Policy on Off-Scale Salaries for Appointees and Merit/Promotion/Retention Actions

Policy Reference: APM 620
Related Campus Policy: UCR CALL; Resource Planning and Budget Faculty Salary Funding Policy
Policy Revision Date: January 19, 2016 (July 1, 2013)
Policy Effective Date: January 19, 2016 (July 1, 2010)

In accordance with APM 620, Off-Scale (O/S) Salaries for Appointments and Advancements, O/S salaries are merit based or are awarded to meet competitive market conditions at the time of hire, or as a component of a retention offer.

The following policy affects all O/S awarded on or after 1/19/2016. O/S awards made prior to 1/19/2016 will also be covered by this policy unless the award contains binding language that specifically excludes any of the provisions below. The effects of general scale adjustments on the O/S salaries will be as specified in APM 620-18.

Market-based O/S salaries
a) Faculty are awarded market-based O/S salaries in order to meet market conditions at the time of hire/appointment or during a retention action. This type of O/S component will be maintained during merit and promotion actions or quinquennial reviews, except for the case listed in point (b) immediately below.

b) Following an unsatisfactory quinquennial review, the Chancellor or his/her delegate may modify a market-based O/S compensation after consultation with appropriate reviewing bodies. This consultation will include the appropriate Dean(s) and the Vice Provost for Academic Personnel (VPAP), if not the Chancellor’s delegate; the Committee on Academic Personnel (CAP) will also be consulted if the unsatisfactory designation was contrary to their vote. A decision to modify the O/S will be communicated in writing to the faculty member with an explanation for the action.

Merit-based (bonus) O/S salaries
a) Merit-based O/S salaries are awarded during a personnel action based on excellence in research, teaching, or service, where performance rises above normal progress, but does not meet the requirements for an acceleration (acceleration criteria are based on APM 210 and APM 220, and are specified in the CALL. Awarding such salaries can be proposed by any reviewing body; such proposals may include a specific period for the duration of the O/S award, depending on the level of excellence it is meant to recognize. If included, time limits will be consistent with point c) below.

b) Absent time-limiting provisions, a merit-based O/S award will be effective until the next promotion action or quinquennial review, at which point it can be continued, increased, decreased or cancelled by the Chancellor (or his/her delegate) based on the academic personnel review criteria. A decision to modify will be communicated in writing to the faculty member with an explanation for the action.
c) Assistant Professors will retain their merit-based O/S salary component at least until their tenure decision.

The provisions for cases where an O/S award (of any type) is approved without a vote from CAP will be listed in memoranda of understanding to be adopted by the Provost and Executive Vice Chancellor (PEVC) and that committee.