<ul style="list-style-type: none"> A replacement allocation is provided to the home department of the Academic Council chair and vice chair to address needs arising directly or indirectly from their absence while serving in the systemwide Academic Senate. This agreement sets the replacement allocation at the Professor Step I rate on the appropriate home department(s) salary scale(s) of the chair and vice chair, including benefits calculated at the current Composite Benefits Rate. 	<p>Systemwide Academic Senate: The replacement allocation is reimbursed to the home campus department by the systemwide Senate office and paid through an intercampus fund transfer that the Senate prepares and submits.</p>

Health Sciences Faculty: The compensation components above will also be applied to faculty who are members of the Health Sciences Compensation Plan (HSCP) who become vice chair and then chair of the Academic Council. However, other components of pay will be individually negotiated for an incoming Academic Council chair and vice chair who is a member of the HSCP (see Appendix for further details).

Recordkeeping: A copy of this MOU shall be provided to the Management Services Officer (or equivalent) in the home department of the incoming Academic Senate vice chair each year, as well as to the assistant vice provost/assistant vice chancellor in the Academic Personnel office at the home campus.

Administrative Contacts: Questions regarding the above information may be directed to the executive director of the systemwide Academic Senate, or to the associate vice provost of Academic Personnel & Programs at UCOP.

Approved: April 4, 2024



Katherine S. Newman
Provost and Executive Vice President for Academic Affairs
University of California, Office of the President



James Steintrager
Chair, Academic Council
UC Systemwide Academic Senate

**APPENDIX:
Background on the Compensation Agreement**

RE: Systemwide Academic Senate/Academic Council Chair & Vice Chair Position

- The original compensation model was approved on April 29, 1996 (retroactively to July 1, 1994) by the Assistant Vice President of Academic Advancement who oversaw academic personnel matters at UC Office of the President and the Academic Council chair and vice chair at the time.
- Effective July 1, 1994, the compensation package for the Academic Council chair and vice chair was modified to reflect the full-time effort required for each position for the entire two-year (24-month) period of service, with each term running from September 1 through August 31.
- A subsequent Memorandum of Understanding was approved August 4, 2011 by then-Provost Lawrence Pitts and then-Academic Council Chair Daniel Simmons. The agreement clarified the previous model to better accommodate the off-cycle nature of the two-year appointment, which does not coincide with the University fiscal year (July 1 through June 30).
- Under the terms of the compensation agreement, which includes a replacement allocation as described therein, the Academic Council chair and vice chair typically retains their faculty appointment for the duration of their two-year (24-month) service term. Individual negotiations with the faculty member's home campus are expected to determine whether the base salary is covered by the home campus department and/or other fund sources, as relevant.
- For an incoming Academic Council chair and vice chair who is a member of the Health Sciences Compensation Plan, the salary compensation may include multiple components, each negotiated on an individual basis. Examples of such combination of components include:
 1. Home department X and X-prime, plus the three-year average of the Y component. A Z component may be paid by the home department or another source.
 2. Home department X and X-prime, plus the two-year average of the Z component, covered by the home department or another source.
- **Administrative Contacts (as of April 2024):**
 - Monica Lin, Executive Director, UC Systemwide Academic Senate (Monica.Lin@ucop.edu)
 - Amy K. Lee, Associate Vice Provost, Academic Personnel & Programs, UCOP (Amy.Lee2@ucop.edu)