



**Carol T. Christ**

CHANCELLOR

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September 25, 2017

Benjamin E. Hermalin  
Vice Provost for the Faculty

Re: Delegation of Authority 2098 – Delegation of Authority to approve exceptional Faculty Recruitment Allowances under the Faculty Recruitment Allowance Program (APM – 190 Appendix E)

In accordance with the August 9, 2017 letter to the Chancellors from the Provost and Senior Vice President – Academic Affairs, I authorize you, in your position as Vice Provost for the Faculty, to approve exceptional faculty recruitment allowances up to \$150,000 per recipient under the Faculty Recruitment Allowance Program. This authorization is effective immediately and may not be further re-delegated.

Exceptional allowances of more than \$150,000 per recipient will require approval by the Office of the Provost and Senior Vice President – Academic Affairs.

Per an earlier delegated authority of December 18, 2012, Deans of Divisions, Schools, and Colleges remain authorized to approve exceptional faculty allowances up to \$100,000; hence, the authority delegated by this letter is relevant for faculty recruitment allowances that exceed \$100,000, but which do not exceed \$150,000.

Sincerely,

A solid black rectangular box redacting the signature of Carol T. Christ.

Carol T. Christ

Cc: Executive Vice Chancellor and Provost A. Paul Alivisatos



OFFICE OF THE PROVOST AND  
EXECUTIVE VICE PRESIDENT FOR ACADEMIC AFFAIRS

OFFICE OF THE PRESIDENT  
1111 Franklin Street, 12<sup>th</sup> Floor  
Oakland, California 94607-5200

August 9, 2017

CHANCELLORS

**Re: Delegation of Authority to approve exceptional Faculty Recruitment Allowances up to \$150,000 under the Faculty Recruitment Allowance Program (APM - 190 Appendix E)**

Dear Colleagues:

Under the Faculty Recruitment Allowance Program, APM - 190, Appendix E, the maximum amount of an individual Faculty Recruitment Allowance is determined by the Provost and Senior Vice President–Academic Affairs and is adjusted periodically by increases at the same proportion and frequency as increases in the salary scales for the Professor series. The maximum Faculty Recruitment Allowance is published annually by Academic Personnel and Programs as part of the [Academic Salary Scales](#) (Table 40) and is currently \$68,700 per recipient. Exceptions to the maximum must be approved by the Office of the Provost and Executive Vice President–Academic Affairs (this title is listed in policy as “Senior” Vice President, see APM - 190, Appendix E, Section D.3).

In 2004, Provost and Senior Vice President–Academic Affairs M.R.C. Greenwood delegated to the Chancellors the authority to approve exceptions to the maximum allowance up to \$100,000 per recipient (attached); at that time the program was referred to as the Salary Differential Housing Allowance Program. Approval of exceptional allowances of greater than \$100,000 continues to rest with the Office of the Provost and Executive Vice President–Academic Affairs.

The primary purpose of the Faculty Recruitment Allowance is to provide support for housing costs, but it may also be used to support childcare expenses, education or tuition assistance, or similar expenses. In the intervening 13 years since the delegation of authority to approve exceptional maximum allowances, California has seen significant increases in the cost of living, particularly in the cost of housing. Recruitment of faculty is often predicated on the ability of the University to offer a competitive compensation package that includes financial assistance. The number of exceptional allowance requests of \$100,000 or more has steadily increased over time, with that number more than doubling between 2015 and 2016. Frequently, employment offers are time sensitive due to competition from other institutions, and campuses must move rapidly.

In order to increase our competitiveness and reflect rises in the cost of living, and following consultation with and at the request of the Council of Vice Chancellors, I am increasing the maximum exceptional allowance delegated to the Chancellors from \$100,000 to \$150,000 per

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recipient. The Council of Vice Chancellors requested that the authority be delegated to the Executive Vice Chancellor/Provost and Vice-Provost, or Vice-Chancellor, with responsibility for faculty academic personnel. However, under APM - 190, Appendix E, Section D, the authority for eligibility exceptions and to establish repayment conditions, as well as the current delegated authority for the campus maximum exceptional allowance, rest with the Chancellor. The Chancellor may, however, redelegate such authority.

Effective immediately, Chancellors are authorized to approve exceptional allowances up to a total of \$150,000 per recipient under the Faculty Recruitment Allowance Program, APM - 190, Appendix E. This authority may be redelegated by the Chancellor to specific designated titles but may not be further redelegated. The total Faculty Recruitment Allowance maximum is per recipient, regardless of the number of campuses making the award. Exceptional allowance totals of \$150,000 or more per recipient require approval by the Office of the Provost and Executive Vice President–Academic Affairs.

For additional information, please contact Vice Provost Susan Carlson, Academic Personnel and Programs (510.987.0728 or [susan.carlson@ucop.edu](mailto:susan.carlson@ucop.edu)).

Cordially,



Aimée Dorr, Provost  
Executive Vice President for Academic Affairs

Attachments:

Faculty Recruitment Allowance Program, APM - 190, Appendix E  
Greenwood to Chancellors October 19, 2004

cc: President Napolitano  
Executive Vice President Brostrom  
Executive Vice President Nava  
Executive Vice Chancellors/Provosts  
Academic Council Chair Chalfant  
Academic Council Vice Chair White  
Vice Provost Carlson  
Chief of Staff Grossman  
Executive Director Baxter  
Executive Director Peterson  
Director Assily

### **The Faculty Recruitment Allowance Program**

The Faculty Recruitment Allowance Program assists faculty recruitment through grants to selected eligible participants. The primary purpose of the Faculty Recruitment Allowance is to provide support for housing costs, but the individual may also use the allowance to support childcare expenses, education or tuition assistance, or similar expenses. Each campus is responsible for identifying or developing sources to fund the Faculty Recruitment Allowance Program. The President has authorized each Chancellor, in consultation with the campus Division of the Academic Senate, to grant Faculty Recruitment Allowances subject to the following provisions.

#### **A. Faculty Recruitment Allowance Maximum**

1. The maximum amount of an individual Faculty Recruitment Allowance is determined by the Provost and Senior Vice President—Academic Affairs, as adjusted periodically by increases at the same proportion and frequency as increases in the salary scales for the Professor series. The maximum Faculty Recruitment Allowance is published annually in the Academic Salary Scales.
2. The Faculty Recruitment Allowance granted to an individual may not be increased to account for any subsequent salary scale, merit, or cost-of-living increases.

#### **B. Eligibility for Faculty Recruitment Allowance Program**

Eligibility for the Faculty Recruitment Allowance Program is restricted to faculty who are within two years of appointment to a campus in the following eligible titles:

1. Full-time University appointees who are members of the Academic Senate pursuant to Regents' Standing Order Section 105.1, full-time appointees to the title Acting Assistant Professor, or appointees in the Astronomer series and the Agronomist in the Agricultural Experiment Station series.
2. An eligible faculty member who permanently transfers to another University location may be considered for a Faculty Recruitment Allowance, subsequent to his or her date of transfer.

#### **C. Payment of Faculty Recruitment Allowance**

1. The Faculty Recruitment Allowance is paid using Title Code 3993.
2. A Faculty Recruitment Allowance may be disbursed in a single payment, or may be paid out in equal or unequal amounts over a period not to exceed ten years.

3. The Faculty Recruitment Allowance is considered wages for purposes of Federal and State tax reporting and withholding and for Social Security taxes, workers' compensation, and unemployment insurance. The Faculty Recruitment Allowance is not eligible for coverage under the University's retirement or employee benefit plans, nor is the Faculty Recruitment Allowance considered salary for premiums and benefit amounts of employee-paid insurance plans which are based on earnings.

**D. Authority**

1. The Chancellor is authorized to approve exceptions in individual cases to Section B., Eligibility for Faculty Recruitment Allowance Program.
2. The Chancellor is authorized to establish conditions for repayment of Faculty Recruitment Allowances. Agreements should be in writing, and repayment conditions may be established uniformly or on a case-by-case basis. For example, a campus could specify that the allowance amount is contingent on the faculty member's commitment to remain at the campus for a minimum period. If the faculty member were to leave before the end of that period, he or she would be obliged to repay a portion prorated to the years of service completed.
3. Exceptions to the maximum Faculty Recruitment Allowance must be approved by the Office of the Provost and Senior Vice President—Academic Affairs.

**E. Annual Campus Reporting Requirement**

Each Chancellor must submit to the Director—Office of Loan Programs an annual report on the Faculty Recruitment Allowance Program. The report, due August 1, should include the name, academic title/level, and home department of each Faculty Recruitment Allowance recipient, together with the effective date and amount of the allowance, and the time schedule for payments.



OFFICE OF THE PROVOST AND SENIOR VICE PRESIDENT  
ACADEMIC AFFAIRS

Copies to	Route to
—	SENIOR VICE PRESIDENT BUSINESS AND FINANCE

OFFICE OF THE PRESIDENT  
1111 Franklin Street  
Oakland, California 94607-5200

October 19, 2004

CHANCELLORS

Dear Colleagues:

**Re: Delegation of Authority—To Approve Exceptional Housing Allowances Up to \$100,000 Under the Salary Differential Housing Allowance Program**

The Salary Differential Housing Allowance Program in Academic Personnel Manual Section 190, Appendix E, Section F.3, states that exceptions to the maximum Housing Allowance, currently \$53,300 per recipient, require approval by the Office of the Provost and Senior Vice President—Academic Affairs.

Effective immediately, you are authorized to approve exceptional housing allowances up to \$100,000 per recipient under the Salary Differential Housing Allowance Program. This authority may be redelegated by you to specific designees but may not be further redelegated. Exceptional housing allowances of more than \$100,000 or more per recipient will require approval by the Office of the Provost and Senior Vice President—Academic Affairs.

Sincerely,



M.R.C. Greenwood  
Provost and Senior Vice President  
Academic Affairs

cc: President Dynes  
•Senior Vice President Mullinix  
Assistant Vice President Switkes