



ACADEMIC PERSONNEL

UNIVERSITY OF CALIFORNIA, SANTA BARBARA

March 2, 2016

To: Chairs, Directors and Academic Business Officers (Via SBCHR-L, SBDIR-L, and SBADM-L)

From: Cindy Doherty, Director, Academic Personnel

Re: Merit and Promotion cases for Researchers, Project Scientists, Specialists and Academic Coordinators

This is a reminder of the deadlines for advancement cases submission. Cases are due as follows:

- Research series, March 1, 2016 to the Dean or Academic Personnel as appropriate
- Project Scientist and Specialist series, April 1, 2016 to Academic Personnel
- Academic Coordinators May 1, 2016 to Dean or Academic Personnel as appropriate

To access your eligibility list, please log on to the Academic Personnel web site and click on the **Eligibility Listing** link in AP Folio. For employees eligible for review effective July 1, 2016, a proposed case-type selection must be made for each employee on the eligibility list.

Due to the July 1, 2015 salary adjustment program, all employees in these categories who were previously on-scale now have an off-scale supplement bringing them to the UCSB minimum hire rate. Because salaries may not drop below the UCSB minimum hire rate for each step, on-time merit reviews will be defined somewhat differently than in the past. Increases will occur as follows:

Individuals at *the UCSB minimum hire rate* salary: on-time advancement in step will be to the *UCSB minimum hire rate* salary at the new step. As a result the off-scale supplement will likely increase slightly. In some cases, due to rounding, the off-scale supplement will stay the same.

Example:

	Rank/Step	Salary (equal to UCSB minimum hire rate)	on- scale portion	off- scale portion
Current	Asst. Specialist I	\$43,201	\$42,780	\$421
on-time advance	Asst. Specialist II	\$46,025	\$45,576	\$449

Individuals with off-scale generated by market or past accelerated actions that result in a salary greater than the *UCSB minimum hire rate* will maintain the off-scale amount in an on-time advancement.

Example:

	Rank/Step	Salary (higher than UCSB minimum hire rate)	on- scale portion	off- scale portion
Current	Assoc. Researcher I	\$90,000	\$84,200	\$5,800
on-time advance	Assoc. Researcher II	\$94,100	\$88,300	\$5,800

Questions regarding specific cases may be directed as follows:

Research & Project Scientist series & Assoc. & Full Specialists:

Joanna Kettmann at joanna.kettmann@ucsb.edu

Jr. and Asst. Specialists:

Billy Ko at billy.ko@ucsb.edu

Academic Coordinators:

Karen Moreno at Karen.moreno@ucsb.edu or

Viktoriya Filippova at viktoriya.filippova@ucsb.edu