November 18, 2021

ACADEMIC SENATE
DEANS
DEPARTMENT AND PROGRAM CHAIRS
POLICY-COVERED ACADEMIC EMPLOYEES
VICE PROVOSTS


Dear Colleagues:

I write to initiate formal review of proposed revisions to CAPM 407.690 (Overlapping Steps), 803.620 (Off-Scale Salaries for Appointment and Advancement), 600.311 (Project [e.g. Scientist] Series), and 602.330 (Specialist Series). The proposed revisions include the following changes, by referenced policy:

- **CAPM 407.690, 803.620, 600.311, and 602.330**
  Modifying the salary increase-only options at the barrier steps (e.g. Associate Professor Step 4, Professor Step 5, and Professor Step 9) in the relevant series, from “a modest off-scale salary increase, such as a quarter or a half step” to “a modest off-scale salary increase of one-third or two-thirds of a step.”

- **CAPM 803.620**
  Changing the delegated authority for certain off-scale salary increases and initial advancement above the campus salary limit as a result of a personnel review. Impacts only Professor, Teaching Professor, and Professional Research series.

- **CAPM 803.620**
  Other minor technical and conforming changes to reflect that the Teaching Professor (LSOE) series is on a rank and step scale.

The primary intent behind this policy change is to expand the level of allowable salary increases at barrier steps. Under current campus policy and practice, when an academic employee at a barrier step (dependent on title series, e.g. Associate Professor Step 4, Professor Step 5, or Professor Step 9) presents a file that does not meet the criteria for the normative major action (e.g. Promotion, Step 6, or Above Scale), that academic employee may be considered for “a modest off-scale salary increase such as a quarter or a half step in recognition of the [employee’s] overall performance during the review period.” The proposed policy change is to modify the salary increase option to “a modest off-scale salary increase of one-third or two-thirds of a step in recognition of the [employee’s] overall performance during the review period.”

The changes to CAPM 600.311 (Project [e.g. Scientist] Series) and CAPM 602.330 (Specialist Series) are limited to conforming these policies to the changes in CAPM 803.620.

Please facilitate this formal review and comment process by discussing this information with academic employees in your division, department, program, or unit. Clean and redline versions of the proposed revised CAPM policies are available on the Academic Personnel Office website at: [https://apo.ucsc.edu/policy/policy-under-review.html](https://apo.ucsc.edu/policy/policy-under-review.html). The current policies may be found at [https://apo.ucsc.edu/policy/capm/index.html](https://apo.ucsc.edu/policy/capm/index.html).
These policy changes are intended to be effective with the 2021-22 review year, to be implemented immediately after campus review and final issuance of the policy changes.

Comments are due by January 5, 2022, and should be directed to Ibukun Bloom, Academic Personnel Office, ijbloom@ucsc.edu.

Sincerely,

Lori Kletzer
Campus Provost and Executive Vice Chancellor

cc:
Academic Senate Office
Administrative Records
Department and Program Managers
Divisional Academic Personnel Coordinators