

APM – 240, Deans Implementation Guidelines

1. **Effective Dates**

- January 1, 2010: Revised APM - 240, Deans
- January 1, 2010: Transfer of Deans from Senior Management Group (“SMG”) personnel program to Academic Personnel program
- January 1, 2010: Implementation of the new Deans Salary Structure

2. **Eligibility**

Eligible appointees are all current and new full-time academic Deans (including Acting and Interim appointees), except for those holding a concurrent title of Vice Chancellor and/or a Dean who reports solely to the Chancellor, who will remain in the SMG personnel program. University Extension Deans and Student Affairs Deans also are not covered by this policy.

3. **Deans Salary Structure**

a. History

The Salary Structure Proposal was developed by a work group formed by Interim Provost Grey and comprised of faculty and senior administrators. The work group analyzed market data, compared various approaches to salary setting methodology, and prepared a draft proposal for consultation. Among those consulted were former Academic Council Chair Mary Croughan; the Council of Chancellors; the Council of Vice Chancellors; the Vice Provosts – Academic Affairs; and the Academic Personnel Directors, whose recommendations were incorporated into the proposal. The Regents’ Task Force on Compensation, Accountability, and Transparency reviewed the modified proposal in August 2009. The Regents’ Committee on Compensation reviewed and discussed the proposal at their meeting in September, and the proposal was approved by the full Board of Regents on November 19, 2009.

Market benchmarks used in developing the approved salary scale included current Deans’ salaries, available data from the traditional Comparison 8 institutions, and available data from the Comparison 26 institutions used by the SMG Program. The Chancellor will determine the unit salary based on the appropriate tier plus an analysis of factors, including academic discipline; market; the size and scope of the job; and the complexity of responsibilities. The Office of the President will determine annually whether an administrative merit program, separate from the faculty merit program, may be established, with Chancellors retaining the flexibility to supplement funding for administrative merits. Additional compensation for teaching summer session courses for Deans with underlying academic year faculty appointments is acceptable under the terms and conditions of APM - 240.

b. Approval Authority

APM - 240 and the Salary Structure return recruitment and retention of Deans to campus authority. That authority is placed with the Chancellor to determine and assign compensation comprised of a unit salary, which is aligned with competitive market-based pay bands and based on compensable factors.

c. Principles

The principles of the Salary Structure are:

- Application of the new structure neither increases nor decreases current compensation;
- Academic disciplines are grouped generally to provide initial salary-setting guidance, but all compensable factors documented by the Chancellor allow movement between salary bands;
- The range of spread within each band is set at 133%, and the minimum and the maximum of each band is uniformly 20% greater than the previous band;
- Salary bands will be reviewed annually and adjusted for market competitiveness at the Office of the President;
- Accountability, transparency, and reporting requirements are integral to the structure;
- A stringent reporting process is in place to monitor hiring and retention efforts.

d. Salary Bands

The Deans' Salary Structure consists of three salary bands, each with established minimum and maximum ranges. The Provost annually will review the Salary Structure, and adjust the bands for market competitiveness, if appropriate, after analysis of market data. The Salary Structure bands will be published annually as part of the Academic Salary Scales.

Effective January 1, 2010, the Deans Salary Structure Bands are as follow:

	Minimum	Maximum
Band I	\$150,000	\$350,000
Band II	\$180,000	\$420,000
Band III	\$216,000	\$504,000

4. **New Title Codes**

Deans transferring into the Academic Personnel Program must be appointed in the new Title Code 1000, Dean (School/College); or Title Code 1007, which is renamed from “Acting Dean” to “Acting/Interim Dean.” Campuses should plan to transfer eligible Deans to the new title codes as soon as is practical.

The existing title codes used for Deans appointed and remaining under SMG or MSP policy will not change.

5. **Grandfathering of Certain Benefits:** The following SMG-related benefits will continue for those Deans who are being transferred from SMG to the Academic Personnel (AP) program, and who were enrolled in the following benefits programs prior to December 31, 2009:

- **Senior Management Life:** Two times the appointee’s annual salary to a maximum of \$800,000. This benefit is in addition to Basic Life insurance coverage.
- **Senior Management Disability:** Appointees with five or more consecutive, uninterrupted years of service who become totally and permanently disabled are eligible to receive up to 12 months of full salary continuation before receiving UC-sponsored disability insurance benefits.

6. **Reporting Requirements**

Compensation actions must be reported to The Regents using the same criteria, schedule, and format used to report SMG compensation actions.

New appointments and all compensation actions approved by the Chancellors after January 1, 2010 must be reported to the Provost on a monthly basis via a reporting application and deadline dates to be established and issued shortly to the campus Academic Personnel (AP) offices. Instructions to the AP offices will include a specific list of the compensation items and compensation transaction types that must be tracked and reported.

Once this reporting application is issued, the campus Academic Personnel offices are tasked with entering into this application appointment and compensation data for current incumbent Deans. It is anticipated that this new reporting application will be released no later than January 4, 2010. Complete appointment data for all current incumbent Deans, and any compensation transactions taking place after January 1, 2010, will need to be entered by February 15, 2010, for reporting to The Regents at their March meeting.

The following reports will be submitted by the Provost to The Regents:

- Bi-Monthly Compensation Transaction Report, beginning March 2010 for actions taken between January 1, 2010 and February 15, 2010
- Annual Report on Compensation, beginning March 2011, and summarizing actions taken between January 1, 2010 and December 31, 2010
- Annual Report on Compensated Outside Professional Activities, beginning March 2011, and summarizing activities approved between January 1, 2010 and December 31, 2010

7. **Health Science Center (HSC) Deans**

a. Eligibility

Health Sciences Deans, including Acting and Interim appointees, remain in the SMG program if they hold the title of Vice Chancellor and/or report directly to the Chancellor. All other HSC Deans are subject to the revised APM - 240.

b. Provisions Overlapping in APM - 240, APM - 025, APM - 670, and SMG

Certain policy provisions are contained in APM and SMG for HSC Deans. The Chancellor is authorized to issue guidance consistent with the principles of the Health Sciences Compensation Plan (HSCP) in relation to APM - 240, APM - 025, and the SMG personnel program.

In some cases, subject to the Chancellor's approval, and depending on local practice, the terms of the local HSCP implementation guidelines may apply when instances of conflict arise between the HSCP and APM - 240 and/or the SMG program.

c. Outside Professional Activities ("OPA")

Should instances of conflict arise between APM - 240 and SMG for appointees also subject to APM - 670, the terms of the local HSCP implementation guidelines may apply, depending on local practice, and subject to the Chancellor's approval.

8. Review Procedures

The Chancellor annually will assess the administrative portion of the Deans' duties. The Chancellor will conduct a five-year review for each Dean to determine whether reappointment is warranted. After consultation with the Academic Senate, the Chancellor appoints an advisory committee to review the Dean's performance and accomplishments, and develops the criteria and procedures for conducting the five-year review.

For Deans covered by the new policy, formal academic review procedures governing the underlying faculty appointment will continue to be conducted as described in APM - 210 and - 220.

9. Sabbatical, Transition, and Administrative Leave and Rate of Pay

a. Sabbatical Leave

Sabbatical leave for Deans covered by APM - 240 shall be paid pursuant to the terms and conditions of APM - 740-18.

b. Administrative Leave

With the Chancellor's approval, Deans also may be eligible for an administrative leave with pay in lieu of sabbatical leave, pursuant to APM - 758, with pay during this leave at the Dean's rate if taken during his or her tenure as Dean.

Administrative leave is not to be used for Transition Leave taken at the end of the administrative appointment.

c. Transition Leave

APM - 240 provides for Transition Leave for Deans to be paid at the Dean's current administrative rate or faculty rate, or a combination of the decanal and faculty rate, contingent upon when the sabbatical leave credits were accrued.

d. Repayment Provisions

Repayment provisions apply to all of these types of leave and are described in APM - 740-16-d and APM - 758.

10. **Furlough Exchange Program (FEP)**

As of January 1, 2010, Deans will be eligible to participate in the Partial Furlough Exchange Program (FEP), as described in the September 11, 2009 Salary Exchange Program Addendum (Partial-Year Participation Option).

11. **Chancellor's Role**

APM - 240 now provides for increased Chancellorial authority with respect to Deans' policy mandates. However, the following duties remain within the purview of the Provost and/or The Regents:

- Establishing and publishing the annual Deans Salary Structure
- Requests for leaves of absence with pay for a period of more than 12 months
- Salary proposed above the maximum of the established Salary Structure, Band 3

12. **Interpretation of APM - 240, the Salary Structure, and Implementation Guidelines**

The Provost will decide questions of interpretation regarding the application of APM - 240, the Salary Structure, and/or Guidelines if unresolved following the Chancellor's review.