

June 19, 2015

DEANS
DEPARTMENT AND PROGRAM CHAIRS
MRU AND ORU DIRECTORS
SENATE CHAIR
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**Re: Updates to the Campus Academic Personnel Manual (CAPM):
Issuance of Revised 514.285-Lecturer with Security of Employment Series,
803.620-Off-Scale Salaries, and 806.600-Additional Compensation;
Deletion of 802.620-Off-Scale Advancements and 020.000-Dual Employment (Staff/Academic)**

Dear Colleagues:

I write to issue the following updates to the campus academic personnel manual (CAPM). These updates will be published in the CAPM with an effective date of July 1, 2015. Many of the updates to the Off-Scale Salaries and Additional Compensation policies have been made to bring campus policy into alignment with revisions to the systemwide academic personnel manual (APM) Section IV, Salary Administration (APM 600 Series). Some of the key changes are highlighted below.

514.285-Lecturer with Security of Employment Series (these are the only revisions to this policy)

- Removal of the restriction that a Lecturer PSOE and Lecturer SOE cannot be paid at a salary rate above that of Professor, Step 1.
- Clarification that a normal merit increase for a Lecturer PSOE and Senior Lecturer PSOE is two increments, not three, because appointments and reappointments to these potential for security of employment titles are made for a two-year term.

803.620-Off-Scale Salaries for Appointments and Advancements

- All academic title series that include ranks (or levels) and steps may now be considered eligible for off-scale salaries (except for student titles). However, for academic titles covered by a Memorandum of Understanding (MOU), eligibility for off-scale salaries is determined by the terms of the MOU.
- Removal of campus off-scale limits at the level of rank and step, and establishment of campus salary limits by title series.
- Clarification of eligibility by title series for Above Scale status.
- Delegation of Authority to Deans for greater-than-normal merits up to the campus salary limit for the applicable salary scale (see the [Delegation of Authority Chart](#)).
- Change in authority from Deans to Campus Provost and Executive Vice Chancellor for salary increase only reviews at Associate Professor, Step 4, Professor, Step 5, and Professor, Step 9, where the recommended salary increase exceeds the equivalent of a half-step.

802.620-Off-Scale Advancements

This policy is being deleted from the CAPM because relevant information has either been incorporated into 803.620-Off-Scale Salaries or exists in other CAPM policies.

806.600-Additional Compensation

In response to significant revisions to APM Section IV, Salary Administration (APM 600 Series), which includes some 14 discrete policies, APO has created a policy matrix divided into sections by employee type (e.g., senate, non-senate, student, and academic-year or fiscal-year). A general provisions section is also included that should be read in conjunction with the matrix; this section contains definitions, principles/guidance, and additional references and resources. The intention is to provide information about eligibility, restrictions, annual limits, and methods of payment in an at-a-glance format. However, given the complexity of the systemwide policies and the variety of situations that arise, consultation with the Academic Personnel Office and/or with the divisional academic personnel office should occur before compensation commitments are made and/or work is performed.

020.000-Dual Employment (Staff/Academic)

This policy is being deleted from the CAPM. In the event a full-time staff employee is offered concurrent academic employment (e.g., a lecturer during the academic year or Summer Session), the full-time position must be reduced so that the total combined employment does not exceed 100 percent time during the entire pay period of the academic position, regardless of the service dates. This brings into alignment the expectation for staff/academic concurrent employment with that for concurrent employment involving two academic positions. Dual employment agreements already approved by the dean will be permitted to continue through the end date of the current agreement but no extensions are allowed.

Please direct any questions regarding these revised campus academic personnel policies to your liaison in the Academic Personnel Office or to apo@ucsc.edu.

Sincerely,



Alison Galloway
Campus Provost and
Executive Vice Chancellor

cc: Chancellor Blumenthal
Chair Dean, Committee on Academic Personnel
VPAA Lee
AVC Peterson
Academic Senate Office
Administrative Records Office
APO Analysts
Assistants to Directors
Department and Program Managers
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