VCHS Academic Affairs
Procedural Updates

One-Year Appointments and Reappointments in the (HS) Clinical Professor Series
Appointment and reappointment in the (HS) Clinical Professor series will be limited to one year or less until the faculty member reaches Professor, Step VI. This is in response to a change in APM 278, which includes mandatory implementation for each UC campus by July 1, 2018.

N.B. There is no change to the academic review schedule for all (HS) Clinical Professor faculty.

The end dates for current appointees in the (HS) Clinical Professor series will not change. However, at the time of the next scheduled academic review (beginning with those scheduled for July 1, 2019), faculty members in the (HS) Clinical Professor series will be reappointed in increments of up to one year. In addition, new appointments in the (HS) Clinical Professor series with a proposed start date of July 1 or later will only be made in increments of up to one year.

To help with this change in policy, each January the Health Sciences Academic Affairs office will prepare a list of (HS) Clinical Professor faculty whose appointments are due to expire in June. The list will be sent to Department Chairs and Department Business Officers for review.

Departments will be responsible for confirming renewals for faculty on the list no later than April 30. Faculty whose appointments are being renewed will receive confirmation of their reappointment in the annual salary letters signed by the Chair. In the event that a department does not wish to renew a faculty member’s appointment, the provisions of APM 137 still apply and the department must share a draft non-reappointment notice with Academic Affairs.

Please contact your VC analyst with any questions.

Time-Limited Waivers
Faculty and academic appointees who are appointed at UCSD are required to go through either an open recruitment process or a waiver process prior to their appointment. For those appointees who have waivers, these waivers may be permanent or time-limited. Time-limited waivers have specific end dates and require attention from the department prior to the expiration of the waiver.

Below is information from the OARS (Office of Academic Recruitment Services) on waiver guidelines and categories:

http://academicaffairs.ucsd.edu/aps/adeo/recruitment/waivers.html#Guidelines-and-Categories

- Emergency Hire: This type of Search Waiver may be used when there is an urgent and unanticipated need to fill a position, there is not enough time to conduct a search, and the candidate has the expertise and is available to begin immediately. If the position is to be filled beyond the duration of the waiver, an
open search must be conducted. **Emergency search waivers are made for a limited period of time; not to exceed one year.**

- **Urgent Patient Care Need:** In the event that a department must alleviate a critical, unforeseen, and ongoing need in a specific area of patient care a search waiver for urgent patient care may be submitted. Waivers in this category have a **limited duration of one year.**

- **Spousal/ Partner Hire:** This waiver category is appropriate when the successful recruitment or retention of a senate faculty member or an individual in a senior leadership position (e.g., senior management group (SMG) member) is ultimately dependent on an academic appointment for his or her spouse/partner. A spouse/partner hire into a campus appointment is not an entitlement. Every spouse/partner hire must meet the qualifications and standard of excellence for the appropriate appointment. A spouse/partner hire is contingent on ultimate employment or retention of the associated individual. **This search waiver type must list the JPF associated with the recruitment under which the principal partner/spouse is being considered and is of indefinite duration.**

- **PI/Co-PI/Leadership Status:** A waiver may be considered if the candidate will be paid 50% time or more of his or her total effort from extramural funds awarded to the candidate and for which the candidate is named as PI/Co-PI or holds an equivalent leadership role on the extramural funds. A search waiver based on PI/Co-PI/leadership status may be granted for the duration of funding; however, appointments can be made for a shorter period of time. Waivers remain in effect as long as funding continues. **In the event that funding sources change, a new waiver must be submitted. To continue employment should the funding run out, the candidate must apply through an open recruitment.**

- **Research Team:** A search waiver may be granted if the candidate is part of the existing research team of a new faculty member. The waiver is only valid for an individual team member as long as s/he remains with the same research team and in the same series. **Waivers submitted in this category must list the JPF associated with the recruitment under which the new faculty is being hired.**

To discuss options for extending a current waiver or opening a recruitment, please contact Jacque Daniel ([jdaniel@ucsd.edu](mailto:jdaniel@ucsd.edu)).

**Endowed Chair Fund Transfers**

All requests for fund transfers for faculty members who hold endowed chairs should be submitted to Xi Wang, Resource Management Analyst ([xiw107@ucsd.edu](mailto:xiw107@ucsd.edu)). Xi reviews fund transfer requests on behalf of Assistant Vice Chancellor Robert Ross. Please **do not** email fund transfer requests to Dr. Ross directly. If you have questions regarding the process for endowed chair fund transfers, please contact Xi at [xiw107@ucsd.edu](mailto:xiw107@ucsd.edu) or (858) 822-3554.

If you have a question regarding the appointment or reappointment of an endowed chair, please contact Rebecca Woolston ([rwoolston@ucsd.edu](mailto:rwoolston@ucsd.edu)).

**Faculty Moving Expenses and Reimbursements are Taxable**

Effective January 1, 2018, all moving expenses and reimbursements paid to the employee or third party vendors will be 100% taxable to the employee. This includes items that were previously treated as non-taxable, including:

- Moving expenses, whether paid by employee or directly to third party vendors by UCOP
- Transportation expenses, including airfare or mileage for the employee and their family
- Ground transportation, from airport at new location
- Parking during final move
- Lodging during final move
- Storage of belongings
- Packing supplies (tape, boxes, etc.)
- Other shipping costs

**Interfolio**

Central Campus Academic Personnel Services (APS) has launched a new website for Interfolio (also known as AP Next) ([http://aps.ucsd.edu/tools/interfolio/index.html](http://aps.ucsd.edu/tools/interfolio/index.html)).

Unlike campus departments, departments in Health Sciences use the Academic Resource Center (ARC) to prepare and submit academic review files. If your department is interested in participating as an early adopter of Interfolio, please contact your ARC analyst, as they are working closely with the VCHS Academic Affairs Office in partnership with APS to implement Interfolio. In addition to contacting your ARC analyst, you will need to indicate your decision to participate in year 2 of the Interfolio pilot program no later than **Monday, April 2, 2018**, at the following link: [https://goo.gl/forms/F5BnFdOQwpTM1vvo1](https://goo.gl/forms/F5BnFdOQwpTM1vvo1).

If your unit elects to participate, please review your academic review list to assess how the faculty/academics will participate, the department/unit’s role and whether all files or a subset of files will be processed through the Interfolio/ AP Next system. Each confirmed participating unit will receive an e-survey with questions related to your unit’s review processes within a few days. This survey is important to complete in a timely manner so that an onboarding session can be scheduled in early Spring 2018.

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**VCHS Faculty Compensation**

Per UCOP, the release of the FY 18-19 Health Sciences Compensation Plan (HSCP) salary scales is dependent on the academic salary program that is decided upon by the President. We do not have an anticipated date for the President’s announcement, but will send out an announcement as soon as more information is available.

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**Excerpts from Recent APS Announcements and EVC Communications**

**EVC Recommendations for Preparing Academic Appointment Files**

*External Referee Letters*

Please be reminded that for appointments as Assistant III, files must include letters from at least three external independent referees. For these and other appointment files requiring letters from independent, external referees, if external referees are not senior scholars or independent from the candidate, the department should clarify why they were selected as the best-qualified referees.

*Academic Biography/Bibliography (Biobib) Form*
Although not required for initial appointments, departments are encouraged to complete the BioBib form for the purpose of standardizing review files.

Diversity Statements
It is best practice for files to contain a well-articulated diversity statement from the candidate. Personal statements on candidates’ contributions to diversity help identify candidates who have the professional skills, experience, and willingness to advance our campus diversity and equity goals.

Step Recommendations
Departments should define specific criteria for determining the step for an appointment. This supports transparency and helps candidates and reviewers understand the rationale and appropriateness of a proposed step.

Department Letter
• If the department chair is the candidate’s mentor or close collaborator, the department chair should recuse him/herself and the vice chair should prepare the letter and review file.
• Since reviewers come from a variety of academic disciplines, they appreciate departmental recommendation letters that translate complex scholarship into lay language.

Mentoring Plans and MOUs
• All files for entry-level faculty members should include information on assigned mentors and a clear mentoring plan. Supportive and engaged mentors contribute significantly to new faculty members’ career development and our growth as a campus.
• For a joint hire, there should be an MOU that includes sufficient detail to ensure there is a clear understanding of each department’s commitment to the candidate and the candidate’s responsibilities to each department.

Assembly Bill 168 Prohibits Inquiries About and Reliance Upon Salary History in Employment Decisions
Assembly Bill 168, effective January 1, 2018, prohibits California employers and their agents from inquiring about or relying upon an applicant's salary history as a factor in determining salary or whether to offer employment. Salary history information includes an applicant's rate of compensation as well as other benefits. Employers are also required to provide the pay scale for a position to an applicant upon reasonable request (http://bit.ly/2GRLPrh).

Under the law, applicants can voluntarily and without prompting provide their salary history to the University, and the University is not prohibited from considering such information in determining salary for that applicant. The University may also review and consider salary history information that is publicly available pursuant to federal or state law, including the California Public Records Act. However, in all cases, salary history alone cannot justify any disparity in compensation for substantially similar work, in accordance with California’s Equal Pay Act (https://www.dir.ca.gov/dlse/California_Equal_Pay_Act.htm).

Guidelines for the application of AB 168 to academic recruitments are available on the Academic Personnel Services website:
If you have questions about AB 168 as it relates to the academic recruitment process, please contact Kelly Lindlar, Director of Academic Policy Development, at klindlar@ucsd.edu.

**Department of Labor Academic Salary Threshold**

As you may recall, in 2016 the Department of Labor (DOL) indicated that it would be doubling the minimum salary threshold for Fair Labor Standards Act (FLSA) exempt employees from $23,660/year to $47,476/year effective December 1, 2017. In anticipation of the effective date of the proposed rule, the University reclassified non-student, non-faculty academic employees earning less than $47,476 to non-exempt hourly employees effective November 20, 2016. As of November 2017, the DOL, under the current federal administration made it clear that the proposed $47,476 threshold will not be instituted. The FLSA threshold therefore is, and will remain, at $23,660/year unless further rulemaking is undertaken by the DOL.

As a result of this decision, the University will reclassify current non-student, non-faculty academic employees making less than $47,476 but more than $23,660 as exempt no later than July 1, 2018. The threshold is based on actual earnings, not the full time rate. In other words, a full-time employee with an annual rate of $50,000 is classified as exempt. That same employee working 25% time has a salary of $12,500 and thus is classified as non-exempt. Beginning immediately, employees will be transitioned as follows:

- New employees with salary rate of $23,661 or higher will be classified as exempt and paid on a monthly basis.
- Current exempt employees who experience a change in percentage of time resulting in a salary of $23,661 or higher will remain exempt.
- Current exempt employees who experience a change in percentage of time resulting in a salary of $23,660 or lower will be transitioned to non-exempt status and bi-weekly pay.
- Current non-exempt employees with a salary greater than $23,660 who are reappointed before July 1, 2018 will be transitioned to exempt status and monthly pay effective the start date of the reappointment.
- Effective July 1, 2018 any remaining non-exempt employees with a salary greater than $23,660 will be transitioned to exempt status and monthly pay.

In support of these changes, the title code 3330 Jr. Specialist (exempt) has been reinstated and salary scale has been updated to include annual and monthly rates for Jr. Specialists.

The Academic Personnel office will be notifying central offices of the upcoming changes. Approval letters for appointments, reappointments, and modifications will continue to indicate an hourly rate for non-exempt employees and an annual rate for exempt employees.

If you have any questions, please contact Mary Baran in Academic Compensation (mbaran@ucsd.edu) or Jennifer Oh (jmoh@ucsd.edu) for Post Docs.

**Excerpts from Recent OARS Announcements**
Academic Recruitment inbox at OARS@ucsd.edu.
The new inbox for academic recruitment request, inquiries and notifications is now OARS@ucsd.edu. Please update this contact information in your records and listservs. The previous adeo@ucsd.edu mailbox will no longer accept or respond to emails.

4 for Planned Outreach!
All academic recruitments automatically cross post to the following outreach efforts: HERC, DiverseJobs, Americas Job Exchange, HigherEdJobs. These 4 outreach activities cover the basic level of outreach to URM’s, Veterans and Individuals with Disabilities, as required by the OFCCP. This means that the department can focus resources on executing outreach that is specific to their department’s discipline and affirmative action goals.