VCHS Academic Affairs

Procedural Updates

Responses to Preliminary Assessments and Information Requests
Responses must be submitted to the office with final authority for the action (via the VCHS Academic Affairs Office) by the deadline on the preliminary assessment or request for additional information notice. If you have questions about the deadlines or if there are challenges with meeting these deadlines, please communicate with your VCHS analyst. Requests for an extension of the deadline (up to two weeks) must be approved prior to the due date indicated in the EVC/AVC letter. Such requests must specify the rare and compelling reason for the inability to meet the deadline and the estimated date of file submission to the EVC or AVC. Please keep in mind that deadline extension requests for actions at EVC authority may require consultation with CAP and/or the EVC, as they affect workload and file flow.

Late Academic Personnel Files
Only files submitted by June 15, 2016, will be processed for review in the 2015-16 academic review cycle. Any file not submitted by this deadline will be issued a notice for No Change and Reappointment for one year. No extension will be issued for these files. Please contact your VCHS analyst if there are extenuating circumstances surrounding any file you are unable to submit by June 15 and still wish to be considered for processing this year. You should have recently received a list of your department’s files that are pending committee review, that require a response to a preliminary assessment or request for additional information, or that are late.

Voluntary Changes in Percentages of Time
Voluntary changes in time require approval from the VCHS Academic Affairs Office when the candidate’s percentage of effort falls or surpasses the benefits threshold. The following situations require VCHS approval:

1. Voluntary increases in time from 49% or less, increasing to 50% time or more.
2. Voluntary reduction in time from 51% or more reducing to 50% time or less.

Faculty requests for voluntarily changes in percentage of time that require approval must be submitted to the VCHS Academic Affairs Office four (4) weeks in advance of the effective date to allow time for processing. Requests submitted after the effective date (for a retroactive start date) must be accompanied by a formal memo justifying the retroactive request and specifying what the department will do to avoid submitting exceptional requests in the future. No retroactive requests will be processed without appropriate justification.

Faculty transitioning to another institution may request that their percentage of effort drop to 0% for a period of up to one (1) year. The request should include an endorsement from the Department Chair, a plan to transition teaching duties for the candidate’s students/mentees, as well as an appropriate lab management plan (if lab responsibilities and funding will be transferred to another faculty member).
Recruitment Reminders
To ensure that recruitments are reviewed in a timely fashion, please make certain that you have ECC approval (and if FTE, VCCRM approval) prior to the submission of any position requests and search plans. Proposal Letters must be submitted through Switchboard for approval once a candidate is identified. Questions on the specific information that should be included in APOL – Recruit can be sent to Julia Partridge at jkpartridge@ucsd.edu.

Policy Updates

2016 Retirement Tier
The University of California (UC) has established new retirement benefits for future employees hired within the UC system on or after July 1, 2016. In order to ensure entry into the 2013 benefits tier, the Office of the President (OP) has approved the following provisions to accommodate various recruitment situations:

1. Newly recruited faculty who sign contracts and begin their employment between now and June 30, 2016, will be members of the 2013 UCRP tier. Any recruit with an appointment date of July 1, 2016, or later will fall under the 2016 UCRP tier.

2. Newly recruited faculty may be placed on immediate leave without pay to complete obligations on another campus, or to complete a fellowship, postdoctoral assignment, or other professional obligation. Faculty appointed into a UCRP-eligible title and placed immediately on leave without pay prior to July 1, 2016, will be placed in the 2013 UCRP tier. A faculty member may accept an appointment a year before s/he arrives on campus; on rare occasions, more than a year. Please note that employees do not accrue retirement service credit while on leave without pay. For questions about eligibility to buy back UCRP service credit following a leave without pay, please contact the Retirement Administration Service Center. A leave of absence without pay may also affect benefits and the period of initial eligibility for benefits. For questions related to benefits, please contact the Benefits Office.

3. Exceptions to these provisions will be handled on a case-by-case basis. OP has communicated that exceptions will be very rare and will depend on the specifics of the recruitment case.

Postdoctoral Scholars and Department of Labor Rule on Overtime
The Department of Labor has issued its final rule on overtime pay. The final rule will raise the salary threshold for exempt employees from $455 per week to $913 per week ($47,476/annually) and will become effective on December 1, 2016. The salary threshold will update every three years, with the first increase occurring on January 1, 2020. Academic Affairs at the Office of the President will provide written guidance on the impacted academic populations and how they should be classified. In the meantime, they have provided a summary of the final rule and a fact sheet for higher education.

VCHS Faculty Compensation

Sub 0 – Staffing and STX Record Purpose Lines
Please ensure that all the FTE faculty are extended on their current rank and step beyond 6/30/16 and hold off on updating the STX lines with their 7/1/16 merit or promotion until **AFTER 7/12/16.**

**2016-2017 HSCP Salary Scales**
Enclosed below is the link to the UCOP website containing President Napolitano’s letter regarding the 2016-17 salary program for academic appointments. Below are relevant excerpts from the 2016-17 salary program for Health Sciences faculty. **Important note on the HSCP scales:** The highlighted rates on the scales have been intentionally rounded up by UCOP. Please discard any scales you have as the standard method for rounding was not used on the highlighted rates.

[http://www.ucop.edu/academic-personnel-programs/compensation/2016-17-academic-salary-scales.html](http://www.ucop.edu/academic-personnel-programs/compensation/2016-17-academic-salary-scales.html)

**Specifics of the Plan for Health Sciences Compensation Plan (HSCP’) Faculty:**

- Titles include Ladder-Rank — Professor Series (HSCP); Professor in Residence; Professor of Clinical X: Clinical Professor of Dentistry (50% or more); Adjunct Professor; and Health Sciences Clinical Professor. All titles include Acting.
- 1.5% will be added to the HSCP scales and X and X’ salary; since dollar amounts vary by scale-rank-step, the addition is calibrated to career achievement, and it ensures that HSCP faculty see a rise in covered compensation.
- Where there is evidence of inequity, units with HSCP faculty will continue to seek avenues for redressing the issues.
- There is no expectation of further discretionary awards for HSCP faculty. This is due to the inherent incompatibility between the salary structure and funding resources for non-HSCP ladder faculty and the salary structure of the HSCP, which fundamentally relies on annual negotiation and on faculty to raise some or all of their own salary.

**Important Points Regarding the New HSCP Salary Scales and Budget Process:**

- The 1.5% increase will be applied to covered compensation (X, X’, and Y’ [if applicable]). However, total negotiated annual salary should remain the same. The negotiated component (Y) will need to be adjusted down if the faculty member does not have adequate funding sources for an increase.
- Faculty who do not have a negotiated component (Y), and receive only covered compensation, will see an increase in salary on their August 1, 2016 paycheck.
- If a faculty member has a negotiated Y that is less than the increase in covered compensation, then the faculty member will see a net increase to salary based on the new covered compensation rate.
- Faculty who are not members of the HSCP will not receive further discretionary increase as they are not eligible to receive additional compensation above X.

**MSP Staff Physicians – Salary Implementation**

- We are currently awaiting salary implementation guidelines from Human Resources for MSP Staff Physicians. As soon as we have additional information, we will send out a separate communication.
Please submit your department’s Special Pay Plan for FY 16-17 by 6/30/16 via email to Angelica Mangindin – amangindin@ucsd.edu

Excerpts from Recent APS Announcements

**Short Form Merit Review Process**

In an ongoing effort to streamline the academic review process, a Short Form Evaluation was created for use in routine merit files under the Dean’s delegation. The form may be used in lieu of a 1) review file summary form, 2) full departmental recommendation letter, and 3) Division Dean’s final action letter for files where a normal merit is proposed and campus review is not required. The Final Authority has the option to request a full departmental recommendation letter if more detailed information is needed to make a decision. In those cases, the Short Form Evaluation should be saved, added to the review file, and accompanied by the departmental letter. Use of the short form is optional and should be adopted by departmental vote. The form can be used for files effective July 1, 2017 and after.

The instructions and sample forms will be available on APS’ website at the following link within the reviews subsection: [http://academicaffairs.ucsd.edu/aps/advance-train/forms.html](http://academicaffairs.ucsd.edu/aps/advance-train/forms.html). The use of the form by Health Sciences is being coordinated by the Academic Affairs Office in the Office of the Vice Chancellor Health Sciences. Please contact Rebecca Woolston for specifics on VCHS implementation guidelines.

**2016 Retirement Tier**

July 1, 2016 is rapidly approaching and with it, the new retirement tier for eligible employees hired on or after that date. Please be sure you not only educate yourself regarding this new tier, but also be able to provide resource information to your new employees. Detailed information, tools, FAQs, and current updates may be found at: [http://ucnet.universityofcalifornia.edu/compensation-and-benefits/2016-retirement-benefits/index.html](http://ucnet.universityofcalifornia.edu/compensation-and-benefits/2016-retirement-benefits/index.html)

In addition, UCOP hosted webinars on this topic. If you would like to view the webinars, please access this site and request access in order to view them.

[https://sp.ucop.edu/sites/hr/BeneProjects/Shared%20Documents/Forms/AllItems.aspx?RootFolder=%2Fsites%2Fhr%2FBeneProjects%2FShared%20Documents%2FMay%2023%2F24%20Training&FolderCTID=0x012000CB7C67DCB311C34484323CBB78055ED&View=%7B8DC1903DA%2D6BC6%2D44ED%2DB1F8%2D64502A2EEB1F%7D&InitialTabId=Ribbon%2EREad&VisibilityContext=WSSTabPersistence](https://sp.ucop.edu/sites/hr/BeneProjects/Shared%20Documents/Forms/AllItems.aspx?RootFolder=%2Fsites%2Fhr%2FBeneProjects%2FShared%20Documents%2FMay%2023%2F24%20Training&FolderCTID=0x012000CB7C67DCB311C34484323CBB78055ED&View=%7B8DC1903DA%2D6BC6%2D44ED%2DB1F8%2D64502A2EEB1F%7D&InitialTabId=Ribbon%2EREad&VisibilityContext=WSSTabPersistence)

New employees should begin reviewing options and are encouraged to make a selection as soon as he/she becomes eligible. While there is a 90-day enrollment period, accumulation of retirement service credit does not begin until an option is selected, or at 90 days, whichever occurs first.

**AP Data Management System—Now Live**

AP Data, UCSD’s new information system of record for academic appointees, has launched effective June 7, 2016. When complete, the database management system will combine fragmented data sources from multiple campus databases into a single, central repository. Academic personnel staff will have the ability to access the data they need, when they need it, in a single location.
APS has fast-tracked the development of the screens that department staff will use to store all of the new data the campus is required to collect under the new UC/UC-AFT Memorandum of Understanding (IX - Unit 18) agreement. Users will have access to the basic reporting tool and 2 data screens: the employee data screen and the unit 18 data screen.

- You may access the application at the following link: https://academicaffairs.ucsd.edu/Modules/APS
- Training materials and video tutorials can be found at: https://academicaffairs.ucsd.edu/aps/apol/AP-Data-Training.html
- General information: http://academicaffairs.ucsd.edu/aps/apol/index.html

General questions, feedback, suggestions for improvements or future enhancements can be sent to Brandy Cheshire, bmisquez@ucsd.edu

**Department Transfer Process & Various AP Processes**
Several processes, including faculty department transfers, are now available on AA&T’s website at the following link: https://academicaffairs.ucsd.edu/aps/advance-train/action-requirements.html

**AA&T – FAQ of the Month**
*When I have a faculty member going on a special leave, what points should my department chair and dean cover in their respective request letters?*

**Special Leaves – points to cover:**
- The academic appointee’s value to the University
- Likelihood of their returning from the leave
- Discussion of students/grants and their disposition
- If tenured, plans for FTE.
- For instructional titles, who will be responsible for teaching?

**CAP Meetings – Plan Ahead**
There are only 5 meetings remaining for the 2015-16 academic review season. Please be sure to plan for CAP breaks during the weeks of June 13 and July 4.

**Separations & Retirements**
As this is the time of year when faculty and other academics announce their plans to retire, please be sure to share notices of retirement and separations with VCHS Academic Affairs informed, as we are required to share these notifications to Academic Personnel Services.

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**Excerpts from Recent ADEO Announcements**
**Internal Process Enhancement**

As announced by Cindy Palmer, the Assistant Vice Chancellor of Academic Personnel, ADEO has undergone some internal process changes to further streamline the approval process on the APOL *Recruit* system for reports and to better support the system users. These changes include:

1) The elimination of two approval routing roles:
   - the Diversity Office Director approval role for all phases of the recruitment
   - the Budget Office approval role for Search Plans

2) A single point of contact for OADEO recruitment issues:
   - All OADEO reviews for Search Plans, Shortlist Reports and Search Reports for *Health Sciences* will be coordinated by Nathalia Quirk - nquirk@ucsd.edu, ext. 60490.

3) “Tickler” reminders to reach a five business day turnaround goal:
   - The OADEO team is developing “tickler” reminders and may contact assigned approver personnel to offer assistance when a recruitment appears to be delayed at any stage of review.

While Nathalia will be the single source of contact for Health Sciences, Director of OADEO, Carla Solomon will remain available to assist with general recruitment questions and consult on challenging recruitments.

**Specializations on Recruit**

- Analysts can now create a custom list of specializations when creating a search plan. Applicants can self-select as many or as few specializations as they wish, and they may edit their selections until the recruitment’s final date. Analysts can find the applicant specializations on the applicant review page.

**Recruit Updated Features:**

- The term “Diversity Reports” in the Recruit system has been replaced with the more accurate and more universally understood “Applicant Pool Report,” and “Shortlist Report.”
- Users can now preview the JPF, when in draft form, before it is published. This preview should make it easier to catch mistakes before submitting and posting.
- A second Search Plan link is added to the Reports tab, which should make the plan much easier to find when you need it. No more digging around the application! [http://bit.ly/1SQK951](http://bit.ly/1SQK951)
- Committee chairs and editors (as well as Additional chairs and staff editors) can now upload Ad Evidences on the Advertisements page. [http://bit.ly/1rAv4c3](http://bit.ly/1rAv4c3)
- An editable Job Location field is now available in the Search Plan stage, the may enter the city and state, and Recruit displays it to applicants on the recruitment details page. [http://bit.ly/237r8uE](http://bit.ly/237r8uE)

**Recordkeeping:**
Due to the current OFCCP audit, which encompasses records from the previous five years, please do not destroy any hiring related documents since 2009 until further notice by OADEO.

**ADEO Newsletter Archive:**
View the pdf versions of ADEO Newsletters at [http://academicaffairs.ucsd.edu/aps/adeo/index.html](http://academicaffairs.ucsd.edu/aps/adeo/index.html)