

November 18, 2014

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**Re: Policy Changes Involving Compensation for Academic Appointees**

Dear Colleagues:

As you should be aware, the Office of the President recently revised several policies concerning compensation for academic appointees (Academic Personnel Manual 600 Series: Salary Administration) that became effective July 1, 2014. The revisions included both changes and clarifications in policy. As a result of these revisions and clarifications, certain practices on the Santa Cruz campus will change.

For a complete list of revisions, see the UCOP APM policy site at <http://www.ucop.edu/academic-personnel-programs/academic-personnel-policy/policy-issuances-and-guidelines/apm-290-510-600-series.html>. Campus academic personnel policies are in the process of being revised as required to be in accordance with the systemwide policy changes.

The following information outlines clarifications and revisions concerning key issues. ***Subject to policy requirements, and in accordance with an MOU for represented academic appointees:***

**Honoraria Paid by the University**

- All academic appointees, including student appointees, are eligible to receive honoraria for seminars, occasional lectures, UC-sponsored program reviews, and similar activities provided they occur at a UC campus/location other than the appointee's home campus.
- All academic appointees, including student appointees, are eligible to receive honoraria for concerts or other creative work or for University-sponsored conferences and panels when these activities occur on any UC campus/location.
- Total annual honoraria is limited to 10 percent of the appointee's base salary rate. Honoraria is not considered additional compensation.

**Off-scale Salaries**

- All non-student academic title series paid off of a rank and step salary scale are eligible for off-scale salaries. Campus off-scale salary limits for the highest rank and step in each title series will be established if not currently in place.

**Concurrent Appointments**

- It is no longer permissible to allow the total of two concurrent appointments to exceed 100 percent time, even during the non-service period of one of the appointments (i.e., intersession periods). For example, fiscal-year appointees or staff employees appointed to teach a course during fall quarter must reduce their primary appointment during the entire teaching appointment pay period of October 1 through December 31. Likewise, a TA with a 50 percent appointment in spring quarter cannot be appointed as a GSR at more than 50 percent time until July 1.
- An appointee with concurrent academic-year (9/12 basis) and fiscal-year appointments, where the pay for the academic year position is paid over 12 months, may work full-time in the fiscal-year job during the summer period (July 1 through September 30).

- To allow for appropriate transition, if an agreement is already in place for 2014-15 that specifies a “pay versus service” arrangement for employment at greater than 100 percent time, it may stand. Please contact the Academic Personnel Office if there are other situations that you believe warrant discussion.

### **Additional Compensation**

- Additional compensation is any compensation other than an administrative stipend paid to a non-student academic appointee by the University in excess of the appointee’s full-time salary for activities not directly related to their recognized University duties. Appointees working less than full-time may accept additional University employment up to 100 percent time but this is not considered additional compensation. The term additional compensation does not refer to compensation for employment by any employer other than the University.
- Additional compensation is permissible only in accordance with the following provisions and as described in further detail in systemwide additional compensation policies (see APM Sections - 633, - 650, - 660, - 661, - 662, - 663, - 664 and - 667).
- For academic appointees covered by a Memorandum of Understanding (MOU), eligibility for additional compensation is determined by the terms of the MOU.
- In a given year, all non-student academic-year appointees may receive additional compensation of up to one-third of the annual salary rate for conducting research, teaching, or service during the summer period.
- All non-student fiscal-year appointees may receive additional compensation of up to one-twelfth of the annual salary for teaching, research, or service performed during approved vacation. A corresponding number of accrued vacation days must be deducted.
  - A special provision has been made for those appointed to the Professor or Astronomer series prior to July 1, 2014 so that they are eligible to receive additional compensation of up to one-eleventh of the annual salary.
  - Procedural guidance involving the number of accrued vacation days that must be reported to receive additional compensation will be forthcoming. Should there be an immediate need for this information, please contact the Academic Personnel Office.
- When reading and judging manuscripts for the University Press, additional compensation is paid in accordance with guidelines issued by the Office of the President. Fees are subject to negotiation for each manuscript read.

Should you have any questions about any of this information or its application, please contact your Academic Personnel Divisional Coordinator.

Sincerely,



Pamela G. Peterson  
Assistant Vice Chancellor

cc: CP/EVC Galloway  
Vice Chancellor Brandt  
Academic Personnel Divisional Coordinators  
Academic Personnel Office Analysts  
Assistants to College Provosts  
Department and Program Managers