

UCR Guidelines for Preemptive Retention Procedures  
For Senate Faculty

**Issue Date:** August 2009  
**Revision Date(s)** July 1, 2017  
**Policy Reference(s):** [APM 620, Off-Scale Salaries](#)  
[Off-Scale Salary Policy](#)  
["The CALL" Academic Reviews for Senate Faculty](#)

**Purpose**

Off-Scale (O/S) is typically awarded only at appointment or retention. Departments or Deans should not propose an O/S salary for existing faculty without prior consultation with the Vice Provost for Academic Personnel (VPAP). Such a recommendation has to be supported by extraordinary circumstances or the extraordinary accomplishment of the candidate that would not otherwise support an accelerated or on-time merit adjustment.

Consistent with other UC campuses, this will provide another mechanism to accommodate market issues without recourse to written external offers. The expectation is for a limited number of cases for preemptive retention of faculty.

**Delegation of Authority**

Preemptive Retention requests are processed through the personnel review system, including review by the Department, Dean, the VPAP, and the Committee on Academic Personnel (CAP). Final approval authority rests with the Provost and Executive Vice Chancellor (PEVC). All reviewers commit to conducting expedited review for such cases.

**Required Documents**

For the review, a case for a preemptive retention O/S salary adjustment should be accompanied by the following:

1. Fully up to date bio-bibliography
2. Thorough analysis of the retention threat perceived
3. Explanation of the market factors on which the proposed O/S salary adjustment is based
4. The case should be presented in a joint letter from the Department Chair and the Dean. The letter must describe the process of consultation with department faculty in arriving at the preemptive offer.

If the Department Chair is the faculty member nominated for a preemptive salary adjustment, the Dean may nominate another senior faculty member from the same or a disciplinary-related department to serve in the role of Chair for this purpose.

For cases coupled with a merit or promotion review file that is already in progress, the same file will be used for CAP's evaluation of the preemptive retention. If preemptive retention documents are added to the regular merit and promotion file, the Department and Dean's letters will only contain discussion of the personnel action under review. An additional joint letter from the Chair and Dean for the preemptive retention must be included with the review file.

**Conditions**

All O/S granted will be maintained subject to market adjustments to the UC salary scale. All O/S salary granted will be qualified by the statement "this O/S will be maintained as long as satisfactory academic progress is made". For more information, refer to the [Off-Scale Salary Policy](#).