

UCR RETENTION PROCEDURES

Revision Date: October, 2012

Retention Process for the Professorial Series (excluding Administrative Appointments):

1. The Department Chair:
 - a. Initiates the retention process with a written request, forwarded via email, to the appropriate Dean. [At this stage, a competing written outside offer of employment may not be available, but a verbal commitment has been extended. The written outside offer is forwarded to the Dean with a copy to the Vice Provost for Academic Personnel (VPAP) as soon as it is available. Generally a retention meeting will be scheduled (see item #2 below) only when a written offer is available.]
 - b. Adheres to the principle that retention will be considered only when there is an outside offer.* It is normally expected that retention offers will only be considered when the offering institution is of comparable or higher rank than UCR. The Chair should be prepared to provide documentation that this is the case.
 - c. Consults with department faculty informally or may conduct a formal vote regarding whether or not to retain the faculty member. If a formal vote is taken, the Chair ensures that Senate [Bylaw 55](#) on voting rights is followed. Recommendations for movement in rank/step require the appropriate personnel file with departmental vote. The department faculty do not vote on the amount of the off-scale salary. [No paperwork on these votes will be maintained as part of the faculty member's AP personnel records.]
2. The Dean:
 - a. Forwards the Chair's recommendation for a retention package to the Executive Vice Chancellor and Provost (EVCP) and VPAP. This recommendation should advise the VPAP if:
 - i. any previous retention package commitments have been made to the faculty member, and
 - ii. other Chancellorial commitments have been made to the faculty member and are still in effect.
 - b. Sets up a meeting including the Chair, EVCP and VPAP.
3. The Vice Provost for Academic Personnel:
 - a. Forwards the recommendation to the Academic Personnel Office (APO).
4. The Academic Personnel Office (APO):
 - a. Forwards the most recently completed or on-going personnel review file and history card to the VPAP and EVCP.
 - b. Contact the individual's Dean's Office to discover if the Dean has provided any research funding or other compensation or inducements not included on the APO history card.
 - c. Provides a copy of the faculty member's history (history card), including any off-scale history and the current academic salary scale.
 - d. Ensures the salary recommendation falls within the appropriate Regental threshold.
 - e. Expedites CAP review, if necessary. [Required for movement in rank/step.]

* Deans should be proactive when they see a file that is excellent. They can either suggest acceleration or an off-scale salary if the step or compensation appears to be out of line. This may prevent the necessity of career reviews and retention offers.

- f. Prepares the retention template. If the individual holds an administrative appointment, create a separate line on the template to report his/her professorial appointment components and his/her administrative appointment salary components.
 - g. Brings current information on endowed chairs to the meeting in the event it is needed.
5. The EVCP, VPAP, Dean and Department Chair meet and make a final retention decision.
 - a. The retention template is completed, documenting all of the retention commitments to be offered. Copies of the completed template are provided to the Dean, Department Chair, VPAP, APO and Academic Resource Planning and Budget.
 - b. The Department Chair's signature on the completed template certifies that departmental consultation has taken place, or in the case of a formal vote, that [Bylaw 55](#) voting rights have been followed.
 - c. Some aspects of a retention package may require Chancellorial or Regental approval. The VPAP is responsible for coordinating such approvals.
 - d. In the event that elements of the retention package at the School/College level are complex and may be subject to further discussion or negotiation between the faculty member and the School or College, a second meeting of this group will be scheduled within 14 working days for a final retention offer.
 6. APO confirms the details on the retention salary and drafts a letter based on the retention template. The draft is forwarded for review to the Dean, Department Chair and VPAP. Any proposed changes must be approved by all parties.
 7. The Department Chair is instructed to verbally relay the information of the retention effort to the candidate (e.g., an off-scale salary to match the competing offer and/or research funds, teaching release, etc.). This may be put in the form of an email narrative to the candidate, copied to the VPAP and the Dean.
 8. The Chair informs the VPAP, through the Dean, of the results of the retention offer. VPAP alerts APO to finalize the retention letter if the offer is accepted.
 9. When the letter is finalized, it is routed through the VPAP to the EVCP for signature, and then APO sends it to the faculty member for signature, requiring signed acceptance of the commitments within the letter.
 10. When the signed acceptance of the retention letter is returned to APO, APO sends copies to the department, the Dean and Academic Resource Planning and Budget. The department may change the faculty member's salary in the payroll system only upon receipt of this signed acceptance.

Additional Resource:

[Affirmative Action Guidelines for Recruitment and Retention of Faculty](#)

The January 2, 2002, guidelines issued to the Chancellors that outline the University's affirmative action obligations as a Federal contractor as they apply to faculty recruitment, promotion and retention procedures.