

09/10 AY – Preemptive Retention Guidelines

Please refer to the CALL and APM 620 for more information on Off Scale Salary.

Off Scale is typically awarded only at appointment or retention. Departments or deans should not propose O/S for existing faculty without prior consultation with the VPAP. Such a recommendation will have to be supported by the 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 and encourage a limited number of cases for pre-emptive retention of stellar faculty.

These cases will be reviewed by CAP and CAP commits to conducting expedited review for such cases.

For the review, a case for a pre-emptive retention off-scale 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 off-scale salary adjustment was 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 pre-emptive offer.
5. If the Department Chair is the faculty member nominated for a pre-emptive salary adjustment, the Dean may nominate another senior faculty member from the same or disciplinary-related department to serve in the role of Chair for this purpose.