

600-0 **Policy**

Compensation of academic appointees is under the jurisdiction of the Chancellor except for those salaries which exceed the Regental compensation threshold (see Standing Order of The Regents Section 101.2(a) and APM - 600-24-b).

600-4 **Definitions**

a. **Above-Scale Salary**

Above-scale refers to a full-time salary rate for an academic appointee which exceeds the maximum salary designated for the title series in the published salary scales.

b. **Academic-Year Appointment**

An academic-year appointment is also known as a nine-month appointment and refers to the period in which an academic appointee renders services, i.e., the academic year, from the beginning of the fall term through the end of the spring term (APM - 600-4-d).

c. **Faculty**

A member of the faculty of the University is an academic appointee in a School, College, Division, Department, or Program of instruction and research who has independent responsibility for conducting approved regular University courses for campus credit. As an exception, students in a UC degree program who teach independently within their discipline are not considered faculty.

Members of the faculty are individuals appointed to the following titles or series and include those recalled to active service.

Professorial series

Acting titles in the Professor series (Students who hold the Acting Instructor title are not considered faculty.)

Visiting titles in the Professor series

Professor in Residence series

Adjunct Professor series

Professor of Clinical (*e.g., Medicine*) series

Clinical Professor series

Clinical Professor of Dentistry (50 percent or more time) series

Supervisor of Physical Education series
Supervisor of Teacher Education
Lecturer
Senior Lecturer
Lecturer with potential for SOE
Senior Lecturer with potential for SOE
Lecturer with SOE
Senior Lecturer with SOE
Lecturer in Summer Session
Coordinator of Field Work
Field Work Supervisor
Field Work Consultant

Under the governance of the Academic Senate, the term “membership in a Faculty” has a more limited definition. See Academic Senate Bylaws, Section 45.

d. **Fiscal-Year Appointment**

A fiscal-year appointment refers to the period in which the individual renders service, i.e., throughout the calendar year (12 months) as opposed to the academic year (9 months).

e. **Off-Scale Salary**

The salary for an appointee at a certain rank and step is designated as off-scale if the salary is higher than the published salary at the designated rank and step for the relevant title series (APM - 620).

f. **Salary Scale**

A salary scale is a published listing of salary rates or salary range established for a given academic title or title series. The scales may be divided into steps or into ranks and steps within the ranks. A salary range is a published listing of the minimum to maximum salary for a particular title.

g. **Step**

Most academic titles have established levels of salary within each title or rank. Each level is referred to as a step. For example, Assistant Professor, Step II.

600-6 **Responsibility**

Responsibility for issuing Professorial salary scales rests with the President after consultation with the Chancellors and the appropriate Academic Personnel Committees.

600-8 **Types of Salary Increases**

There are three basic ways in which an academic appointee may receive an increase in salary. These are:

- a. General scale increase (see APM - 610).
- b. Merit increase (see APM - 615).
- c. Promotion (see section relating to the appropriate title or title series in APM Part II, Appointment and Promotion).

For all academic appointees, merit increases and promotions, unless otherwise approved by the Chancellor, are effective July 1, payable according to APM - 615-0 and 615-12.

600-14 **Additional Compensation**

- a. An appointment which extends over a period of two or three consecutive quarters or two semesters within an academic year requires service from the beginning of the first quarter/semester to the end of the second or third quarter/semester, including intersession periods. No additional compensation may be earned during intersession periods, except as provided in APM - 664, 665, and 666.
- b. For further restrictions on additional compensation, see APM - 660.
- c. Guidelines for payment of additional compensation to academic-year appointees conducting research during the summer are contained in Appendix 1.
- d. In exceptional circumstances, the Chancellor may approve payment of one-eleventh of the annual salary of a fiscal-year appointee to the Professor, Astronomer, or Agronomist in the Agricultural Experiment Station series as additional compensation for work performed during his/her vacation. An appropriate number of accrued vacation days must be deducted.

600-18 **Rates of Pay**

The Professorial salary scales, as well as salary scales issued by the Office of the President for other academic appointees, give rates of pay at each step within each rank and the normal period of service at each salary step.

600-19 **Deductions**

Salary checks are subject to such deductions as may be required by law or University regulations.

600-20 **Salary Checks**

- a. Salary checks are issued through the respective campus Accounting Office.
- b. Salaries of academic-year and fiscal-year appointees are normally paid in twelve equal installments, regardless of fund source. In unusual circumstances, the Chancellor may approve an exception to this provision.
- c. Salary payments to appointees in student titles on academic-year appointments are made in nine (quarter system) or ten (semester system) equal monthly installments on the first of each month following the month of service.

600-21 **Computation of Pay of Academic Appointees Giving Less Than a Full Month Period of Service**

- a. Computation of pay of academic appointees who serve for less than one full quarter/semester or whose service will be irregular or unpredictable is described in Appendix 2.
- b. Academic-year appointees who receive their annual salary in twelve equal monthly installments are prepaid to some extent during the period of their appointment. When such an appointee leaves University service before the end of the quarter/semester, the total amount actually earned for services from the beginning of the quarter/semester to the time of departure may differ from the total of the salary installments received by the appointee to date. The amount actually due for services to the date of termination shall be compared with the total amount of pay already received. If the amount of pay already received exceeds the amount earned, the appointee shall refund the difference to the University. If the amount earned exceeds the amount received, the University shall pay the difference to the appointee.

600-24 **Authority**

- a. Professorial salary scales are issued by the Office of the President. For authority to grant merit increases, see APM - 615. For authority to promote, see the appropriate section in APM Part II, Appointment and Promotion.
- b. The policy on authority to approve above-scale salary rates is set forth in Section of 101.2 of the Standing Orders of The Regents, as follows:
 - (a) Rate of compensation and subsequent changes in rate of compensation shall be determined by the Board upon recommendation of the President of the University . . . through the Committee on Finance for:
 - (1) A Regents' Professor at a salary rate above the approved range, and a faculty member, including a University Professor, at an exceptional above-scale salary rate. An exceptional above-scale salary rate is defined as a salary rate that exceeds the maximum salary step of the applicable academic salary scale, as adjusted from time to time, by more than the percent difference between the maximum salary step of the Regular Ladder-Faculty Academic Year salary scale and the compensation approval level. The compensation approval level is defined as the dollar limit on the President's authority to approve salaries. The compensation approval level shall be indexed annually in accordance with the Consumer Price Index, said percent increase to be reported annually to the Board.

Above-scale salaries for all academic appointees are approved in accordance with Section 101.2 of the Standing Orders of The Regents. The Chancellor has authority to approve salaries up to and including the Regental compensation threshold. For salaries beyond the Regental compensation threshold, authority rests with The Regents on recommendation of the President, after appropriate review.

600-80 **Procedures**

- a. **Schedule of Payments**
 - (1) **Academic-Year Appointments**
 - (a) Appointees under the quarter calendar will be paid in accordance with the schedule listed in Appendix 3.

- (b) Appointees under the semester calendar will be paid in accordance with the schedule listed in Appendix 4.

(2) **Fiscal-Year Appointments**

Pay periods for fiscal-year appointments under the quarter or semester calendar will be identical to service periods.

(3) **Joint Appointments (Teaching and Research)** (See Appendix 5)

- (a) An academic-year appointee who holds a title in the Professor series, equivalent rank, or in Residence series, and who also holds a title in the Professional Research series will be paid on the academic-year salary scale for both the faculty and research appointments. This also applies to Professors on Emeritus status who are recalled to Professional Research appointments.

- (b) An academic-year appointee holding a title in other than the Professor series, equivalent rank, or in Residence series, and who also holds a title in the Professional Research series will be paid at the fiscal-year rate for research services regardless of the portion of the year devoted to teaching.

- b. For computation of Full-Time Equivalent (FTE) percentages for academic appointments, see Appendix 8.

List of Appendices

- Appendix 1 Guidelines for Payment of Additional Compensation to Academic-Year Appointees During the Summer
- Appendix 2 Computation of Pay for Academic Appointees Giving Less Than a Full Period of Service
- Appendix 3 Schedule of Salary Payments for Academic-Year Appointments on the Quarter Calendar
- Appendix 4 Schedule of Salary Payments for Academic-Year Appointments on the Semester Calendar
- Appendix 5 Schedule of Salary Payments for Joint Appointments
- Appendix 6 Pay Periods for Academic-Year Appointees — Quarter System
- Appendix 7 Pay Periods for Academic-Year Appointees — Semester System
- Appendix 8 Computation of Full-Time Equivalent (FTE) Percentages for Academic Appointments
- Appendix 9 Guidelines on By Agreement Appointments for Academic Appointees

**Guidelines for Payment of Additional Compensation
to Academic-Year Appointees During the Summer**

Eligible academic-year appointees are allowed to earn a maximum of one-third of the nine-month annual salary rate as additional compensation for services during the summer period. The full summer service period for pay entitlement is 57 service days. It begins after the spring quarter/semester and ends prior to the fall quarter/semester and will be preceded, followed, or both by intersession periods during which an appointee is expected to perform duties as necessary to fulfill commitments to the University and to sponsoring agencies. No additional compensation is allowed during the periods which are not included within the designated summer service period. Regular University pay entitlement is not affected if service is not performed.

Each summer service day in duty status for pay entitlement is weighted as follows:

Full summer period:	For 3/9 of annual rate: 57 days, each at 1/57;
2/3 summer period:	For 2/9 of annual rate: 38 days, each at 1/38;
1/3 summer period:	For 1/9 of annual rate: 19 days, each at 1/19.

When the maximum period of service is to be 1/3 summer service period, the maximum allowable compensation for one service month is 1/9 of the annual salary rate; when a “daily rate” factor for payment is used, the maximum number of service days in duty status for pay entitlement is 19. That is true irrespective of the number of calendar days in excess of 19 in that month. If effort is reported as 100% at a full 1/9 installment for such a month, it is to be understood that only 19 service days in duty status for pay entitlement are, for payroll purposes, those of the compensable service period. The “excess” calendar days in that month are to be considered part of the intersession period.

When the maximum period of service is to be 2/3 summer service period or the full summer service period, and during the months of July and/or August each calendar day available for service is utilized, the monthly payment installment for those months may exceed 1/9 of the annual rate. The controlling factor is the total service period as the compensable pay period. The total compensation for that period may not exceed 2/9 or 3/9 of annual rate, regardless of the amount paid in a particular month.

If payments for the summer service are scheduled for or are made in equal monthly installments of 1/9 each month and service is terminated prior to the end of the designated service period, pay entitlement must be calculated using a daily rate based on a 57-day summer service period with appropriate adjustments made to salary earned based on amounts already paid.

If length of service periods will be indeterminate or irregular, a daily rate based on the 57-day summer service period should be applied (see Table 1).

**Daily Time Factors for Payment Calculations Based on One-Month
Annual Salary Rate for Summer Service for Academic-Year Appointees**

Number of Service Days in Duty Status for Pay Entitlement Per Month	1/3 Summer Period (19 Days)	2/3 Summer Period (38 Days)	Full Summer Period (57 Per Month)
1	.0526	.0526	.0526
2	.1053	.1053	.1053
3	.1579	.1579	.1579
4	.2105	.2105	.2105
5	.2632	.2632	.2632
6	.3158	.3158	.3158
7	.3684	.3684	.3684
8	.4211	.4211	.4211
9	.4737	.4737	.4737
10	.5263	.5263	.5263
11	.5789	.5789	.5789
12	.6316	.6316	.6316
13	.6842	.6842	.6842
14	.7368	.7368	.7368
15	.7895	.7895	.7895
16	.8421	.8421	.8421
17	.8947	.8947	.8947
18	.9474	.9474	.9474
19	1.0000	1.0000	1.0000
20	n/a	1.0526	1.0526
21	n/a	1.1053	1.1053
22	n/a	1.1579	1.1579
23	n/a	1.2105	1.2105

To calculate payment, after determining the length of the service period, take the percent appropriate to the number of service days in duty status in the month, and multiply that percent by the 1/9th installment rate.

**Computation of Pay for Academic Appointees
Giving Less Than a Full Period of Service**

I. Definitions

Working Day: For purposes of computing pay, working days consist of all Mondays, Tuesdays, Wednesdays, Thursdays, and Fridays, including holidays occurring on any of those days, which fall between the beginning and ending dates of the service period of an academic appointment.

Day of Absence: Any working day for which payment must be deducted because of absence.

Monthly Rate: The rate of monthly salary payments as shown on the appropriate campus approval document.

Quarterly Rate: The annual salary of an academic-year appointee divided by three. The annual salary of a fiscal-year appointee divided by four.

Semester Rate: The annual salary of an academic-year appointee divided by two.

Daily Rate: The quarterly/semester rate divided by the number of “working days” in the academic quarter/semester under consideration.

Daily Time Factor: A percentage of the “working days” in a given calendar month. This factor is used in conjunction with the appointment percentage and the fiscal-year appointee's monthly pay rate to calculate the amount of salary to be paid for a partial month of service. See attached Daily Time Factor Chart.

II. Procedures — Academic-Year Appointees

A. Payment Computation

1. Calculate amount of Daily Rate

$$\frac{\text{Quarterly/Semester Rate}}{\text{“Working Days” in Quarter/Semester}} = \text{Daily Rate}$$

2. Calculate payment for quarter of partial service:

$$\begin{array}{ccccccc} \text{Daily} & \times & \text{Appointment} & \times & \text{Days Worked} & = & \text{Adjusted Quarter/} \\ \text{Rate} & & \text{Percentage} & & & & \text{Semester Payment} \end{array}$$

3. To calculate the amount to be deducted for an absence, count the number of days of absence and apply the same method and formula.
- B. Appointees may not receive additional compensation for research service performed in the intersession period between two consecutive quarters/ semesters of teaching.
- C. Research appointees should be advised that time reports submitted for monthly pay purposes must ultimately agree with the effort required at the end of the quarter/semester.

III. Procedures — Fiscal-Year Appointees

For all fiscal-year appointees, use Table 2 to calculate amount of payment for partial month service.

A. Payment Computation

1. Locate in the first column the number of “working days” appointee worked during the month. Reading horizontally along the row, select the appropriated time factor according to whether there are 20, 21, 22, or 23 “working days” in the calendar month under consideration. Use the following formula to calculate the amount of payment for that month:
- $$\begin{array}{ccccccc} \text{Appointment} & \times & \text{Daily Time} & \times & \text{Monthly} & = & \text{Adjusted Monthly} \\ \text{Percentage} & & \text{Factor} & & \text{Rate} & & \text{Payment} \end{array}$$
3. To calculate the amount to be deducted for an absence, count the number of days of absence and apply the same method and formula.

**Daily Time Factors for Days Worked (or Absent)
for Fiscal-Year Appointees**

(Not to be used for summer compensation payments)

Number of Working Days	20-Day Month	21-Day Month	22-Day Month	23-Day Month
1	.0500	.0476	.0455	.0435
2	.1000	.0952	.0910	.0870
3	.1500	.1429	.1364	.1304
4	.2000	.1905	.1818	.1739
5	.2500	.2381	.2273	.2174
6	.3000	.2857	.2727	.2609
7	.3500	.3334	.3182	.3043
8	.4000	.3810	.3636	.3478
9	.4500	.4286	.4091	.3913
10	.5000	.4762	.4545	.4348
11	.5500	.5238	.5000	.4783
12	.6000	.5714	.5455	.5217
13	.6500	.6190	.5909	.5652
14	.7000	.6667	.6364	.6087
15	.7500	.7143	.6818	.6522
16	.8000	.7619	.7273	.6957
17	.8500	.8095	.7727	.7391
18	.9000	.8571	.8182	.7826
19	.9500	.9048	.8636	.8261
20	1.0000	.9524	.9091	.8696
21	----	1.0000	.9545	.9130
22	----	----	1.0000	.9565
23	----	----	----	1.0000

*Subtract the factor shown from 1.0000 to determine the percent of time to be used in computing the amount of the monthly installment to be paid.

**Schedule of Salary Payments for Academic-Year Appointments
on the Quarter Calendar**

Service Period	Total Payment	Monthly Rate
I. Appointees who serve full three quarters		
A. All ranks of faculty		
3 quarters	Full Annual Rate	Annual Rate/12
B. Appointees to student titles		
3 quarters	Full Annual Rate (at appropriate percent time)	Annual Rate/9
II. Faculty and appointees to student titles who serve less than three quarters:		
To calculate 2 quarters, use Annual Rate/9 x 6.		
To calculate 1 quarter, use Annual Rate/9 x 3.		

**Schedule of Salary Payments for Academic-Year Appointments
on the Semester Calendar**

	Service Period	Total Payment	Monthly Rate
I.	Appointees who serve full two semesters		
	A. All ranks of faculty		
	2 semesters	Full Annual Rate	Annual Rate/12
	B. Appointees to student titles		
	2 semesters	Full Annual Rate	Annual Rate/10
II.	Faculty and appointees to student titles who serve one semester		
	1 semester	Annual Rate/2	Annual Rate/10

Schedule of Salary Payments for Joint Appointments — Academic Year

Appointment	Service Period	Salary Scale	Payment Period
Professor series, equivalent rank, or in Residence series and Professional Research series:			
Professor series Faculty portion	9 months	academic-year	12 months
Professional Research series portion	9 months	academic-year	12 months
Non-ladder rank faculty appointees with research appointment at any proportion of service:			
Faculty portion	9 months	academic-year	12 months
Research portion	12 months	fiscal-year	12 months

**Pay Periods for Academic-Year Appointees with
One-Year Appointment Paid on a 12-Month Basis**

Quarter System

Pay Period	Service Period
July August September October	Fall Quarter
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November December January February	Winter Quarter
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March April May June	Spring Quarter

**Pay Periods for Academic-Year Appointees with
One-Year Appointment Paid on a 12-Month Basis**

Semester System

Pay Period	Service Period
July	Fall Semester
August	
September	
October	
November	
December	
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January	Spring Semester
February	
March	
April	
May	
June	

**Computation of Full-Time Equivalent (FTE)
Percentages for Academic Appointments**

These tables are included to assist in the computation of Full-Time Equivalent (FTE) percentages for academic appointees. 1.00 FTE equals the full-time services of one appointee for one year.

ACADEMIC YEAR

For academic-year appointments two semesters of full-time service are equivalent to one year; likewise three quarters of full-time service are equivalent to one year. Included in this category are those appointees who hold titles in the Professor series for the equivalent of at least one full quarter or semester and who also hold a title in the Professional Research series.

1 semester	=	1/2 of a year	=	0.50 FTE
2 semesters	=	1 full year	=	1.00 FTE
1 quarter	=	1/3 of a year	=	0.33 FTE
2 quarters	=	2/3 of a year	=	0.67 FTE
3 quarters	=	1 full year	=	1.00 FTE

FISCAL YEAR

For fiscal-year appointments two semesters of full-time service plus the summer period are equivalent to one year; likewise three quarters of full-time service plus the summer period are equivalent to one year. Included in this category are those appointees who hold titles in the Professor series, on a fiscal basis, for the equivalent of at least one full quarter or semester and who also hold a title in the Professional Research series. For fiscal year appointments with research titles, the FTE is computed on a monthly basis as follows:

1 month	=	1/12 of a year	=	0.08 FTE
2 months	=	2/12 of a year	=	0.17 FTE
3 months	=	3/12 of a year	=	0.25 FTE
4 months	=	4/12 of a year	=	0.33 FTE
5 months	=	5/12 of a year	=	0.42 FTE
6 months	=	6/12 of a year	=	0.50 FTE
7 months	=	7/12 of a year	=	0.58 FTE
8 months	=	8/12 of a year	=	0.67 FTE
9 months	=	9/12 of a year	=	0.75 FTE
10 months	=	10/12 of a year	=	0.83 FTE
11 months	=	11/12 of a year	=	0.92 FTE
12 months	=	1 full year	=	1.00 FTE

Using this chart:

1 quarter	=	3 months	=	0.25 FTE
1 semester	=	4 1/2 months	=	0.37 FTE
2 semesters	=	9 months	=	0.75 FTE
Summer period	=	3 months	=	0.25 FTE

Computation for Part-Time Service:

Part-time service is expressed as a percentage of full-time. To determine the amount of FTE required for a part-time appointment, multiply this percentage by the appropriate factor selected from one of the above tables.

Examples:

Academic-year appointee to serve 33%
for 2 quarters: $.33 \times .67 = 0.22$ FTE

Fiscal-year appointee to serve 50%
for 3 quarters: $.50 \times .75 = 0.38$ FTE

Fiscal-year appointee to serve 25%
for 10 months: $.25 \times .83 = 0.21$ FTE

Academic-year appointee to serve 33%
for 1 semester: $.33 \times .50 = 0.17$ FTE

Fiscal-year appointee to serve 50%
for 1 semester: $.50 \times .50 = 0.25$ FTE

Guidelines on By Agreement Appointments for Academic Appointees

Generally, all academic appointees shall hold regular appointments with a percentage of time specified. However, a by agreement appointment is appropriate for individuals who hold appointments, generally for less than one quarter or semester, in one or more of the following situations:

- for teaching equivalent to a guest lecturer, e.g., intercampus services as a faculty lecturer or consultant, or other occasional assignment;
- for substitute teachers appointed at the University Elementary School at UCLA.

A by agreement appointment is also appropriate for individuals in one or more of the following situations:

- for teaching in University Extension, the Berkeley Lawrence Hall of Science, or other University service and continuing education programs, e.g., educational outreach, except for ongoing programs such as English as a Second Language (ESL);
- for performance-based instruction such as in music, dance, art, theater, film and television, for an individual or a small group, which is not conducive to a percentage appointment;
- for Military/Air Science Tactics Assistants (title code 2600);
- for retirees in post-retirement appointments (recalls) as long as the annual amount paid will not exceed 46 percent of the current salary at the rank and step from which the individual retired.

Individuals who hold positions on a by agreement basis and who are subsequently appointed on an ongoing basis, or whose assignments have been expanded or regularized, should be appointed to a regular appointment with a percentage of time specified and receive a regular salary and corresponding benefits.

If there are questions about these Guidelines, please contact the Academic Personnel Office on your campus.