

620-0 **Policy**

- a. In order to preserve the significance and values of the salary scales, salaries should be on-scale to the greatest extent feasible. Nevertheless, when properly justified, appointment or advancement to a position with an off-scale salary may be approved in exceptional situations, for example, when necessary to meet competitive conditions or under other conditions described in APM - 620-14-b.
- b. A salary for an appointee at a certain rank and step is designated as off-scale if the salary is not that associated with the given rank and step in the published salary scale for the relevant title series.
- c. As a matter of policy applicable to all titles and ranks, an off-scale salary for an appointee at a certain rank and step shall not be less than the salary associated with the rank and step in the published salary scale, and shall be a multiple of \$100 when the on-scale salaries of the relevant title series are multiples of \$100.

620-14 **Eligible Titles**

- a. Titles with which off-scale salaries may be used:
  - (1) Instructor, Assistant Professor, Associate Professor, and Professor.
  - (2) Corresponding titles in the following series:

Professor in Residence, Adjunct Professor, Astronomer, Agronomist in A.E.S., Supervisor of Physical Education, Professor of Clinical (e.g. *Medicine*), Clinical Professor, Cooperative Extension Advisor, Specialist in Cooperative Extension, Professional Research, and Project (e.g. *Scientist*).
  - (3) Acting Assistant Professor, Acting Associate Professor, and Acting Professor; and corresponding Acting Titles in the Astronomer and Agronomist in A.E.S. series.
- b. An off-scale salary may be used:
  - (1) With an appointment including a change from an Acting title to the corresponding regular title.

- (2) With promotion from one rank to higher rank in the same title series or in lieu of that promotion.
- (3) With or in lieu of a within-scale merit increase in salary.
- (4) As the consequence of a general range adjustment applied to an off-scale salary.

**620-16 Limitations on off-scale salaries**

(See also APM - 620-18.)

- a. **Instructors and comparable titles** (e.g., Junior Supervisor of Physical Education)

The off-scale salary of an Instructor (or appointee with comparable title) shall be at least \$100 less than the published salary for an Assistant Professor, Step III (or comparable title and step) on the scale for the relevant title series.

- b. **Assistant Professors and comparable titles** (e.g., Assistant Soil Chemist in the Agricultural Experiment Station)

Off-scale salaries for the Assistant Professor or comparable rank may be set at any point in even multiples of \$100 between the specifically designated step for the individual and \$100 less than the published salary for the equivalent step in the next rank. For example, the salary for an Assistant Professor, Step II, may be designated at an off-scale rate from \$100 above Assistant Professor, Step II, to \$100 less than Associate Professor, Step II. In cases where there is no equivalent step in the next rank, off-scale salaries may be set at any point in even multiples of \$100 between the specifically designated step for that individual and \$100 less than the published salary for the maximum step in the next rank. Campuses for which Assistant Professor, Step IV, or comparable rank is the maximum step assigned, may extend off-scale salaries for Assistant Professor, Step IV, to any point in even multiples of \$100 between Assistant Professor, Step IV, and \$100 less than the published salary for the maximum step in the next rank.

c. **Associate Professors and comparable titles** (e.g., Associate Astronomer)

Off-scale salaries for the Associate Professor or comparable rank may be set at any point in even multiples of \$100 between the specifically designated step for the individual and \$100 less than the published salary for one step higher in the next rank. For example, the salary for an Associate Professor, Step I, may be designated at an off-scale rate from \$100 above Associate Professor, Step I, to \$100 less than Professor, Step II. Campuses for which Associate Professor, Step III, or comparable rank is the maximum step assigned, may extend off-scale salaries for Associate Professor, Step III, to any point in even multiples of \$100 between Associate Professor, Step III, and \$100 less than the published salary for Professor, Step VI, or comparable rank.

d. **Professors and comparable titles** (e.g., Professor in Residence)

Off-scale salaries for the Professor or comparable rank at Steps I, II or III may be set at any point in even multiples of \$100 between the specifically designated step for the individual and \$100 less than the published salary for the fourth higher step in the published salary scale. For example, the salary for a Professor, Step I, may be designated at an off-scale rate from \$100 above Professor, Step I, to \$100 less than Professor, Step V. Off-scale salaries for the Professor or comparable rank at Step IV or higher may be set at any point in even multiples of \$100.

620-18 **Adjustment of off-scale salaries — Effect of a general range adjustment on off-scale salaries**

- a. Except as noted below, any academic appointee with an off-scale salary within established salary scales at the time of a general range adjustment will receive the same dollar increase in salary as those of the same title, rank and step on the regular salary scale in question. This rule will be followed unless the Chancellor or the appropriate Vice President gives explicit directions to the contrary.
- b. When a person is appointed or advanced to an off-scale salary, the Chancellor or the appropriate Vice President may specify that the salary is to be unaffected by the first concurrent or subsequent range adjustment. In such case the affected academic appointee shall be notified in writing of this stipulation by the Chancellor or the appropriate Vice President, and the stipulation noted on the appropriate campus approval document.

**620-24 Authority**

- a. The Chancellor or the appropriate Vice President has the authority to approve off-scale 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 and as prescribed in Section 101.2(a) of the Standing Orders of The Regents.
- b. In unusual circumstances, the Chancellor or the appropriate Vice President is further authorized to make exceptions in individual cases, including an exception for faculty below Step VI, whose salary requirements are greater than the top of the salary scale. Librarians and lecturers, however, remain ineligible for off-scale salaries.

**620-80 Campus Procedures**

Chancellors in consultation with the appropriate committee(s) of the Division of the Academic Senate, and the appropriate Vice President shall develop local procedures for the implementation of the off-scale policy. Such procedures shall include the criteria for appointment or advancement to a position with an off-scale salary, as well as for an appointee's continuation with an off-scale salary or return to an on-scale salary. When an individual is placed on an off-scale salary, the appointee must be notified of this action and the authorization plus any limitation shall be noted on the appropriate campus approval document.