The document contains guidelines for preemptive retention and off-scale salary adjustments. It states that off-scale salary is typically awarded only at appointment or retention. Departments or deans should not propose off-scale (O/S) for existing faculty without prior consultation with the VPAP. Such a recommendation will have 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 and encourage a limited number of cases for preemptive 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.

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