VCHS Academic Affairs
Procedural Updates

Voluntary Reduction in Time (VRIT) Proposals
The VCHS Academic Affairs Office monitors and approves the following voluntary changes in percentage of time (including, but not limited to UC/VA-split appointees):

1. Currently 49% time or less increasing to 50% time or more
2. Currently 50% time or more reducing to 49% time or less

As a result of the implementation of the new federal Fair Labor Standards Act, the VCHS Academic Affairs Office has also begun monitoring all voluntary changes in percentage of effort impacting the Exempt and Non-Exempt status for all Non-Faculty Academic Series, which may occur outside the above ranges. These series include:

- Project Scientists
- Research Scientists
- Specialists
- Academic Administrators
- Academic Coordinators

The following appointees are required to remain at 100% effort at all times and are therefore ineligible to voluntarily change their percent time:

1. Any appointee on an H-1B visa
2. Senate series: Ladder-Rank, In Residence, and Clinical X

For exceptions to policy (i.e., Senate series requests or Involuntary Reductions in Time), please contact Rebecca Woolston (rwoolston@ucsd.edu).

Important: For voluntary reductions in time effective the 1st of the month, requests must be submitted no later than two (2) weeks before the proposed effective date. For voluntary reductions in time effective on all other dates, requests must be submitted no later than the 1st of the month in which the change will be effective. Requested changes cannot be implemented in PPS without the approval of the VCHS Academic Affairs Office. Be advised that failure to adhere to the deadlines may result in over or under payments. Effective immediately, please use the revised VRIT request form and accompanying instructions, attached.

Leaves of Absence
The VCHS Academic Affairs Office has updated the Family Accommodations Reporting (FAR) form to reflect recent changes to PPM 230-15: Family Accommodations Policy. Please use the new form effective immediately (please see attachment). Per central campus Academic Personnel Services, all eligible family accommodations actions are reported on the FAR form, and the ALAS form will not be
required for actions reported on the FAR. Types of family accommodations leaves include: childbearing leave/parental bonding leave, family leave, and active service-modified duties. For a complete explanation of the different types of leaves, please refer to PPM 230-15.

As a reminder, leaves of absence for faculty members and academic appointees may not be retroactive. Please plan ahead to ensure leave requests are submitted to the VCHS Academic Affairs Office at least 30 days in advance of the proposed start date. **Leaves of absence cannot be implemented in PPS without the approval of the VCHS Academic Affairs Office (or IEVC, if the IEVC is the approving authority).**

**Above-Scale Slips**
As a reminder, departments should include above-scale slips in files proposing advancement to or within Above Scale. These slips facilitate review within the VCHS Academic Affairs Office and, as such, remain a required component of files.

**Endowed Chair Fund Transfers**
All requests for fund transfers for faculty members who hold endowed chairs should be submitted to Jeane Lee, Resource Management Analyst (jel079@ucsd.edu). Jeane reviews fund transfer requests on behalf of Assistant Vice Chancellor Robert Ross. Please do not email fund transfer requests to Dr. Ross directly. If you have questions regarding the process for endowed chair fund transfers, please contact Jeane at jel079@ucsd.edu or (858) 246-2202.

If you have a question regarding the appointment or reappointment of an endowed chair, please contact Rebecca Woolston (rwoolston@ucsd.edu).

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**VCHS Faculty Compensation**

**HSCP Salary Scales FY 17-18**
UCOP has not yet released an update regarding a range adjustment to the Health Sciences Compensation Plan Salary Scales for FY 2017-18. A separate communication will be sent as soon as information is available.

**AAMC Data**
The FY 2015-2016 AAMC data is now on the posted on the following link: [http://som-prod4.ucsd.edu/aamc/home.seam?cid=73](http://som-prod4.ucsd.edu/aamc/home.seam?cid=73)

Due to the disclosure agreement with the AAMC, access is limited to department business officers, division administrators, and fund managers.

**VCHS Faculty Affairs**
The Vice Chancellor Health Sciences Office of Faculty Affairs (OFA) is pleased to announce the annual faculty development workshops and special events for winter and spring of 2017. All workshops and events will be held at the UC San Diego Health Sciences main campus in La Jolla from 5:00 – 6:30PM. Please encourage your faculty to attend.
Excerpts from Recent APS Announcements

**Fairness in the Academic Personnel Review Process**
Please review [PPM 230-29](#) and [APM-160](#) regarding policies and procedures to assure fairness in the Academic Personnel Review Process. Individuals should be allowed sufficient time to review and respond before signing Certifications A, B and/or C. As a best practice, the deadline for the candidate to respond should be no less than seven days after being notified.

**Off-Scale Calculation Reminder**
Please be reminded that off-scale salaries must be a multiple of $100 when the scale salaries of the relevant title series are multiples of $100. See PPM [230-20](#) and APM-[620](#).

**Reminder: Bookmarking Files**
Files processed outside of APOL Review that are submitted without proper bookmarking are not considered CAP/PSSRP/AARP ready and will be returned to the department as incomplete. Attached for reference is a guide to bookmarking your files. Please adhere to these guidelines; there is no need to bookmark documents not specifically addressed.

Excerpts from Recent ADEO Announcements

*(To read the announcements in their entirety, please subscribe to ADEO’s updates and announcements by sending an email to adeo@ucsd.edu, subject line “ADEO & Academic Recruitment announcements”)*

The following are updates regarding academic recruitment processes, recruitment policies and AP Online Recruit:

**Why are tenured title appointments different?**
Because tenured positions have distinct conditions of employment. Qualifications, compensation and security of employment for tenured titles are significantly different from non-tenured titles.

**Why are tenured title searches separated?**
Recruitments for tenured titles (ex.: Assoc/Full Professor, LSOE) are separate from all other academic titles (ex.: Asst, Adjunct, Clin, Clin X, Lecturer etc.) because:
- Benchmark availability data is different for tenured vs. non-tenured titles.
- Comparisons of like candidates is needed for accurate data on applicant pools and recruitment outcomes.
- Applicants need to self-select for tenured and non-tenured positions = NO STEERING.
For a full list of tenured titles, go to https://apol-recruit.ucsd.edu/analist/help/manage_recruitments#tenured-title-codes.

Approved Ad Text
As of 9/15/16, when using Recruit, the Description field text no longer needs to include:
- Application deadlines
- Application materials
- References

For full explanation, go to http://academicaffairs.ucsd.edu/_files/aps/adeo/AdTextChangeAnnounce.pdf.

No “Soft Offer” Status
Recently, two new applicant statuses were added to Recruit: “Soft offer extended” and “Declined soft offer.” These statuses are not needed for applicant dispositioning at UCSD. All other disposition statuses meet the requirement for compliance and are part of UCSD’s stated academic recruitment process.

Recruiting for and International Faculty and Scholars
Which publications “count” for visa applications? What’s the difference between “Visa” and “Status”? How do I process visas for international faculty and scholars? For answers to these questions and more, go to the International Center http://ifso.ucsd.edu/

OADEO Newsletter Archive:
View the pdf versions of ADEO Newsletters at http://academicaffairs.ucsd.edu/aps/adeo/index.html