



OFFICE OF THE VICE PROVOST --  
ACADEMIC PERSONNEL

OFFICE OF THE PRESIDENT  
1111 Franklin Street, 11<sup>th</sup> Floor  
Oakland, California 94607-5200

November 15, 2019

CHANCELLORS  
ACADEMIC COUNCIL CHAIR KUM-KUM BHAVNANI  
LABORATORY DIRECTOR MICHAEL WITHERELL  
ANR VICE PRESIDENT GLENDA HUMISTON

**Re: Systemwide Review of Proposed Revisions to Academic Personnel Manual (APM),  
Section 240 (APM - 240), Deans, and Section 246 (APM - 246), Faculty  
Administrators (100% Time)**

Dear Colleagues:

Enclosed for systemwide review are proposed revisions to Academic Personnel Manual Section 240 (APM - 240), Deans, and Section 246 (APM - 246), Faculty Administrators (100% Time). The proposed changes are summarized below.

- To align with previous revisions to APM - 025, Conflict of Commitment and Outside Activities of Faculty Members, language has been added in Sections 240-20-c and 246-20-c to clarify that both uncompensated and compensated activities are reported and count toward the time limit, but that vacation days are deducted only for compensated activities;
- Language has been added to clarify that Deans and Faculty Administrators who hold concurrent Health Sciences Compensation Plan appointments are subject to APM - 670, Health Sciences Compensation Plan, and APM - 671, Conflict of Commitment and Outside Activities of Health Sciences Compensation Plan Participants; and
- Since faculty administrative salaries should be greater than the underlying faculty appointments, the language in Sections 240-18-a(5) and 246-18-a(4) has been revised to refer to the salary of the underlying faculty appointment.

The proposed revisions also reflect technical changes to remove gendered language, correct minor grammatical errors, and better align APM - 240 and APM - 246.

### **Systemwide Review**

Systemwide review is a public review distributed to the Chancellors, the Chair of the Academic Council, the Director of the Lawrence Berkeley National Laboratory, and the Vice President of

Agriculture and Natural Resources requesting that they inform the general University community, especially affected employees, about policy proposals. Systemwide review also includes a mandatory, 90-day full Senate review.

Employees should be afforded the opportunity to review and comment on the draft policy, available online at <https://www.ucop.edu/academic-personnel-programs/academic-personnel-policy/policies-under-review/index.html>. Attached is a Model Communication which may be used to inform non-exclusively represented employees about these proposals. The Labor Relations Office at the Office of the President is responsible for informing the bargaining units representing union membership about policy proposals.

We would appreciate receiving your comments no later than **March 15, 2020**. Please submit your comments to [ADV-VPCARLSON-SA@ucop.edu](mailto:ADV-VPCARLSON-SA@ucop.edu). Please indicate "APM - 240/246" in the subject line. If you have any questions, please contact Kimberly Grant at [Kimberly.Grant@ucop.edu](mailto:Kimberly.Grant@ucop.edu) or (510) 987-9499.

Sincerely,



Susan Carlson  
Vice Provost  
Academic Personnel and Programs

Enclosures:

- 1) Proposed Revised APM - 240, Deans (redline copy)
- 2) Proposed Revised APM - 240, Deans (clean copy)
- 3) Proposed Revised APM - 246, Faculty Administrators (100% Time) (redline copy)
- 4) Proposed Revised APM - 246, Faculty Administrators (100% Time) (clean copy)
- 5) Model Communication

cc: President Napolitano  
Provost and Executive Vice President Brown  
Executive Vice Chancellors/Provosts  
Executive Vice President and Chief of Staff Nava  
Senior Vice President Bustamante  
Acting Vice President Lloyd  
Vice Provosts/Vice Chancellors for Academic Affairs/Personnel  
Academic Personnel Directors  
Deputy General Counsel Woodall  
Executive Director Baxter  
Executive Director Chester  
Executive Director and Chief of Staff Henderson  
Executive Director Peterson

November 15, 2019

Page 3

Chief of Staff Levintov

Chief of Staff Peterson

Director Grant

Director Lee

Manager Donnelly

Manager Smith

Manager Crosson

Analyst Wilson

#### 240-4 Definitions

- a. An academic Dean is head of a Division, College, School, or other similar academic unit and has administrative responsibility for that unit. This assignment includes fiscal responsibility for the unit; responsibility for ensuring diversity of the faculty, students, and staff, including maintaining an affirmative action recruitment and retention program consistent with University affirmative action policies, Regental policy, and applicable law; and responsibility for ensuring that systemwide and local policies, including Academic Senate regulations, are observed.
- b. As academic heads of their units, Deans are persons of scholarly and professional accomplishment. The University encourages their continued engagement as academicians in scholarly, professional, teaching, and University service activities, consistent with, but distinct from, their decanal responsibilities. Therefore, it is appropriate for time to be allotted to them to engage in these activities.

#### 240-10 Criteria for Appointment

Each Chancellor shall develop criteria for appointment of a Dean.<sup>1</sup>

#### 240-14 Eligibility

- a. Except as specified in APM - 240, Deans are subject to all Academic Personnel policies.
- b. Acting and interim Deans are subject to APM - 240 and to all Academic Personnel policies.
- c. A Dean with a concurrent title of Vice Chancellor and/or a Dean who reports solely to the Chancellor ~~are~~is governed by Senior Management Group policies.
- d. University Extension Deans and Student Affairs Deans are not covered by this policy.

#### 240-16 Restrictions

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<sup>1</sup> In accordance with [APM - 100-6-d](#), the Chancellor may redelegate to a designee authority for implementing APM - 240.

- a. A Dean shall hold a concurrent University appointment in an Academic Senate faculty title or an equivalent title (see [APM - 115](#), “Equivalent” Titles and Ranks).
- b. An appointment to the position of Dean shall be full time.
- c. Deans with concurrent appointments that are covered by the Health Sciences Compensation Plan are subject to APM - 670, Health Sciences Compensation Plan.

#### 240-17 Terms of Service

- a. Subject to APM - 240-20-a, appointments to the position of Dean shall normally be for a period of five (5) years, subject to reappointment. The Chancellor may approve a shorter service period. Appointments shall be made on a fiscal-year basis.
- b. Appointment as Acting or Interim Dean may be made either on an academic-year or fiscal-year basis, as determined by campus need.

#### 240-18 Salary

Deans are positioned uniquely within the University system to serve as senior scholarly and professional leaders, thus, a fair and competitive salary structure must acknowledge this duality of purpose, and attempt to achieve a balanced approach to decanal compensation. The full scope of decanal responsibilities must be considered in the context of the senior leader who bridges the University’s academic mission and administrative enterprise.

The Office of the President will publish a Deans Salary Structure, consisting of salary bands, each with established minimum and maximum ranges. The Chancellor will assign a unit salary to an individual Dean aligned with competitive market-based pay, and based on compensable factors.

During the salary-setting process, the Chancellor shall review the matrix of compensable factors included with the Deans Salary Structure. Compensable factors to consider and weigh to determine salary are: academic discipline; core functions of the job (size, scope, and complexity); market-based benchmarks; University faculty salary rank and step; strategic prioritization of the Campus, Division, College, School, or similar academic unit; and challenges unique to the history of the Campus, Division, College, School, or similar academic unit.

##### a. Determination of Salary

- (1) **Dean Salary Range.** A salary range for Deans established and maintained by the Office of the President shall serve as a baseline for determining appointment salary. Adjustments to the salary range shall not automatically result in corresponding increases in individual salaries.
- (2) **Prior administrative experience.** Prior relevant administrative experience may be considered in determining appropriate salary.
- (3) **Market conditions and comparability.** To pay competitive total compensation in regional and national marketplaces, the Chancellor may consider external market comparability and other market-based conditions in determining an appropriate salary. Comparisons ~~institutions selected used to address the needs~~ determine compensation of individual schools and/or disciplines shall be to institutions comparable in to the rank and stature to of the University of California and may be selected to address the needs of the individual schools and/or disciplines.
- (4) **Equity within the University of California System.** Comparisons with equivalent Dean positions and responsibilities within the University may be considered in determining an appropriate salary.
- (5) ~~Professorial Academic Senate Faculty~~ **salary.** To encourage service as Dean, the Dean's administrative salary shall at all times remain greater than ~~his or her the Dean's~~ the Dean's University of California ~~professorial Academic Senate Faculty~~ salary.

b. **Merit Increases**

- (1) **Basis for Merit Increase.** A Dean shall be eligible for consideration of an annual merit increase associated with the administrative salary in accordance with campus procedures and the availability of funding. The decanal administrative merit review criteria and procedure are separate and distinct from the academic merit review criteria and procedure established under [APM - 615, Salary Increases/Merit.](#)

Eligibility to offer administrative merit increases will be determined ~~annually through the University of California budget process~~ by the President as part of the annual academic salary program.

- (2) **Eligibility.** The Dean's appointment must take effect no later than April 1 to be eligible for an administrative merit increase during the subsequent merit cycle.
- (3) **Amount of Merit Increase.** The amount of a Dean's administrative merit

increase shall be based upon the following factors:

- (a) The Dean's annual assessment (see APM -240-80).
- (b) The Dean's current ~~salary and~~ position within the salary range ~~and his or her salary~~ relative to comparable internal positions.
- (c) ~~The a~~availability of ~~approved merit increase~~ funding.

**c. Equity or Retention Increases**

- (1) The Chancellor may approve a salary increase to correct a significant salary inequity in individual circumstances based on factors such as rapidly changing external market conditions or a disparity created by new appointees in the same or substantially similar Dean positions, either at the campus or within the University, who have comparable levels of skills and experience.
- (2) The Chancellor may approve a salary increase when a five (5)-year review has resulted in a recommendation to reappoint the Dean and has identified significant achievements and/or sustained excellent administrative performance beyond that which can be ~~recognized-rewarded~~ in the annual merit review process. A salary increase also may be justified at the time of reappointment if market conditions or internal equity factors have changed since appointment, or if necessary to retain the Dean following a successful five (5)-year review.
- (3) An equity or retention increase shall be effective on the same date as the administrative merit (~~normally October 1~~), to the extent possible. The merit increase shall be applied first, and any additional equity or retention increase shall be determined after applying the merit adjustment. An additional increase beyond the merit adjustment shall be provided only if the applied merit increase does not resolve the inequity or retention issue.
- (4) If a Dean receives an equity or retention increase in a fiscal year prior to the commitment of merit funding, the subsequent merit shall be calculated based upon the salary prior to any adjustment. A merit increase will only be applied if the merit calculation is more than the equity or retention increase.

**d. Compensation for Appointment as Acting or Interim Dean**

- (1) Administrative compensation shall be paid to an Acting Dean for assuming the responsibilities of an appointed Dean who is on an approved leave of absence or sabbatical leave for at least one (1) academic term.
- (2) Administrative compensation shall be paid to an Interim Dean when the

individual is serving as Dean on an interim basis when a new permanent Dean has not yet been named.

- (3) Compensation for an Acting or Interim Dean shall be set in accordance with normal campus practice.

e. **Additional University Compensation**

A Dean is compensated for full-time University service. Types of additional University compensation include, but are not limited to, the following circumstances:

- (1) **Summer Research.** Deans may receive up to 1/12th payment for summer research based on their annual decanal salary. In such instances, accrued vacation shall be used in proportion to the research days worked.
- (2) **Summer Session Teaching.** Deans may receive up to 1/12th payment for summer session teaching. In such instances, accrued vacation shall be used in proportion to the teaching days worked.
- (3) **Additional Administrative Duties.** In exceptional circumstances, the Chancellor may assign a Dean to additional and temporary administrative duties within the University. In such cases, the campus may provide a stipend for the additional temporary administrative responsibilities.
- (4) **Acting or Interim Dean Appointments.** Academic-year Acting or Interim Dean appointees may receive administrative compensation for duties during the summer period. In combination with other University compensation for teaching and/or research duties, the total summer compensation may not exceed 3/9ths, exclusive of any stipends.

240-20 **Conditions of Employment**

- a. Individuals appointed to the titles of Dean, Acting Dean, or Interim Dean serve at the discretion of the Chancellor. The Chancellor may terminate the appointment of a Dean at will at any time, after discussion with an appropriate group of the faculty as determined by the Chancellor and after consultation with the Academic Senate. Once the Chancellor terminates the appointment of a Dean, the action is not subject to grievance unless the reasons for the termination are unlawful or in violation of University policy.
- b. Termination of a Dean appointment does not affect the underlying faculty appointment.



- c. ~~Conflict of Commitment and~~ Outside Professional Activities are allowed as follows:

A Dean may engage in outside activities as defined by and in accordance with APM - 025, Conflict of Commitment and Outside Activities of Faculty Members. ~~A Dean who has a concurrent Health Sciences Compensation Plan appointment may engage in outside activities as defined by and in accordance with APM - 671, Conflict of Commitment and Outside Activities of Health Sciences Compensation Plan Participants.~~ ~~with~~ The following additional provisions apply to all Deans:

- (1) A Dean may serve on no more than three (3) for-profit external boards (not entities of the University of California) for which ~~he or she~~ the Dean receives compensation and ~~for which he or she~~ has governance responsibilities.
- (2) All compensated and uncompensated outside professional activities, including ~~compensated~~ consulting activity, shall be reported annually to the Chancellor.
- (3) In accordance with APM - 025, Conflict of Commitment and Outside Activities of Faculty Members, a Dean may in each fiscal year engage in a maximum of forty-eight (48) calendar days of compensated and uncompensated outside professional activity, which includes the twelve (12) compensated days cited in paragraph (4) below.

In accordance with APM - 671, Conflict of Commitment and Outside Activities of Health Sciences Compensation Plan Participants, a Dean who has a concurrent Health Sciences Compensation Plan appointment may in each fiscal year engage in a maximum of twenty-one (21) to forty-eight (48) calendar days of compensated and uncompensated outside professional activity as determined by School Implementation Procedures, which includes the twelve (12) compensated days cited in paragraph (4) below.

- (4) A Dean may engage in compensated outside professional activity for up to twelve (12) University workdays per fiscal year without deducting from vacation leave balances. In excess of twelve (12) work days, a Dean shall use accrued vacation leave for performing compensated outside professional activities.

#### 240-24 Authority

- a. The Chancellor has the authority to appoint and reappoint a Dean including those serving in an interim or acting capacity, and to approve the Dean's appointment salary and appropriate salary increases up to the established maximum published

in the Deans Salary Structure and in accordance with campus procedures.

- b. For initial appointments and five (5)-year reviews, the Chancellor, after consultation with the Academic Senate, shall appoint an advisory committee ~~to advise him or her~~. In all cases, the Academic Senate and the faculty of the respective Division, College, School, or other similar academic unit will be consulted.
- c. The Chancellor shall report ~~monthly and~~ annually to the Provost and Executive Vice President any new appointees to the title of Dean or salary increases to existing appointees.
- d. Deans and acting and interim appointees to this title serve at the discretion of the Chancellor. The Chancellor may end the appointment of a Dean at will and at any time, after discussion with an appropriate group of the faculty as determined by the Chancellor and after consultation with the Academic Senate.

#### 240-60 **Benefits and Privileges**

##### a. **Vacation Accrual**

- (1) Deans accrue and use vacation leave in accordance with APM - 730, Leaves of Absence/Vacation.
- (2) The Chancellor shall develop campus procedures for reporting vacation usage.
- (3) The Chancellor shall grant a Dean no more than thirty (30) days in any academic year for the purpose of attending international conferences and related scholarly activities. For additional time off beyond thirty (30) days, a Dean shall be required to use accrued vacation. The Chancellor may approve the additional time off as leave without pay once vacation leave has been exhausted.

##### b. **Medical Leave**

Deans do not accrue sick leave. However, Deans shall be granted paid medical leave for periods of personal illness, injury, or disability. See APM - 710-11, Paid Medical Leave for Academic Appointees Who Do Not Accrue Sick Leave.

##### c. **Sabbatical Leave Accrual**

- (1) Deans accrue sabbatical leave credit ~~based on their~~ by virtue of holding an underlying Academic Senate faculty appointment in accordance with APM -

[740-11-c-5](#), Leaves of Absence/Sabbatical Leaves.

- (2) Deans shall continue to accrue sabbatical leave credit beyond the established limits set forth in [APM - 740-16-a](#) for the duration of the Dean appointment.

d. **Administrative Leave**

The Chancellor may approve an administrative leave during appointment as Dean in accordance with [APM - 758](#), Leaves of Absence/Other Leaves With Pay.

e. **Transition Leave**

- (1) A Dean may be eligible to take a transition leave immediately following the conclusion of the appointment to provide an opportunity to redirect ~~his or her~~ primary efforts to scholarly activities.
- (2) Paid transition leave shall result in corresponding deduction of sabbatical leave credits and is subject to the terms and conditions described in [APM - 740](#), Leaves of Absence/Sabbatical Leaves.
- (3) Transition leave shall be paid at either the current administrative or faculty rate contingent upon when sabbatical leave credits were accrued. The salary rate for that portion of the leave compensated at the administrative salary rate is ineligible for any increase. The faculty salary rate is subject to any change that may result from salary scale adjustments or academic personnel review during the period of the leave.

If sabbatical leave credits are exhausted before the conclusion of a transition leave period, the Chancellor may approve a leave with pay at the faculty salary rate through the conclusion of the transition leave period. The individual is required to fulfill a return to active University service requirement (as stated in [APM - 740-16-d](#)) equal to the total period of the transition leave.

Sabbatical leave credits do not accrue during transition leave periods. Sabbatical leave credit accrual resumes upon return to University faculty service.

- (4) The combined total of transition leave and sabbatical leave taken during administrative service within the ~~last immediate prior~~ five (5) years may not exceed one year (12 months).

**240-80 Review Procedures for Decanal Duties**

This section of policy formalizes review procedures for the administrative portion of

a Dean's duties. The administrative review procedures are separate and distinct from the formal academic review procedures governing the underlying faculty appointment as described in [APM - 210](#), Review and Appraisal Committees, and [APM - 220](#), Professor Series.

a. **Annual Assessment**

The Chancellor shall conduct an annual assessment for each Dean. The Chancellor shall communicate the key components of the assessment to each Dean.

b. **Five-Year Review and Reappointment**

- (1) The Chancellor shall conduct a five (5)-year review for each Dean to determine whether reappointment to another term is warranted. In each case involving the five (5)-year review of a Dean, the Chancellor, after consultation with the Academic Senate, shall appoint an advisory committee to review the Dean's performance and accomplishments. The advisory committee shall report its findings to the Chancellor.
- (2) The Chancellor shall develop the criteria and procedures for conducting five (5)-year Dean reviews.
- (3) A Dean's overall performance should be judged as distinguished or highly meritorious in order to be reappointed.

**Revision History**

**XX,XX,2020:**

- Substantive revisions to: (1) add language regarding uncompensated outside professional activities in APM - 240-20; (2) clarify that a Dean who holds a concurrent Health Sciences Compensation Plan appointment is subject to APM - 670, Health Sciences Compensation Plan, and APM - 671, Conflict of Commitment and Outside Activities of Health Sciences Compensation Plan Participants; and (3) revise the language in Section 240-18-a(5) to refer to the salary of the underlying faculty appointment.
- Technical revisions to: (1) remove gendered language; (2) correct minor grammatical errors; (3) clarify intent; and (4) align language with APM - 246.

**240-4 Definitions**

- a. An academic Dean is head of a Division, College, School, or other similar academic unit and has administrative responsibility for that unit. This assignment includes fiscal responsibility for the unit; responsibility for ensuring diversity of the faculty, students, and staff, including maintaining an affirmative action recruitment and retention program consistent with University affirmative action policies, Regental policy, and applicable law; and responsibility for ensuring that systemwide and local policies, including Academic Senate regulations, are observed.
- b. As academic heads of their units, Deans are persons of scholarly and professional accomplishment. The University encourages their continued engagement as academicians in scholarly, professional, teaching, and University service activities, consistent with, but distinct from, their decanal responsibilities. Therefore, it is appropriate for time to be allotted to them to engage in these activities.

**240-10 Criteria for Appointment**

Each Chancellor shall develop criteria for appointment of a Dean.<sup>1</sup>

**240-14 Eligibility**

- a. Except as specified in APM - 240, Deans are subject to all Academic Personnel policies.
- b. Acting and interim Deans are subject to APM - 240 and to all Academic Personnel policies.
- c. A Dean with a concurrent title of Vice Chancellor and/or a Dean who reports solely to the Chancellor is governed by Senior Management Group policies.
- d. University Extension Deans and Student Affairs Deans are not covered by this policy.

**240-16 Restrictions**

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<sup>1</sup> In accordance with [APM - 100-6-d](#), the Chancellor may redelegate to a designee authority for implementing APM - 240.

- a. A Dean shall hold a concurrent University appointment in an Academic Senate faculty title or an equivalent title (see [APM - 115](#), “Equivalent” Titles and Ranks).
- b. An appointment to the position of Dean shall be full time.
- c. Deans with concurrent appointments that are covered by the Health Sciences Compensation Plan are subject to [APM - 670](#), Health Sciences Compensation Plan.

**240-17 Terms of Service**

- a. Subject to [APM - 240-20-a](#), appointments to the position of Dean shall normally be for a period of five (5) years, subject to reappointment. The Chancellor may approve a shorter service period. Appointments shall be made on a fiscal-year basis.
- b. Appointment as Acting or Interim Dean may be made either on an academic-year or fiscal-year basis, as determined by campus need.

**240-18 Salary**

Deans are positioned uniquely within the University system to serve as senior scholarly and professional leaders, thus, a fair and competitive salary structure must acknowledge this duality of purpose and attempt to achieve a balanced approach to decanal compensation. The full scope of decanal responsibilities must be considered in the context of the senior leader who bridges the University’s academic mission and administrative enterprise.

The Office of the President will publish a Deans Salary Structure, consisting of salary bands, each with established minimum and maximum ranges. The Chancellor will assign a unit salary to an individual Dean aligned with competitive market-based pay and based on compensable factors.

During the salary-setting process, the Chancellor shall review the matrix of compensable factors included with the Deans Salary Structure. Compensable factors to consider and weigh to determine salary are: academic discipline; core functions of the job (size, scope, and complexity); market-based benchmarks; University faculty salary rank and step; strategic prioritization of the Campus, Division, College, School, or similar academic unit; and challenges unique to the history of the Campus, Division, College, School, or similar academic unit.

**a. Determination of Salary**

- (1) **Dean Salary Range.** A salary range for Deans established and maintained by the Office of the President shall serve as a baseline for determining appointment salary. Adjustments to the salary range shall not automatically result in corresponding increases in individual salaries.
- (2) **Prior administrative experience.** Prior relevant administrative experience may be considered in determining appropriate salary.
- (3) **Market conditions and comparability.** To pay competitive total compensation in regional and national marketplaces, the Chancellor may consider external market comparability and other market-based conditions in determining an appropriate salary. Comparisons used to determine compensation shall be to institutions comparable to the rank and stature of the University of California and may be selected to address the needs of the individual schools and/or disciplines.
- (4) **Equity within the University of California System.** Comparisons with equivalent Dean positions and responsibilities within the University may be considered in determining an appropriate salary.
- (5) **Academic Senate Faculty salary.** To encourage service as Dean, the Dean's administrative salary shall at all times remain greater than the Dean's University of California Academic Senate Faculty salary.

b. **Merit Increases**

- (1) **Basis for Merit Increase.** A Dean shall be eligible for consideration of an annual merit increase associated with the administrative salary in accordance with campus procedures and the availability of funding. The decanal administrative merit review criteria and procedure are separate and distinct from the academic merit review criteria and procedure established under [APM - 615](#), Salary Increases/Merit.

Eligibility to offer administrative merit increases will be determined by the President as part of the annual academic salary program.

- (2) **Eligibility.** The Dean's appointment must take effect no later than April 1 to be eligible for an administrative merit increase during the subsequent merit cycle.
- (3) **Amount of Merit Increase.** The amount of a Dean's administrative merit increase shall be based upon the following factors:
  - (a) The Dean's annual assessment (see APM -240-80).

(b) The Dean's current salary and position within the salary range relative to comparable internal positions.

(c) Availability of funding.

**c. Equity or Retention Increases**

(1) The Chancellor may approve a salary increase to correct a significant salary inequity in individual circumstances based on factors such as rapidly changing external market conditions or a disparity created by new appointees in the same or substantially similar Dean positions, either at the campus or within the University, who have comparable levels of skills and experience.

(2) The Chancellor may approve a salary increase when a five (5)-year review has resulted in a recommendation to reappoint the Dean and has identified significant achievements and/or sustained excellent administrative performance beyond that which can be rewarded in the annual merit review process. A salary increase also may be justified at the time of reappointment if market conditions or internal equity factors have changed since appointment, or if necessary to retain the Dean following a successful five (5)-year review.

(3) An equity or retention increase shall be effective on the same date as the administrative merit to the extent possible. The merit increase shall be applied first, and any additional equity or retention increase shall be determined after applying the merit adjustment. An additional increase beyond the merit adjustment shall be provided only if the applied merit increase does not resolve the inequity or retention issue.

(4) If a Dean receives an equity or retention increase in a fiscal year prior to the commitment of merit funding, the subsequent merit shall be calculated based upon the salary prior to any adjustment. A merit increase will only be applied if the merit calculation is more than the equity or retention increase.

**d. Compensation for Appointment as Acting or Interim Dean**

(1) Administrative compensation shall be paid to an Acting Dean for assuming the responsibilities of an appointed Dean who is on an approved leave of absence or sabbatical leave for at least one (1) academic term.

(2) Administrative compensation shall be paid to an Interim Dean when the individual is serving as Dean on an interim basis when a new permanent Dean has not yet been named.



- (3) Compensation for an Acting or Interim Dean shall be set in accordance with normal campus practice.

e. **Additional University Compensation**

A Dean is compensated for full-time University service. Types of additional University compensation include, but are not limited to, the following circumstances:

- (1) **Summer Research.** Deans may receive up to 1/12th payment for summer research based on their annual decanal salary. In such instances, accrued vacation shall be used in proportion to the research days worked.
- (2) **Summer Session Teaching.** Deans may receive up to 1/12th payment for summer session teaching. In such instances, accrued vacation shall be used in proportion to the teaching days worked.
- (3) **Additional Administrative Duties.** In exceptional circumstances, the Chancellor may assign a Dean to additional and temporary administrative duties within the University. In such cases, the campus may provide a stipend for the additional temporary administrative responsibilities.
- (4) **Acting or Interim Dean Appointments.** Academic-year Acting or Interim Dean appointees may receive administrative compensation for duties during the summer period. In combination with other University compensation for teaching and/or research duties, the total summer compensation may not exceed 3/9ths, exclusive of any stipends.

240-20 **Conditions of Employment**

- a. Individuals appointed to the titles of Dean, Acting Dean, or Interim Dean serve at the discretion of the Chancellor. The Chancellor may terminate the appointment of a Dean at will at any time, after discussion with an appropriate group of the faculty as determined by the Chancellor and after consultation with the Academic Senate. Once the Chancellor terminates the appointment of a Dean, the action is not subject to grievance unless the reasons for the termination are unlawful or in violation of University policy.
- b. Termination of a Dean appointment does not affect the underlying faculty appointment.
- c. Outside Professional Activities are allowed as follows:

A Dean may engage in outside activities as defined by and in accordance with

[APM - 025](#), Conflict of Commitment and Outside Activities of Faculty Members. A Dean who has a concurrent Health Sciences Compensation Plan appointment may engage in outside activities as defined by and in accordance with [APM - 671](#), Conflict of Commitment and Outside Activities of Health Sciences Compensation Plan Participants. The following additional provisions apply to all Deans:

- (1) A Dean may serve on no more than three (3) for-profit external boards (not entities of the University of California) for which the Dean receives compensation and has governance responsibilities.
- (2) All compensated and uncompensated outside professional activities, including consulting activity, shall be reported annually to the Chancellor.
- (3) In accordance with [APM - 025](#), Conflict of Commitment and Outside Activities of Faculty Members, a Dean may in each fiscal year engage in a maximum of forty-eight (48) calendar days of compensated and uncompensated outside professional activity, which includes the twelve (12) compensated days cited in paragraph (4) below.

In accordance with [APM - 671](#), Conflict of Commitment and Outside Activities of Health Sciences Compensation Plan Participants, a Dean who has a concurrent Health Sciences Compensation Plan appointment may in each fiscal year engage in a maximum of twenty-one (21) to forty-eight (48) calendar days of compensated and uncompensated outside professional activity as determined by School Implementation Procedures, which includes the twelve (12) compensated days cited in paragraph (4) below.

- (4) A Dean may engage in compensated outside professional activity for up to twelve (12) University workdays per fiscal year without deducting from vacation leave balances. In excess of twelve (12) work days, a Dean shall use accrued vacation leave for performing compensated outside professional activities.

#### 240-24 Authority

- a. The Chancellor has the authority to appoint and reappoint a Dean including those serving in an interim or acting capacity, and to approve the Dean's appointment salary and appropriate salary increases up to the established maximum published in the Deans Salary Structure and in accordance with campus procedures.
- b. For initial appointments and five (5)-year reviews, the Chancellor, after consultation with the Academic Senate, shall appoint an advisory committee. In all cases, the Academic Senate and the faculty of the respective Division,

College, School, or other similar academic unit will be consulted.

- c. The Chancellor shall report annually to the Provost and Executive Vice President any new appointees to the title of Dean or salary increases to existing appointees.
- d. Deans and acting and interim appointees to this title serve at the discretion of the Chancellor. The Chancellor may end the appointment of a Dean at will and at any time, after discussion with an appropriate group of the faculty as determined by the Chancellor and after consultation with the Academic Senate.

#### 240-60 **Benefits and Privileges**

##### a. **Vacation Accrual**

- (1) Deans accrue and use vacation leave in accordance with [APM - 730](#), Leaves of Absence/Vacation.
- (2) The Chancellor shall develop campus procedures for reporting vacation usage.
- (3) The Chancellor shall grant a Dean no more than thirty (30) days in any academic year for the purpose of attending international conferences and related scholarly activities. For additional time off beyond thirty (30) days, a Dean shall be required to use accrued vacation. The Chancellor may approve the additional time off as leave without pay once vacation leave has been exhausted.

##### b. **Medical Leave**

Deans do not accrue sick leave. However, Deans shall be granted paid medical leave for periods of personal illness, injury, or disability. See [APM - 710-11](#), Paid Medical Leave for Academic Appointees Who Do Not Accrue Sick Leave.

##### c. **Sabbatical Leave Accrual**

- (1) Deans accrue sabbatical leave credit by virtue of holding an underlying Academic Senate faculty appointment in accordance with [APM - 740-11-c-5](#), Leaves of Absence/Sabbatical Leaves.
- (2) Deans shall continue to accrue sabbatical leave credit beyond the established limits set forth in [APM - 740-16-a](#) for the duration of the Dean appointment.

##### d. **Administrative Leave**

The Chancellor may approve an administrative leave during appointment as Dean in accordance with [APM - 758](#), Leaves of Absence/Other Leaves With Pay.

e. **Transition Leave**

- (1) A Dean may be eligible to take a transition leave immediately following the conclusion of the appointment to provide an opportunity to redirect primary efforts to scholarly activities.
- (2) Paid transition leave shall result in corresponding deduction of sabbatical leave credits and is subject to the terms and conditions described in [APM - 740](#), Leaves of Absence/Sabbatical Leaves.
- (3) Transition leave shall be paid at either the current administrative or faculty rate contingent upon when sabbatical leave credits were accrued. The salary rate for that portion of the leave compensated at the administrative salary rate is ineligible for any increase. The faculty salary rate is subject to any change that may result from salary scale adjustments or academic personnel review during the period of the leave.

If sabbatical leave credits are exhausted before the conclusion of a transition leave period, the Chancellor may approve a leave with pay at the faculty salary rate through the conclusion of the transition leave period. The individual is required to fulfill a return to active University service requirement (as stated in [APM - 740-16-d](#)) equal to the total period of the transition leave.

Sabbatical leave credits do not accrue during transition leave periods. Sabbatical leave credit accrual resumes upon return to University faculty service.

- (4) The combined total of transition leave and sabbatical leave taken during administrative service within the immediate prior five (5) years may not exceed one year (12 months).

240-80 **Review Procedures for Decanal Duties**

This section of policy formalizes review procedures for the administrative portion of a Dean's duties. The administrative review procedures are separate and distinct from the formal academic review procedures governing the underlying faculty appointment as described in [APM - 210](#), Review and Appraisal Committees, and [APM - 220](#), Professor Series.

a. **Annual Assessment**

The Chancellor shall conduct an annual assessment for each Dean. The Chancellor shall communicate the key components of the assessment to each Dean.

**b. Five-Year Review and Reappointment**

- (1) The Chancellor shall conduct a five (5)-year review for each Dean to determine whether reappointment to another term is warranted. In each case involving the five (5)-year review of a Dean, the Chancellor, after consultation with the Academic Senate, shall appoint an advisory committee to review the Dean's performance and accomplishments. The advisory committee shall report its findings to the Chancellor.
- (2) The Chancellor shall develop the criteria and procedures for conducting five (5)-year Dean reviews.
- (3) A Dean's overall performance should be judged as distinguished or highly meritorious in order to be reappointed.

**Revision History**

XX,XX,2020:

- Substantive revisions to: (1) add language regarding uncompensated outside professional activities in APM - 240-20; (2) clarify that a Dean who holds a concurrent Health Sciences Compensation Plan appointment is subject to [APM - 670](#), Health Sciences Compensation Plan, and [APM - 671](#), Conflict of Commitment and Outside Activities of Health Sciences Compensation Plan Participants; and (3) revise the language in Section 240-18-a(5) to refer to the salary of the underlying faculty appointment.
- Technical revisions to: (1) remove gendered language; (2) correct minor grammatical errors; (3) clarify intent; and (4) align language with APM - 246.

#### 246-4 Definitions and Policy

Faculty Administrators who are appointed at 100% time are primarily responsible for administrative duties but maintain their underlying faculty appointment. A Faculty Administrator shall hold a concurrent University faculty appointment (as defined in [APM - 110-4\(15\)](#)). The Chancellor may, after consultation with the Academic Senate, appoint a committee to advise in the selection of a Faculty Administrator. The faculty shall be consulted regarding the selection, as appropriate and in accordance with campus practice.

~~Chancellors may designate additional eligible titles as appropriate.~~

Faculty may be appointed to administrative service positions at 100% time into the following titles:

a. **Vice Provost, Associate Vice Provost, Associate Vice Chancellor, or Associate Dean**

The Faculty Administrators in these titles assume a portion, or a specific function of the duties assigned to the respective Provost, Vice Chancellor, or Dean and may act in their behalf as requested.

b. **College Provost**

~~This A College Provost~~ is the head of an undergraduate college and has administrative responsibility for the College.

c. **Other Titles**

~~Chancellors may designate additional eligible titles as appropriate.~~

#### 246-10 Criteria for Appointment

Criteria for appointment of a Faculty Administrator shall be developed by each Chancellor.<sup>1</sup>

#### 246-14 Eligibility

- a. Faculty Administrators or Acting and Interim Faculty Administrators appointed

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<sup>1</sup> In accordance with [APM - 100-6-d](#), the Chancellor may redelegate to a designee authority for implementing APM - 246.

at 100% time are subject to [APM - 246](#).

- b. Faculty Administrators or Acting and Interim Faculty Administrators appointed at less than 100% time are subject to [APM - 241](#), Faculty Administrators (Positions Less than 100%).

#### 246-16 Restrictions

The following restrictions apply to the appointment of a Faculty Administrator:

- a. Faculty Administrators are subject to all Academic Personnel policies (APM).
- b. Faculty Administrators with concurrent appointments that are covered by the Health Sciences Compensation Plan are subject to [APM - 670](#), Health Sciences Compensation Plan.

#### 246-17 Terms of Service

- a. Subject to APM - 246-20-a, an appointment as a Faculty Administrator may be for a period of up to five (5) years, subject to reappointment. Appointments shall be made on a fiscal-year basis.
- b. Appointment as Acting or Interim Faculty Administrator may be made on an academic-year or fiscal-year basis as determined by campus need.

#### 246-18 Salary

##### a. Determination of Salary

Faculty Administrators' salaries shall be established based upon the following factors, as applicable:

- (1) **Prior administrative experience.** Prior relevant administrative experience may be considered in determining appropriate salary.
- (2) **Market conditions and comparability.** To pay competitive total compensation in regional and national marketplaces, the Chancellor may consider external market comparability and other market conditions in determining an appropriate salary. Comparisons used to determine compensation shall be to institutions comparable to the rank and stature of the University of California and may be selected to address the needs of individual schools and/or disciplines.

- (3) **Equity within the University of California System.** UC System internal comparison with equivalent Faculty Administrator positions and responsibilities may be considered in determining appropriate salary.
- (4) **Professorial Faculty salary.** As an incentive to serve in an administrative capacity, the Faculty Administrator's administrative salary should at all times remain greater than ~~his or her~~ the Faculty Administrator's University of California ~~professorial-faculty~~ salary.

b. **Merit Increases**

- (1) **Basis for Merit Increase.** A Faculty Administrator shall be eligible for consideration of an annual merit increase associated with the administrative salary in accordance with campus procedures and the availability of funding.

~~Funding for Eligibility to offer~~ administrative merit increases will be determined ~~annually through the University of California budget process by the President as part of the annual academic salary program.~~

- (2) **Eligibility.** ~~The A~~ Faculty Administrator must be appointed no later than April 1 to be eligible for an administrative merit increase during the subsequent merit cycle.
- (3) **Amount of Merit Increase.** The amount of a Faculty Administrator's administrative merit increase shall be based upon the following factors:
  - (a) The Faculty Administrator's annual assessment (see APM -246-80).
  - (b) The Faculty Administrator's current salary relative to internal comparable positions.
  - (c) Availability of ~~approved merit increase~~ funding.

c. **Equity Increases**

- (1) The Chancellor may approve an equity increase in order to maintain a Faculty Administrator's administrative salary at an amount greater than ~~his or her~~ the Faculty Administrator's University of California ~~professorial faculty~~ salary.
- (2) The Chancellor may approve an equity increase when a five ~~(5)~~-year review results in a recommendation to reappoint the Faculty Administrator and identifies significant achievements and/or sustained excellent administrative performance beyond that which can be rewarded in the annual merit process.



A salary increase may also be justified at the time of reappointment if market conditions or internal equity factors have changed since appointment, or if necessary to successfully retain the Faculty Administrator in light of a positive five (5)-year review.

- (3) An equity or retention increase shall be effective on the same date as the administrative merit (~~normally October 1~~), to the extent possible. The merit increase shall be applied first, and any additional equity or retention increase shall be determined after applying the merit adjustment. An additional increase beyond the merit adjustment shall be provided only if the applied merit increase does not resolve the inequity or retention issue.
- (4) If a Faculty Administrator receives an equity or retention increase in a fiscal year prior to the commitment of merit funding, the subsequent merit shall be calculated based upon the salary prior to any adjustment. A merit increase will only be applied if the merit calculation is more than the equity or retention increase.

**d. Compensation for Appointment as Acting or Interim Faculty Administrator**

- (1) Administrative compensation shall be paid to an Acting Faculty Administrator for assuming the responsibilities of an appointed Faculty Administrator who is on an approved leave of absence or sabbatical leave for at least one (1) academic term.
- (2) Administrative compensation shall be paid to an Interim Faculty Administrator when the individual is serving as Faculty Administrator on an interim basis when a new permanent Faculty Administrator has not yet been named.
- (3) Compensation for an Acting or Interim Faculty Administrator shall be structured in accordance with normal campus practice.

**e. Additional University Compensation**

A Faculty Administrator is compensated for administrative service. Types of additional University compensation include, but are not limited to, the following circumstances:

- (1) **Summer Research.** Faculty Administrators may receive up to 1/12th payment for summer research based on their annual salary. In such instances, accrued vacation shall be used in proportion to the research days worked.
- (2) **Additional Administrative ~~Role~~Duties.** In exceptional circumstances, the Chancellor may appoint a Faculty Administrator to ~~an~~ additional and

temporary administrative ~~role~~ duties within the University. In such cases, the campus may provide a stipend for the additional temporary administrative responsibilities.

- (3) **Acting or Interim Faculty Administrator Appointments.** Academic-year Acting or Interim Faculty Administrator appointees may receive administrative compensation in the summer period. In combination with other University compensation for teaching and/or research duties, the total summer compensation may not exceed 3/9ths salary, exclusive of any stipends.

#### 246-20 Conditions of Employment

- a. Individuals appointed to the titles Faculty Administrator, Acting Faculty Administrator, or Interim Faculty Administrator serve at the discretion of the Chancellor. The Chancellor may terminate the appointment at any time, with or without cause.
- b. Termination of a Faculty Administrator appointment does not affect the underlying faculty appointment.
- c. ~~Conflict of Commitment and~~ Outside Professional Activities are allowed as follows:

A Faculty Administrator may engage in outside activities as defined by, and in accordance with, [APM - 025](#), Conflict of Commitment and Outside Activities of Faculty Members; ~~and, if a~~ A Faculty Administrator who has a concurrent Health Sciences Compensation Plan appointment, ~~may engage in outside activities as defined by and~~ in accordance with ~~APM - 670~~ [APM - 671](#), ~~Health Sciences Compensation Plan and Guidelines on Occasional Outside Professional Activities by~~ Conflict of Commitment and Outside Activities of Health Sciences Compensation Plan Participants; ~~and~~ The following ~~restrictions~~ provisions apply to all Faculty Administrators:

- (1) A Faculty Administrator may serve on no more than three (3) for-profit boards that are not entities of the University of California, for which ~~he or she~~ the Faculty Administrator receives compensation and ~~for which he or she~~ has governance responsibilities.
- (2) All compensated and uncompensated outside professional activities, including ~~compensated~~ consulting, shall be reported annually to the Chancellor.
- (3) In accordance with [APM - 025](#), Conflict of Commitment and Outside

Activities of Faculty Members, a Faculty Administrator may in each fiscal year engage in a maximum of forty-eight (48) calendar days of compensated and uncompensated outside professional activity, which includes the twelve (12) compensated days cited in paragraph (4) below.

In accordance with APM - 671, Conflict of Commitment and Outside Activities of Health Sciences Compensation Plan Participants, a Faculty Administrator who has a concurrent Health Sciences Compensation Plan appointment may in each fiscal year engage in a maximum of twenty-one (21) to forty-eight (48) calendar days of compensated and uncompensated outside professional activity as determined by School Implementation Procedures, which includes the twelve (12) compensated days cited in paragraph (4) below.

- (4) A Faculty Administrator may engage in compensated outside professional activity for up to twelve (12) University workdays per fiscal year without deducting from ~~his or her~~ vacation leave balances. In excess of twelve (12) workdays, ~~s/he shall use~~ accrued vacation leave shall be used for compensated outside professional activities.

#### 246-24 Authority

The Chancellor has the authority to appoint and reappoint a Faculty Administrator, including one who serves in an Interim or Acting capacity, and to approve the Faculty Administrator's appointment salary and appropriate salary increases up to the established systemwide Academic Compensation Level<sup>2</sup> Thresholds in accordance with campus procedures. The Chancellor has the authority to designate other administrative positions, such as the Director of a major research institute for appointments at 100% time. The Chancellor may redelegate authority to a designee for implementing APM - 246 (See APM - 100-6-d).

#### 246-60 Benefits and Privileges

##### a. Vacation Accrual

- (1) Faculty Administrators accrue and use vacation leave in accordance with APM - 730, Leaves of Absence/Vacation.
- (2) The Chancellor shall develop campus procedures for reporting vacation usage.

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<sup>2</sup>~~As stated in Regents Standing Order 100.3(b).~~

- (3) A Faculty Administrator shall be granted no more than thirty (30) days in any academic year for the purpose of attending international conferences and related scholarly activities. For additional time off beyond thirty (30) days, a Faculty Administrator shall be required to use accrued vacation. However, if the Faculty Administrator does not have sufficient accrued vacation, the Chancellor may approve the additional time off as leave without pay.

**b. Medical Leave**

Faculty Administrators do not accrue sick leave. However, Faculty Administrators shall be granted paid medical leave for periods of personal illness, injury, or disability. See [APM - 710-11](#), Paid Medical Leave for Academic Appointees Who Do Not Accrue Sick Leave.

**c. Sabbatical Leave Accrual**

Faculty Administrators accrue sabbatical leave credit ~~based on their~~ by virtue of holding an underlying faculty appointment in accordance with [APM - 740-11-c-5](#), Leaves of Absence/Sabbatical Leaves except that they may accrue sabbatical credit beyond the established limits set forth in [APM - 740-16](#) for the duration of their Faculty Administrator appointment.

**d. Sabbatical Leave During Administrative Service**

The Chancellor may approve a sabbatical leave during a Faculty Administrator's appointment.

**246-80 Review Procedures**

The administrative review procedures outlined in this section are separate and distinct from the formal academic review procedures governing the underlying faculty appointment as described in [APM - 210](#), Review and Appraisal Committees, and [APM - 220](#), Professor Series.

**a. Annual Assessment**

The Chancellor shall conduct an annual assessment for each Faculty Administrator. The Chancellor shall communicate the key results of the assessment to each Faculty Administrator.

**b. Five-Year Review and Reappointment**

- (1) The Chancellor shall conduct a review for each Faculty Administrator no

later than once every five (5) years to determine whether reappointment to another term is warranted.

- (2) The Chancellor shall develop the criteria and procedures for conducting five (5)-year Faculty Administrator reviews.

### **Revision History**

#### **XX,XX,2020:**

- Substantive revisions to: (1) add language regarding uncompensated outside professional activities in APM - 246-20-c; (2) clarify that a Faculty Administrator who holds a concurrent Health Sciences Compensation Plan appointment is subject to APM - 670, Health Sciences Compensation Plan, and APM - 671, Conflict of Commitment and Outside Activities of Health Sciences Compensation Plan Participants; and (3) revise the language in Section 246-18-a(4) to refer to the salary of the underlying faculty appointment.
- Technical revisions to: (1) remove gendered language; (2) correct minor grammatical errors; (3) clarify intent; and (4) align language with APM - 240.

#### 246-4 **Definitions and Policy**

Faculty Administrators who are appointed at 100% time are primarily responsible for administrative duties but maintain their underlying faculty appointment. A Faculty Administrator shall hold a concurrent University faculty appointment (as defined in [APM - 110-4\(15\)](#)). The Chancellor may, after consultation with the Academic Senate, appoint a committee to advise in the selection of a Faculty Administrator. The faculty shall be consulted regarding the selection as appropriate and in accordance with campus practice.

Faculty may be appointed to administrative service positions at 100% time into the following titles:

a. **Vice Provost, Associate Vice Provost, Associate Vice Chancellor, or Associate Dean**

The Faculty Administrators in these titles assume a portion, or a specific function of the duties assigned to the respective Provost, Vice Chancellor, or Dean and may act in their behalf as requested.

b. **College Provost**

A College Provost is the head of an undergraduate college and has administrative responsibility for the College.

c. **Other Titles**

Chancellors may designate additional eligible titles as appropriate.

#### 246-10 **Criteria for Appointment**

Criteria for appointment of a Faculty Administrator shall be developed by each Chancellor.<sup>1</sup>

#### 246-14 **Eligibility**

- a. Faculty Administrators or Acting and Interim Faculty Administrators appointed at 100% time are subject to [APM - 246](#).

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<sup>1</sup> In accordance with [APM - 100-6-d](#), the Chancellor may redelegate to a designee authority for implementing APM - 246.

- b. Faculty Administrators or Acting and Interim Faculty Administrators appointed at less than 100% time are subject to [APM - 241](#), Faculty Administrators (Positions Less than 100%).

#### 246-16 **Restrictions**

The following restrictions apply to the appointment of a Faculty Administrator:

- a. Faculty Administrators are subject to all Academic Personnel policies (APM).
- b. Faculty Administrators with concurrent appointments that are covered by the Health Sciences Compensation Plan are subject to [APM - 670](#), Health Sciences Compensation Plan.

#### 246-17 **Terms of Service**

- a. Subject to [APM - 246-20-a](#), an appointment as a Faculty Administrator may be for a period of up to five (5) years, subject to reappointment. Appointments shall be made on a fiscal-year basis.
- b. Appointment as Acting or Interim Faculty Administrator may be made on an academic-year or fiscal-year basis as determined by campus need.

#### 246-18 **Salary**

##### a. **Determination of Salary**

Faculty Administrators' salaries shall be established based upon the following factors, as applicable:

- (1) **Prior administrative experience.** Prior relevant administrative experience may be considered in determining appropriate salary.
- (2) **Market conditions and comparability.** To pay competitive total compensation in regional and national marketplaces, the Chancellor may consider external market comparability and other market conditions in determining an appropriate salary. Comparisons used to determine compensation shall be to institutions comparable to the rank and stature of the University of California and may be selected to address the needs of individual schools and/or disciplines.

- (3) **Equity within the University of California System.** UC System internal comparison with equivalent Faculty Administrator positions and responsibilities may be considered in determining appropriate salary.
- (4) **Faculty salary.** As an incentive to serve in an administrative capacity, the Faculty Administrator's administrative salary should at all times remain greater than the Faculty Administrator's University of California faculty salary.

b. **Merit Increases**

- (1) **Basis for Merit Increase.** A Faculty Administrator shall be eligible for consideration of an annual merit increase associated with the administrative salary in accordance with campus procedures and the availability of funding.

Eligibility to offer administrative merit increases will be determined by the President as part of the annual academic salary program.

- (2) **Eligibility.** A Faculty Administrator must be appointed no later than April 1 to be eligible for an administrative merit increase during the subsequent merit cycle.
- (3) **Amount of Merit Increase.** The amount of a Faculty Administrator's administrative merit increase shall be based upon the following factors:
  - (a) The Faculty Administrator's annual assessment (see APM -246-80).
  - (b) The Faculty Administrator's current salary relative to internal comparable positions.
  - (c) Availability of funding.

c. **Equity Increases**

- (1) The Chancellor may approve an equity increase in order to maintain a Faculty Administrator's administrative salary at an amount greater than the Faculty Administrator's University of California faculty salary.
- (2) The Chancellor may approve an equity increase when a five (5)-year review results in a recommendation to reappoint the Faculty Administrator and identifies significant achievements and/or sustained excellent administrative performance beyond that which can be rewarded in the annual merit process. A salary increase may also be justified at the time of reappointment if market conditions or internal equity factors have changed since appointment, or if necessary to successfully retain the Faculty Administrator in light of a



positive five (5)-year review.

- (3) An equity or retention increase shall be effective on the same date as the administrative merit to the extent possible. The merit increase shall be applied first, and any additional equity or retention increase shall be determined after applying the merit adjustment. An additional increase beyond the merit adjustment shall be provided only if the applied merit increase does not resolve the inequity or retention issue.
- (4) If a Faculty Administrator receives an equity or retention increase in a fiscal year prior to the commitment of merit funding, the subsequent merit shall be calculated based upon the salary prior to any adjustment. A merit increase will only be applied if the merit calculation is more than the equity or retention increase.

**d. Compensation for Appointment as Acting or Interim Faculty Administrator**

- (1) Administrative compensation shall be paid to an Acting Faculty Administrator for assuming the responsibilities of an appointed Faculty Administrator who is on an approved leave of absence or sabbatical leave for at least one (1) academic term.
- (2) Administrative compensation shall be paid to an Interim Faculty Administrator when the individual is serving as Faculty Administrator on an interim basis when a new permanent Faculty Administrator has not yet been named.
- (3) Compensation for an Acting or Interim Faculty Administrator shall be structured in accordance with normal campus practice.

**e. Additional University Compensation**

A Faculty Administrator is compensated for administrative service. Types of additional University compensation include, but are not limited to, the following circumstances:

- (1) **Summer Research.** Faculty Administrators may receive up to 1/12th payment for summer research based on their annual salary. In such instances, accrued vacation shall be used in proportion to the research days worked.
- (2) **Additional Administrative Duties.** In exceptional circumstances, the Chancellor may appoint a Faculty Administrator to additional and temporary administrative duties within the University. In such cases, the campus may provide a stipend for the additional temporary administrative responsibilities.

- (3) **Acting or Interim Faculty Administrator Appointments.** Academic-year Acting or Interim Faculty Administrator appointees may receive administrative compensation in the summer period. In combination with other University compensation for teaching and/or research duties, the total summer compensation may not exceed 3/9ths salary, exclusive of any stipends.

#### 246-20 Conditions of Employment

- a. Individuals appointed to the titles Faculty Administrator, Acting Faculty Administrator, or Interim Faculty Administrator serve at the discretion of the Chancellor. The Chancellor may terminate the appointment at any time, with or without cause.
- b. Termination of a Faculty Administrator appointment does not affect the underlying faculty appointment.
- c. Outside Professional Activities are allowed as follows:

A Faculty Administrator may engage in outside activities as defined by, and in accordance with, [APM - 025](#), Conflict of Commitment and Outside Activities of Faculty Members. A Faculty Administrator who has a concurrent Health Sciences Compensation Plan appointment may engage in outside activities as defined by and in accordance with [APM - 671](#), Conflict of Commitment and Outside Activities of Health Sciences Compensation Plan Participants. The following provisions apply to all Faculty Administrators:

- (1) A Faculty Administrator may serve on no more than three (3) for-profit boards that are not entities of the University of California, for which the Faculty Administrator receives compensation and has governance responsibilities.
- (2) All compensated and uncompensated outside professional activities, including consulting, shall be reported annually to the Chancellor.
- (3) In accordance with [APM - 025](#), Conflict of Commitment and Outside Activities of Faculty Members, a Faculty Administrator may in each fiscal year engage in a maximum of forty-eight (48) calendar days of compensated and uncompensated outside professional activity, which includes the twelve (12) compensated days cited in paragraph (4) below.

In accordance with [APM - 671](#), Conflict of Commitment and Outside Activities of Health Sciences Compensation Plan Participants, a Faculty Administrator who has a concurrent Health Sciences Compensation Plan

appointment may in each fiscal year engage in a maximum of twenty-one (21) to forty-eight (48) calendar days of compensated and uncompensated outside professional activity as determined by School Implementation Procedures, which includes the twelve (12) compensated days cited in paragraph (4) below.

- (4) A Faculty Administrator may engage in compensated outside professional activity for up to twelve (12) University workdays per fiscal year without deducting from vacation leave balances. In excess of twelve (12) workdays, accrued vacation leave shall be used for compensated outside professional activities.

#### 246-24 Authority

The Chancellor has the authority to appoint and reappoint a Faculty Administrator, including one who serves in an Interim or Acting capacity, and to approve the Faculty Administrator's appointment salary and appropriate salary increases up to the established systemwide Academic Compensation Thresholds in accordance with campus procedures. The Chancellor has the authority to designate other administrative positions, such as the Director of a major research institute for appointments at 100% time. The Chancellor may redelegate authority to a designee for implementing APM - 246 (See APM - 100-6-d).

#### 246-60 Benefits and Privileges

##### a. Vacation Accrual

- (1) Faculty Administrators accrue and use vacation leave in accordance with [APM - 730](#), Leaves of Absence/Vacation.
- (2) The Chancellor shall develop campus procedures for reporting vacation usage.
- (3) A Faculty Administrator shall be granted no more than thirty (30) days in any academic year for the purpose of attending international conferences and related scholarly activities. For additional time off beyond thirty (30) days, a Faculty Administrator shall be required to use accrued vacation. However, if the Faculty Administrator does not have sufficient accrued vacation, the Chancellor may approve the additional time off as leave without pay.

##### b. Medical Leave

Faculty Administrators do not accrue sick leave. However, Faculty Administrators shall be granted paid medical leave for periods of personal illness, injury, or disability. See [APM - 710-11](#), Paid Medical Leave for Academic Appointees Who Do Not Accrue Sick Leave.

**c. Sabbatical Leave Accrual**

Faculty Administrators accrue sabbatical leave credit by virtue of holding an underlying faculty appointment in accordance with [APM - 740-11-c-5](#), Leaves of Absence/Sabbatical Leaves except that they may accrue sabbatical credit beyond the established limits set forth in [APM - 740-16](#) for the duration of their Faculty Administrator appointment.

**d. Sabbatical Leave During Administrative Service**

The Chancellor may approve a sabbatical leave during a Faculty Administrator's appointment.

**246-80 Review Procedures**

The administrative review procedures outlined in this section are separate and distinct from the formal academic review procedures governing the underlying faculty appointment as described in [APM - 210](#), Review and Appraisal Committees, and [APM - 220](#), Professor Series.

**a. Annual Assessment**

The Chancellor shall conduct an annual assessment for each Faculty Administrator. The Chancellor shall communicate the key results of the assessment to each Faculty Administrator.

**b. Five-Year Review and Reappointment**

- (1) The Chancellor shall conduct a review for each Faculty Administrator no later than once every five (5) years to determine whether reappointment to another term is warranted.
- (2) The Chancellor shall develop the criteria and procedures for conducting five (5)-year Faculty Administrator reviews.

**Revision History**

XX,XX,2020:

Rev. XX/XX/2020

- Substantive revisions to: (1) add language regarding uncompensated outside professional activities in APM - 246-20-c; (2) clarify that a Faculty Administrator who holds a concurrent Health Sciences Compensation Plan appointment is subject to [APM - 670](#), Health Sciences Compensation Plan, and [APM - 671](#), Conflict of Commitment and Outside Activities of Health Sciences Compensation Plan Participants; and (3) revise the language in Section 246-18-a(4) to refer to the salary of the underlying faculty appointment.
- Technical revisions to: (1) remove gendered language; (2) correct minor grammatical errors; (3) clarify intent; and (4) align language with APM - 240.

## MODEL COMMUNICATION

The University invites comments on proposed revisions to Academic Personnel Manual Sections 240 (APM - 240), Deans, and 246 (APM - 246), Faculty Administrators (100% Time).

Summarized below are the proposed key revisions that are being distributed for systemwide review.

- To align with previous revisions to APM - 025, Conflict of Commitment and Outside Activities of Faculty Members, language has been added in Sections 240-20-c and 246-20-c to clarify that both uncompensated and compensated activities are reported and count toward the time limit, but that vacation days are deducted only for compensated activities;
- Language has been added to clarify that Deans and Faculty Administrators who hold concurrent Health Sciences Compensation Plan appointments are subject to APM - 670, Health Sciences Compensation Plan, and APM - 671, Conflict of Commitment and Outside Activities of Health Sciences Compensation Plan Participants; and
- Since faculty administrative salaries should be greater than the underlying faculty appointments, the language in Sections 240-18-a(5) and 246-18-a(4) has been revised to refer to the salary of the underlying faculty appointment.

The proposed revisions to APM - 240, Deans, and APM - 246, Faculty Administrators (100% Time) are posted under the “Systemwide Review” tab at: <https://www.ucop.edu/academic-personnel-programs/academic-personnel-policy/policies-under-review/index.html>. It may also be viewed at \_\_\_\_\_ [e.g., *the campus Academic Personnel Office or Human Resources Office*].

If you have any questions or if you wish to comment, please contact \_\_\_\_\_ at \_\_\_\_\_, no later than \_\_\_\_\_, 2020.