

510-0 **Policy**

This policy provides guidance to all permanent intercampus transfers of academic appointees who hold Senate faculty titles on the home campus and who are recruited into Senate faculty titles at the recruiting campus.

510-2 **Purpose**

It is the obligation of those involved in the consideration of an intercampus transfer to pay due regard to the welfare of the University as a whole as well as to the wishes of the appointee and to the effect of the transfer on the two campuses directly concerned.

510-16 **Restrictions**

a. **Transfer of Research**

If, in conjunction with an intercampus transfer covered by this policy, a transferee who is a principal investigator or co-investigator under an extramurally funded contract or grant wishes to transfer the contract or grant or any part of the equipment funded thereby to the recruiting campus, the matter must be discussed at the earliest possible opportunity with the contract and grant administrator on the departing campus and recruiting campus. Such transfer of contract or grant or equipment may be accomplished only after approval by both Chancellors concerned and in accordance with University rules for contract and grant administration and the rules of the granting agency.

b. **Faculty Administrator Appointments**

This policy applies only to Senate faculty appointments and does not address primary appointments to faculty administrator positions. However, the policy does apply to the terms of a faculty administrator's underlying Senate faculty appointment.

c. **Timing**

No offer of appointment that includes intercampus transfer shall be made after April 1 for service during the immediately following academic year unless a later offer date is mutually agreed to by both Chancellors involved.

**d. Effect of Sabbatical Leave on Transfer Date**

An intercampus transfer of an appointee may become effective immediately following the appointee's sabbatical leave; accordingly, the return to service requirement in [APM - 740](#), Leaves of Absence/Sabbatical Leaves may be met by returning to service at another UC campus.

**510-18 Rank, Step and Salary**

- a. When a Senate faculty member on one campus is to be transferred to another campus, the transferee's rank and salary as recommended to be effective on transfer shall be subject to academic and administrative review on the recruiting campus. The Chancellor of the recruiting campus shall make the final decision on the rank and salary of the transferee. For additional details on such procedures, see [APM - 220-80 and 220-85](#).
- b. Transfers made with advancement to a salary that exceeds the Indexed Compensation Level threshold (see [APM 600 - 4 g](#)) shall be submitted to the Provost and Executive Vice President for approval.
- c. The recruiting campus may offer advancement and/or a salary increase of no more than one step, or the equivalent of one step, above the transferee's current step and salary (regardless of any proposed pending personnel action at the home campus). If the transferee's current salary is an off-scale salary, the recruiting campus may offer the next higher step along with the same off-scale dollar amount.
- d. An offer which includes a promotion is permitted if otherwise consistent with this policy and campus personnel review procedures.
- e. If a stipend is also offered, it must be offered for *bona fide* administrative duties.
- f. The home campus may counter-offer a rank, step and/or salary equivalent to the offer of the recruiting campus.
- g. If, at any time during the recruitment, the home campus is reviewing the faculty member for a salary increase and/or advancement to become effective at a later date, the recruiting campus may not offer more than one step above the current salary until the review is complete.
- h. If the home campus personnel action occurring during the recruitment results in a salary increase and/or advancement, the recruiting campus may offer a salary, rank and step equivalent to the increase and/or advancement.

- i. If the faculty member also is being recruited by an outside institution, then the home and/or recruiting UC campus may make a counter-offer higher than the above limits in order to compete with the *bona fide* outside offer. Evidence of a *bona fide* competing offer may be requested by the home and/or recruiting campus.

#### 510-19 **Start-Up Costs**

Approval by the Provost and Executive Vice President must be sought if the amount of the proposed package of start-up costs and other inducements (excluding housing assistance and any Mortgage Origination Program [MOP] loan) exceeds an amount set from time-to-time by the Provost and Executive Vice President for faculty in the laboratory sciences and Health Sciences Compensation Plan faculty. For purposes of applying the relevant amount standards, the proposed package shall include all expenditures such as laboratory renovations, research equipment and summer salary for a faculty member.

Faculty Recruitment Allowance Program grants (see [APM - 190](#), Appendix E) are outside of any start-up package costs.

#### 510-24 **Authority**

- a. Final approval of an intercampus transfer shall be made by the Chancellor of the campus to which the appointee is transferring.
- b. At any point in a proposed intercampus recruitment, either Chancellor may request mediation or intervention by the Provost and Executive Vice President.
- c. If there is a question regarding the application of these guidelines, the Provost and Executive Vice President will provide an interpretation of the policy.

#### 510-80 **Procedures for Notification**

##### **Notification**

- a. Prior to the initiation of negotiation for an intercampus transfer, the Chancellors of the two campuses involved shall be informed of the proposed transfer. In the case of a person holding a title under the jurisdiction of the Vice President—Agriculture and Natural Resources, the latter also shall be informed.

- b. As soon as a candidate is identified for appointment by the department of the recruiting campus, and prior to review for appointment, the Chancellor of the recruiting campus will notify the home campus Chancellor of the intention to make an offer. The Chancellor of the recruiting campus will provide details of the offer in writing as soon as such information is available.

These details must include any and all recruiting inducements financial or otherwise and regardless of fund source, including the proposed total negotiated salary, stipends or summer ninths, recruitment allowance, appointment to endowed chairs, reduced teaching responsibilities, start-up funds, space remodeling and other incentives.

If in the course of negotiations with the transferee the recruiting campus significantly increases the recruitment incentives previously reported, the recruiting campus Chancellor will inform the home campus Chancellor of such increases. At any time during the recruitment the Chancellor of the home campus shall, upon request, be provided the current details of the recruiting incentives offered by the Chancellor of the recruiting campus.

At least ten working days before making the formal offer of appointment to the intended transferee, which offer shall be in writing, the Chancellor of the recruiting campus shall indicate such intention to the Chancellor of the home campus. If the transferee holds a title under the jurisdiction of the Vice President—Agriculture and Natural Resources, the latter also shall be informed.

The ten working day notification period may be waived by agreement of both Chancellors involved.