

University of California Riverside

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.

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- 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.