UCSF SPECIFIC ELIGIBILITY, PROGRAM PARAMETERS, AND PROCEDURES FOR THE FACULTY RECRUITMENT ALLOWANCE PROGRAM (FRAP)

The Faculty Recruitment Allowance Program assists faculty recruitment by proving grants to selected eligible participants. The primary purpose of the Faculty Recruitment Allowance is to provide support for housing costs, but the recipient may use the allowance to support childcare expenses, education, tuition assistance, or any family/housing related expenses. Funding for a FRAP payment is provided by the individual campus department.

Eligibility

- The participant must be a full-time (100%) appointee to the Ladder Rank, In Residence, Clinical X, Adjunct, or Health Sciences Clinical Professor series.
- The participant must be within the first two years of the appointment at UCSF.
- The participant must be in the campus payroll system.

Parameters

- Eligible candidates must be a named individual being recruited or recently recruited into a Ladder Rank, In Residence, Clinical X, Adjunct, or Health Sciences Clinical Professor title with a 100% appointment to the University. Recruits with a fractional compensation structure and paid-by-affiliate are considered eligible as long as the academic appointment represents 100%-time commitment to the University. The full compensation structure need not be solely the responsibility of UCSF if engaged cooperatively with a formal affiliate (e.g. VAMC, Gladstone, SFGH).
- As of June 15, 2021 departments may offer and provide grants up to $150,000 to eligible recruitments.
- Funding for Faculty Recruitment Allowance Program payments are the responsibility of the recruiting department or entity.
- A change in series from a non-Senate series to a Senate series is considered a new appointment for the purposes of FRAP eligibility.
- A change in series from a Senate series to a non-Senate series is not considered a new appointment for the purposes of recruitment.
- Faculty may only receive one Faculty Recruitment Allowance upon their recruitment to UCSF. If a recruitment allowance payment was necessary to recruit a specific faculty member to UCSF into a non-Senate series, they will not be eligible for a payment under the program again if they are later recruited from a non-Senate appointment to a Senate-series appointment.
- The campus standard is for program payments to be disbursed as a lump sum in the recruit’s first pay period. However, payments may also be scheduled as installments (installment plans are not to exceed ten years). **Either the full payment or the first of a multi-payment plan must be made within the first two years of the eligible appointment to UCSF.** The use and structure of a multi-payment plan is at the discretion of the department. Installment plans may be requested by candidates and departments are free to accommodate such requests at their discretion.
- The Faculty Recruitment Allowance is considered wages for purposes of federal and state income tax, reporting and withholding for social security taxes, workers compensation, and unemployment insurance. It is not eligible for coverage under the University’s retirement or employee benefit plans, nor is it considered salary for premiums and benefit amounts of employee-paid insurance plans which are based on earnings.
• Faculty Recruitment Allowance Program payments above $50,000 are subject to a payback provision. Should a FRAP recipient separate from the University, the faculty member must repay a pro-rated amount of the original FRAP payment total (gross, before taxes and withholdings) to the University. This amount shall be equal to the original gross amount reduced by 20% for each year of service. Thus the repayment requirement fully expires at the conclusion of five years. Schools and departments may set additional, more restrictive conditions as determined by the funding agency. See http://tiny.ucsf.edu/frapagreement.

Procedures

• If the candidate meets the above criteria and the eligible appointment is approved and effective and it is no more than two years after the effective date, the recruiting department may request the payment be disbursed directly via HR (PeopleConnect).

• If the candidate meets the above criteria and the eligible appointment is not yet fully approved or effective, departments may request payment disbursement if (A) the appointment has at a minimum been certified by the department chair in Advance; **AND** (B) the candidate has been on-boarded and is able to receive payroll pay UC Path.

If a recruitment candidate has a Mortgage Origination Program loan pending funding or other urgent need for premature disbursement prior to certification of the appointment by the chair, the department may submit a request for an exceptional payment in writing addressed to the vice provost academic affairs and submitted to the home loan program manager.

• Regardless of an approved exception to disburse funds prior to final approval or effective date of an eligible appointment, the candidate must be onboarded and in a paid appointment for this to occur.

Questions regarding the Faculty Recruitment Allowance Program should be directed to the Campus Home Loan Program Manager Wilson Hardcastle at 415-476-2016 or wilson.hardcastle@ucsf.edu.