

UCSF CAMPUS

On-Time Merit Advancements for Academic Administrators

Summary:

Effective 7/1/19, UCSF will award a two-step increase for approved on-time merit advancements in the Academic Administrator series.

Previously, UCSF had used a half-step salary scale for the Academic Administrator series and awarded an increase of one whole-step for on-time merit advancements. In preparation for integration with the UCPath payroll system, UCSF has converted the half-step salary scale to a whole-step salary scale. In order to maintain the established salary rate increase for Academic Administrators, UCSF will move from step increases by one whole-step to step increases by two whole-steps for on-time merit advancements.

Background:

The UCOP salary scale for the Academic Administrator series sets fifteen salary increments at ~2.5% salary intervals for each of the seven levels of the series (cf. [UCOP Academic Salary Scales, Table 34](#)).

Prior to 7/1/18, the UCOP salary scale did not assign any step numbers to correspond with these salary increments. In lieu of this, UCSF assigned its own steps for the series. Because the Academic Administrator salary scale uses ~2.5% salary intervals rather than the ~5% salary intervals common to other academic series, UCSF assigned half-steps to these increments. For example, UCSF assigned Step 1 to the first salary increment, Step 1.5 to the second increment, Step 2 to the third, Step 2.5 to the fourth, etc.

To ensure that individuals appointed in Academic Administrator series received a ~5% salary increase for on-time merit advancements comparable to other academic series, UCSF would award an increase of two half-steps (or one whole-step) for on-time merit advancements. For example, an Academic Administrator at Step 1.5 would receive an on-time merit advancement to Step 2.5 while an Academic Administrator at Step 2 would receive an on-time merit advancement to Step 3.

System-Wide policy change, effective 7/1/18:

Effective 7/1/18, UCOP began to assign step numbers to the salary scale for the Academic Administrator series, using whole numbers for each salary increment (i.e., Steps 1-15 for the fifteen salary increments at each level). To comply with the updated salary scale, UCSF has converted each Academic Administrator to the whole-step number that corresponds with their current salary increment (cf. [7/1/18 Step Conversion Chart](#)).

Now that each Academic Administrator salary increment is separated by one whole-step rather than one half-step, merits advancements by one whole-step are equal to a ~2.5% salary increase rather than a

~5% salary increase, which is not comparable to salary increases for on-time merit advancements for other academic series.

Campus policy change, effective 7/1/19:

To maintain a ~5% salary increase for on-time merit advancements comparable to other academic series, UCSF will award a two-step increase for approved on-time merit advancements in the Academic Administrator series, effective 7/1/19.

For example, an on-time merit advancement from Step 1.5 to Step 2.5 under the old policy would be equal to an on-time merit advancement from Step 2 to Step 4 under the new policy (cf. [7/1/18 Step Conversion Chart](#)).

Step Conversion Chart for Academic Administrator Series, effective 7/1/18:

Prior to 7/1/18	Effective 7/1/18
1	1
1.5	2
2	3
2.5	4
3	5
3.5	6
4	7
4.5	8
5	9
5.5	10
6	11
6.5	12
7	13
7.5	14
8	15

On-Time Merit before and after Step Conversion:

Dr. X Academic Administrator VII, Step 3.5			
	Current Step	Step after On-Time Merit	% Salary Increase
Prior to 7/1/18	Step 3.5	Step 4.5	~5%
7/1/18 Conversion	↓	↓	↓
After 7/1/18	Step 6	Step 8	~5%