

Chairs' & Center Directors' Meeting Minutes

Date: June 27, 2016
Location: WCH – Room 443
Attendees: Reza Abbaschian
Guillermo Aguilar
Alex Balandin
Mitch Boretz
Marek Chrobak
Jay Farrell
Pat Hartney
Ashok Mulchandani
Nosang Myung
Walid Najjar
Ravi
Victor Rodgers (for Bir Bhanu)
Kambiz Vafai
Sharon Walker

Absent: Matt Barth
Bir Bhanu
Akula Venkatram
Albert Wang

1. Welcome and call for agenda items – Reza

Reza announced that Prof. Xiaoping Hu has agreed to become the next BIEN Chair. He is joining the department this summer as a senior faculty member and Director of UCR's new FMRI Center. As such, the BIEN Chair search will turn into a BIEN senior faculty search this fall. No other items were added to the agenda.

2. Approval of minutes – Pat

The revised minutes of the June 6, 2016 meeting were unanimously approved.

3. Renovation Update - Pat

Reza called attention to the letter to the Provost and Chancellor from the Executive Council of UCR's Academic Senate attached to the agenda. This letter expresses concern regarding space and staffing needs associated with the cluster hire program and requests clarifications on these issues or perhaps pausing the cluster hire process until practical solutions are found. On a related topic, Reza thanked Venky for his efforts as a representative of BCOE on the Executive Council.

Pat noted the Bourns B 2nd Floor Renovation update attached to the agenda. There were eight contractor bids submitted on June 24th. A successful bidder will be announced soon. The bid specifications include the need to operate 1st floor Bourns B Instructional labs in the Fall and Winter quarters next year. The Dean's Office will provide an update when the contractor is formally announced and will include the final construction schedule.

Reza distributed copies of departmental space charts and graphs to each Chair and asked that they use this information to evaluate space use and needs of departmental faculty. For example, he noted that some faculty seem to have significantly more space than other faculty in the same department.

4. Classroom Scheduling - Sharon

Sharon called attention to the Draft Scheduling Guidelines for General Assignment Rooms attached to the agenda. She noted that departments should plan classes early so that preferred days and times can be accommodated by the Registrar. Since BCOE is losing some of its instructional labs on the 2nd floor of Bourns B, some BCOE classes will likely be scheduled in non-prime time (before 9am or after 3pm). Departments need to document special requirements of instructors (i.e., child care issues, lecturer availability, etc) in their requests to the Registrar. It is not too late to submit such requirements for the Fall 2016 quarter. She noted that some Chemistry labs are being scheduled for Saturdays in Winter quarter. UCR is negotiating with the TA union about Saturday classes. Also, UCR is purchasing a new class scheduling software program that will include input of department/instructor preferences (for days and times).

Sharon will send these new course scheduling guidelines to BCOE faculty.

Also, Sharon noted that UCR is creating waitlists for each course (up to 99 students) so that the campus will have more data on course demand.

Lastly, Sharon noted the undergraduate application charts attached to the agenda. There are a total of 710 freshmen and 180 transfer SIRs this year (compared to 524 and 207 respectively for last year). Other charts provided a breakdown of the 710 freshmen and 180 transfer SIRs by BCOE program.

5. Cluster Hire Update - Ravi

Reza called attention to the email regarding cluster hire searches from Associate Provost Ken Baerenklau attached to the agenda. UCR has hired 101 faculty this year (compared to 70-80/yr for the last two years). This email states that any unfilled cluster hire searches this year will be restarted next year with modified/improved processes. The modified process will include early discussions between cluster hire search committees and deans to determine appropriate hiring departments. Deans will then discuss these plans with appropriate department chairs. It was determined that there are three unfilled BCOE cluster hire lines. If these aren't filled next year, the searches will be extended for an additional year.

It was noted that space for cluster hire faculty will be an issue. The campus has obtained an intern (from Bain and Company) to review campus space allocations.

Ravi reported that the number of incoming BCOE grad students is 259. Two-thirds of these students are international which is a higher percentage than previous years.

6. Salary Increases – Reza/Pat

Reza noted the memo from the VPAP on UCR's Faculty Salary Implementation Plan for 2016-17 and the graph of BCOE and UCI Faculty Salary models attached to the agenda. He noted that BCOE's Salary Average curve is above UCI's curve at all levels. He reminded Chairs that the campus is providing a 1.5% salary increase to all ladder-rank faculty base and off-scale salary components. 80% of an additional 1.5% is to be allocated to address equity/compression/inversion cases and the remaining 20% (of the additional 1.5% pool) is for exceptional merit cases. Pat distributed copies of the BCOE and UCI salary curve graphs to each Chair that included salary data points with names of departmental Associate and Full Professors. After discussion, Reza asked the Chairs to send him names of faculty that should receive consideration for either of these 1.5% pool portions.

No other items were discussed.

Chairs' & Center Directors' Meeting

June 27, 2016

Agenda

Winston Chung Hall – Room 443

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|----|---|------------------|
| 1. | Welcome - Request for Agenda Items from the Floor | Reza |
| 2. | Approval of Minutes from June 6, 2016 Meeting | Pat |
| 3. | Renovation Update | Pat |
| 4. | Classroom Scheduling | Sharon |
| 5. | Cluster Hire Update | Ravi |
| 6. | Salary Increases | Reza/Pat |
| 7. | Updates | Chairs/Directors |
| 8. | Other Matters | |



Executive Council

June 21, 2016

TO: Paul D'Anieri, Provost & Executive Vice Chancellor

CC: Kim Wilcox, Chancellor
Ken Baerenklau, Associate Provost
Dylan Rodriguez, Incoming Riverside Division Chair
John Cioffi, Incoming Riverside Division Vice Chair

FROM: Executive Council
Riverside Division of the Academic Senate

RE: Campus Space and Staff

Dear Paul:

Executive Council appreciates your brief response to the Committee on Research memorandum that raised some issues associated with the growth of the campus. Council discussed this response during its June 6 meeting and would like to communicate our concerns regarding space and staffing needs connected with the cluster hire program, and the consequences should we fail to meet these needs.

We realize that as we grow space accommodations will have to be made, possibly reassigning under-utilized space to new faculty. Yet we have no information on the criteria that will be used to identify such space, how it will be reassigned, and how the reassignments will satisfy the needs of incoming faculty without damaging the research programs of existing faculty. Though there is a measure of uncertainty, we believe that given the approved cluster proposals, expected space needs can be estimated.

Lack of communication from the administration on space availability, together with some anecdotal evidence, has led to the belief that these accommodations will fall seriously short of needs. Indeed, this lack of information co-exists with rumors, which whether well-founded or not, exacerbate faculty concerns.

If these worries are unfounded and the existing infrastructure can accommodate the wave of incoming faculty, we urge you to make this known to the campus. If these fears are factual, we

urge you to inform the campus of the extent of the space deficit, and the plans and timeline to address it.

A related concern is the lack of staff support which in some cases has reached critical levels. We realize that UCOP has placed severe constraints on the use of funds for hiring more staff; in response the Campus has embarked on an effort to make business operations more efficient. But we are concerned that increasing the efficiency of staff operations might have already reached a point of diminishing returns, and it might be necessary to hire more staff to fulfill the needs of a rapidly growing student population. We therefore urge the administration to also share with the campus the plans for fulfilling staffing needs as we grow to close to 1,000 faculty and 25,000 students.

Absence of adequate research space and staff support will make it difficult for faculty members hired within clusters to coalesce into coherent research groups. It will also hamper their individual scholarly activities and their ability to secure extramural funds that the campus is in so much need of. These difficulties will increase the probability of faculty leaving UCR, and thus increase the number of retention actions that campus will have to take. This can become a serious burden to the colleges and schools.

If these staffing and space concerns are valid, failing to address them will compromise our ability to maintain conditions for faculty research consistent with the standards of a UC campus and damage the reputation of UCR. We therefore strongly urge the administration to clarify these issues if they are not a problem and, but if they are, to pause the "cluster" hiring process until practical solutions are found.

Bourns Hall 2nd Floor Renewal and 1st Floor Retrofit Projects Update – June 27, 2016

Information below reflects Bourns 2nd Floor Renewal and HVAC Retrofit activities as of last Friday.

All dates are tentative pending an uncontested contract award process. The selected contractor will provide more concrete dates upon hire.

- All bids were due by 5:00 pm sharp on Friday, June 24th
- A “Notice to Proceed” to the selected contractor is expected on July 12th
- Start of work is expected between July 12 - 19, 2016
- Project completion is expected in early March 2017.
- Construction dates in instructional spaces are established as noted below:
 - Duct and piping work in B-164 complete no later than September 16,
 - Duct and piping work in B-108 and B-134 occurring between November 28, 2016 and January 3, 2017.
- Currently, Phase dates are:
 - Phase 1: July 12 – August 19 (B-207, B-213 ABC, B-213AA, and B-164)
 - Phase 2: August 23 – November 15 (2nd floor east wing labs; first floor east labs)
 - Phase 3: November 23 – March 3, 2017 (remaining 2nd floor west wing labs and B-108 and 134)

DRAFT – June 2016

Scheduling Process Guidelines for General Assignment Rooms

Prime Time = Starts after 9:00 a.m. and before 3:00 p.m.

Non-Prime Time = Starts before 9:00 a.m. or after 3:00 p.m.

Standard Teaching Pattern = Tuesday/Thursday or Monday/Wednesday/Friday

Non-Standard Teaching Pattern = A teaching schedule that does not match the above patterns (i.e. single day instruction, Monday/Wednesday, etc.)

- A. Departments are limited to requesting no more than 50% of their lectures/seminars and no more than 60% of the lab/discussions during prime time hours. Classes meeting on one day only and for more than normal duration (e.g., 3 hour seminars) should be scheduled in non-prime time to ensure maximum space utilization for all. (Exceptions may be necessary. See Item D below.)
- B. Departments are limited to requesting no more than 40% of their lectures/seminars on a Tuesday/Thursday teaching pattern (standard and non-standard patterns combined). (Exceptions may be necessary. See Item D below.)
- C. Sections offered in prime hours must conform to established time blocks (standard teaching pattern). Established time blocks are fifty-minute classes beginning ten minutes after the hour in the Monday, Wednesday, and Friday (MWF) pattern, and eighty-minute classes beginning ten minutes after the hour or half hour (i.e., 8:10 a.m., 9:40 a.m., 11:10 a.m., 12:40 p.m., 2:10 p.m., 3:40 p.m., 5:10 p.m.) on Tuesday and Thursday (TR). The one exception to this rule is the scheduling of sections in one-hour time blocks on Tuesday or Thursday for discussions. Sections requiring non-standard teaching patterns are restricted to the non-prime hours.
- D. To minimize interdepartmental conflicts and to develop a schedule based on sound educational principles and promote time-to-degree, the following guidelines will prevail:
 - a. Items A – C above will be monitored at the time of department schedule submission (Call Deadline). If a department is out of compliance or misses the deadline, the department will be notified to adjust the request(s) as appropriate. This will not delay the scheduling of classroom spaces so a department that has the initial submission returned may receive room considerations after the first run of the room optimizer algorithm (Scheduler 25).
 - b. During the prime times, in order to improve space utilization, the use of general assignment rooms will require a course history with a minimum

enrollment of four for graduate courses, eight for upper-division courses, and twelve for lower-division courses.

- c. In the event of conflicts, priority will be given to the course that demonstrates the highest seat utilization based on current projections and end of third week enrollment figures for the last three terms the course was taught (not including the current quarter or summer session). Special consideration may be given when departments submit substantial information identifying significant anticipated enrollment increases beyond those of the general campus.
 - d. Assignment of teaching duties is completed by the Chair of the Department; the assignment of teaching days, times, and rooms is not guaranteed and is driven in concert with the classroom utilization standards, time-to-degree requirements and overarching academic scheduling rules outlined above. Faculty requests will be taken into consideration, but are not guaranteed, unless the faculty member has a documented disability that must be accommodated or a unique technical/logistical need exists that is not available in all classroom spaces.
 - e. Rooms may be reassigned if it is found that utilization standards need to be addressed due to actual enrollments not meeting or exceeding the expected enrollments (an example of exceeding expected enrollment includes courses with waitlists where the current constraint for meeting the true demand is classroom space only). The Registrar's Office will provide courtesy notification to the departments of changes prior to the first day of instruction. After the first day of instruction, any room changes will be discussed with the department prior to making the formal change.
- B. Departments should work within their college structure related to large schedule or room changes to ensure alignment with time-to-graduation and curriculum conflicts.
- F. The Registrar's Office will maintain a wait list for departments that would like to offer courses during prime time or on a Tuesday/Thursday meeting pattern in excess of the above percentages. These requests will be satisfied when possible on the basis of room availability, optimal utilization, and in the order that the Schedule of Classes copy is received in the Registrar's Office.
- G. As an additional enrollment management tool, all courses will have a waitlist assigned. The waitlist will have the max number of allowable waitlist seats. While waitlist will be assigned it is up to the department and/or colleges to utilize them to project potential demand as appropriate.
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**UNIVERSITY OF CALIFORNIA, RIVERSIDE
APPLICATION STATUS REPORT BY COLLEGE
Fall 2016**

as of Friday, June 24, 2016

	APPLICANT			ADMIT			NET SIR						
	Fall 2016 as of 6/24/16	Fall 2015 as of 6/24/15	% Diff	Fall 2016 as of 6/24/16	Fall 2015 as of 6/24/15	% Diff	Fall 2016 as of 6/24/16	Fall 2015 as of 6/24/15	% Diff				
	53,579	48,043	11.5%	34,597	27,349	7,248	7,557	6,054	1,497				
TOTAL													
Bourns College of Engineering	10,666	8,796	21.3%	5,234	3,876	1,358	890	731	159	21.8%			
Freshmen	8,550	7,173	19.2%	4,525	3,257	1,268	710	524	186	35.5%			
CA Resident	7,117	6,252	13.8%	3,850	2,957	893	683	508	175	34.4%			
Direct/New	7,117	6,252	13.8%	3,850	2,957	893	683	508	175	34.4%			
International	1,009	701	43.9%	396	210	186	22	11	11	100.0%			
Direct/New	1,009	701	43.9%	396	210	186	22	11	11	100.0%			
Out of State	424	220	92.7%	279	90	189	5	5	0	0.0%			
Direct/New	424	220	92.7%	279	90	189	5	5	0	0.0%			
Transfers	2,116	1,623	30.4%	709	619	90	180	207	-27	-13.0%			
CA Resident	1,863	1,415	31.7%	627	532	95	167	179	-12	-6.7%			
Direct/New	1,863	1,415	31.7%	627	532	95	167	179	-12	-6.7%			
Referral	0	0	n/a	0	0	0	0	0	0	n/a			
International	217	184	17.9%	77	85	-8	12	28	-16	-57.1%			
Direct/New	217	184	17.9%	77	85	-8	12	28	-16	-57.1%			
Out of State	36	24	50.0%	5	2	3	1	0	1	n/a			
Direct/New	36	24	50.0%	5	2	3	1	0	0	n/a			

Fall '16 Freshmen Enrollment

	Applicants	Gross Admit	Net Admit	Gross SIR	Net SIR 5/27	Net SIR 6/10	Net SIR 6/17	Net SIR 6/24
Bioengineering	765	395	104	115	103	99	97	96
Business Informatics	186	120	31	34	31	32	32	32
Chemical Engineering	565	410	80	85	78	79	77	78
Computer Engineering	1233	524	94	95	92	91	90	90
Computer Science	2607	1046	93	104	91	91	90	90
Electrical Engineering	715	512	113	120	113	111	112	113
Environmental Engineering	379	297	55	56	52	51	51	51
Materials Science & Engr.	142	119	27	27	27	27	27	27
Mechanical Engineering	1958	896	139	141	137	134	134	133

Fall '16 Transfer Enrollment

	Applicants	Gross Admit	Net Admit	Gross SIR	Net SIR 5/27	Net SIR 6/10	Net SIR 6/17	Net SIR 6/24
Bioengineering	145	55	49	14	14	16	15	15
Business Informatics	25	5	5	2	2	3	3	3
Chemical Engineering	219	120	116	27	26	40	41	41
Computer Engineering	139	28	28	10	10	10	10	11
Computer Science	741	177	172	23	22	33	33	33
Electrical Engineering	227	81	77	14	14	15	15	15
Environmental Engineering	62	29	27	3	3	4	4	4
Materials Science & Engr.	57	27	26	7	6	6	6	6
Mechanical Engineering	493	176	168	44	41	50	48	47

Reza Abbaschian

From: AssociateProvost <associateprovost@ucr.edu>
Sent: Thursday, June 23, 2016 10:26 AM
To: Janet Harshman; Leonardo Gonzalez; Laurie Bollinger; sheilam medsch; Susan Brown; Jasmine Mejia; Rhonda Peterson
Cc: VPAP; Milagros Pena; Kathryn Uhrich; deborah.deas@ucr.edu; reza.abbaschian@ucr.edu; Anil Deolalikar; Yunzeng Wang; Thomas M Smith
Subject: Important information for analysts supporting cluster searches

Dear Academic Personnel Directors:

Thank you all for what I know has been an even larger than normal effort to recruit our future colleagues. The fruits of your efforts are starting to show: as of our last count, we have had 101 offers accepted by candidates (across cluster, departmental, and clinical hiring), compared to 70-80 hires in each of the past two years.

Looking ahead to 2016-17, we have some clusters that initiated their searches in 2015-16 but will not fill all of their allocated positions this year. If and when these searches determine that they have exhausted their applicant pools, please close the search as you would any other failed search. *To be clear: we are not closing/cancelling these clusters—* rather we are ensuring that they restart with new applicant pools next year. This also will give my office time to assess outcomes, reappoint committees, and potentially modify/improve procedures for next year before the 2016-17 searches get underway. Any 2015-16 searches that are still evaluating candidates (perhaps due to a very late start) can of course continue as planned.

Please share this information with your staff and let me know if you have any questions or concerns.

Best Regards,
Ken

Kenneth A. Baerenklau, Ph.D.
Associate Provost
Associate Professor of Public Policy
University of California – Riverside
(951) 827-1126

JUNE 16, 2016

TO: COLLEGE/SCHOOL DEANS

FR: VICE PROVOST AMEAE WALKER

RE: UCR FACULTY SALARY IMPLEMENTATION PLAN 2016-2017

The 2016-2017 Salary Program approved by the Regents <http://www.ucop.edu/academic-personnel-programs/files/1617/1617-pres-salary-prgm-ltr.pdf> provides for distribution of an amount equivalent to 3% of total 2015-2016 salaries (on- off- and above-scale dollars). The plan, which covers all non-represented academic employees dictates:

A 1.5% across-the-board salary increase. This applies to all non-represented academic employees and includes, but is not limited to, ladder rank, researchers, project scientists, LPSOE/SOEs, librarian series, the X and X' portions of those in the health sciences compensation plan (HSCP), deans and all full time faculty administrators.

The remaining 1.5% is discretionary and can be used according to campus/ANR need in the categories of equity, inversion, compression and exceptional merit. Exceptional merit should be evaluated relative to rank and step, with higher thresholds applied to higher ranks. Whether or not deans and other faculty administrators should be included and at what level will be determined by the Provost.

CAMPUS CONSENSUS: We will use 80% of the discretionary pool towards the "Irvine approach" for the following reasons. Rank and step are achieved through the merit and promotion process, but because market forces have raised the salaries of new recruits, who are primarily at the Assistant professor level, there has been compression and even inversion of the scales of longer serving faculty. By calculating the mean for rank and step for Associate and Full professors and raising those below the mean to the mean, the Irvine approach has through several cycles created shadow scales that have reduced individual inequities, compression of scales and inversion. As an added benefit, when a new hire is made, this raises the mean for the next cycle and so all benefit and come closer to "market"

The Academic Personnel Office works with the Central Payroll office each year to implement the salary program/range adjustment for Academics. The annual process requires central updates to the Payroll system that adjust the salaries for all eligible academic titles that receive an across the board (ATB) and discretionary increase. In order to complete this process, discretionary increase amounts and associated criteria must be provided to Academic Personnel Office prior to the schedule for updates (see schedule at the end).

To facilitate the collection of these data, Academic Personnel will distribute an Excel workbook for colleges/schools to use to add the discretionary increases. The workbook will contain two templates.

1. The first template will be populated with all ladder faculty within a college/school and include their on-scale, off-scale, above-scale amounts (faculty with approved advancements effective 7/1/16 will be included with their new rank and/or step and on-scale, off-scale and above-scale amounts). The spreadsheet will contain columns that auto-calculate the 1.5% ATB increase on all eligible salary components for each faculty member. Colleges/Schools should provide the discretionary amounts in the columns provided (columns are labeled E/C/I or M) E/C/I will apply to funds using the Irvine approach plus any additional equity awards in this category decided by the dean (see below). The "M" column should show any amount awarded for exceptional merit.

2. The second template should be populated by the Colleges/Schools with non-ladder faculty and other academic employees who are to receive discretionary increases. The template will contain the formulae to calculate 1.5% ATB increases for amounts entered in the pay component columns. The discretionary amount/s should be entered in the appropriate columns in the spreadsheet. Please do not populate this template with names of individuals who will not receive a discretionary increase.

The workbook must be returned to the Academic Personnel Office by June 29th, 2016 in order to implement the range adjustment in the payroll system with increases available on the August 1, 2016 paycheck.

General Campus Ladder Rank Faculty

- 1) The across-the-board 1.5% will be applied to both on- and off-scale portions of the salary (i.e. total).
- 2) To be eligible for discretionary funds, a faculty member must have had a positive on-time personnel action (merit or promotion) in their last cycle (or in the last 4 years if in a book or creative art project discipline). If and only if a faculty member is at a barrier step (Professor step V or step IX) will a positive quinquennial (in the last 5 years) be counted as a positive personnel action.
- 3) Since new hires have only just negotiated their salary, they will not be eligible for discretionary increases. This applies to all those hired on or after 7/1/2015.
- 4) Those receiving a retention package on or after 7/1/2015 will also be ineligible.
- 5) Each college/school must use a portion of its discretionary pool consistent with the "Irvine model" before awarding other individual discretionary increases. This portion should be the lesser of (1) the amount required to bring all eligible employees up to the mean salary for rank and step; or (2) 80% of the total discretionary pool for the unit. These funds should be used to raise the salaries of eligible faculty who are paid below the mean for rank and step on the Irvine scales and who are not above-scale. The Irvine scales for all academic employees can be found at <http://www.ap.uci.edu/salary/>. The remaining funds in the discretionary pool may be awarded to eligible employees, including assistant professors and above-scale faculty, at the discretion of each dean (including further use of the Irvine model) and in accordance with the criteria for equity, compression, inversion and exceptional merit.
- 6) The distribution criteria should be transparent and widely distributed with a copy provided to the Academic Personnel Office. Each Dean should complete the spreadsheet showing the discretionary increase/s and including two columns that indicate the amount under either E/C/I (since the Irvine model addresses all of these) or M (exceptional merit) as the reason for the award. The separation into the two categories of E/C/I and M is necessary for tracking of merit-based offscals and, since we have to initiate this process before all merits and promotions are complete, the "M"s will allow the deans to revisit individuals who may have been awarded an offscale during the merit and promotion process that altered the need for M. This spreadsheet must be returned to Academic Personnel when complete.

HSCP Faculty (SOM)

- 1) The across-the-board 1.5% will be applied to both on- and off-scale portions of the X and X' salary and this will be calculated by Academic Personnel for all ladder rank faculty. The school will need to make this calculation for all other groups of non-represented academic employees.

Those without a clinical income component to their salary

- 2) To be eligible for discretionary funds, a faculty member must have had a positive on-time personnel action (merit or promotion) in their last cycle. If and only if a faculty member is at a barrier step (Professor step-V or step IX) will a positive quinquennial (in the last 5 years) be counted as a positive personnel action.
- 3) Since new hires have only just negotiated their salary, they will not be eligible for discretionary increases. This applies to all those hired on or after 7/1/2015.
- 4) Those receiving a retention package on or after 7/1/2015 will also be ineligible.
- 5) The school must use a portion of its discretionary pool consistent with the "Irvine model" before awarding other individual discretionary increases. This portion should be the lesser of (1) the amount required to bring all eligible employees up to the mean salary for rank and step; or (2) 80% of the total discretionary pool for the unit. These funds should be used to raise the salaries of eligible Associate and Full professor faculty who are paid below the mean for rank and step on the Irvine scales and who are not above-scale. The Irvine scales for all academic employees can be found at <http://www.ap.uci.edu/salary/>. The remaining funds in the discretionary pool may be awarded to eligible employees, including Assistant professors and above-scale faculty, at the discretion of each dean (including further use of the Irvine model) and in accordance with the criteria for equity, compression, inversion and exceptional merit.
- 6) The distribution criteria be transparent and widely distributed. Use of discretionary funds for HSCP faculty requires a **greater justification** that describes the equity issues and why the adjustment was not suited to annual negotiation of the Y salary component. The Dean should prepare a spreadsheet showing each discretionary increase and including a column that indicates either E/C/I (since the Irvine model addresses all of these) or M (exceptional merit) and a column with a brief justification of the reason for the award. This spreadsheet must be returned to Academic Personnel when complete.

Non-ladder rank and Non-HSCP Faculty and Other Non-represented Academic appointees

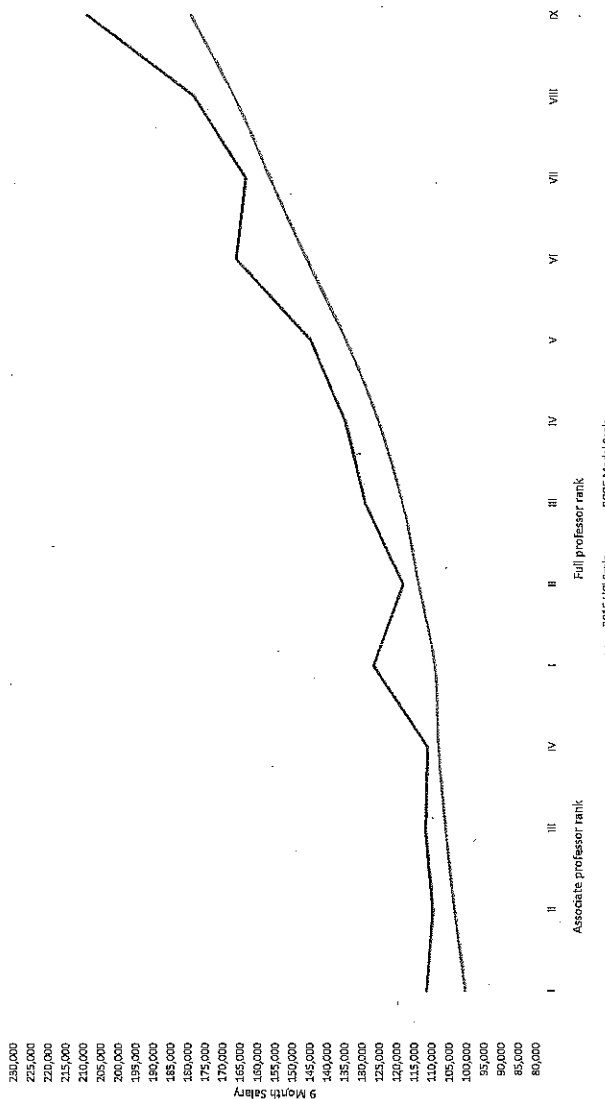
- 1) The across-the-board 1.5% will be applied to both on- and any off-scale portions of the salary (i.e. total).
- 2) To be eligible for discretionary funds, an academic employee must have had a positive on-time personnel action in their last review cycle.
- 3) Since new hires have only just negotiated their salary, they will not be eligible for discretionary increases. This applies to all those hired on or after 7/1/2015.
- 4) Those receiving a retention package on or after 7/1/2015 will also be ineligible.
- 5) The college/school must use a portion of its discretionary pool consistent with the "Irvine model" before awarding other individual discretionary increases. This portion should be the lesser of (1) the amount required to bring all eligible employees up to the mean salary for rank and step; or (2) 80% of the total discretionary pool for the unit. These funds should be used to raise the salaries of eligible faculty and other non-represented academic employees who are paid below the mean for rank and step on the Irvine scales and who are not above-scale. The Irvine scales for all academic employees can be found at <http://www.ap.uci.edu/salary/>. The remaining funds in the discretionary pool may be awarded to eligible employees, including assistant professors and above-scale faculty, at the discretion of each dean (including further use of the Irvine model) and in accordance with the criteria for equity, compression, inversion and exceptional merit.
- 6) That the distribution criteria be transparent and widely distributed. Each Dean should complete the spreadsheet showing the discretionary increase/s and including two columns that indicate the amount

under either E/C/I (since the Irvine model addresses all of these) or M (exceptional merit) as the reason for the award. The separation into the two categories of E/C/I and M is necessary for tracking of merit-based offscals and, since we have to initiate this process before all merits and promotions are complete, the "M"s will allow the deans to revisit individuals who may have been awarded an offscale during the merit and promotion process that altered the need for M. This spreadsheet must be returned to Academic Personnel when complete.

FACULTY & OTHER ACADEMIC PERSONNEL SALARY PROGRAM INCREASE PROCESS SCHEDULE	
DATE	ACTION
6/17/2016	Spreadsheets provided by APO to Colleges/Schools
6/20/2016	Campus guidelines distributed to faculty and other academic personnel by APO.
6/29/2016	Spreadsheets provided to APO by the Colleges/Schools and includes all discretionary increases for Unit's ladder rank faculty and non-ladder academic personnel. A copy of the distribution criteria should be provided to Academic Personnel.
7/1/2016 - 7/15/2016	APO works with Central Payroll office to complete salary program increase process.
7/19/2016 - 7/25/2016	Schools/Colleges to verify salary updates.

BCOE Faculty Salary Model to UCI Scale

	2015 UCI Scale	2016 BCOE Model Scale	BCOE Model Scale
Associate Professor	I	100,300	111,500
	II	103,500	109,714
	III	106,100	111,900
	IV	109,200	114,500
Professor	I	109,300	126,950
	II	114,000	118,550
	III	118,700	129,543
	IV	125,700	135,217
	V	135,100	145,285
	VI	146,500	166,667
	VII	157,000	164,000
	VIII	167,500	178,800
	IX	179,600	209,700



----- 2015 UCI Scale - - - - - BCOE Model Scale

Associate professor rank

Full professor rank