Attachment A
UCSD DEPARTMENT OF NEUROSCIENCES
“GOOD STANDING CRITERIA”
JUNE 2011

In order to earn income from outside activities, remain in the HS compensation plan, and to be considered in good standing with the Department of Neurosciences, faculty have an obligation to:

a) Cover their base (X + X' +Y') salary components
b) Meet teaching responsibilities to graduate students, medical students, residents and fellows as determined by the Chair and the Department. They need to provide both formal coursework and individual teaching within a variety of settings including the classroom and laboratory, and additionally for clinicians at the bedside, during clinics and periods of rounding.
c) Participate in departmental activities, including scheduled faculty meetings, and the annual academic review meeting
d) Actively seek involvement and participate in activities that support Department objectives and meet University guidelines for promotions
e) Meet clinical service responsibilities including periods of attending and scheduling make-up clinics
f) Fulfill research commitments inherent in contract and grant awards on which they serve as investigators.
g) Submit an annual report describing the previous year’s outside professional activities.
h) Meet the Faculty Code of Conduct (APM 015) and other UC rules and regulations, including timely completion of UC-mandated reports (e.g. Compensated outside Professional Activities (APM 025)) and UC-mandated certifications (e.g. E-cert, sexual harassment, ethics, and HIPPA)

Faculty who do not maintain these standards will be asked to meet with the Chair to discuss circumstances and specific issues. The Chair will encourage the individual to comply with the approved standards for membership in the Health Sciences Compensation Plan. This membership allows faculty to earn additional compensation, either through incentive compensation (z) or outside income. A follow-up meeting will be scheduled if necessary. Following each meeting, the Chair will draft a memo briefly describing the discussion. A copy will be sent to the faculty member. At the initial meeting the Chair will advise the faculty member that failure to remain in good standing will preclude the individual from engaging in any unassigned outside professional activities unless such activities are approved in advance in writing by both the Chair and the Vice Chancellor for Health Sciences. The distribution of
income from such activities will also be subject to review by both the Chair and the Vice Chancellor for Health Sciences.

Faculty who wish to appeal their standing may do so by writing to the Chair of the Outside Professional Activities Review and Advisory Committee (OPARA) following the meeting with the Chair of the department. After a careful review of the situation, including consultation with the faculty member and the respective department Chair, the committee will make a recommendation to the Vice Chancellor for Health Sciences.
UCSD DEPARTMENT OF NEUROSCIENCES
FACULTY COMPENSATION GUIDELINES
HEALTH SCIENCES COMPENSATION (HSCP)
IMPLEMENTING PROCEDURES

The Department of Neurosciences' faculty compensation guidelines are based upon and supplemental to the Health Sciences Compensation Plan (HSCP) formerly referred to as the "Uniplan" implemented July 1, 2002. The Department follows additional guidelines and standards provided by the Vice Chancellor of Health Sciences for budget preparation and achievement of strategic goals. After approval of the Department of Neurosciences Resources Committee, the guidelines will be distributed to all departmental faculty on an annual basis for review and implementation.

1. GENERAL PRINCIPLES

The Department of Neurosciences has developed a process and guiding principles for faculty compensation. All sources of funds should be identified prospectively. Faculty should generate sufficient funds from all sources to pay their salary components. Increased support obtained during a year will be considered for compensation in subsequent years. An off-cycle salary increase may be requested due to circumstances not foreseen during the budget process.

2. GENERAL PROCESS AND TIMING

The Department will begin the annual budget process and faculty salary negotiations in January of each year to be implemented in July. All budgets must be completed and submitted by April 1st of each year. The Department will assemble a summary of all known salary sources and salary history information and provide this summary to each faculty member early in the calendar year. Faculty are encouraged to communicate their salary sources and desired salary to the Department Chair and/or the Chief Administrative Officer during this same time frame. All recommendations regarding salary are submitted to the Vice Chancellor's office and are implemented after approval the following July. Salaries generally remain constant during the fiscal year. Mid-year renegotiations of salary are permitted only under unusual circumstances. Increased clinical activity over and above what was projected may result in increased compensation through Z component. Each faculty member will receive a document confirming annual salary after approval by the Vice Chancellor.

The Chair of the Department will meet with each faculty member for a yearly review of progress and plans. At that meeting, the chair and faculty member will also review salary and
funding sources. Each faculty member will be required to submit information about their productivity to the chair 10 days prior to their meeting. Any outstanding issues related to the Department's Good Standing Criteria (Attachment A) are also addressed at this time.

3. FACULTY COMPENSATION GUIDELINES

During the annual budget process, faculty compensation criteria will be reviewed assuming sources are documented and available, based on the following:

a) University base compensation for rank and step  
b) Documentation of Faculty Responsibilities  
c) Faculty productivity  
d) American Association of Medical Colleges (AAMC) benchmarks  
e) Merit and promotion advancement  
f) Guidelines established by the School of Medicine  
g) Other criteria which may be determined by department, including the assignment of new responsibilities

The system for setting faculty salaries focuses on fairness, respectfulness, transparency and accountability. The Department has a system of shared governance, and the Resources Committee (RC) is tasked with review and approval of guidelines for salaries. All of the factors in academic life will be considered in determining the faculty member’s salary and increase. For instance, if the faculty member is performing at the expected level, then a cost of living increase may be available, the amount to be determined annually by the RC committee, depending on availability of funds. Those faculty performing above the expected level may be recommended for a raise by the Chair that reflects the extent to which they have excelled. An increase in this case may range in general from 4% to 10%, depending on budget constraints. Those performing below the expected level would typically not receive an increase in salary unless there are mitigating factors. Faculty who are unable to cover their salary and/or don't meet performance standards would be at risk for salary cuts. The final recommendations on salary would be communicated from the Chair to the RC for review and advice.

4. SALARY COMPONENTS

a) Base Salary (X, X', Y')

Base salaries for Departmental Plan members correspond with the academic program unit (APU) to which the plan member belongs and forms the base called “covered compensation”. This covered compensation is used for university benefit calculations, such as retirement, life insurance, and disability insurance.

The Department’s APU’S have been assigned as follows:

<table>
<thead>
<tr>
<th>APU</th>
<th>Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>VA Faculty</td>
<td>0 (X component only)</td>
</tr>
<tr>
<td>Ph.D.‘s</td>
<td>1 (X plus X' = 1.1 times X)</td>
</tr>
<tr>
<td>M.D.‘s</td>
<td>3 (X plus X' = 1.3 times X)</td>
</tr>
</tbody>
</table>
b) Additional negotiated salary component “Y”. This salary component may be added to achieve an increased base rate for use in sponsored projects.

c) Incentive Compensation “Z”. This component has no effort associated with it, and is used for incentive bonus distributions.

5. **SALARY SOURCES**

All sources for salary support must be identified prospectively. These include, but are not limited to:

a) Clinical Income from Professional Fees. Clinical activity is projected based on prior year’s data and known changes. Using historical data, the department will make their best effort to identify collections per overhead and projected faculty RVU’s.

b) State FTE resources (19900 funds) (if applicable)

c) Salary from grants awarded. Percent effort for salary allocation must be consistent with the approved grant award. The limits set by funding agencies with respect to total effort and salary caps will be followed. With respect to NIH/Federal funding, salary “gap” pay (the difference between salary allowed by NIH ceiling and actual faculty compensation (not including “Z”)) is to be generated and paid by a faculty member’s own resources. Pending support, without an award notice, will not be allowed for budgeting purposes.

d) Clinical Enterprise Development Funds (CEDF). Funds are allocated for faculty salary start up. CEDF recruitment support is provided only to the individual identified by the department.

e) Administrative Service Components (ASC). Funds for medical directorships must be confirmed by Medical Center leadership. The physician medical directors are responsible for submitting time reports and setting annual goals.

f) Service Agreements and other contracts.

g) Gift income.

h) Clinical Trial Income

i) Rady’s Children’s Medical Center Foundation.

j) VA 8ths are confirmed through the VA Neurology Service. VA salary is considered as a component of total salary, but is paid directly to the faculty member by the VA. VA funds are not considered as covered compensation for UCRP retirement calculation purposes. VA 8ths are not considered institutional base salary for purpose of determining salary for grants at University of California.

k) Department “salary savings” dollars. (from state FTE funded faculty). Funds associated with state FTE support are used to support the teaching mission of the Department. These funds are termed “salary savings.” Each fiscal year, the department is notified by the SOM of dollars needed to be returned to the state for budget cuts.

l) Outside Professional Activities: Outside income brought through the practice plan will be returned to the faculty member generating it. Faculty may retain up to $20,000 or 20% of base compensation value (X + X' + Y'), whichever is greater, for outside professional activities directly. This dollar amount is identified for each faculty member in his or her annual faculty salary compensation letter. For activities where compensation is retained directly, there is
no assurance that faculty will be indemnified for those activities. When such income is brought through the practice plan, it is subject to a current rate of 4% Dean’s Tax. Annual reporting of activities is required (APM 025 Attachment C)

DEPARTMENT AND UNIVERSITY CALLS UPON SOURCES

a) State Funded FTE’s. Faculty with state funded FTE’s currently contribute 11.35% to the permanent budgetary reduction imposed on the SOM. To secure funds for the high cost of faculty recruitments, a 10% tax on the negotiated “Y” will be maintained.
b) Clinical Funds (10%) department overhead
c) Service Agreements (10%)
d) Clinical Trial Overhead Return
e) Other sources of support for department need to be determined

Overhead rates and taxes are subject to change annually.

6. LEAVE OF ABSENCE

Faculty who wish to have a leave of absence, with or without compensation, will follow University guidelines and will present a written request for leave to the Department Chair in advance. Please see the following website for information on the various types of academic leaves: http://som.ucsd.edu/academic-affairs/leaves-and-family-accommodation

IMPLEMENTING PROCEDURES

The Department of Neurosciences’ Procedures and Good Standing Criteria will be reviewed and discussed by faculty on an annual basis and updates will be provided to the Vice Chancellor for Health Sciences via the OPARA Committee. OPARA is charged with review and approval of any revised Departmental Implementing Procedures and at least once every four years, review of each department’s procedures for compliance with outside activity guidelines.

Appendices

A. “Good Standing Criteria”
B. Neurology Outpatient Clinical Requirements of Practice