UCSD Request for Adjunct Pay Status

Adjunct Professor's Information

Name (LAST, First): _____   Department: _____

Current Title and Title Code: _____   Current Salary: _____

Current Step: _____   Scale Date: _____

Requested Salary Status Change Information

Proposed Start Date: _____   Proposed End Date: _____

Salary Scale Rate*: _____   Percentage: _____

Payroll Dates**: _____   Total Payment: _____

Justification for Being Placed on Salary Status: _____

_____

_____

Prepared by

Dept. Contact: _____   Extension: _____

Recommendations and Approvals

Required Signatures:

_____   _____
Employee Name: Date

_____   _____
Hiring Unit-Department Head: Date

_____   _____
Secondary Unit Head (for joint appointments):   Date

_____   _____
Dean, Associate VC, VC-ORA, VCHS, VCMS: Date

* If a step has not already been established, you may only propose the salary rate for Step 1 in the appropriate rank. To propose a higher step, a new appointment file is required.

**Note: 9/12 is the standard pay schedule see: http://academicaffairs.ucsd.edu/aps/compensation/pay-service.html

***A "course" (valued at an IWC of 1.0) in the adjunct series is typically worth 50%. Departments may propose effort at a lower percent, but may not propose less than 33%.