

ACADEMIC TURNOVER/UPGRADE BUDGET POLICY

This document details the academic turnover savings policy governing UCSC, effective July 1, 2009. It applies to all permanently budgeted, General Funded positions, unless otherwise indicated.

DISTRIBUTION OF TURNOVER SAVINGS:

Upon turnover, Divisions retain permanent funds up to the amounts indicated below. Permanent funds in excess of these amounts are to be returned centrally. For the purposes of this policy, turnover is defined as any separation, retirement or other action that vacates an FTE. In addition, reducing, eliminating or changing an FTE are all events that invoke this policy.

In order to better meet temporary staffing needs due to the vacancy, Divisions keep all of the current year salary savings, as long as the turnover occurs in the current fiscal year. Current year salary savings from leaving faculty who were on long-term leaves when separation was known in advance will be considered on a case-by-case basis.

Title	Rank/Level	Division Retains Funding Up To...	
		7/1/09 Thresholds	
		Acad Yr	Fiscal Yr
Ladder Rank Faculty	Professor, Step I	\$77,800	\$90,200
Ladder Rank Faculty – Eng & Econ	Professor, Step I	\$95,600	\$110,900
Lecturers with SOE*	Professor, Step I	\$77,800	\$90,200
Lecturers*	n/a	n/a	n/a
Supervisor of Physical Education	Assoc. Supervisor III	\$58,300	n/a
Adjunct/Visiting Professors	Professor, Step I	\$77,800	\$90,200
Faculty/Professional Research Series	Researcher, Step I	\$77,800	\$90,200
		<i>(faculty)</i>	<i>(professional)</i>
Professional Research Series (B/E)	Researcher, Step I	n/a	\$110,900
Specialist Series	Specialist, Step I	n/a	\$62,532
Librarians (Represented & Non-Rep)	Assoc. Librarian V	n/a	\$60,408
Assistant University Librarian	Fixed Point in Range	n/a	\$98,000
Associate University Librarian	Fixed Point in Range	n/a	\$103,000
Academic Coordinators	Step 3	See specific salary scale	

* Turnover/merits in the Languages and Writing Programs are governed by a separate agreement specific to those programs. Lecturer merits and turnover in other departments are handled locally.

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UPGRADES/ABOVE STEP HIRES:

Funding for upgrades or above-step hires for new academic appointments is generally the sole responsibility of the Divisions. The CPEVC may consider funding specific faculty upgrades on an exceptional basis.

PROCEDURES UPON TURNOVER:

Once an academic position is vacated, the Division will establish an open provision and prepare a BSL form reflecting the following:

1. Establish an open, on-scale¹ provision up to the appropriate level.
At no time may a provision fall below the minimum of the respective range.
2. Return any funding over the above limits centrally.
3. Move excess funding to the Divisional Collection Center account, **SUB-0** OR
4. Supplement funding from another source to establish provision at a higher level.

PROCEDURES UPON HIRE:

Once an open academic position is filled, the Division will delete its respective provision from the Staffing List and prepare a BSL form reflecting the following:

1. Transfer funds from holding account (if applicable) to the appropriate departmental account.
2. Augment funding for any upgrades or off-scale appointments from Divisional resources, including, but not limited to, the Divisional Collection Center, sub-0.
3. If the new hire comes in below the provision level, move excess funding to the Divisional Collection Center account, **SUB-0**.

DIVISIONAL COLLECTION CENTER GUIDELINES:

1. Deficits in sub-0 are not allowed at year-end,
2. Balances in sub-0 are to be isolated from all other sub-accounts and not consolidated at year-end.

¹ Off-scale provisions do not receive range adjustment funding.

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CONSIDERATIONS:

1. Utilizing sub-0 of the Divisional Collection Center accounts creates a pool of funds within each division to fund faculty upgrades or new hires, which can be tracked easily.
2. If a position is downgraded, or filled at a level lower than previously budgeted, the division is responsible for managing resources so that the provision can be restored in the future.
3. New faculty FTE will be allocated at the Assistant Professor III (Assistant Professor II – Engineering Scale) level, which is the basis on which the campus receives newly budgeted faculty FTE.
4. Divisions are responsible for funding all upgrades.
5. Off-scale open provisions should not be established on the Staffing List.

Please contact Free Moini at x9-4304 (fbmoini@ucsc.edu) or Troy Lawson at x9-4338 (telawson@ucsc.edu) for further clarifications of this policy.

**COMPANION DOCUMENT
ACADEMIC MERIT & RANGE ADJUSTMENT FUNDING**

ACADEMIC MERITS & PROMOTIONS:

Central funding will be provided for merits and promotions on filled, budgeted academic positions paid on 19900 funds, and only for those titles where turnover savings are returned centrally.

Funding for upgrades, new appointments or conversion to another level outside the normal promotion process (i.e. lecturer to SOE, Librarian series to Assistant University Librarian, etc.) will not be funded centrally unless there is a specific commitment by the Chancellor/CPEVC.

Regularization of academic appointments (i.e. Acting Assistant Professor to Assistant Professor) are funded by the division.

PROCESS: After a merit/promotion that is eligible for central funding is approved and entered into PPS, a BSL (and TOF, if applicable, for retroactive actions) should be submitted to Planning and Budget for the amount of the salary increase.

ACADEMIC RANGE ADJUSTMENTS:

Central funding will be provided for range adjustments on all permanently budgeted academic positions on 19900 funds, in accordance with approved changes in salary scales.

PROCESS: Costing will generally occur via a centralized process for range adjustments. If an error is made through this process, or the amount of range adjustment changes due to a retroactive merit/promotion, a BSL and TOF should be submitted to Planning and Budget to adjust the funding provided.