

2.2 Appointment Considerations

1. General

Upon successful completion of an open recruitment, or when an open recruitment is not required, an appointment file must be prepared, with the department chair (or equivalent officer) responsible (with assistance and advice from the departmental and school academic personnel staff) for complying with the policies and procedures for appointment of academic personnel. This includes all recruitment requirements, as well as preparation and submission of academic appointment files in accordance with University and campus policies. It is the department's responsibility to submit appointment files sufficiently in advance to allow adequate time for completion of academic review prior to the proposed effective date.

2. Determining Salary

Salary scales for academics are issued by the University of California Office of the President. [Current salary scales](#) are on the Academic Personnel Services website.

a. Market Off-scale Salaries

A market off-scale salary component may be proposed for a candidate when marketplace conditions necessitate such measures to keep UC San Diego salaries competitive. All academic titles except student titles may be considered eligible for off-scale salary. For academic appointees covered by a Memorandum of Understanding (MOU), eligibility for off-scale salaries is determined by the terms of the MOU. Market off-scale salaries are not awarded to Health Sciences Compensation faculty.

Departments may propose a market off-scale salary component when a candidate has received a competing offer from a peer academic institution for appointment in a similar position, and/or is currently similarly employed by a peer institution. Departments should specifically address how the competing institution compares to UC San Diego and take this information into consideration when determining the proposed salary. Whenever possible, departments should discuss the ranking of the department of the competing institution relative to their own ranking.

See UC San Diego Policy and Procedure Manual ([PPM](#)) [Section 230-620](#), Salary Administration – Off-Scale Salaries for Appointments and Advancement for additional information.

b. Entry Level Salary Agreements (ELSAs)

In disciplines in which market demands consistently require the award of market off-scale salary components, departments may propose an entry-level market off-scale agreement to

establish department-specific market off-scale salaries for new assistant-level appointees. The proposal should specify whether the entry-level market off-scale applies to the entire department or only to specific fields or disciplines within the department. Approved ELSAs are in effect for three years. Entry-level Salary proposal forms are available from Academic Compensation. Contact the school dean's office to find out if your department has an ELSA in place.

Absent an ELSA, market considerations within a specific discipline may justify an off-scale salary. Supporting information may include salary data from academic institutions of comparable stature and/or discipline-based salary studies by national organizations. Whenever possible, the department should include data from other University of California campuses. This data may be requested through the office of Institutional Research.

An off-scale salary must be in a multiple of \$100 when the scale salaries of the relevant title series are multiples of \$100. At UC San Diego, a market off-scale salary may not be the same as any salary on the published salary scale for the particular title or series.

Off-scale salaries for Acting appointees are determined in the same manner as those for regular ranks. Market off-scale salary components, once awarded, are typically maintained indefinitely.

See [Section 3.2.4.c.i](#) for information pertaining to market off-scale salary components and consecutive no-change actions.

Questions on how to establish a new ELSA or manage an existing ELSA should be directed to Academic Compensation at academicpersonnel@ucsd.edu

3. Determining the Departmental Recommendation

The series proposed for a candidate must be appropriate for the functions and duties they will perform. Special attention must be paid to the criteria for appointment specified for each academic series.

When establishing the rank and step for a candidate, a department must give due consideration to the candidate's experience and accomplishments.

4. Determining Work Authorization Compliance

Department chairs are responsible for ensuring compliance with the Department of Homeland Security regulations. Candidates who are not U.S. Citizens must hold the appropriate Visa before beginning employment. The department should contact the International Faculty and Scholars Office for guidance as soon as it is aware that a candidate has visa or work authorization issues.

5. Appointment Effective Date

An appointment may become effective only after approval by the appropriate approval authority.

Under no circumstances may a candidate begin work at UC San Diego before their academic appointment is approved.

Academic Year (AY) appointments end on June 30 of each academic year. AY appointees who resign or leave service mid-year may be required to pay back overpayments.

I. Academic Year Appointments

Academic-year appointments must be effective at the beginning of quarterly pay periods (i.e., July 1 for fall quarter; November 1 for winter quarter; March 1 for spring quarter).

Academic year appointments may be retroactive provided the employee is in place before the start of the designated service period. (For example: Professor X is proposed for an appointment as Professor, Step I, effective July 1, 2018; however, the appointment file was not reviewed by the Committee on Academic Personnel until July 28, 2018, and the offer letter from the Chancellor is dated July 31, 2018. As long as the offer is officially accepted before the first day of fall quarter 2018 service period, the offer letter may state that the appointment is retroactive to July 1, 2018.)

About Academic Year Appointments and Separations

Academic year appointees (9/12 academic year appointees) will receive their annual academic year salary in twelve equal monthly installments. Appointees who receive their annual academic year salary over twelve equal installments over the period of July 1st through June 30th are prepaid to some extent, e.g., pay begins in July for service not rendered until mid-September.

When such an appointee separates from the University before the end of the academic year, the total amount actually owed for services from the beginning of the academic year to the time of departure may differ from the total of the salary installments received by the appointee. The amount of salary actually due for services rendered up to the date of separation will be compared with the total amount of pay already received. If the amount of pay already received exceed the amount owed, the appointee shall refund the difference to the University. If the amount owed exceeds the amount received, the University shall pay the difference to the appointee.

In general, academic year appointments processed after the beginning of the fall quarter service period, will be effective at the start of the immediately following quarter as illustrated below:

Academic Year Appointees Paid over 12 Months (09/12)			
Quarter	Effective Date	Pay Period	Service Period
Fall	July 1, 20XX	July August September October	Mid-September through December
Winter	November 1, 20XX	November December January February	January through March
Spring	March 1, 20XX	March April May June	April through mid-June

Academic Year Appointees Paid over 9 Months (09/09)			
Quarter	Effective Date	Pay Period	Service Period
Fall	October 1, 20XX	October November December	Mid-September through December
Winter	January 1, 20XX	January February March	January through March
Spring	April 1, 20XX	April May June	April through mid-June

m. Fiscal Year Appointments

Fiscal-year appointments may be effective on any date, preferably the first day of a month. Fiscal year appointments may not be retroactive.

6. Series Change (New Appointment)

An academic appointment may become effective only after it is approved in writing by the appropriate authority. Under no circumstances may a candidate begin work at UC San Diego before their academic appointment is approved. Series change appointments may not be retroactive.

7. Mid-Year Option

Non-Senate and Senate Assistant-level appointees with a proposed start date between January 1 and June 30 may elect or opt-out of the 'zero year' option by reading and signing the "[Mid-Year Election Form](#)." The department recommendation letter should indicate which option the candidate selects.

For academic appointees in a series covered by a Memorandum of Understanding (MOU)/Collective Bargaining Agreement (CBA) with an exclusive bargaining agreement, mid-year options are available only to the extent allowed by the established and applicable MOU.

Departments meet with candidates during recruitment and describe the option and implications.

Considerations if a candidate elects the 'Zero Year' Option:

- a. Appointee gains an additional year to prepare their first review file.
- b. Appointee's eligibility for a merit increase is delayed by one year.
- c. For Senate Assistant-rank Appointees, may potentially receive less than a year's notice if not promoted.
- d. Time spent at "zero year" counts towards the appointee's 8-year probationary period
- e. If elected, the candidate will be notified in their official appointment offer letter:

Sample Zero Year Language

Appointments at the Assistant (insert series) level at the University of California are made for two years, ending on the second June 30th following appointment. Although your initial appointment will be effective May 1, 2017, you have elected to begin your academic review schedule and probationary period on the July 1 following the start date of your appointment. Your first reappointment/merit cycle will therefore commence on July 1, 2017, and will extend through June 30, 2019.

8. Timing of Appointment File Submission

The department chair is responsible for submitting the appointment file sufficiently in advance to allow adequate time for file review and to allow for the completion of the review process prior to the proposed effective date of the appointment. Retroactive appointments are not allowed except as noted above regarding academic year appointments.

Due to the degree of urgency that often accompanies new appointments, preparing a complete and accurate file is critical to avoid delays. Departments should notify their dean's offices as soon as they are aware of a potential new appointment. This may help to expedite the processing of the file.