SENATE COMMITTEE CHAIRS

SENATE DIVISION CHAIRS

Dear Colleagues:

I have enclosed materials for a systemwide “final” review of APM 600. This was reviewed last year and Council requested additional review based on a clearly marked version of the proposed changes accompanied by explanations of the reasoning underlying the proposals (see enclosed letter). Please pay particular attention to the redlined version of the proposed policy revisions that is included in the packet of materials. Council’s July 2013 letter and Vice Provost Carlson’s request are appended to this letter. The materials for review are attached in a separate pdf entitled “Final Review Portfolio 10-9-13” and can also be found on Academic Personnel’s website under the Final Review section at: http://www.ucop.edu/academic-personnel/academic-personnel-policy/policies-under-review/index.html.

Please submit any comments to SenateReview@ucop.edu by Monday, November 25 for discussion during the Council iLinc meeting scheduled on December 4. Our response is due to Vice Provost Carlson by December 20. Thank you, and please do not hesitate to contact me if you have any questions.

Sincerely,

Bill Jacob, Chair
Academic Council

Cc: Senate Executive Directors
    Senate Committee Analysts
Robert L. Powell  
Telephone: (510) 987-0711  
Fax: (510) 763-0309  
Email: Robert.Powell@ucop.edu

Chair of the Assembly and the Academic Council  
Faculty Representative to the Board of Regents  
University of California  
1111 Franklin Street, 12th Floor  
Oakland, California 94607-5200

July 17, 2013

SUSAN CARLSON, VICE PROVOST  
ACADEMIC PERSONEL

Dear Susan:

As we discussed at the June 26 Academic Council meeting, I have enclosed a table of all the comments submitted by divisions and committees on the proposed revisions to APM 600, as well as all of the responses. As we agreed, your office will circulate for review a side-by-side comparison of the current APM 600 and the proposed language with strikeouts and additions noted, as well as the rationale for each proposed change, by September 1. As we agreed, those sections which did not elicit comment can be assumed to be acceptable to the Senate and do not need to be circulated for further review.

We appreciate the opportunity to thoroughly review the proposed amendments to APM 600.

Sincerely,

Robert L. Powell  
Chair  
Academic Council

Cc:  
     Academic Council  
     Martha Winnacker, Senate Executive Director  
     Janet Lockwood, Academic Personnel Policy Manager
<table>
<thead>
<tr>
<th>APM Section</th>
<th>Div/Cte</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>510 UCB</td>
<td></td>
<td>The provisions of APM 510 related to inter-campus recruitment and hiring merit wider discussion</td>
</tr>
<tr>
<td>510 UCB</td>
<td></td>
<td>Opposed to including caps on start-up packages in APM</td>
</tr>
<tr>
<td>510 UCSC</td>
<td></td>
<td>No justification is provided why draft APM 510 only applies to Senate faculty, instead of all academic appointees who hold appointments for more than one year.</td>
</tr>
<tr>
<td>510 UCSD, UCFW</td>
<td></td>
<td>Consider UCFW's suggestions on intercampus transfers</td>
</tr>
<tr>
<td>510-16.b UCSC</td>
<td></td>
<td>Exempts administrative positions from limits on salary increases when moving to another campus</td>
</tr>
<tr>
<td>510-16.b UCAP</td>
<td></td>
<td>Does not address the stipends for administrative appointments. Deans should not be put into a special category as if they are only administration.</td>
</tr>
<tr>
<td>510-18-c UCD</td>
<td></td>
<td>Clarify &quot;next highest step&quot; - salary equivalent? Merit step?</td>
</tr>
<tr>
<td>510-18-c UCD</td>
<td></td>
<td>Clarify review process for barrier steps</td>
</tr>
<tr>
<td>510-18-d UCD</td>
<td></td>
<td>Implies that a candidate can be promoted and advanced in rank without Senate review and approval. Contradicts APM 220-1</td>
</tr>
<tr>
<td>510-18-h UCD</td>
<td></td>
<td>Specifies that the salary may be more than one step above that at the initiation of the recruitment, but does not indicate that the rank and step might be more than one step higher</td>
</tr>
<tr>
<td>600-00 UCSC</td>
<td></td>
<td>“Indexed Compensation Level (ICL)” should be defined in draft APM 600-0</td>
</tr>
<tr>
<td>600-4.d UCSC</td>
<td></td>
<td>Written clarity: jobs and compensation are different things.</td>
</tr>
<tr>
<td>600-4.f UCSC</td>
<td></td>
<td>Written clarity: replace with “A fiscal-year appointment is an appointment for service throughout the calendar year”</td>
</tr>
<tr>
<td>600-8 UCSC</td>
<td></td>
<td>Written clarity: badly punctuated and hard to read</td>
</tr>
<tr>
<td>600-14 UCSC</td>
<td></td>
<td>Written clarity: subject and verb do not agree</td>
</tr>
<tr>
<td>600-14.b UCSC</td>
<td></td>
<td>Draft APM 600-14.b and draft APM 600-Appendix1 are inconsistent with draft APM 662-9.</td>
</tr>
<tr>
<td>600-14.d UCSC</td>
<td></td>
<td>Compensation for reading and judging manuscripts is described as “additional compensation” and subject to limits on compensation. At present it is dealt with in APM 665 and is exempt from limits, like honoraria.</td>
</tr>
<tr>
<td>600-14.e.i UCSC</td>
<td></td>
<td>The phrase “otherwise than” has been dropped in going from APM 660-16.a to draft APM 600-14.e.i, in error.</td>
</tr>
<tr>
<td>600-14.e.iii UCSC</td>
<td></td>
<td>Written clarity: Employment is not performed. The rest of this item is badly written</td>
</tr>
<tr>
<td>600-14.e.v UCSC</td>
<td></td>
<td>Written clarity: This is incomprehensible.</td>
</tr>
<tr>
<td>600-14-3-iii UCORP</td>
<td></td>
<td>Negotiated Salary Trial Program would be in violation of this draft section</td>
</tr>
<tr>
<td>600-18.b UCSC</td>
<td></td>
<td>Written clarity: &quot;This calculation includes...&quot; We have no idea what this means.</td>
</tr>
<tr>
<td>Section</td>
<td>UCSC/UCB</td>
<td>Comment</td>
</tr>
<tr>
<td>---------</td>
<td>----------</td>
<td>---------</td>
</tr>
<tr>
<td><strong>600-20.f</strong></td>
<td>UCSC</td>
<td>Written clarity: “In unusual circumstances...” This cannot possibly be what is intended.</td>
</tr>
<tr>
<td><strong>600-80</strong></td>
<td>UCSC</td>
<td>Written clarity: This whole page is badly written and hard to understand</td>
</tr>
<tr>
<td><strong>610</strong></td>
<td>UCSC</td>
<td>General scale increases in academic salaries are moved from the authority of the Regents under APM 610-0.a and b to the authority of the President under draft APM 610-8.a and b. P&amp;T is not aware if this is a delegation of authority approved by the Regents.</td>
</tr>
<tr>
<td><strong>620</strong></td>
<td>UCB</td>
<td>The proposed revision to APM 620 extends the possibility of “offscaled” (or “decoupled”) salaries to all academic appointees with the exception of students and appointees subject to a collective bargaining agreement. We do not review many of these titles. For those titles that do fall under our purview (i.e., Lecturers with Security of Employment and Potential Security of Employment), we cautiously endorse these proposed changes, but we note the importance of developing a clear policy for each campus, both for evaluating eligibility for such decoupled increments and for assessing their magnitude. The proposed revision to APM 620 extends the possibility of “offscaled” (or “decoupled”) salaries to all academic appointees with the exception</td>
</tr>
<tr>
<td><strong>620-0.c</strong></td>
<td>UCSC</td>
<td>This section is deleted from draft APM 620 and should be restored.</td>
</tr>
<tr>
<td><strong>620-14</strong></td>
<td>UCSC</td>
<td>Provide justification for including all academic titles as eligible for off-scale salaries</td>
</tr>
<tr>
<td><strong>620-16</strong></td>
<td>UCSC</td>
<td>Provide justification for why all limits on off-scale salaries awarded by Chancellors are removed (other than those above the Indexed Compensation Level)</td>
</tr>
<tr>
<td><strong>632</strong></td>
<td>UCSC</td>
<td>Summary states that APM 632 is merged in APM 633 in the draft. However, there is no APM 632 in draft.</td>
</tr>
<tr>
<td><strong>650</strong></td>
<td>UCSC</td>
<td>Summary lists changes to APM 650, but the draft revised policy is not included.</td>
</tr>
<tr>
<td><strong>650-18.a</strong></td>
<td>UCSC</td>
<td>Does the base salary include administrative salary? What is the justification?</td>
</tr>
<tr>
<td><strong>661</strong></td>
<td>UCLA</td>
<td>Should be revised to accommodate being paid at the rate in effect at the time of teaching</td>
</tr>
<tr>
<td><strong>661-0</strong></td>
<td>UCSC</td>
<td>No justification offered; likely to be a violation of faculty rights</td>
</tr>
<tr>
<td><strong>661-14</strong></td>
<td>UCSC</td>
<td>Section requires fiscal year faculty engaging in additional teaching to relinquish an appropriate number of vacation days, but nonfaculty fiscal-year appointees may request the use of vacation days or a temporary percentage reduction in their current appointment. Part-time fiscal year appointees may request a temporary increase in their percentage of appointment. Appointees who hold less than half-time fiscal-year appointments do not have to worry about any of this (presumably as a relic of the existing policy)!</td>
</tr>
<tr>
<td><strong>662</strong></td>
<td>UCSC</td>
<td>Draft APM 662 still includes UNEX teaching; 662 and 663 should not overlap.</td>
</tr>
<tr>
<td><strong>662-2</strong></td>
<td>UCI</td>
<td>Requiring faculty to teach full loads to be eligible for add'l non-summer teaching is a disincentive</td>
</tr>
<tr>
<td><strong>662-9.a</strong></td>
<td>UCSC</td>
<td>Draft APM 662-9.a and 662-9.b are mutually contradictory</td>
</tr>
<tr>
<td><strong>662-16.a.i</strong></td>
<td>UCSC</td>
<td>Existing APM 662-16 allows teaching in self-supporting degree programs to result in additional compensation except when it is assigned as part of the faculty member’s regular teaching load; the draft disallows this. Is this inadvertent? If not, please justify.</td>
</tr>
<tr>
<td>Section</td>
<td>Institution</td>
<td>Issue</td>
</tr>
<tr>
<td>---------</td>
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<td>-------</td>
</tr>
<tr>
<td>662-17.b.ii</td>
<td>UCLA</td>
<td>incompatible with SR 760, which assigns unit values to courses based on hours of student effort, not podium hours per week</td>
</tr>
<tr>
<td>662-17.b.ii</td>
<td>UCSC</td>
<td>incompatible with SR 760, which assigns unit values to courses based on hours of student effort, not podium hours per week</td>
</tr>
<tr>
<td>662</td>
<td>UCFW</td>
<td>Because teaching loads vary by discipline, department, and current research load, the overly broad strokes of the revisions grant undue powers to chairs and deans and could be employed arbitrarily. Need definition of teaching load.</td>
</tr>
<tr>
<td>662</td>
<td>UCD</td>
<td>Every department must clearly articulate its teaching load to define &quot;normal&quot;</td>
</tr>
<tr>
<td>662-9</td>
<td>UCORP</td>
<td>Negotiated Salary Trial Program would be in violation of this draft section</td>
</tr>
<tr>
<td>663</td>
<td>UCD</td>
<td>Too much latitude given to department heads to define faculty workload</td>
</tr>
<tr>
<td>663-14</td>
<td>UCI</td>
<td>Administrative stipends should not count as UCRP covered compensation</td>
</tr>
<tr>
<td>663-14.e</td>
<td>UCC</td>
<td>In draft APM 663-14.e, the “only” is inconsistent with the previous subsection.</td>
</tr>
<tr>
<td>664</td>
<td>UCLA</td>
<td>No limit indicated for consulting on University projects; should not be exempt from limits</td>
</tr>
<tr>
<td>664-0</td>
<td>UCSC</td>
<td>No limit indicated for consulting on University projects; should not be exempt from limits</td>
</tr>
<tr>
<td>666-8.a</td>
<td>UCSC</td>
<td>Allows honoraria for seminars etc. on an appointee's home campus. This is prohibited in existing APM 666-8.a.</td>
</tr>
<tr>
<td>667-18</td>
<td>UCAP</td>
<td>The term “negotiated salary” should be removed; it is a trial program.</td>
</tr>
<tr>
<td>667-18</td>
<td>UCFW</td>
<td>Internal contradictions between the draft revisions and the Negotiated Salary Trial Program guidelines have not been resolved.</td>
</tr>
<tr>
<td>680-0</td>
<td>UCSC</td>
<td>Is it possible to hold a concurrent appointment non-simultaneously?</td>
</tr>
<tr>
<td>680-18.b and c</td>
<td>UCSC</td>
<td>Do these apply to faculty who are employed by LBNL during the summer or part time during the academic year? (addressed in draft APM 680-18.d and e)</td>
</tr>
<tr>
<td>680-18.e</td>
<td>UCSC</td>
<td>&quot;One-twelfth&quot; conflicts with &quot;one-ninth&quot; mentioned in draft 680-18.d. It is also not clear why a full month of work during the academic year is not to be compensated by one-ninths of the academic year salary.</td>
</tr>
<tr>
<td>680-18.f</td>
<td>UCSC</td>
<td>Faculty paid on a fiscal year basis are to be compensated at the rate of one-twelfth of their annual salary if they work during a vacation month, instead of the one-eleventh for grandfathered employees which seems mathematically appropriate.</td>
</tr>
<tr>
<td>Appendix 1</td>
<td>UCSC</td>
<td>Appendix 1 is unclear (see #4 on pg. 2 of UCSC's P&amp;T attachment)</td>
</tr>
<tr>
<td>Appendix 1</td>
<td>UCSC</td>
<td>Written clarity: What is the difference between “service days” in Appendix 1 and “working days” in Appendix 2?</td>
</tr>
<tr>
<td>App. 2, Sec. 1</td>
<td>UCSC</td>
<td>Written clarity: Definition of “Daily Time Factor” is incomprehensible: is it some unspecified percentage of the working days in that month? Or the percentage that the number of working days in the month is of some other unspecified time period?</td>
</tr>
<tr>
<td>App 2, Sec. 1</td>
<td>UCSC</td>
<td>Written clarity: Definition of “Working Day” includes holidays, but the definition of “Day of Absence” is a working day for which payment must be deducted because of absence. Since employees will presumably be absent on holidays, following the instructions of section II would result in a payment that is too low.</td>
</tr>
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</tr>
<tr>
<td>App 2, Sec II.2</td>
<td>UCSC</td>
<td>Written clarity: A number of days cannot be a rate.</td>
</tr>
<tr>
<td>App 2, Sec II.1</td>
<td>UCSC</td>
<td>Written clarity: “Appointment” is unclear. It should be defined in section I or worded differently.</td>
</tr>
<tr>
<td>App 2, Sec III.A.2</td>
<td></td>
<td>Written clarity: Very poorly worded (see item xv on pg. 4 of UCSC's P&amp;T attachment)</td>
</tr>
<tr>
<td>App 2, Sec 3</td>
<td></td>
<td>Written clarity: Table in Sec 3 should be a separate subsection B.</td>
</tr>
<tr>
<td>App 9</td>
<td></td>
<td>Written clarity: Item 3 is unclear (see item xvii on pg. 4 of UCSC's P&amp;T attachment)</td>
</tr>
</tbody>
</table>
COUNCIL OF VICE CHANCELLORS
LABORATORY DIRECTOR ALIVISATOS
ACADEMIC COUNCIL CHAIR JACOB
ANR VICE PRESIDENT ALLEN-DIAZ

Dear Colleagues:

Re: Proposed Revised Academic Personnel Manual (APM) Section IV, Salary Administration (APM - 600 Series), Sections 290, Regents’ Professors and Regents’ Lecturers, and 510, Intercampus Transfers

Enclosed for Final Review are proposed revised Academic Personnel Policy (APM) Sections 290, Regents’ Professors and Regents’ Lecturers; 510, Intercampus Transfers; 650, Technical Assistance Projects; 661, Additional Compensation: Summer Session Teaching; 662, Additional Compensation: Additional Teaching; and 666, Additional Compensation: Honoraria. These draft policies have been reviewed during Management Consultation and Systemwide Review with amended language proposed each time in response to reviewers’ comments.

Drafts have been finalized for the other Salary Administration policies circulated during Management Consultation and Systemwide Review. Policies for which issues have been resolved are not being redistributed for Final Review. These are APM Sections:

- 600, General
- 610, Salary Increases
- 620, Off-Scale Salaries for Appointments and Advancement
- 633, Administrative Stipends: Academic Appointees
- 663, Additional Compensation: University Extension
- 664, Additional Compensation: Services as a Faculty Consultant
- 667, Additional Compensation: Extramurally Funded Research
- 680, Salary Calculations for Faculty with Appointments at Lawrence Berkeley National Laboratory

I have enclosed both clean and redline versions of the Final Review draft policies based on feedback received during Systemwide Review. The redline versions include comments intended to clarify the most substantial revisions or those sections on which there was a difference of opinion on language. Please contact Janet Lockwood (email Janet.Lockwood@ucop.edu or telephone (510) 987-9499) should you have any questions, experience technical difficulty accessing the files within the portfolio, or wish access to those Salary Administration policies not included in Final Review.
October 9, 2013
Page 2

Newly proposed language for policies under Final Review includes the following:

**APM - 290, Regents’ Professors and Regents’ Lecturers.** New language is added to conform 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 of the appropriate professorial salary scale. Additionally, new language is added to confirm that compensation is by agreement and may take the form of salary or an honorarium.

**APM - 510, Intercampus Transfers.** This policy applies only to Senate faculty appointments and does not address primary appointments to faculty administrator positions such as Deans whose unit salaries are governed under APM - 240, Deans. However, new language has been added to clarify that the exemption does not apply to the terms of the administrator’s underlying faculty appointment.

**APM - 650, Technical Assistance Projects.** Proposed revisions to this policy had been circulated for review during Management Consultation yet were inadvertently omitted from the Systemwide Review portfolio.

**APM - 661, Additional Compensation: Summer Session Teaching.** New language has been 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.

**APM - 662, Additional Compensation: Additional Teaching.** New language provides general guidance for determining time spent teaching fully online courses within the context of additional compensation for additional teaching.

**APM - 666, Additional Compensation: Honoraria.** Language formalizes current campus practice and adds flexibility requested by some reviewers to allow the chancellor to make exceptions. For example, some reviewers believe that faculty should be eligible for honoraria for activities occurring on the home campus.

Final review is intended to advise the results of the Systemwide Review and how language has been refined. We do not anticipate substantive matters to be raised during Final Review. This stage of consultation is intended to resolve prior discussions and to answer remaining questions.

This letter and enclosures anticipate that you will submit comments no later than **December 20, 2013**. Please send comments on the proposed policy to ADV-VPCARLSON-SA@ucop.edu.

Sincerely,

[Signature]

Susan L. Carlson
Vice Provost
Academic Personnel

Enclosures: Redline and clean copy versions of APM - 290, - 510, - 650, - 661, - 662, and - 666

cc: President Napolitano
Chancellors
Provost Dorr
Executive Vice President Brostrom
Senior Vice President Vacca
Vice President Duckett
October 9, 2013
Page 3

Vice Provosts of Academic Personnel
Academic Personnel Directors
Executive Director Fox
Executive Director Rodrigues
Executive Director Tanaka
Executive Director Winnacker
Deputy General Counsel Drown
Senior Counsel Van Houten
Director Chester
Manager Lockwood
Human Resources Analyst Bello
Senior Administrative Analyst Rupert
Policy

a. In order to bring to the University distinguished individuals, ordinarily from non-academic fields, who through their contact with students and faculty may add to and enrich university life, The Regents of the University of California have established the titles Regents’ Professor and Regents’ Lecturer.

b. Appointment of a Regents’ Professor is preferred to the appointment of a Regents’ Lecturer whenever possible.

c. Nominations shall be coordinated by the Chancellors whenever possible in order to avoid conflicts and to make possible service on more than one campus when agreeable to the prospective appointees and to the Chancellors.

Terms of Appointment

To achieve the special purposes of Regents’ Professor and Regents’ Lecturer appointments as indicated in APM - 290-0, the following terms govern these appointments:

a. A Regents’ Professor

(1) should reside in the vicinity of the campus during the appointment and be available for seminars, colloquia and informal consultation with students and faculty members;

(2) should be available for lectures, seminars and conferences on campuses other than the one to which appointed for approximately two weeks of each quarter or semester;
(3) may participate in instruction in courses given for credit, at the discretion of the individual instructor; and

(4) may be assigned a course to teach at the discretion of the department chairperson and with the concurrence of the appropriate bodies of the Academic Senate.

b. **A Regents’ Lecturer**

(1) should reside in the vicinity of the campus during the appointment and be available for seminars, colloquia and informal consultation with students and faculty members; and

(2) may address class sessions of a course given for credit at the invitation of the instructor, but does not normally participate in instruction.

290-4 **Definitions**

a. **Regents’ Professor**

A Regents’ Professor serves for a semester/quarter or an academic year at the University of California upon the invitation of the President of the University and with the approval of the Board of Regents. The Regents’ Professor’s achievements in agriculture, banking, commerce, engineering, industry, labor, law, medicine or any other non-academic field in the arts, sciences or professions are equivalent to those on which appointments to regular University professorships are based.
b. Regents’ Lecturer

A Regents’ Lecturer serves for a relatively short period of time at the University of California upon the invitation of the Chancellor. The Regents’ Lecturer’s achievements in agriculture, banking, commerce, engineering, industry, labor, law, medicine or any other non-academic field in the arts, sciences or professions are equivalent to those on which appointments to regular University lectureships are based.

290-6 Responsibility

Responsibility for acting on appointments is assigned as follows:

a. The Chancellor is responsible for appointing a special committee of faculty members to undertake the solicitation of names and initial screening of potential Regents’ Professors and Regents’ Lecturers.

b. The President is responsible, at appropriate intervals, for asking members of the Board of Regents to suggest names to be transmitted to the Chancellors for the committee’s consideration.

c. The faculty committee, appointed by the Chancellor, undertakes the solicitation of names and initial screening, and is responsible for submitting lists of recommended individuals to the Chancellor.

d. The Chancellor is responsible for submitting recommendations for Regents’ Professors to the President.
e. The President is responsible for submitting to The Regents recommendations for Regents’ Professors.

f. The President is responsible for implementing intercampus exchange of Regents’ Professors.

290-8 Types of Appointment

a. The term of appointment shall begin and end within the period from the first day of classes in the fall semester/quarter and the last day of classes in the spring semester/quarter of the same academic year.

b. Regents’ Professors shall be appointed for a semester/quarter or an academic year.

c. Regents’ Lecturers shall be appointed for a period of less than a semester/quarter or an academic year, but preferably for not less than two weeks.

290-10 Criteria

Criteria for appointment are:

a. Regents’ Professors: Achievements in agriculture, banking, commerce, engineering, industry, labor, law, medicine or any other non-academic field in the arts, sciences or professions, equivalent to those on which appointments to regular University professorships are based.
b. **Regents’ Lecturers:** Achievements in the fields listed in APM - 290-10-a, equivalent to those on which appointments to regular University lectureships are based.

290-16 **Limitations**

No commitment on an appointment as Regents’ Professor is to be made until The Regents have approved the appointment.

290-18 **Compensation**

a. Per Regental authority\(^1\), the maximum compensation rate for Regents’ Professors and Regents’ Lecturers corresponds with the salary rate for the highest step of the applicable professorial salary scale.

b. **Regents’ Professors**

Compensation for Regents’ Professors is by agreement and subject to approval by The Regents and may take the form of salary or honorarium.

c. **Regents’ Lecturers**

Compensation for Regents’ Lecturers is by agreement and subject to approval by the Chancellor and may take the form of salary or honorarium.

\(^1\) Regents Action Item 506 November 17, 1988
290-24 Authority

Authority to appoint Regents’ Professors and Regents’ Lecturers is delegated as follows:

a. Regents’ Professors

Appointments are approved by The Regents on recommendation of the President.

b. Regents’ Lecturers

Chancellors are authorized to appoint Regents’ Lecturers.
Policy

a. In order to bring to the University distinguished individuals, ordinarily from non-academic fields, who through their contact with students and faculty may add to and enrich university life, The Regents of the University of California have established the titles Regents’ Professor and Regents’ Lecturer.

b. Appointment of a Regents’ Professor is preferred to the appointment of a Regents’ Lecturer whenever possible.

c. Nominations shall be coordinated by the Chancellors whenever possible in order to avoid conflicts and to make possible service on more than one campus when agreeable to the prospective appointees and to the Chancellors.

Terms of Appointment

To achieve the special purposes of Regents’ Professor and Regents’ Lecturer appointments as indicated in APM - 290-0, the following terms govern these appointments:

a. A Regents’ Professor

(1) should reside in the vicinity of the campus during the appointment and be available for seminars, colloquia, and informal consultation with students and faculty members;
(2) should be available for lectures, seminars and conferences on campuses other than the one to which appointed for approximately two weeks of each quarter or semester;

(3) may participate in instruction in courses given for credit, at the discretion of the individual instructor; and

(4) may be assigned a course to teach, at the discretion of the department chairperson and with the concurrence of the appropriate bodies of the Academic Senate.

b. A Regents’ Lecturer

(1) should reside in the vicinity of the campus during the appointment and be available for seminars, colloquia and informal consultation with students and faculty members; and

(2) may address class sessions of a course given for credit at the invitation of the instructor, but does not normally participate in instruction.

290-4 Definition Definitions

a. Regents’ Professor

A Regents’ Professor serves for a semester/quarter or an academic year at the University of California upon the invitation of the President of the University and with the approval of the Board of Regents. The Regents’ Professor’s achievements in agriculture, banking, commerce, engineering, industry, labor, law, medicine, or any other nonacademic field in the arts,
sciences, or professions are equivalent to those on which appointments to regular University professorships are based.

b. **Regents' Lecturer**

A Regents’ Lecturer serves for a relatively short period of time at the University of California upon the invitation of the Chancellor. The Regents’ Lecturer’s achievements in agriculture, banking, commerce, engineering, industry, labor, law, medicine, or any other nonacademic field in the arts, sciences, or professions are equivalent to those on which appointments to regular University lectureships are based.

290-6 **Responsibility**

Responsibility for acting on appointments is assigned as follows:

a. The Chancellor is responsible for appointing a special committee of faculty members to undertake the solicitation of names and initial screening of potential Regents’ Professors and Regents’ Lecturers.

b. The President is responsible, at appropriate intervals, for asking members of the Board of Regents to suggest names to be transmitted to the Chancellors for the committee’s consideration.

c. The faculty committee, appointed by the Chancellor, undertakes the solicitation of names and initial screening, and is responsible for submitting lists of recommended individuals to the Chancellor.
d. The Chancellor is responsible for submitting recommendations for Regents’ Professors to the President.

e. The President is responsible for submitting to The Regents recommendations for Regents’ Professors.

f. The President is responsible for implementing intercampus exchange of Regents’ Professors.

290-8  Types of Appointment

a. The term of appointment shall begin and end within the period from the first day of classes in the Fall Semester/Quarter and the last day of classes in the Spring Semester/Quarter of the current same academic year.

b. Regents’ Professors shall be appointed for a semester/quarter or an academic year.

c. Regents’ Lecturers shall be appointed for a period of less than a semester/quarter or an academic year, but preferably for not less than two weeks.

290-10  Criteria

Criteria for appointment are:

a. Regents’ Professors: Achievements in agriculture, banking, commerce, engineering, industry, labor, law, medicine, or any other
nonacademic field in the arts, sciences, or professions, equivalent to those on which appointments to regular University professorships are based.

b. Regents' Lecturers: Achievements in the fields listed in APM - 290-10- above, equivalent to those on which appointments to regular University lectureships are based.

290-16 Limitations

No commitment on an appointment as Regents’ Professor is to be made until The Regents have approved the appointment.

290-18 Salary Compensation

See APM - 640.

a. Per Regental authority\(^1\), the maximum compensation rate for Regents’ Professors and Regents’ Lecturers corresponds with the salary rate for the highest step of the applicable professorial salary scale.

b. Regents’ Professors

Compensation for Regents’ Professors is by agreement and subject to approval by The Regents and may take the form of salary or honorarium.

c. Regents’ Lecturers

Compensation for Regents’ Lecturers is by agreement and subject to approval by the Chancellor and may take the form of salary or honorarium.

\(^1\) Regents Action Item 506 November 17, 1988
290-24 Authority

Authority to appoint Regents’ Professors and Regents’ Lecturers is delegated as follows:

a. Regents' Professors

Appointments are approved by The Regents on recommendation of the President.

b. Regents' Lecturers

Chancellors are authorized to appoint Regents’ Lecturers at a salary not in excess of the salary scale issued by the Office of the President.
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510-0 Policy

This policy provides guidance to all permanent intercampus transfers of academic appointees who hold Senate faculty titles on the home campus and who are recruited into Senate faculty titles at the recruiting campus.

510-2 Purpose

It is the obligation of those involved in the consideration of an intercampus transfer to pay due regard to the welfare of the University as a whole as well as to the wishes of the appointee and to the effect of the transfer on the two campuses directly concerned.

510-16 Restrictions

a. Transfer of Research

If, in conjunction with an intercampus transfer covered by this policy, a transferee who is a principal investigator or co-investigator under an extramurally funded contract or grant wishes to transfer the contract or grant or any part of the equipment funded thereby to the recruiting campus, the matter must be discussed at the earliest possible opportunity with the contract and grant administrator on the recruiting campus. Such transfer of contract or grant equipment may be accomplished only after approval by both Chancellors concerned and in accordance with University rules for contract and grant administration and the rules of the granting agency.
b. Faculty Administrator Appointments

This policy applies only to Senate faculty appointments and does not address primary appointments to faculty administrator positions such as Dean. However, the policy does apply to the terms of an underlying Senate faculty appointment.

c. Timing

No offer of appointment that includes intercampus transfer shall be made after April 1 for service during the immediately following academic year unless a later offer date is mutually agreed to by both Chancellors involved.

d. Effect of Sabbatical Leave on Transfer Date

An intercampus transfer of an appointee may become effective immediately following the appointee’s sabbatical leave; accordingly, the return to service requirement in APM - 740, Leaves of Absence/Sabbatical Leaves may be met by returning to service at another UC campus.

510-18 Rank, Step and Salary

a. When a Senate faculty member on one campus is to be transferred to another campus, the transferee’s rank and salary as recommended to be effective on transfer shall be subject to academic and administrative review on the recruiting campus. The Chancellor of the recruiting campus shall make the final decision on the rank and salary of the transferee. For additional details on such procedures, see APM - 220-80 and 220-85.

b. Transfers made with advancement to a salary that exceeds the Indexed Compensation Level threshold shall be submitted to the Provost and Executive Vice President for approval.
c. The recruiting campus may offer advancement and/or a salary increase of no more than one step, or the equivalent of one step, above the transferee’s current step and salary (regardless of any proposed pending personnel action at the home campus). If the transferee’s current salary is an off-scale salary, the recruiting campus may offer the next higher step along with the same off-scale dollar amount.

d. An offer which includes a promotion is permitted if otherwise consistent with this policy and campus personnel review procedures.

e. If a stipend is also offered, it must be offered for bona fide administrative duties.

f. The home campus may counter-offer a rank, step and/or salary equivalent to the offer of the recruiting campus.

g. If, at any time during the recruitment, the home campus is reviewing the faculty member for a salary increase and/or advancement to become effective at a later date, the recruiting campus may not offer more than one step above the current salary until the review is complete.

h. If the home campus personnel action occurring during the recruitment results in a salary increase and/or advancement, the recruiting campus may offer a salary, rank and step equivalent to the increase and/or advancement.

i. If the faculty member also is being recruited by an outside institution, then the home and/or recruiting UC campus may make a counter-offer higher than the above limits in order to compete with the bona fide outside offer. Evidence of a bona fide competing offer may be requested by the home and/or recruiting campus.
510-19 **Start-Up Costs**

Approval by the Provost and Executive Vice President must be sought if the amount of the proposed package of start-up costs and other inducements (excluding housing assistance and any MOP loan) exceeds an amount set from time-to-time by the Provost and Executive Vice President for faculty in the laboratory sciences and Health Sciences Compensation Plan faculty. For purposes of applying the relevant amount standards, the proposed package shall include all expenditures such as laboratory renovations, research equipment and summer salary for a faculty member.

Faculty Recruitment Allowance Program grants (see APM - 190, Appendix E) are outside of any start-up package costs.

510-24 **Authority**

a. Final approval of an intercampus transfer shall be made by the Chancellor of the campus to which the appointee is transferring.

b. At any point in a proposed intercampus recruitment, either Chancellor may request mediation or intervention by the Provost and Executive Vice President.

c. If there is a question regarding the application of these guidelines, the Provost and Executive Vice President will provide an interpretation of the policy.

510-80 **Procedures for Notification**

**Notification**

a. Prior to the initiation of negotiation for an intercampus transfer, the Chancellors of the two campuses involved shall be informed of the
proposed transfer. In the case of a person holding a title under the jurisdiction of the Vice President—Agriculture and Natural Resources, the latter also shall be informed.

b. As soon as a candidate is identified for appointment by the department of the recruiting campus, and prior to review for appointment, the Chancellor of the recruiting campus will notify the home campus Chancellor of the intention to make an offer. The Chancellor of the recruiting campus will provide details of the offer in writing as soon as such information is available.

These details must include any and all recruiting inducements financial or otherwise and regardless of fund source, including the proposed total negotiated salary, stipends or summer ninths, recruitment allowance, appointment to endowed chairs, reduced teaching responsibilities, start-up funds, space remodeling and other incentives.

If in the course of negotiations with the transferee the recruiting campus significantly increases the recruitment incentives previously reported, the recruiting campus Chancellor will inform the home campus Chancellor of such increases. At any time during the recruitment the Chancellor of the home campus shall, upon request, be provided the current details of the recruiting incentives offered by the Chancellor of the recruiting campus.
c. At least ten working days before making the formal offer of appointment to the intended transferee, which offer shall be in writing, the Chancellor of the recruiting campus shall indicate such intention to the Chancellor of the home campus. If the transferee holds a title under the jurisdiction of the Vice President—Agriculture and Natural Resources, the latter also shall be informed.

The ten working day notification period may be waived by agreement of both Chancellors involved.
**Recruitment APM - 510**

Intercampus Transfer DRAFT

510-0 Policy

a. This policy applies to all permanent intercampus transfers of academic appointees other than those holding appointments for one year or less, who hold Senate faculty titles on the home campus and who are recruited into Senate faculty titles at the recruiting campus.

Comment [AP1]: New phrase inserted to identify faculty population subject to the policy and to formalize current campus practice.

510-2 Purpose

b. It is the obligation of those involved in the consideration of an intercampus transfer to pay due regard to the welfare of the University as a whole as well as to the wishes of the particular appointee and to the effect of the transfer on the two campuses directly concerned.

c. Compensation or reimbursement for expenses incident to the transfer may be allowable in accordance with the provisions of APM - 550.

510-16 Restrictions

a. Transfer of Research

If, in conjunction with an intercampus transfer covered by this policy in this section, an appointee, a transferee who is a principal investigator or co-investigator under an extramurally funded contract or grant wishes to transfer the contract or grant and any part of the equipment funded thereby to the recruiting campus to which the appointee is transferring, the matter must be discussed at the earliest possible opportunity with the contract and grant administrator on the hiring/recruiting campus.
Such transfer of contract or grant or equipment may be accomplished only after approval by both Chancellors concerned and in accordance with University rules for contract and grant administration and the rules of the granting agency.

510-24 Authority

Final approval of an intercampus transfer shall be made by the Chancellor of the campus to which the appointee is transferring.

510-80 Procedures

a. Prior to the initiation of negotiation for an intercampus transfer, the Chancellor of the two campuses involved shall be informed of the proposed transfer. In the case of a person holding a title under the jurisdiction of the Vice President—Agriculture and Natural Resources, the latter shall also be informed. See APM - 510, Appendix A, Guidelines on Intercampus Recruiting.

b. Ten working days before making the formal offer of appointment to the intended transferee, which offer shall be in writing, the Chancellor of the Faculty Administrator Appointments hiring campus shall indicate such intention to the Chancellor of the campus from which the appointee will be transferring. If the appointee holds a title under the jurisdiction of the Vice President—Agriculture and Natural Resources, the latter also be notified.

This policy applies only to Senate faculty appointments and does not address primary appointments to faculty administrator positions such as Dean. However, the policy does apply to the terms of an underlying Senate faculty appointment.

c. Timing

c. No offer of appointment which entails an intercampus transfer of a continuing appointee shall be made after April 1 for service during the immediately

Comment [AP2]: Language exempts Faculty Administrators such as Deans whose unit salaries are governed under APM - 240. However, new language is inserted to clarify that the exemption does not apply to the underlying faculty appointment.
following academic year, unless a later offer date is mutually agreed to by the both Chancellors involved.

d. Effect of Sabbatical Leave on Transfer Date

An intercampus transfer of an appointee may become effective immediately following the appointee’s sabbatical leave; accordingly, the return to service requirement in APM - 740, Leaves of Absence/Sabbatical Leaves may be met by returning to service at another UC campus.

510-18 Rank, Step and Salary

a. When an appointee Senate faculty member on one campus is to be transferred to another campus, the appointee’s rank and salary as recommended to be effective upon transfer shall be subject to academic and administrative review on the recruiting campus to which the transfer is to be made. The Chancellor of the latter recruiting campus shall make the final decision on the rank and salary of the appointee, subject to the following:

Transfers made in accordance with the provisions of this section shall also comply with the provisions of Section 101.2(a) of the Standing Orders of The Regents (that is, that an advancement to an above scale salary beyond the Regental compensation threshold shall be submitted to The Regents on recommendation by the President). For additional details on such procedures, see APM - 220-80 and 220-85.

e. An intercampus transfer may become effective immediately following a period of sabbatical leave of the person being transferred.
GUIDELINES ON INTERCAMPUS RECRUITING

The Guidelines on Intercampus Recruiting shall be distributed annually to deans, department chairs, directors, and other administrators who are involved in the intercampus recruitment of ladder rank faculty. These Guidelines concern faculty appointment only and do not address appointments to such administrative positions as Department Chair or Dean.

1. Notification

   a. A review for the recruitment of a faculty member from another UC campus cannot proceed at the campus level until the other Chancellor of the campus from which the faculty member is being recruited has been officially informed.

   b. The Chancellor of the recruiting campus will notify the other Chancellor of Transfers made with advancement to a salary that exceeds the Indexed Compensation Level threshold shall be submitted to the Provost and Executive Vice President for approval.

   c. The information provided to the Chancellor must include any and all recruiting inducements, financial or otherwise and regardless of fund source, including the proposed salary, stipends or summer ninths, appointment to endowed chairs, teaching responsibilities and other recruitment incentives.

2. Salary

   a. The recruiting campus may offer advancement and/or a salary increase of no more than one step, or the equivalent of one step, above the faculty member's current salary step and salary (regardless of any proposed pending personnel action at the home campus). If the faculty member's current salary is an off-scale salary, the recruiting campus may offer the next higher step along with the same percentage increment—off-scale dollar amount.

Comment [AP4]: The Guidelines have been moved to APM - 510-80, Procedures and edited for clarity.
d. An offer which includes a promotion is permitted if the salary conforms with otherwise consistent with this policy and campus personnel review procedures, the requirements set forth in these guidelines.

d. Chancellor or designee

e. If a stipend is also offered in addition to salary, it must be offered for bona fide administrative duties.

e. In response to the offer, the home campus may counter-offer a rank, step and/or salary equivalent to the offer of the recruiting campus.

f. If, at any time during the recruitment, the home campus is reviewing the faculty member for a salary increase and/or advancement to become effective at a later date, the recruiting campus may not offer more than one step above the current salary until the review is complete.

g. If the home campus review personnel action occurring during the recruitment results in a salary increase and/or advancement, the recruiting campus may offer a salary, rank and step equivalent to the increased salary, even if the increase is and/or advancement, more than one step above the salary at the time of the initial recruitment effort.

h. If the faculty member being recruited by another UC campus also is being recruited by an outside institution, then either the home and/or the recruiting UC campus may make a counter-offer higher than that described above limits in order to compete with the bona fide outside offer. Evidence of a bona fide competing offer may be requested by the home and/or recruiting campus.
2. 510-19 Start-Up Costs

   a. Presidential approval must be sought if the amount of the proposed package of start-up costs and other inducements (excluding housing assistance) exceeds $500,000 and any MOP loan exceeds an amount set from time-to-time by the Provost and Executive Vice President for faculty in the laboratory sciences, and $250,000 for other faculty.

   b. The and Health Sciences Compensation Plan faculty. For purposes of applying the relevant amount standards, the proposed package shall include all expenditures such as laboratory renovations, research equipment, and summer salary for a faculty member.

4. Office of the President

   Faculty Recruitment Allowance Program grants (see APM - 190, Appendix E) are outside of any start-up package costs.

510-24 Authority

   a. Final approval of an intercampus transfer shall be made by the Chancellor of the campus to which the appointee is transferring.

   b. At any point in a proposed intercampus recruitment, either Chancellor may request mediation or intervention by the Provost and Senior Executive Vice President—Academic Affairs—.
If there is a question regarding the application of these guidelines, the Provost and Senior Executive Vice President—Academic Affairs will provide an interpretation of the policy.

510.80 Procedures for Notification

Notification

a. Prior to the initiation of negotiation for an intercampus transfer, the Chancellors of the two campuses involved shall be informed of the proposed transfer. In the case of a person holding a title under the jurisdiction of the Vice President—Agriculture and Natural Resources, the latter also shall be informed.

b. As soon as a candidate is identified for appointment by the department of the recruiting campus, and prior to review for appointment, the Chancellor of the recruiting campus will notify the home campus Chancellor of the intention to make an offer. The Chancellor of the recruiting campus will provide details of the offer in writing as soon as such information is available.

These details must include any and all recruiting inducements financial or otherwise and regardless of fund source, including the proposed total negotiated salary, stipends or summer ninths, recruitment allowance, appointment to endowed chairs, reduced teaching responsibilities, start-up funds, space remodeling and other incentives.
If in the course of negotiations with the transferee the recruiting campus significantly increases the recruitment incentives previously reported, the recruiting campus Chancellor will inform the home campus Chancellor of such increases. At any time during the recruitment the Chancellor of the home campus shall, upon request, be provided the current details of the recruiting incentives offered by the Chancellor of the recruiting campus.

c. At least ten working days before making the formal offer of appointment to the intended transferee, which offer shall be in writing, the Chancellor of the recruiting campus shall indicate such intention to the Chancellor of the home campus. If the transferee holds a title under the jurisdiction of the Vice President—Agriculture and Natural Resources, the latter also shall be informed.

The ten working day notification period may be waived by agreement of both Chancellors involved.
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650-0 **Policy**

Technical assistance projects shall include publicly or privately financed cooperative projects (such as contracts or grants with the Agency for International Development or the Ford Foundation).

650-8 **Types**

A project appointment is classified based on where service is provided:

a. **Foreign Service**

   A foreign service appointee provides service outside the United States.

b. **In-Residence Service**

   An in-residence service appointee provides service in the United States.

650-18 **Salary Rate**

The salary rate shall be determined as follows:

a. **Foreign Service or In-Residence appointment**

   (1) **University employee**

   The salary rate for a University academic appointee who transfers to a project shall be based on the academic appointee’s base salary rate at the time of transfer.

   (2) **Non-University recruitment**

   The salary rate for an academic appointee recruited for a project from an institution other than the University and appointed under APM - 230, Visiting Appointments, shall be based on two factors: the new
academic appointee’s previous salary at the home institution, and the University’s salary rate for a comparable appointment.

(3) Administrative stipend

In recognition of additional substantial administrative responsibilities for a project, e.g., appointment as director of a foreign service project, an administrative stipend may be paid to an eligible academic appointee with the prior approval of the Chancellor. Such stipend shall not exceed that normally paid to regular University directors or other academic administrators with similar duties and responsibilities. In determining the amount of the administrative stipend, duties performed during the summer period for an academic year appointee may be considered.

b. Payments applicable only to a foreign service appointee

(1) Incentive payment

An incentive payment for accepting a foreign service appointment or similar augmentation of income may be paid to an eligible academic appointee according to the terms and conditions of the project. An incentive payment does not increase the basis for computing sabbatical or retirement income and should be coded as overseas premium for payroll purposes.

(2) Differential payment and other allowance payments

A differential payment is paid to eligible academic appointees for service at certain hardship posts; quarters, post, educational, travel and other allowances in accordance with the Department of State Standardized
Regulations (DSSR) may be paid when and as permissible under Individual Contractor Agreements (ICAs) or other contracts, or under the provisions of foundation grants. Differential and other allowance payments are in addition to incentive payments and do not increase the basis for computing sabbatical and retirement income, and should be coded as overseas premium for payroll purposes.

650-19 **Salary Increases**

a. A University appointee assigned to a foreign service appointment under APM - 650-18-a is eligible for general and merit salary increases on the same basis as if the foreign service appointee had remained in residence at the University (see APM - 610).

b. A University appointee previously employed by another institution who has been recruited by the University for a foreign service project is eligible for general salary increases if provided for in the contract and if the term of employment exceeds one year.

650-20 **Term of Appointment**

A technical assistance project-based academic appointment may be made for an unspecified or specified term and is exempt from University policies restricting an academic appointment to a one-year term (e.g., APM - 230-17, Visiting Appointments and APM - 235-17, Acting Appointments).
650-22 **Funds**

Project account funds may be used to offset the reduction in the academic appointee’s departmental salary necessitated by the academic appointee assuming a reduced normal teaching load due to project responsibilities.

650-24 **Authority**

Authority to determine salaries for appointees assigned to technical assistance projects is the same as for other academic appointees (see APM - 600-24), except that the Chancellor has authority to approve payment of an administrative stipend.
650-40 Definition

Policy

In determining compensation of University personnel under this section, technical assistance projects shall include publicly or privately financed cooperative projects (such as those under arrangements with the Agency for International Development and the Ford Foundation).

650-17 Term of Appointment

Types

Provisions elsewhere in this Manual that limit certain appointments to self-terminating periods of one year unless the appointee is otherwise notified (e.g., Sections 230-17 regarding Visiting appointments, 235-17 regarding Acting appointments, 400-17 regarding Associate) do not apply to persons employed.

A project appointment is classified based on where service is provided:

a. Foreign Service

Abroad on technical assistance projects. A foreign service appointee provides service outside the United States.

b. In-Residence Service

An in-residence service appointee provides service in the United States.

650-18 Salary Rate

The salary rate should be determined as follows:

a. For service overseas: Foreign Service or In-Residence appointment

(1) The salary of an appointee already employed in the University who transfers to foreign service should be based upon his/her salary rate as an academic appointee immediately prior to the transfer including any...
administrative salary but excluding other University compensation for additional services or responsibilities. If, prior to assignment to the foreign service project, the appointee's salary has been on the academic-year scale, this previous salary should be adjusted to its equivalent on the fiscal-year scale when the duties abroad extend through the full year.

The salary rate for a University academic appointee who transfers to a project shall be based on the academic appointee’s base salary rate at the time of transfer.

For those previously employed by another institution who have been recruited by this University for a foreign service project, and who hold Non-University recruitment

The salary rate for an academic appointee recruited for a project from an institution other than the University and appointed under APM - 230, Visiting Appointments, shall be based on two factors: the new

the prefix Visiting, the salary rate should be based upon consideration of the academic appointee’s previous salary at the home institution as well as this, and the University’s salaries.'s salary rate for a comparable appointment.

Where substantial administrative responsibilities are also involved, such.

(3) Administrative stipend
In recognition of additional substantial administrative responsibilities for a project, e.g., appointment as director of a foreign service project, an administrative stipend may be added to the salary of an eligible academic appointee with the prior approval of the Chancellor. Such stipend shall not exceed that normally paid to regular University directors or other academic administrators for services of comparable magnitude, difficulty, and level of responsibility with similar duties and responsibilities. In determining the amount of the administrative stipend, duties performed during the summer period for an academic year appointee may be considered.

b. Payments applicable only to a foreign service appointee

(4) Incentive payment

An “incentive payment” for accepting a foreign service appointment or similar augmentation of income may be paid to an eligible academic appointee according to the terms and conditions of the project. Such an “incentive payment” is an addition to the salary and does not increase the basis for computing sabbatical or retirement income, and should be coded as overseas premium for payroll purposes.

(5) Differential payment and other allowance payments that, in addition to “incentive payments,” are paid. A differential payment is paid to eligible academic appointees for service at certain hardship posts, quarters, post, educational, travel and other allowances in accordance with the Department of State Standardized United States Government Civilian.
Regulations (Foreign Service Areas DSSR) may be paid when and as permissible under LCA, Individual Contractor Agreements (ICAs) or other contracts, or under the provisions of foundation grants. Such differential payments and such allowances are in addition to incentive payments and do not increase the basis for computing sabbatical and retirement income, and should be coded as overseas premium for payroll purposes.

b. For service in residence:

(1) The rules set forth in a (1), (2), and (3) above are also applicable in determining the salary of a University appointee remaining in residence while assigned to coordinate or otherwise serve projects such as those described above.

(2) Where substantial work and responsibilities are involved, additional financial compensation may be allowed with the prior approval of the Chancellor.

Such a stipend, which may take into account duties performed during the summer vacation as well as during the academic year, should not exceed that normally paid to regular University administrators for services of comparable magnitude, difficulty, and level of responsibility.

(3) If service to a project should necessitate reduction in the teaching load normally carried by the person, his salary from the department should be reduced accordingly, and the amount of such reduction be made up from the project account.

650-19 Salary Increases

a. A University appointee assigned to a foreign service appointment under Section 650-18 a.
above continue to enjoy eligibility APM - 650-18-a is eligible for general and merit salary increases on the same basis as if the foreign service appointee had remained in residence at the University (see Sections APM - 610 and 615).

b. A University appointee previously employed by another institution who have has been recruited by the University for a foreign service project are eligible for general salary increases if provided for in the contract and if the term of employment exceeds one year.

650-20 Term of Appointment

A technical assistance project-based academic appointment may be made for an unspecified or specified term and is exempt from University policies restricting an academic appointment to a one-year term (e.g., APM - 230-17, Visiting Appointments and APM - 235-17, Acting Appointments).

650-22 Funds

If service to a project should necessitate reduction in the teaching load normally carried by the person, his/her salary from the department should be reduced accordingly, and the amount of such reduction be made up from the project account. Project account funds may be used to offset the reduction in the academic appointee’s departmental salary necessitated by the academic appointee assuming a reduced normal teaching load due to project responsibilities.
650-24 Authority

Authority to determine salaries for appointees assigned to technical assistance projects is the same as for other academic appointees (see Section APM - 600-24), except that the Chancellor has authority to approve payment of an additional administrative stipend as described in Section 650-18 a.(3) and b.(2) above.
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661-0  **Policy**

   Academic appointees may receive additional compensation for Summer Session teaching.

661-14  **Eligibility**

   Only the following academic appointees may receive additional compensation for Summer Session teaching:

   a.  Academic-year appointees

   b.  Appointees holding split appointments partly on an academic-year basis and partly on a fiscal-year basis, provided the fiscal-year portion of the appointment is less than half-time during the Summer Session period.

   c.  Full-time fiscal-year faculty appointees who are granted a temporary reduction in their percentage of appointment or those who relinquish outside professional activity days or vacation days equal to one day for every six contact or podium hours with students.

   d.  Part-time fiscal-year faculty who are granted a temporary increase in their percentage of appointment. Fiscal-year faculty appointed less than 50 percent in a Health Sciences Compensation Plan school cannot increase the percentage of appointment to more than 50 percent.  

   e.  Non-faculty fiscal-year appointees who are granted the use of vacation days or a temporary percentage reduction in their current appointment.

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1 Any appointment more than 50 percent affects a faculty member’s eligibility to participate in the Health Sciences Compensation Plan.  (See APM - 670, Health Sciences Compensation Plan.)
661-16 **Restrictions**

a. Compensation for academic-year appointees may not exceed three-ninths during the summer period.

b. Compensation for fiscal-year appointees may not exceed one-twelfth per month of the annual salary. This is effective for appointments made July 1, 2013 or later. Those appointed prior to July 1, 2013 to the Professor, Astronomer or Agronomist series are eligible for payments up to one-eleventh of the annual salary of a fiscal-year appointee.

c. These additional compensation maximums are cumulative of all concurrent sources of additional University compensation.

d. Full-time Health Sciences Compensation Plan faculty are not eligible to receive additional compensation for Summer Session teaching.

661-18 **Salary**

a. Summer Session teaching

The amount of pay is negotiated based on the teaching load. Each campus shall determine the formula by which pay is calculated.

b. Summer salary rates shall be calculated based on the salary rate in effect at the time it is earned.

c. Faculty shall inform the department chair of the home campus when teaching Summer Session at a University campus other than the home campus to insure pay is accurate and does not exceed policy limits.
661-24 **Authority**

Each Chancellor is authorized to approve additional compensation for Summer Session teaching for eligible academic appointees.
661-0  **Policy**

Academic appointees may receive additional compensation for Summer Session teaching.

661-14  **Eligibility**

Only the following academic appointees may receive additional compensation for Summer Session teaching:

a. Academic-year appointees.

b. Appointees holding split appointments; partly on an academic-year basis and partly on a fiscal-year basis, provided the fiscal-year portion of the appointment is less than half-time during the Summer Session period.

c. Full-time fiscal-year faculty appointees who are granted a temporary reduction in their percentage of appointment or those who relinquish outside professional activity days or vacation days equal to one day for every six contact or podium hours with students.

d. Part-time fiscal-year faculty who are granted a temporary increase in their percentage of appointment. Fiscal-year faculty appointed less than 50 percent in a Health Sciences Compensation Plan school cannot increase the percentage of appointment to more than 50 percent\(^1\).

e. Non-faculty fiscal-year appointees who are granted the use of vacation days or a temporary percentage reduction in their current appointment.

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\(^1\) Any appointment more than 50 percent affects a faculty member’s eligibility to participate in the Health Sciences Compensation Plan. (See APM - 670, Health Sciences Compensation Plan.)
661-16. Restrictions

a. Compensation for academic-year appointees may not exceed three-ninths during the summer period.

b. Compensation for fiscal-year appointees may not exceed one-twelfth per month of the annual salary. This is effective for appointments made July 1, 2013 or later. Those appointed prior to July 1, 2013 to the Professor, Astronomer or Agronomist series are eligible for payments up to one-eleventh of the annual salary of a fiscal-year appointee.

c. These additional compensation maximums are cumulative of all concurrent sources of additional University compensation.

d. Appointment is for less than half-time during the Full-time Health Sciences Compensation Plan faculty are not eligible to receive additional compensation for Summer Session teaching.

661-18 Compensation

a. Normal compensation for a standard Summer Session instructional load, teaching which is defined as two regularly scheduled courses per Session, shall be as follows:

- 6-week session: 17% of academic year rate*
- 7-week session: 19% of academic year rate*
- 8-week session: 22% of academic year rate*

*Salary rate in effect June 30 of the calendar year in which the Summer Session begins.

The amount of pay is negotiated based on the teaching load. Each campus shall determine the formula by which pay is calculated.

b. Summer salary rates shall be calculated based on the salary rate in effect at the time it is earned.
Each Chancellor is authorized to approve other appropriate compensation. Faculty shall inform the department chair of the home campus when teaching Summer Session at a University campus other than the home campus to insure pay is accurate and does not exceed policy limits.

661-24 Authority

Each Chancellor is authorized to approve additional compensation for Summer Session teaching for eligible academic appointees (as defined in APM - 661-14).
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662-0 **Policy**

Full-time faculty members may receive additional compensation after obtaining pre-approval from the faculty member’s department chair for specific additional University of California teaching activities as outlined below. For Additional Compensation: Summer Session, see APM - 661 and for Additional Compensation: University Extension (UNEX), see APM - 663.

662-2 **Purpose**

Compensation for additional teaching is a privilege that must be consistent with the principles in APM - 025 and not interfere with normal University duties. As a prerequisite for such additional compensation, the faculty member must carry the full approved teaching load for his or her department, even if he or she normally teaches less. Department chairs must take special care to assure that faculty, especially assistant professors, are able to meet expectations for all their responsibilities in teaching, research/creative work, and University and public service.

662-8 **Additional Teaching Eligible for Additional Compensation**

Two kinds of teaching are eligible for additional compensation, when beyond the assigned teaching load:

a. Teaching of matriculated students in self-supporting University degree or UNEX courses and programs (see APM - 663 for UNEX).
b. Teaching of non-matriculated students, including those in UNEX courses and programs (see APM - 663) and other continuing education courses and programs run by the University.

662-9 **Additional Teaching During Summer Period (other than in Summer Session)**

Faculty receiving summer compensation also may engage in additional teaching up to the APM - 025 limit of one day per week inclusive of all Category I and II outside professional activities performed.

662-14 **Eligibility**

Faculty titles covered by this policy are listed in APM - 110-4(15). Faculty participating in the Health Sciences Compensation Plan are subject to the Plan and local campus Implementing Procedures regarding income from additional teaching. See APM - 670, Health Sciences Compensation Plan, for additional information on the Plan.

662-16 **Restrictions**

Teaching activities ineligible for additional compensation are:

a. Any course assigned by the department chair as part of the faculty member’s assigned teaching load, including:

   i. A course in a self-supporting degree program (funds from the self-supporting degree program are used to pay for this portion of the faculty member’s assigned teaching load);

   ii. Extra teaching duties assigned in place of research and/or service; or
iii. Courses taught in less common modes or locations (e.g., online, off-site, at another campus).

b. Extra courses that are taken on voluntarily are ineligible for additional compensation.

662-17 **Limitations on Time**

The following time limits apply:

a. Time spent on additional teaching during the academic year or when receiving University compensation or University summer compensation will be deducted from the days available for outside activities provided in APM - 025.

b. The following rules for calculating time under APM - 025 must be used, regardless of how much time is actually spent:

i. For traditional or hybrid in-person instructional formats (lectures, discussions), every six contact or “podium” hours spent with students equals one day.

ii. For fully online courses, hours will ordinarily be determined under the assumption that online courses require workloads equivalent to the same or similar in-person course formats.

iii. The Chancellor may establish types of teaching for which time calculations may vary, e.g., field supervision, practicums, and established online courses producing lower levels of instructor engagement.

c. Additional teaching hours count toward the limits applicable at the time the teaching takes place. For example, teaching done during the academic year is counted toward the limits that apply during that academic year and may not be paid on a summer-ninths basis. For courses that span the academic year and the beginning or
end of the summer or off-duty period, the time shall be allocated in proportion to when the work was performed.

d. Exceptions to the time limit are not allowed for faculty during any period in which they receive part or all of their salary directly charged to contracts and grants.

662-24 Authority

Exceptions to the time limits shall be confirmed in writing prior to the conduct of additional teaching and may be granted by the Chancellor under any of the following conditions:

a. To specific individuals who wish to teach beyond the limits, or to a specific additional teaching program, such as a self-supporting degree program, which would apply to all individuals teaching in that program. Any individual who teaches beyond the time limits assumes full responsibility for ensuring that full-time effort is devoted to regular University duties.

b. When course assignments are reduced due to other University service, such as serving as department chair.

c. To the general time calculation rule in APM - 662-17.

d. Other exceptions to this policy, such as payment for courses taught off-site or conducted in University-sponsored for-profit programs, which may be recommended for approval by the Chancellor to the Provost and Executive Vice President.
Under certain conditions, academic appointees
Full-time faculty members may receive additional compensation after obtaining
pre-approval from the faculty member’s department chair for
specific additional University of California teaching activities. Policies applying to faculty
and other titles are set forth in the following pages, as outlined below. For Additional
Compensation: Summer Session, see APM - 661 and for Additional Compensation:
University Extension (UNEX), see APM - 663.

Office of the Vice President
May 15, 1964

DEAN SHEATS:

Employment of Students by University Extension

Last July, the Office of the Chancellor at Los Angeles asked whether “academic appointees”,
as used in Section 152-14 of the Administrative Manual4, included Lecturers, Associates, Teaching Assistants, and Research Assistants.

Section 152-14 reads:

*Additional Compensation for University Extension Teaching – Eligibility: Academic appointees may receive additional compensation for University Extension teaching. Members of the faculty will not normally be invited to teach more than one Extension course per semester.5

To insure that the University employment of one enrolled as a student does not involve so heavy a load as to interfere with his work as a student and his timely progress toward a degree, the appointments of teaching assistants, teaching fellows, and research assistants are limited to half time during the academic year. For the same reason, I replied to the Chancellor on July 10, 1963 that:


5Now APM Section 662-14 of the Academic Personnel Manual.
Lecturers and Associates may be considered eligible to teach one course in University Extension as are other members of the faculty, but this privilege should not be extended to Teaching Assistants and Research Assistants or to any other student-employee classification.

Those holding teaching assistantships and teaching fellowships during the academic year may, of course, teach or otherwise serve University Extension during the summer. Similarly, a research assistant may work for University Extension at a time when he is not enrolled as a student, provided this work does not interfere with the performance of his duties as research assistant.

H. R. Wellman

Copies: Chief Campus Officers
Dean of the Graduate Division
Office of the Vice President—Academic Affairs

---------------- Employment of Students by University Extension ----------------

September 12, 1967

CHANCELLORS:

On May 15, 1964, Dr. Wellman wrote to Dean Sheats, with copies to Chancellors, concerning the "Employment of Students by University Extension." That letter reiterated a response to a specific question from Los Angeles as follows: "Lecturers and Associates may be considered eligible to teach one course in University Extension as are other members of the faculty, but this privilege should not be extended to Teaching Assistants and Research Assistants or to any other student-employee classification."

I would like to remind you at this time that this statement also should be applied to Associates and Acting Instructors who are students. Although these titles as such are not student classifications, there are student employees holding these titles, and the same restrictions should be observed. Dr. Wellman further indicated in his letter that "Those holding teaching assistantships and teaching fellowships during the academic year may, of course, teach or otherwise serve University Extension during the summer." This too may be applied to students who hold the Associate or Acting Instructor titles.

Angus E. Taylor

cC—Dean Sheats
Office of the President—Vice President—Academic Affairs

10/2/13
Rev. 7/1/01
Gentlemen:

Employment of Medical House Staff by University Extension

Because of an inquiry which came to my attention recently, I am reaffirming a statement of Presidential policy, issued by Vice President Wellman on April 6, 1964, concerning employment of Medical House Staff in Medical Extension programs:

Such employment may be authorized by the Chancellor with the understanding that (1) the authorization may not be extended to Interns, (2) each Resident may work on only one course per quarter, and (3) all Resident appointments to Medical Extension must have the prior approval of the Dean of the School of Medicine and Dean of University Extension.

Reaffirmation of the policy is for your information. I do not know if you wish to use Residents in this way. There was a desire to do so in 1964.

Sincerely,

Angus E. Taylor

cc: Vice President McCorkle
    Vice President Gardner
    Special Assistant Powell

Additional Compensation for Additional Teaching – Faculty

1. Policy

Under certain conditions, faculty members may receive additional compensation for specified additional University of California teaching activities.

This policy should be read in conjunction with APM - 025, Conflict of Commitment and Outside Activities of Faculty Members.

2. Applicability
Faculty titles covered by this policy are listed in APM - 110-4(14).

Faculty in the Health Sciences Compensation Plan are subject to the Plan and local campus policy regarding income from additional University teaching. See APM - 670.

**Purpose**

Compensation for additional teaching is a privilege that must be consistent with the principles in APM - 025 and not interfere with normal University duties. As a prerequisite for such additional compensation, the faculty member must carry the full approved teaching load for his or her department, even if he or she normally teaches less. Department chairs must take special care to assure that faculty, especially assistant professors, are able to meet expectations for all their responsibilities in teaching, research/creative work, and University and public service.

**Additional Teaching Eligible for Additional Compensation**

Only the following Two kinds of teaching are eligible for additional University teaching compensation, when beyond the assigned teaching load is eligible for additional compensation:

a. (a) Teaching of matriculated students in self-supporting University degree or UNEX courses and programs. (see APM - 663 for UNEX).

b. (b) Teaching of non-matriculated students, including those in UNEX courses and programs (see APM - 663) and other continuing education courses and programs run by the University, and (c) Self-supporting University degree programs.
662-9 Additional Teaching During Summer Period (other than in Summer Session)

Faculty receiving summer compensation also may engage in additional teaching up to the APM - 025 limit of one day per week inclusive of all Category I and II outside professional activities performed.

662-14 Eligibility

Faculty titles covered by this policy are listed in APM - 110-4(15). Faculty participating in the Health Sciences Compensation Plan are subject to the Plan and local campus Implementing Procedures regarding income from additional teaching. See APM - 670, Health Sciences Compensation Plan, for additional information on the Plan.

662-16 Restrictions

For conditions and limitations regarding the receipt of Teaching activities ineligible for additional compensation for (a), (b), and (c) above, see the following sections 4.6. are:

4. Teaching Activities Not Eligible for Additional Compensation
   a. Assigned teaching load. Any course assigned by the department chair as part of the faculty member's assigned teaching load. For example, a faculty member may:
      i. not receive additional compensation for teaching:
         1) a course in a self-supporting degree program which is paid for from the self-supporting degree program;
         2) extra teaching duties assigned in place of research, and/or service; or

Comment [AP7]: This is a new section added to clarify that APM - 025 days must be used when an academic-year appointee is already earning three-ninths summer compensation or a fiscal-year appointee does not use accrued vacation leave or reduce percentage of time when performing additional teaching for additional compensation in the summer period.

Comment [AP8]: This section is adapted from the current APM - 662, Appendix B-1.

Comment [AP9]: This section is adapted from the current APM - 662, Appendix B-1.
Courses which are part of an assigned teaching load but which are taught in less common modes or locations (e.g., online, off-site or at another campus) are eligible only for travel and incidental expense reimbursement, in accordance with University policy.

b. Extra courses that are taken voluntarily. These are regular University courses which are in addition to the faculty member's assigned teaching load and which are not covered under Sections 2 (a), (b), or (c).

5. Conditions for Additional Teaching

Compensation for additional teaching is a privilege that must not interfere with normal University duties.

As a prerequisite for any additional compensation under this policy, the faculty member must carry the full approved teaching load for his or her respective department, even if he or she normally teaches less. The Chancellor may grant an exception when course assignments are reduced because of other University service, such as serving as department chair.

6. Limitations on Time

The following time limits apply:

a. Time spent on additional teaching during the academic year or when receiving University compensation or University summer compensation will be deducted from the time limits on days available for outside activities provided in APM -025. For purposes of calculating time under the provisions of APM -025, teaching activities consist of both preparation time and contact teaching hours - 025.

b. The following rules for calculating time under APM - 025 must be used, regardless of how much time is actually spent:

Comment [AP10]: This section is adapted from the current APM - 662, Appendix B-1.
i. (b) As a general rule, for traditional or hybrid in-person instructional formats (lectures, discussions), every six contact or “podium” hours spent with students equals one day. This rule must be used for calculating time under APM - 025, regardless of how much time is actually spent in preparing a course. The Chancellor may grant an exception to the general rules of calculating time for a specific course or for a category of courses such as field trips and electronic or video courses.

ii. For fully online courses, hours will ordinarily be determined under the assumption that online courses require workloads equivalent to the same or similar in-person course formats.

iii. The Chancellor may establish types of teaching for which time calculations may vary, e.g., field supervision, practicums, and established online courses producing lower levels of instructor engagement.

c. (c) Additional teaching hours count against the limits applicable at the time the teaching takes place. For example, teaching done during the academic year must be counted toward the limits that apply during the academic year and may not be paid on a summer-ninths basis. For courses that span the academic year and the beginning or end of the summer or off-duty period, the time shall be allocated in proportion to when the work was performed.

2. Exceptions
d. Exceptions to the time limit are not allowed for faculty during any period in which they receive part or all of their salary directly charged to contracts and grants.
662.24 Authority

(a) The Chancellor has the authority to grant exceptions to the time limits: 1) to specific individuals who wish to do teaching beyond the limits; or 2) to a specific additional teaching program, such as a self-supporting degree. Exceptions to the time limits shall be confirmed in writing prior to the conduct of additional teaching and may be granted by the Chancellor under any of the following conditions:

a. To specific individuals who wish to teach beyond the limits, or to a specific additional teaching program, such as a self-supporting degree program, which would then apply to all individuals teaching in that program. Any individual who teaches beyond the time limits assumes full responsibility for ensuring that full-time effort is devoted to regular University duties.

(b) Exceptions to the time limit are not allowed for faculty during any period in which they receive part or all of their salary directly charged to contracts and grants.

(c) Exceptions shall be made in writing prior to the conduct of additional teaching.

b. When course assignments are reduced due to other University service, such as serving as department chair.

c. (d) The Chancellor also has the authority to make exceptions to the general time calculation rule under Section 6(b) of APM - 662-17.

e. Requests for other exceptions to policy, such as payment for courses taught off-site or in University-sponsored for-profit programs, shall be recommended for approval by the Chancellor to the Provost and Senior Vice President—Academic Affairs.

8. Reporting Requirements

To receive additional compensation, faculty must maintain accurate records of courses, dates, and time.
Additional Teaching/Summer

To implement APM - 662, Appendix B-1, Additional Compensation for Additional Teaching - Faculty, the following interim guidelines apply to faculty teaching during the summer (or equivalent off-duty term), in UNEX programs, self-supporting University degree programs, and other continuing education programs run by the University.

Summer Employment (or Equivalent Off-Duty Term)

1. Academic-Year Faculty

   (a) During the summer, or off-duty term, a full-time faculty member may be paid up to 1/3 of his or her nine-month salary rate for teaching in UNEX, self-supporting degree programs, and continuing education programs. If the faculty member is receiving payment from other University sources during the summer or off-duty term, he or she may not receive more than 3/9ths for all such services combined. There is one exception to this limit: See (b) below.

   (b) In any summer period (or off-duty term) when a faculty member earns 1/9th to 3/9ths from such sources as research grants, summer session teaching, and UNEX teaching, a faculty member may also engage in additional teaching in UNEX programs, self-supporting degree programs, and continuing education programs to a limit of one day a week during the period in which University compensation is received. The applicable limit of one day a week includes a total of additional teaching and outside professional activities combined. See APM - 025.

2. Fiscal-Year Faculty

   A full-time fiscal-year faculty member may use accrued vacation leave in order to receive compensation for teaching in UNEX programs, self-supporting degree programs, and continuing education programs up to a limit of 1/11th of the annual salary. Fiscal-year faculty may not earn University compensation above the 1/11th limit.

Office of the President
Dean of University Extension

Limitation on Additional Compensation

July 18, 1969
Re: Additional Compensation for University Extension Academic Appointees

In response to our phone conversation, I enclose a statement concerning additional compensation for University Extension academic appointees. This statement is representative of current practice but does not necessarily reflect the official position of the President's Office.

Please note there is no dollar or percentage limitation on the amount that may be earned for teaching. This is because it is anticipated that an Extension appointee will teach a course only on an occasional basis. In no event should such compensation exceed 20% of the annual salary rate in a year's time.

While I am completely unsympathetic with allowing appointees to receive additional compensation during the 12th month, this is the current practice and there is no policy to prohibit it.

I hope this information will be of some assistance.

W. E. Schoonover

cc: Martin Chamberlain

Additional Compensation for University Extension Teaching by University Extension Academic Appointees

This policy covers academic appointees whose primary appointment is in University Extension such as Continuing Educators and Academic Coordinators who have financial or academic responsibility for designing, directing, or organizing University Extension programs.

An appointee may not receive additional compensation for teaching that is part of the individual's regular duties. If teaching assignments are a customary part of the individual's duties, that teaching load is considered as part of the appointee's regular job.

University Extension academic appointees may receive additional compensation for extension teaching provided that all the following requirements are met:

a. The appointee receiving additional compensation has no direct or delegated financial authority or academic responsibility for directing or organizing the program in which she or he is teaching.
b. The Dean must approve any compensation arrangement in advance. The Dean or the Dean’s designee will assure that services rendered are in addition to and do not conflict with the employee’s primary professional responsibilities.

e. The rate of pay will be consistent with pay earned by others for the same instructional services. Additional compensation may be provided for teaching that is occasional and not regular. “Teaching done regularly” is defined as teaching one or more courses every year. Additional compensation for Extension teaching may not exceed 20 percent of annual salary.

d. Other exceptions to this policy, such as payment for courses taught off-site or conducted in University-sponsored for-profit programs, which may be recommended for approval by the Chancellor to the Provost and Executive Vice President.
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666-0  **Policy**

Academic appointees may receive honoraria for lectures and similar services in accordance with this policy.

666-4  **Definition**

An honorarium is payment (not otherwise legally required) by the University to an academic appointee for occasional lectures and similar public appearances beyond normal academic responsibilities to the University. Such service (though possibly related to normal responsibilities) falls outside the appointee’s normal academic responsibilities due to the nature of the work or where it is performed (e.g., delivering an occasional lecture at a campus other than the home campus). More than occasional teaching at a campus other than the home campus is covered by a multi-location agreement. Honoraria may be paid only under the conditions described in Section 666-8 below.

666-8  **Types of Honoraria**

a. **Seminars, Lectures or Campus-Sponsored Program Reviews**

Academic appointees may receive honoraria for seminars, lectures or UC-sponsored program reviews when these activities occur on any campus or location of the University, other than the campus or location at which the appointee normally serves.

b. **University-Sponsored Conferences, Panels and Concerts/Creative Works**

Academic appointees may receive honoraria for concerts or other creative work or for University-sponsored conferences and panels when these activities
occur on any campus or location of the University, including the campus or location at which the appointee normally serves.

666-16 Restrictions

Academic appointees should not receive additional compensation for activity relating to departmental personnel actions or ad hoc committees, service on thesis committees or service on campus or systemwide committees.

666-18 Amount

a. There is no set dollar amount for honoraria as defined in this policy. The honorarium may be subject to negotiation in each case but may not exceed an amount stipulated periodically by the Provost and Executive Vice President and published as part of the Academic Salary Scales.

b. Total annual additional compensation under this policy may not exceed 10 percent of the appointee’s annual base salary.

666-20 Reimbursement of Expenses

An academic appointee may be reimbursed for allowable expenses\(^1\) incurred in the performance of services under this provision on campuses of the University other than the campus or campuses on which the appointee normally serves.

\(^{1}\) See Business and Finance Bulletin G-28 for guidelines related to reimbursement of business and travel expenses.
666-22 Funds

Compensation may not be made from State funds, but is permitted from gifts, endowments, contracts and grants with specifically budgeted provisions for such honoraria, Chancellor’s discretionary funds or similar sources.

666-24 Authority

a. The Chancellor has authority to make exceptions and to approve honoraria.

b. If the activity related to the honoraria occurs on a campus other than the campus or campuses on which the appointee normally serves, the Chancellor of the sponsoring campus must notify the home campus of the activity in advance of the activity being performed. The home campus must confirm that the academic appointee is eligible to receive the honorarium prior to payment.

c. When the activity related to the honorarium occurs under the sponsorship of a major Department of Energy Laboratory, the home campus must be notified of any honorarium prior to payment.

d. It is the responsibility of the home campus to monitor the total annual compensation paid for services in accordance with this policy.
666-0 **Policy**

Full-time academic appointees are not normally eligible to receive additional compensation for activities related to their recognized University duties, except that in certain cases members of the faculty may receive honoraria for lectures and similar services in accordance with this policy.

666-1 **Payment of Expenses - Definition**

An academic appointee may be paid for actual expenses incurred in presenting lectures or performing similar services on campuses of the University other than honorarium is payment (not otherwise legally required) by the University to an academic appointee for occasional lectures and similar public appearances beyond normal academic responsibilities to the University. Such service (though possibly related to normal responsibilities) falls outside the appointee’s normal academic responsibilities due to the nature of the work or where it is performed (e.g., delivering an occasional lecture at a campus other than the home campus). More than occasional teaching at a campus other than the home campus is covered by a multi-location agreement. Honoraria may be paid only under the conditions described in Section 666-8 below.

the campus or campuses on which the appointee normally serves.

666-8 **Types of Additional Compensation for Members of the Faculty - Honoraria**

a. University faculty Seminars, Lectures or Campus-Sponsored Program Reviews Academic appointees may receive honoraria for seminars, lectures or program reviews when these activities occur on any campus.
or location of the University, other than the campus or campuses on location at which the appointee normally serves.

b. University faculty-sponsored conferences, panels and concerts/creative works

Academic appointees may receive honoraria for concerts or other creative work or for University-sponsored conferences and panels when these activities occur on any campus or location of the University, including the campus or location at which the appointee normally serves.

c. Members of the faculty may receive additional compensation for lectures or similar services on any campus under the auspices of University Extension as provided by APM - 662.

666-16 666-16 — Restrictions

No academic appointee may receive additional compensation for any activity relating to University departmental personnel actions (such as service on or ad hoc committees), service on thesis committees, or service on campus or systemwide committees (including systemwide program review committees), except as stated in APM - 666-8.

666-18 Amount

a. There is no set dollar amount for honoraria as defined in this policy. The honorarium may be subject to negotiation in each case but may not exceed an amount
stipulated periodically by the Provost and Senior Executive Vice President— and published as part of the Academic Affairs Salary Scales.

b. Total annual additional compensation for lectures or similar services as described in APM 666-8 a and b Total annual additional compensation under this policy may not exceed 10 percent of the faculty member’s annual base salary.

666-20 Reimbursement of Expenses

An academic appointee may be reimbursed for allowable expenses incurred in the performance of services under this provision on campuses of the University other than the campus or campuses on which the appointee normally serves.

666-22 Funds

Compensation to full-time faculty for lectures or similar services as described in APM 666-8 a and b may not be made from State funds, but is permitted from gifts, endowments, contracts and grants with specifically budgeted provisions for such honoraria, Chancellor’s discretionary funds, or similar sources.

666-24 Authority

Authority to approve additional compensation for lectures or similar services as described in APM 666-8 is delegated to each Chancellor and to the Vice President— Agriculture and Natural Resources. In cases where the lecture or

Comment [AP2]: This is a new section replacing the current APM - 666-1.

Comment [AP3]: Language in this section formalizes current practice and adds flexibility requested by some reviewers to allow the Chancellor to make exceptions. For example, some reviewers believe that faculty should be eligible for honoraria for activities occurring on the home campus.

1 See Business and Finance Bulletin G-28 for guidelines related to reimbursement of business and travel expenses.
a. The Chancellor has authority to make exceptions and to approve honoraria.

b. If the activity related to the honoraria occurs on a campus other than the campus or campuses on which the appointee normally serves, the Chancellor of the sponsoring campus must notify the home campus of the activity in advance of the activity being performed. The home campus must confirm that the academic appointee is eligible to receive the honorarium prior to payment.

c. When the activity related to the honorarium occurs under the sponsorship of a major Department of Energy Laboratory, the home campus must be notified of any honorarium prior to payment.

d. The appointee normally serves, the Chancellor of the campus sponsoring the lecture or similar service is authorized to approve additional compensation for these services. The home campus must be notified of any additional compensation provided under this policy. It is the responsibility of the home campus to monitor the total annual compensation paid for these services in accordance with this policy.
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April 26, 2013

Robert Powell
Chair, Academic Council

Re: Revisions to APM Section IV

Dear Bob,

Thank you for the opportunity to review and opine upon the proposed revision to the 600 series of the Academic Personnel Manual (APM Section IV). This matter was reviewed by the Council on Planning and Budget (CPB) as well as the Executive Board. I am attaching the response from CPB, which the Executive Board endorses. I will also take this opportunity to elaborate on some of our concerns.

• **APM 661.** CPB noted that “In APM-661, the date for establishing the pay rate for summer teaching is June 30th of the calendar year, in spite of the fact that the course could begin on July 1, when a salary increase could become effective. Revision to accommodate being paid at the rate in effect at the time of teaching should be made.”

• **APM 662-17.b.ii.** The proposed language reads, in part "For fully online courses, hours will be determined by course units under the assumption that campuses will ensure online courses provide unit workloads equivalent to the same or similar in-person course formats according to Senate Regulation 760 [hyperlink added]. Each unit for an online course will be assumed equivalent to one "podium" hour per week. Thus, a three-unit lecture/discussion/laboratory course would count for three hours each week…"

But the language proposed for APM 662-17.b.ii is, in fact, incompatible with SR 760, which assigns unit values to courses based on hours of student effort, not podium hours per week. SR 760 states “the value of a course in units shall be reckoned at the rate of one unit for three hours' work per week per term on the part of a student, or the equivalent.”

Since there is no correspondence between units and "podium" or lecture hours, units and lab sessions, units and total contact hours, etc., the proposed language must be revised. Units are strictly based on student workload. At UCLA and presumably on most campuses, the course approval process is the mechanism through which faculty describe and evaluate workload and ensure that the units assigned align with the work expected.
• **APM 664.** Finally, members are concerned that there is no limit indicated for consulting on University projects. It is not clear why this particular category of additional compensation is exempt from limits when every other category of additional compensation states clear limits. It is also not clear how such consulting appointments are made.

Although UCLA does not support the revisions of APM 661, 662-17.b.ii, and 664 for the reasons indicated, we raise no objections to the other modifications. Indeed, we concur that the APM must be updated for consistency with the anticipated UC Path.

Please do not hesitate to contact me should you have any questions.

Sincerely,

Linda Sarna  
Chair, UCLA Academic Senate

CC:  Jaime R. Balboa, Ph.D., Chief Administrative Officer, UCLA Academic Senate  
      Martha Winnacker, J.D., Executive Director, UC Academic Senate
April 12, 2013

Professor Linda Sarna
Chair, UCLA Academic Senate

Re: Revisions to APM Section IV: Council on Planning and Budget Review/Response

Dear Professor Sarna,

The Council on Planning and Budget (CPB) discussed the proposed revisions to Section IV of the APM at our meeting on April 1, 2013. We also had the opportunity to gain the perspective of Vice Chancellor Goldberg on the proposed changes and she provided answers to our questions.

With upcoming implementation of UC Path, there is a clear need for the AP M-600 Series to be updated to provide consistency in handling salary administration across campuses. In addition, some updates are included to which are beneficial, such as increasing the values for the start-up packages for intercampus transfers (510-19) which have not been adjusted since 1997. However, a number of opportunities for needed corrections were missed, and a few changes appeared inappropriate.

In APM-661, the date for establishing the pay rate for summer teaching is June 30th of the calendar year, in spite of the fact that the course could begin on July 1, when a salary increase could become effective. Revision to accommodate being paid at the rate in effect at the time of teaching should be made.

Due to the difficulties in providing competitive salaries for faculty, the limit of earning no more than 20% of the annual salary rate through additional compensation/University Extension (APM 663-18. a.iii) should be reexamined and raised.

There was considerable concern over the definitions for time limitations for additional teaching in 662-17.b.i and ii. Defining the units for an online course unit as a function of "podium" hours is inconsistent with the way units are assigned for regular courses.
It is also unclear what the limit is of online course supplementation in a hybrid course before it is considered an online course.

Finally, despite clear limits on additional compensation in all other sections, there is no limit indicated in Section 664 for consulting on University projects. It is not clear why this category of additional compensation is exempt from limitations, while other categories are limited in either time or percentage of pay, nor is it clear how these consulting appointments are made. CPB would like more clarity in this section.

CPB was appreciative of the concern and efforts of VC Goldberg to carry these issues forward.

Sincerely,

[Signature]

Neal Garrett
Chair, Council on Planning and Budget

cc:  Jan Reiff, Vice Chair, Academic Senate
     Andy Leuchter, Immediate Past Chair, Academic Senate
     Jaime Balboa, Chief Administrative Officer, Academic Senate
     Linda Mohr, Assistant Chief Administrative Officer, Academic Senate
     Members of the Council on Planning and Budget