The Department of Psychiatry’s faculty compensation guidelines are based upon and supplemental to the Medical School Compensation Plan, formerly referred to as the “Uniplan”. These departmental guidelines are to be distributed annually to all departmental plan members for review and input. The Department also relies upon guidelines and standards for budget preparation provided annually by the Dean’s Office.

Prior to FY 2002/03, the departmental guidelines had been coordinated with those contained in previous Medical School compensation plans [Medical School Clinical Compensation Plan (MSCCP), General Health Sciences Compensation Plan (GHSCP), and the Strict Full-time Pre-clinical Compensation Plan (SFT-PC)].

I. GENERAL PRINCIPLES

The Department uses the budget process to review and set faculty salaries annually. This includes, for each faculty member, base salary \((X, X', Y')\) and, if applicable, negotiated additional salary \((Y)\) and an estimate of incentive bonus compensation \((Z)\). Faculty salaries approved in the budget are to remain constant during the budget year.

All sources for salary support must be identified prospectively. 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. Receipt of a new grant is not permissible cause for an off-cycle request for salary increase. Requests for off-cycle salary modifications must be submitted to the Department Chair no later than December 1st and will be evaluated for implementation on January 1st. These requests require approval by the Department Chair and the School of Medicine Dean prior to implementation.

Departmental principles used to set faculty salaries are:

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 form the base upon which UCSD retirement benefits are computed for those faculty eligible for such benefits.

The Department APU’s have been assigned as follows:

- MD’s: Scale 3
- PhD’s w/clinical privileges: Scale 2
- PhD’s w/o clinical privileges: Scale 1

Note: Faculty with joint UC-VA appointments are assigned Scale 0 if their base salary cannot support the scale designated above.
Other scales may be used for faculty with significant, departmentally wide responsibilities (e.g. the Chair and Vice Chairs), or faculty with a unique set of responsibilities and/or programmatic focus, and are set pursuant to discussion with and approval of the School of Medicine Dean.

B. NEGOTIATED ADDITIONAL SALARY (Y)

Faculty who wish to increase their salary above the minimum for their rank, step, and APU must secure approval from the Department Chair and the School of Medicine Dean and must provide funding to cover the full amount of the negotiated additional salary. The level of a requested negotiated additional salary is evaluated for reasonableness by using Association of American Medical Colleges (AAMC) percentile schedules, which are available on the Department’s website under “Resources for Employees” in the faculty section, and by comparing it to salaries of departmental faculty of similar academic status. Negotiated additional salaries are set on an annual basis and are not guaranteed beyond the year in which they are negotiated. Therefore, a faculty member with a negotiated component of salary may have this component reduced or eliminated as a function of the availability of funding that is under the control of the faculty member to apply to this component.

C. INCENTIVE BONUS COMPENSATION (Z)

Incentive bonus compensation, or Z, is determined in accordance with the following:

<table>
<thead>
<tr>
<th>Service Category</th>
<th>Payment Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Outpatient clinical service (i.e. “private practice”)</td>
<td>50%&lt;sup&gt;a&lt;/sup&gt; of $ collected/allocated&lt;sup&gt;b&lt;/sup&gt;</td>
</tr>
<tr>
<td>a. psychotherapy</td>
<td>50%&lt;sup&gt;a&lt;/sup&gt; of $ collected/allocated&lt;sup&gt;b&lt;/sup&gt;</td>
</tr>
<tr>
<td>b. psychological assessment without technician</td>
<td>25%&lt;sup&gt;a&lt;/sup&gt; of $ collected/allocated&lt;sup&gt;b&lt;/sup&gt;</td>
</tr>
<tr>
<td>with technician</td>
<td></td>
</tr>
<tr>
<td>2. Service agreements</td>
<td>Based on terms of agreement; overhead is assessed in accordance with PPM’s 300-40 and 150-15</td>
</tr>
<tr>
<td>3. Income from occasional outside professional activities that passes through University accounts*</td>
<td>Net of SOM Dean’s Office Assessment (4%), and Departmental fee (6%) to complete annual outside activity reports&lt;sup&gt;c&lt;/sup&gt;</td>
</tr>
</tbody>
</table>

Z earnings are computed based upon the parameters set forth above. Z compensation is paid monthly, one month in arrears (i.e. Z for clinical activity in the month of July appears in the August paycheck which normally is payable on September 1<sup>st</sup>). In the event of termination of employment, Z earned (in accordance with criteria defined in this Section) for a period of 90 days from the date of separation will be paid to the separated faculty member in one final Z payment.
Note: Inpatient professional fee collections are “departmental”, as opposed to “individual”, earnings and are used to fund salaries and expenses incurred in support of the Department’s clinical activities.

* all income from occasional outside professional activities in excess of 20% of a faculty member’s base salary (X, X', and Y') or $20,000, whichever is greater, must pass through University accounts; occasional outside professional income below this threshold may be directly retained or routed through University accounts

a rates set to ensure that UCSD Medical Group overhead, SOM Dean’s Office assessment, Department support costs, and Department assessment are covered before Z is distributed; rates subject to revision based on overall experience of Departmental practice plan; such revisions shall be made no more frequently than quarterly

b corresponding to $ allocated from managed care activity

c subject to plan member satisfying good standing criteria of Department

**D. CLINICAL ENTERPRISE INCENTIVE PLAN PAYMENTS**

The Clinical Enterprise Incentive Plan (CEIP) has two components that support strategic plan goals to improve patient satisfaction and financial performance.

The patient satisfaction component is linked to meeting target scores on the 4 Press Gainey surveys used by the Clinical Enterprise. The targets are based on the percent of patients who rate their Likelihood to Recommend UCSD as a 5 or Very Good on the survey. Faculty who are 60% clinical or greater will have a maximum payout of $1,000. The payout will be prorated for faculty who are less than 60% clinical. Meeting target scores in 2 out of 4 Press Gainey surveys will result in a 50% payment, meeting target scores in 2 out of 4 will result in a 75% payment, and meeting target scores in 4 out of 4 will result in full payment.

The financial performance component rewards faculty for their work to increase the volume of PPO and IPA referral patients. Individual faculty will be paid $10 for each outpatient New Visit and Consult billed in these payor types. In addition, faculty will participate in Departmental payments received from the Clinical Enterprise. Departments will earn $5 for each New Visit/Consult and $115 for each incremental NV/Consult billed over the prior year’s baseline. The Departmental payments will be fully distributed to faculty based on share of qualifying visits.

**II. ANNUAL SALARY REVIEW PROCESS**

At the beginning of the annual budget process, the Chair sends out to each faculty member a call letter that requests input concerning

1. the faculty member's requested salary for the budget year, and
(2) sources of funding available to support the requested salary, including that from contracts, grants, clinical trial projects, and income from occasional outside professional activities.

An attachment to the call letter provides a form to record these data and contains

(1) detail of the faculty member’s rank and step for the current and the budget year, taking into consideration merits and promotions in process;
(2) actual salary components (for joint UC-VA appointees - UC, VA, VMRF, and Other; for all other appointees - X, X', Y', and Y,) for the current year and an estimate of Z for the current year; and
(3) a request of the faculty member to provide
   (a) proposed salary for the budget year;
   (b) the most current data relating to active and pending contract and grant funding that can be used for the faculty member’s budget year salary, and
   (c) an estimate of Z earnings for the budget year.

The Department Chair and the faculty member agree upon institutional funding (e.g. FTE, VA, RCHSD, ASC, etc.) that is available from UC and UC-affiliated organizations to support the faculty member’s salary. Initially, the faculty member imputes for inclusion in his or her total salary request an estimate of institutional salary support for the budget year, which is usually based upon current year actual data and represented by the difference between the faculty member’s total requested salary for the budget year and funding available from sources under the faculty member’s control.

Several members of the Department’s Business office – academic personnel compensation analysts, fund managers, and the Departmental Business Officer (DBO) – review the data submitted by the faculty to ensure that the most accurate and up-to-date information is used to prepare the Department’s faculty salary budget. The Department Chair reviews salary request submissions with each faculty member and approves all faculty salaries prior to their inclusion in the departmental budget.

The overall departmental budget is submitted to the School of Medicine Dean’s Office for review and approval. After the Department’s budget has received Dean’s Office approval, the Department’s Business Office sends each faculty member confirmation of the faculty member’s salary for the new fiscal year.

III. GOOD STANDING CRITERIA

Attachment A contains the Department’s "Good Standing Criteria", which were prepared with the input of and which have been accepted by the majority of the Departmental faculty. These criteria address requirements for clinical coverage, teaching obligations, participation in Departmental and University activities, compliance with the Faculty Code of Conduct (APM-015) and other UC rules and regulations, and the plan member’s obligation to cover his/her (X, X’ and Y’) salary.

IV. ANNUAL OUTSIDE ACTIVITY REPORTS
Departmental plan members are expected to complete annually Attachment B to provide a report on outside professional activities. This report is due by the end of July of each year and is to be sent to the Chair’s Office.

V. COMPENSATION POLICIES AND PROCEDURES FOR SPECIAL CIRCUMSTANCES

Upon receiving a written request from a faculty member, the Department will consider, on a case-by-case basis, adjustments to the status of that faculty member in accordance with the following guidelines and subject to usual UC, SOM, and APO policies:

A. REDUCTIONS IN REQUIRED WORK TIME

Faculty members requesting a reduction in work time must receive approval from the Department Chair. The Department Chair is under no obligation to approve such a request. A reduction in time is usually accompanied by a reduction in salary and benefits.

B. LEAVES OF ABSENCE

Faculty members requesting a Leave of Absence, must receive approval from the Department Chair who in turn will secure other approvals from appropriate campus officials in accordance with UC Academic Personnel Policies contained in the 700 series of the UC Academic Personnel Manual (APM). The Department Chair is under no obligation to approve such a request but will not withhold such approval unreasonably. If approval is granted, it may entail a reduction in the faculty member’s salary and benefits.

APM policies that pertain to this section are herein incorporated in these departmental guidelines. The APM policies are:

| APM 700 | Leaves of Absence/General |
| APM 710 | Leaves of Absence/Sick Leave |
| APM 715 | Leaves of Absence/Family and Medical Leave |
| APM 720 | Leaves of Absence/Holidays |
| APM 730 | Leaves of Absence/Vacation |
| APM 740 | Leaves of Absence/Sabbatical Leaves |
| APM 750 | Leaves of Absence/Leave for Service to Governmental Agencies |
| APM 751 | Leaves of Absence/Military Leave |
| APM 752 | Leaves of Absence/Leave to Attend Professional Meeting |
| APM 758 | Leaves of Absence/Other Leaves with Pay |
| APM 759 | Leaves of Absence/Other Leaves Without Pay |
| APM 760 | Leaves of Absence/Childbearing Leave, Parental Leave, and Active Service-Modified Duties |
"GOOD-STANDING" CRITERIA OF DEPARTMENT OF PSYCHIATRY FOR IMPLEMENTATION OF HEALTH SCIENCES COMPENSATION PLAN

Department of Psychiatry participants in the UCSD Health Sciences Compensation Plan should satisfy the following general good-standing criteria in order to be permitted to earn and/or retain income from outside professional activities, whether or not the income is retained directly or is returned to them via University paycheck.

(a) Faculty have an obligation to cover their \((X + X' + Y + Y')\) salary;

(b) Faculty have an obligation to meet their teaching responsibilities as recommended by the Executive Committee and approved by the Chair of the Department in which they are appointed;

(c) Faculty have an obligation to 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 HIPAA);

(d) Faculty have an obligation to participate in departmental activities, including faculty meetings, conferences, as recommended by the Executive Committee and approved by the Chair of the Department in which they are appointed;

(e) Faculty have an obligation to meet clinical services responsibilities as recommended by the Clinical Services Committee and approved by the Chair of the Department in which they are appointed;

(f) Faculty have an obligation to fulfill research commitments inherent in contract and grant awards on which they serve as investigators;

(g) Faculty have an obligation to submit to the Chair of the Department an annual report describing the previous year's outside professional activities from which the faculty retained income and an attestation to adherence with the UCSD School of Medicine Implementation Procedures for the Health Sciences Compensation Plan and the Department Compensation Plan Procedures. [Delete; replaced by Paragraph c above]

The Vice Chairs’ Committee of the Department will review faculty activity to evaluate the status of departmental faculty relative to the above criteria and advise the Chair of the Department of those faculty who do not satisfy these criteria. The Department Chair will notify faculty who are not in good standing; such notice will include the reasons for that determination. Faculty who are not in good standing shall be precluded from engaging in ANY unassigned outside professional activities for which income may be received unless such activities are approved in writing and in advance by the Department Chair and the Vice Chancellor for Health Sciences/Dean of the School of Medicine. The distribution of income from such activities will be subject to review and approval by the Department Chair and by the Vice Chancellor for Health Sciences/Dean of the School of Medicine.

Faculty who wish to appeal their standing may do so by writing to the Outside Professional Activities Review and Advisory (OPARA) Committee. After reviewing the situation, including consultation with the faculty member and the Department Chair, this committee will make a recommendation to the Vice Chancellor of Health Sciences.