VICE CHANCELLOR HEALTH SCIENCES – LOCAL GUIDELINES FOR ACADEMIC PROGRAMMATIC UNITS (APUs)

This document serves to formalize the local guidelines pertaining Academic Programmatic Units (APUs) within the Vice Chancellor Health Sciences (VCHS).

BACKGROUND:
The Health Sciences Compensation Plan (HSCP) was approved by the Regents in 1999 for all University of California health sciences campuses. Per the systemwide implementation procedures for the HSCP, all campuses were asked to provide a supplement to the implementation procedures to be used to “foster academic balance among the joint responsibilities of teaching, research, patient care, and other public service responsibilities. Individual levels of compensation will be established as to maintain this academic balance and to permit the recruitment and retention of the individuals necessary for each School [in Health Sciences] to fulfill its missions at a level of excellence.”

MEMBERSHIP IN THE COMPENSATION PLAN:
School of Medicine and Pharmacy School faculty shall be members of the HSCP if they hold University funded appointments at greater than 50 percent time in the School of Medicine and School of Pharmacy departments in any of the following professorial series: Professor, Professor In-Residence, Professor of Clinical X (e.g., Medicine), Adjunct Professor, Acting Professor, Clinical Professor, Visiting Professor, Dean, and other titles approved by the President.

Health Sciences Compensation Components: Faculty members participating in the Plan shall receive base salary (“X”) and are eligible for additional negotiated compensation (“Y”), and/or incentive bonus compensation (“Z”). Specific details can be found on the VCHS Faculty Compensation website: http://som.ucsd.edu/faculty-compensation/health-sciences-compensation-plan

APU DEFINITION:
Academic Programmatic Unit (APU): An APU define groupings of faculty and their assignments to the various salary scales. An APU may describe an entire department, the existing formal divisions, or other groupings of faculty based on appropriate programmatic or functional similarities that focus on an academic program area, such as similar clinical and/or teaching and research responsibilities. APUs cannot be created based solely or primarily on earning levels. APUs must be defined academically.

CRITERIA FOR APU ASSIGNMENT:
Campuses are responsible for preventing arbitrary creation or assignment of faculty to APUs. Ph.D.s and M.D.s in the same department or unit are usually assigned to separate APUs because the two groups generally have different types of responsibilities. Any further division of Ph.D.s into multiple APUs within a department must be based on some distinguishing responsibilities and/or programmatic focus.

APUs shall be proposed, and the basis for their creation explained, by the Chairperson, and approved by the VCHS. An APU must be a group of faculty with similar clinical, teaching and/or research responsibilities, relative to the specific academic focus for the department.

The base salary is considered covered compensation under the University of California Retirement Plan (UCRP), up to the amount permissible under law, and in accordance with UCRP provisions and
regulations. Base Salary for those faculty in APUs above Scale 0 includes X Prime (X’), the amount above X and up to and including Scale 3, and for those in APU above Scale 3, it also includes the amount beyond Scale 3, which is referred to as Y Prime (Y’). No State funds may be used for either X’ or Y’ salary.

Every APU will be annually assigned to a Health Sciences Compensation Plan Salary Scale (i.e., any of the scales between Scale 0 through 9). APUs may be assigned to different Salary Scales, in accordance with guidelines issued by the President and only with the approval of the VCHS. Each Salary Scale delineates a specific amount for each rank and step. Scale 0 equals one times the University’s Fiscal Year Salary Scale (X only). Scale 9 equals 2.25 times X, and the Scales below 9 are at lesser multiples of X only.

GENERAL GUIDELINES:

1) For the purpose of determining Health Sciences Base Salary Rate, each Department shall establish at least one APU to which the faculty shall be assigned. An APU shall be composed of faculty with similar clinical, teaching and research responsibilities. The Department Chair shall recommend an appropriate APU assignment for each member of the Plan, based on clinical, teaching and research responsibilities. Each APU shall be assigned to an HSCP Salary Scale.

2) In keeping with the responsibility of the University to ensure consistency of compensation by creation of APUs or assignment of faculty to APUs, the following shall be observed:
   a) All Health Sciences Compensation Plan participants must belong to an approved APU
   b) Each department must submit a proposal for each APU along with the normal salary budget during the budget process which usually commences from January-June.
   c) The VCHS (or designee) is authorized to approve the faculty composition of each APU and assignment of a salary scale to that unit, subsequent to the Department Chair’s recommendation.
   d) An APU must be made up of at least five faculty members.
   e) An APU must remain at its assigned HSCP Salary Scale for at least one year before being assigned to a higher or lower scale.
   f) Except under unusual circumstances, and only with the approval of the VCHS, mid-year adjustments in APU salary scales are not permitted.
   g) An APU is permitted to move to a higher HSCP Salary Scale by a maximum of one scale per year. An APU typically moves down no more than one scale at a time.

3) No individual faculty member may be moved from one APU to another without a significant change in duties or a change in department.
   a) A faculty member can leave his/her current, assigned APU, and move up in Scale to another, existing APU if the faculty member’s academic, clinical, teaching, and/or research responsibilities fit the description of the APU and approval is obtained from the respective Department Chair and the VCHS’ Office.

4) Faculty joining a department mid-year should be added immediately to the appropriate APU in the department. This is not considered a mid-year APU change because he/she is a new faculty member, and thus entering the APU for the first time.

5) The creation of new APUs has been frozen until further notice by the VCHS.

UC/V A SCHOOL-WIDE APU:
The UC/VA APU is for UC/VA Split appointment faculty and is set at Scale 0. It is not mandatory for all UC/VA Split appointment faculty to be in this APU. The APU assignments are based on the definition/criteria for the APU. Faculty holding split appointments with the VA and UCSD are eligible for more than one APU, and declare the APU in which they want to participate; either the UC/VA
Schoolwide APU or an APU in the faculty member’s home department. This department APU choice should represent the best definition academically/programmatically for his/her responsibilities.

COMPLETING THE APU FORM:

Departments wishing to update their APU(s) shall complete the APU form as follows:

1) Each APU should have a name that distinguishes it from the other APUs
2) Enter a cogent definition for the APU
3) In the “Proposed Health Sciences Salary Scale” area of the form, enter the salary scale number assigned to this APU for each of five years.
   a. Note: The APU form is good for 5 years from the FY start date unless changes are requested for the APU. After five years a new APU form should be submitted to the VCHS’ Office during the budget process.
   b. When creating a new APU, or moving an existing APU up in Scale, the faculty members must have their salaries recomputed to the new Scale. If the APU is currently at Scale 3, and the new APU is at Scale 4, the new salary figures for Scale 4 must be shown on the APU form.
4) The area on the APU form marked for “Scale Salary” represents the X, X’ and Y’ added together for each faculty listed.
5) If no changes are made from year-to-year in the APU then it is not necessary to resubmit the form until it expires at the end of 5 years. Only the establishment of a new APU, a change in an existing APU, or the expiration of an existing APU requires the submission of a new form along with the salary budget.

MONITORING OF APUS:
The Department is responsible for ensuring the appropriate APU assignment for faculty and in line with their academic and research focus. The VCHS – Faculty Compensation Office will oversee and audit SalPro and PPS implementation to ensure compliance of the guidelines. Please contact Angelica Mangindin at amangindin@ucsd.edu or ext. 27994 for any questions.