

600-0 Policy

Responsibility for issuing academic salary scales rests with the President or the President's designee after consultation with the Academic Council and the Chancellors.

Compensation of individual academic appointees is under the jurisdiction of the Chancellor except for those salaries which exceed the Indexed Compensation Level (ICL) requiring approval of the Provost and Executive Vice President.

600-4 Definitions

a. Above-Scale Salary

Above-scale salary refers to a full-time salary rate for an academic appointee who, by way of formal review, has advanced or is appointed to above-scale status within a specific title series. The salary shall always exceed the maximum salary designated for the title series in the published salary scales.

b. Academic Salary Scales

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, increments, or ranks, or into steps within the ranks. A salary range is a published listing of the minimum to maximum salary for a particular title. The salary scales may be viewed online at <http://www.ucop.edu/academic-personnel-programs/compensation/index.html>.

c. 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, including periods of intersession. Appointees to certain titles may also be appointed to, and render service for, a portion of an academic year, i.e., one semester (paid on a 1/10 basis), one quarter (paid on a 1/9 basis), or two quarters (also paid on a 1/9 basis). Academic-year appointees that render service during the entire academic year, i.e., nine ten months, do not render service during the summer period but may receive their annual salary in twelve equal installments throughout the calendar year.

d. **Additional Compensation**

Additional compensation is any compensation other than an administrative stipend paid to an appointee by the University in excess of the appointee's full-time salary. Additional compensation is allowed only in specific circumstances outlined in [APM - 600-14](#) and described in detail in the corresponding additional compensation policies. Appointees working less than full-time may accept additional University employment up to 100 percent time. However, earnings from concurrent employment, i.e., earnings from two separate positions that combined do not exceed 100 percent time, are not considered additional compensation. The term additional compensation is not used in this policy to refer to compensation for employment by any employer other than the University.

e. **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. Students in a UC degree program who teach independently within their discipline are not considered faculty. A list of faculty titles may be found in [APM - 110-4-\(15\)](#).

f. **Fiscal-Year Appointment**

A fiscal-year appointment is an appointment for service throughout the fiscal year, July 1 through June 30 (12 months) as opposed to the academic year (nine months).

g. **Indexed Compensation Level (ICL)**

The Indexed Compensation Level (ICL) is an amount above which salaries require special approval by the Provost and Executive Vice President. The President sets the amount annually in accordance with the California Consumer Price Index.

h. **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](#)).

i. **Step**

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

600-8 **Types of Salary Increases**

There are four basic ways in which an academic appointee may receive an increase in salary:

- a. General scale increase (see [APM - 610](#));
- b. Merit increase (see [APM - 610](#));
- c. Promotion increase (see section relating to the appropriate title or title series in Section II of the APM, Appointment and Promotion);
- d. Off-scale increase (see [APM - 620](#)).

In addition, Health Sciences Compensation Plan faculty may receive an increase in salary as the result of a renegotiation of the “Y” component per [APM - 670-18-c-1](#).

Merit increases and promotions for all academic appointees are effective July 1 and payable according to [APM - 610](#) unless otherwise approved by the Chancellor.

Salary increases for full-time faculty administrators are governed by [APM - 240](#), Deans and [APM - 246](#), Faculty Administrators (100% Time).

600-14 **Additional Compensation**

Faculty and other academic appointees specified in additional compensation policies are occasionally called on to serve the University in activities not directly related to their recognized University duties. Such services may be as a professional consultant, in administration or teaching in Summer Session. Such additional services shall not interfere with recognized University duties. In some cases, it may be appropriate to take a leave of absence without salary from the regular appointment for the duration of the additional service. Additional compensation for specific activities is covered in APM Sections - [633](#), - [650](#), - [660](#), - [661](#), - [662](#), - [663](#), - [664](#) and - [667](#). In addition, honoraria for lectures and similar services such as public appearances may be permitted in accordance with [APM - 666](#).

- a. For academic appointees covered by a Memorandum of Understanding (MOU), eligibility for additional compensation is determined by the terms of the MOU.
- b. In a given year, academic-year appointees may receive additional compensation of up to one-third of the annual salary rate for conducting research, teaching, or service during the summer. Guidelines for payment are contained in [APM - 600, Appendix 1](#).
- c. All fiscal-year appointees may receive additional compensation of up to one-twelfth of the annual salary for teaching, research, or service performed during vacation. This is effective for appointments made July 1, 2014 or later. Those appointed prior to July 1, 2014 to the Professor, Astronomer or Agronomist series are eligible for payments of up to one-eleventh of the annual salary of a fiscal-year appointee. A corresponding number of accrued vacation days must be deducted.
- d. All academic appointees may receive additional compensation for reading and judging manuscripts. When reading and judging manuscripts for the University Press, additional compensation is paid in accordance with guidelines issued by the Office of the President. Fees are subject to negotiation for each manuscript read.
- e. **Limitations**
 - (1) Except as specifically provided for in policy, no academic appointee shall receive additional compensation from University sources for services directly related to the appointee's recognized duties during the academic year, from the beginning of the fall semester/quarter service period, as established in the University calendar, through the end of the spring semester/quarter service period (or otherwise than during the vacation period for a fiscal-year appointee), except that honoraria for lectures and similar services may be permitted (see [APM - 666](#)).
 - (2) No additional compensation may be earned during intersession periods, except as provided in [APM - 600](#), [APM - 650](#), [APM - 664](#), and [APM - 666](#).
 - (3) For additional services performed during the period between the end of the spring semester/quarter and the beginning of the fall semester/quarter, and the vacation period in the case of a fiscal-year appointee, no academic appointee shall receive compensation at a rate higher than the appointee's regular annual salary; and no contract between the University and an organization or individual shall include provision for a higher rate.

- (4) Appointees may not receive additional compensation for research service performed in the intersession period between two consecutive quarters/semesters of teaching.
- (5) Research appointees are advised that time reports submitted for monthly pay purposes must be consistent with the total effort required by the fund source for each quarter/semester.

600-18 **Rates of Pay**

- a. The academic salary scales issued by the Office of the President give rates of pay at each step within each rank and the normal period of service at each salary step.
- b. Annual salary rates are rounded to the nearest \$100 if the scale rates for the title series are given in \$100 increments.
- c. **Conversion Rates**

An academic-year salary is converted to a fiscal-year salary by increasing the academic-year salary by 16 percent, i.e., by multiplying the academic-year salary by 1.16. A fiscal-year salary is converted to an academic-year salary by decreasing the fiscal-year salary by 14 percent, i.e., by multiplying the fiscal-year salary by 0.86. This calculation takes into account work during intersession periods during which all faculty are expected to work plus vacation days available to fiscal-year appointees.

600-19 **Deductions**

Salary and additional compensation payments are subject to deductions as may be required by law or University regulations.

600-20 **Salary Payments**

- a. Salary payments are issued through the University and must be paid through the payroll system.
- b. Salaries of academic-year and fiscal-year appointees appointed for a full year are normally paid in twelve equal monthly installments, regardless of fund source.

- c. Salaries of academic-year appointees who are appointed for less than a full academic year are normally paid in three equal monthly installments per quarter of service, or five equal installments per semester of service.
- d. Salary payments to appointees in academic student titles on academic-year appointments are made in nine (quarter system) or ten (semester system) equal monthly installments.
- e. Salary payments to appointees in academic student titles paid on an hourly basis are normally paid on a bi-weekly pay schedule.
- f. The Chancellor may approve an exception to these payment terms in unusual circumstances.

600-21 Computation of Pay for Academic Appointees Giving Less Than a Full Quarter or Semester Period of Service

- a. Computation of pay for academic appointees who serve for less than one full quarter/semester or whose service will be irregular or unpredictable is described in [APM - 600, Appendix 2](#).
- b. Academic-year appointees who receive their annual salary in twelve equal monthly installments over the period July 1 through June 30 are prepaid to some extent, e.g., pay begins in July for services not rendered until August (semester campus) or mid-September (quarter campus). When such an appointee leaves University service before the end of an academic year or end of a quarter/semester, the total amount actually owed 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 of salary 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 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.

600-24 Authority

- a. Academic salary scales are issued by the Office of the President. For authority to grant merit increases, see [APM - 610](#). For authority to appoint and promote, see the appropriate section in APM Section II, Appointment and Promotion.

- b. Authority to approve above-scale salary rates up to and including the Indexed Compensation Level rests with the Chancellor.
- c. Authority to approve salaries beyond the Indexed Compensation Level rests with the Provost and Executive Vice President.

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 [APM - 600, Appendix 3](#).
- (b) Appointees under the semester calendar will be paid in accordance with the schedule listed in [APM - 600, 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 excluding Health Sciences Compensation Plan participants)

(See [APM - 600, 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.
- (b) An academic-year appointee holding a title in other than the Professor series, equivalent rank or In Residence series will be paid at the fiscal-year rate for research services regardless of the portion of the year devoted to teaching.
- (c) A fiscal-year appointee who is appointed to teach on a temporary basis will be paid at the fiscal-year rate for research and the academic-year rate for the faculty appointment. If the two appointments will result in employment greater than 100 percent time during the teaching appointment pay period, the research appointment will be temporarily reduced during the pay period to

yield a 100 percent time appointment. The teaching appointment will be paid according to the appropriate academic-year pay schedule (See APM - 600, [Appendices 3](#) and [4](#).)

- b. For computation of Full-Time Equivalent (FTE) percentages for academic appointments, see [APM - 600 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 Quarter or Semester 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 – Academic Year
- [Appendix 6](#) Pay Periods for Academic-Year Appointees Paid on a 12-Month Basis – Quarter System
- [Appendix 7](#) Pay Periods for Academic-Year Appointees Paid on a 12-Month Basis – 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 academic-year annual salary rate as additional compensation for services during the summer period. The full summer service period is available, however only 57 service days may be used during the period. The summer service period begins after the spring quarter/semester and ends prior to the fall quarter/semester and will be preceded, followed, or both by intersession periods. 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 during the summer period.

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.

Since academic-year appointees are normally paid on a monthly basis and not a daily basis, monthly summer salary payments may be made at a set rate of 1/9 of the annual salary per month, with the percentages distributed across the summer pay periods as appropriate according to the actual service dates, with the total compensation not to exceed 3/9 (one-third) of the annual salary rate.

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 owed based on amounts already paid.

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 actual periods of service should be documented. The "excess" calendar days in that month are to be considered part of the intersession period.

When a daily rate is used rather than a monthly rate, and during the months of July and/or August each business day available for service is used, the monthly installment for those months may exceed 1/9 of the annual rate. This is allowable so long as the total compensation for the summer period does not exceed one-third of the annual rate and the total service period does not exceed 57 days.

[Table 1](#), “Daily Time Factors for Payment Calculations Based on One-Month Annual Salary Rate for Summer Service for Academic-year Appointees” is to be used for summer compensation paid using the daily rate. Summer salary rates shall be calculated based on the salary rate in effect at the time it is earned.

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 1/9 installment rate.

**Computation of Pay for Academic Appointees
Giving Less Than a Full Quarter or Semester 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 excluding holidays 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 or the annual salary rate of a fiscal-year appointee divided by four.
- Semester Rate:** The annual salary of an academic or fiscal-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 ([Table 2](#)).

II. Procedures – Academic-year Appointees

Payment Computation

1. Calculate amount of Daily Rate

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

2. Calculate payment for quarter of partial service

Daily Rate x Appointment Percentage x Days Worked = Adjusted
Quarter/Semester Payment

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.

III. Procedures – Fiscal-Year Appointees

For all fiscal-year appointees, use [Table 1](#) to calculate the amount of pay owed for a partial month of service. Payment Computation:

1. Locate in the first column the number of days the appointee worked during the month. Reading horizontally along the row, select the appropriate 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:

Appointment Percent x Daily Time Factor x Monthly Pay Rate =
Adjusted Monthly Payment

2. To calculate the amount to be deducted for an absence, count the number of days of absence and apply the same method and formula.

Table 2

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

(Not to be used for summer compensation payments)

Number of Days Worked	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	Pay Period
Appointees to faculty titles who serve three full quarters (9/12)	Fall quarter begin date through spring quarter end date	Full annual rate (at appropriate percent time)	Annual rate/ 12	July 1 through June 30
Appointees to monthly student titles who serve three full quarters (9/9)	Fall quarter begin date through spring quarter end date	Full annual rate (at appropriate percent time)	Annual rate/ 9	October 1 through June 30
Appointees to all titles who serve two consecutive quarters in an academic year (9/9)	Fall quarter begin date through winter quarter end date	Annual rate/ 9 x 6	Annual rate/ 9	October 1 through March 31
	Winter quarter begin date through spring quarter end date	Annual rate/ 9 x 6	Annual rate/ 9	January 1 through June 30
Appointees to all titles who serve one quarter in an academic year (9/9)	Fall Quarter begin date through fall quarter end date	Annual rate/ 9 x 3	Annual rate/ 9	October 1 through December 31
	Winter quarter begin date through winter quarter end date	Annual rate/ 9 x 3	Annual rate/ 9	January 1 through March 31
	Spring quarter begin date through spring quarter end date	Annual rate/ 9 x 3	Annual rate/ 9	April 1 through June 30

To apply a pay change (e.g., leave of absence) to a single quarter for a faculty appointee who normally serves all three quarters per academic year, use the following pay periods:

Fall quarter: July 1 through October 31

Winter quarter: November 1 through February 28

Spring quarter: March 1 through June 30

See [APM – 600, Appendix 1](#) for the payment schedule for summer additional compensation for academic-year appointees.

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

	Service Period	Total Payment	Monthly Rate	Pay Period
Appointees to faculty titles who serve two full semesters	Fall semester begin date through spring semester end date	Full annual rate (at appropriate percent time)	Annual rate/ 12	July 1 through June 30
Appointees to faculty titles who serve only in the fall semester	Semester begin date through semester end date	Annual rate/ 2	Annual rate/ 10	August 1 through December 31
Appointees to faculty titles who serve only in the spring semester	Semester begin date through semester end date	Annual rate/ 2	Annual rate/ 10	January 1 through May 31
Appointees to student titles who serve two full semesters	Fall semester begin date through spring semester end date	Full annual rate (at appropriate percent time)	Annual rate/ 10	Varies by year
Appointees to all titles who serve one semester	Fall semester begin date through fall semester end date – or – Spring semester begin date through spring semester end date	Annual rate/ 2	Annual rate/ 10	Varies by year

Schedule of Salary Payments for Joint Appointments – Academic Year

Appointment	Service Period	Salary Scale	Payment Period
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Professor series equivalent rank, or In Residence series and Professional Research series:

Professor series Faculty portion	9 months	academic year	12 months
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Professional Research Series portion	9 months	academic year	12 months
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Non-ladder rank faculty appointees with research appointment at any proportion of service:

Faculty portion	9 months	academic year	12 months
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Research portion	12 months	fiscal year	12 months
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**Pay Periods for Academic-Year Appointees
Paid on a 12-Month Basis – Quarter System**

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
Paid on a 12-Month Basis – Semester System**

Semester System

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

**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, 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 ½ 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 monthly, bi-weekly, or hourly rate and percentage of time specified with corresponding benefits eligibility. However, payment of a set, negotiated amount (a “by agreement appointment”) is appropriate in the following situations:

1. For teaching equivalent to a guest lecturer, e.g., intercampus services as a faculty lecturer or consultant, when the duration of such service is less than one full quarter or semester;
2. For substitute teachers appointed at the University Elementary School at UCLA;
3. For teaching in University Extension, the Berkeley Lawrence Hall of Science or other University service and continuing education and educational outreach programs, except for ongoing programs such as English as a Second Language (ESL);
4. For performance-based instruction such as in music, dance, art, theater, film and television, for an individual or small group, which is not conducive to a percentage appointment;
5. For Military/Air Science Tactics Assistants (title code 2600);
6. For retirees in academic recall appointments as long as the 43 percent maximum per month is not exceeded, inclusive of all recall appointments. The maximum salary rate for recall appointments is the individual’s annual salary rate (including any off-scale) for the academic position held at the time of retirement, range adjusted forward (see [APM - 205](#));
7. Administrative stipends in accordance with [APM - 633](#);
8. For other part-time visiting, adjunct, or other appointments if the Chancellor approves.

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.