

Guidance on Compensation for Deans Participating in the Health Sciences Compensation Plan

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Academic deans who are not members of the Senior Management Group (SMG) are covered under Academic Personnel Manual (APM) Section 240, Deans. Deans in Health Sciences Compensation Plan (HSCP) schools are members of the HSCP and are subject to policy regulations under APM-670, Health Sciences Compensation Plan if they hold an underlying HSCP faculty title; however, salary and reporting requirements are defined by the personnel policies (APM or SMG) governing the administrative appointment.¹

Recently, with several campuses instituting revised administrative structures in the health sciences, a greater number of deans participating in the HSCP are covered under APM instead of SMG policies. In light of the increase, this document provides guidelines for compensation practices for deans covered by the HSCP. This guidance may also be applied to other faculty administrators who are members of the HSCP and are covered under APM Section 246, Faculty Administrators (100% Time).

Full-time Service

As the academic and administrative head of their unit, deans are compensated for full-time service. In addition to administrative duties, the University encourages continued engagement as academicians in scholarly, professional, teaching, and University service activities, consistent with, but distinct from, decanal responsibilities. Therefore, time should be allotted for deans to engage in these activities within the decanal appointment.

Deans' Salary Structure

The Deans' Salary Structure consists of three salary bands each with minimum and maximum ranges. The salary bands are maintained by the Office of the President. Information on the [Deans' Salary Structure](#) can be found on the UCOP Academic Personnel and Programs website.

Unit Salary

Deans are compensated with an individual unit salary – a single full-time administrative salary that provides compensation for the decanal responsibilities as a senior leader who bridges the University's academic mission and administrative enterprise. Administrative salary, like base salary, is covered under the University of California Retirement Plan (UCRP) up to the amount permissible under Internal Revenue Code provisions and in accordance with UCRP policy and provisions.

Salary Rate

The chancellor sets an individual dean's full-time salary by determining a unit salary aligned with the Deans' Salary Structure, competitive market-based pay, and compensable factors that reflect the full responsibilities of the individual dean. A dean's salary must fall within the [deans' salary bands](#). Compensable factors are described in APM-240-18(a) as well as on the Academic Personnel and Programs website.

Additional University Compensation

Dean appointments are considered full-time endeavors. However, under certain circumstances deans may receive additional compensation from the University.

¹ [APM-240-16\(c\)](#) and [APM-670-14\(d\)](#)

- **Negotiated Additional University Compensation ('Y').** Deans are paid a unit salary that reflects the broad scope of full-time decanal responsibilities including engagement as academicians. Additional compensation is only appropriate when deans are called on to serve the University in activities not directly related to their recognized decanal duties.
 - The 'Y' negotiated component of pay is not to be used to compensate for established decanal duties. Compensation for all established duties and responsibilities should be covered by the dean's unit salary.
 - A 'Y' negotiated component of pay should be limited to 30% or less of the full-time unit salary. Deans are compensated for full-time service as dean; additional activities compensated at greater than 30% of the decanal salary calls into question the validity of the additional activities as separate from a dean's normal duties and the ability of a dean to conduct such additional activities while fulfilling their full-time decanal responsibilities.
- **Incentive/Bonus Compensation ('Z').** Additional compensation for achieving established goals that earn incentive or bonus pay can be made to deans as a 'Z' component of pay.
 - It is only appropriate to award incentive/bonus compensation ('Z') for goals actually established and achieved.
 - The Z component of pay is not to be used to compensate for activities that are within the expected normal outcomes of established decanal duties and responsibilities.
- **Administrative Stipends.** In exceptional circumstances, deans may be assigned additional and temporary administrative duties within the University. In such cases, the campus may provide a stipend for the additional temporary administrative responsibilities.
 - If additional work is not temporary in nature, that work should be incorporated into the established decanal duties and responsibilities and the unit salary should be adjusted appropriately.
 - Stipends greater than 30% of the decanal full-time unit salary should be avoided as it calls into question the ability of a dean to also fulfill their full-time decanal responsibilities.

Reporting

Compensation for all deans and for certain faculty administrators is reported annually to the UC Regents and made public in the Annual Report of Executive Compensation. The report includes all forms of University pay, including unit salary, negotiated additional compensation ('Y'), incentives/bonuses ('Z'), and administrative stipends.

It is the responsibility of each campus and the Office of the President to steward the use of University funds. This responsibility extends to transparency in the regular compensation for deans and other faculty administrators including members of the HSCP. The guidelines presented here provide a policy review and best practices for structuring decanal compensation that is transparent and accurate.