

610-0 **Policy**

An academic appointee may receive an increase in salary as a result of a general scale increase, a merit increase, a promotion increase or an off-scale increase. Provisions for general scale increases and merit increases follow below. Promotion increases are described in APM, Section II, Appointment and Promotion, within the appropriate title or title series policy. Off-scale increases are described in [APM - 620](#), Off-Scale Salaries for Appointment and Advancement.

610-8 **General Scale Increases**

General scale increases in academic salaries are provided according to the following policy provisions:

- a. It is the responsibility of the President or the President's designee to establish the academic salary scales. The President shall inform The Regents of any general scale increase required to maintain the University's relative salary position and the additional sum required for increased contributions to the University of California Retirement System that are necessitated by the proposed general scale increase.
- b. The percentage of general scale increase for each rank and salary level is determined by the President or the President's designee.
- c. General scale increases are typically not made retroactive.
- d. In addition to general scale increases, Health Sciences Compensation Plan faculty may receive an individual increase in salary as the result of a renegotiation of the "Y" component per [APM - 670-18-c-1](#).

610-9 **Merit and Promotion Increases**

Merit and promotion increases for academic appointees are based on academic attainment and performance; they are not automatic. Merit and promotion increases may be made only within the limits of available funds.

a. **Responsibility**

Responsibility for recommending merit and promotion increases for academic appointees rests with the Department Chair or comparable administrative authority. The Chancellor is responsible for establishing procedures for the

initiation, review and approval of merit and promotion increases for appointees in each academic title or title series.

**b. Effective Date**

The effective date for merit and promotion increases is July 1 of each year except that:

- (1) Chancellors are authorized to approve merit and promotion increases to be effective at any date during the year; and
- (2) Payment of a merit or promotion increase may be delayed from its effective date if the University's annual fiscal operating budget is adopted after the University's annual fiscal operating budget year begins July 1. Because the University's budget is adopted after the State's budget is signed and may occur after July 1, there may be a delay in payment of such salary increases until the University's budget is adopted. Under these circumstances, salary increases will be paid as soon as possible, with retroactive payment to the effective date of the merit or promotion.

**c. Normal Periods of Service at Salary Steps**

Normal periods of service are assigned to the various salary steps in the published academic salary scales. Although these indicate the usual intervals between advancements, they do not preclude more rapid advancement in the case of exceptional merit or slower advancement when warranted.

- (1) Two or more full quarters of service at 50 percent time or more by an academic-year appointee in any one academic year (from the beginning of the fall quarter to the end of the spring quarter, as set forth in the academic calendar) count as one full year of a normal period of service. Fewer than two full quarters at 50 percent time or more in any one academic year does not count.
- (2) One and one-half semesters of service at 50 percent time or more by an academic-year appointee in any one academic year (from the beginning of the fall semester to the end of the spring semester, as set forth in the academic calendar) count as one full year of a normal period of service; fewer than one and one-half semesters at one-half time or more in any one academic year does not count.

- (3) Six months or more of service at 50 percent time or more by a fiscal-year appointee in any one fiscal year (July 1 to June 30) count as one full year of a normal period of service; fewer than six months of service at 50 percent time or more in any one fiscal year does not count.

**610-24 Authority**

**a. General Scale Increases**

The President has authority to establish general scale increases.

**b. Merit and Promotion Increases**

Chancellors are authorized to approve a merit or promotion increase, in accordance with established salary policies, for any academic appointee under their jurisdiction except for a merit or promotion increase resulting in a salary exceeding the Indexed Compensation Level (ICL) threshold, which is subject to approval by the Provost and Executive Vice President.

**610-96 Reports**

The Chancellor shall maintain records of salary increase actions and submit reports to the President or the President's designee as needed.