Attached please find the Faculty Renewal Preparation Guide for 2018-19. As introduced in the Town Hall meetings, we have created a clearer and more orderly renewal process this year. This preparation guide details that process.

Next Steps:

Please read and familiarize yourself with the guide. In the coming weeks, you will receive an invite to a Box folder which contains your renewal materials and supplemental information. The key item to look for is your Faculty Renewal Workbook. The Workbook is new for 2018-19 and will be pre-populated with relevant data including current or anticipated funding distribution.

In preparation for your renewal meetings, please update and maintain this workbook. All workbooks should be completed and saved back to Box by 3/29/2018. More information is contained in the guide.

Jim, Alyson, Sarah, and Bradley will each hold office hours sessions during March to provide assistance and information as you complete your workbook. Information about those will be forthcoming. You can also always reach out to one of us individually.

Thank you and best wishes for a smooth renewal process.

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(Note: This bulletin only applies to comp plan members: faculty with appointments of 51% or greater.)

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Excellence in patient care, education and discovery
2018-19 PRDS Faculty Renewal Guide

Non Comp Plan Members

If you have an appointment of 50% time or less or are a volunteer faculty you are not considered a Comp Plan Member and the majority of this guide does not apply to you. Unless you hear otherwise from your division chair or the department chair, there is no action required on your part except for signing your renewal letter in the May/June timeframe.

Changes to the salary scale, if any, come from the UC Office of the President (UCOP) and will be applied automatically to your appointment by Academic HR when they receive notice from UCOP.

Comp Plan Members

Renewal Process

Faculty appointments are renewed annually. During the renewal process, the chair and the faculty member agree on a final salary—if different from the base salary—for the upcoming year as well as the funding sources available to support it and the level of common fund support they are requesting, if any. It is also an opportunity to discuss the activities the faculty member will engage in over the course of the year and any other pertinent matters.

In preparation for renewal this year, faculty members will be asked to complete a workbook which details—among other things—their expected funding distribution. It is not necessary that all of the funding distribution be final in time for the renewal meetings; however, the approximate level of common fund support being requested should be known.
Changes to the Renewal Process for 2018-19:

- **Box folders.** Each faculty member will have an individual Box folder that will be shared with the chair and will include all relevant renewal documents. The admin/finance team will put relevant information such as comp plan reports and budget status reports (BSRs) in here.

- **Faculty Renewal Workbook.** The Box folder will include an Excel workbook for the faculty member that gathers information about requested compensation, anticipated funding sources, and other information.

- **Division of responsibilities.** The admin/finance staff will prepare the Box folder and pre-populate information on the Faculty Renewal Workbook. Faculty will be responsible for updating and maintaining the workbook and additional information. The admin/finance staff will provide additional support upon request.

- **Confirmation of third-party support.** Faculty receiving funding from other individuals or departments or contracts/grants for which they are not the PI will be asked to document that support. (See the Faculty Renewal Workbook for sample documentation.)

  **NOTE:** This does not apply to support from the dean’s office. The department will work directly with the dean’s office to obtain these.

- **Merits and promotions.** To standardize the renewal process, base salaries (X+X’) will be calculated using the rank and step that faculty held in 2017-18. Approved or outstanding merits, promotions, or equity adjustments will be applied automatically when received.

- **Timing.** The entire process is starting earlier this year. Faculty will complete their workbooks in March and will meet with the chair at the end of April, beginning of May. See below for more.

**Timeline**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/31</td>
<td>Q2 Budget Status Reports (BSRs) and Q2 Comp Plan Reports available.</td>
</tr>
<tr>
<td>2/13 - 2/16</td>
<td>Informational town hall meetings</td>
</tr>
<tr>
<td>2/26 – 3/1</td>
<td>Faculty receive Box invites with their Faculty Renewal Workbook and other information included</td>
</tr>
<tr>
<td>3/1 – 3/29</td>
<td>Faculty complete the Faculty Renewal Workbook and add third-party support confirmation as necessary</td>
</tr>
</tbody>
</table>
Completing the Faculty Renewal Workbook

Contacts/Support

Continue to work with your financial and research analysts (Jim Louie, Sarah Nelson, Alyson Ng, or Yiran Xie) as you prepare these workbooks. They will have provided comp plan and BSR information in your Box folder through 12/31 and will hold office hours to provide assistance. Invitations to schedule office hour blocks will follow shortly.

The director of finance, Bradley Spurr, is also available for your questions or concerns.

Summary Tab

Important things to note here:

- The workbook will be pre-populated with your current tank and step for 2017-18
- Indicate whether you are requesting an increase to your negotiated salary
- Complete your proposed additional negotiated salary (Y), if any. Take note that if you receive Y compensation, once any merit, promotion, or equity increase is processed it will not change your annual salary but will, instead, redistribute your X, X’ and Y components. Complete your Y component to reflect your proposed total annualized salary.
- Indicate the level of support anticipated from common funds (e.g., state general funds and supplemental tuition.)
Funding Tab

NOTE: If you prefer, you may substitute this tab with the Faculty Salary Calculator from the academic affairs website.

BSRs and Comp Plan Information. To help complete this tab, your Budget Status Reports (BSRs) and comp plan reports through 12/31/2017 will be placed in the PI's Box folder. You may need to extrapolate out as necessary.

• Funding distribution rows will be pre-populated with information from recent payroll. Please update to the best of your ability.

• For the purpose of your renewal meetings, it is understood that your funding may be in flux. This exercise is to establish with the chair your likely funding sources and proportional support as well as the level of common fund support the department should expect to provide. If it is appropriate and helpful, you may copy the workbook to create alternate funding scenarios.

• For the purpose of your actual funding distribution, you may make changes up to 5/11/2018. If you make changes after your meeting with the chair, please save a second version of the workbook. Funding changes after 5/11/2018 will have to be made separately.

• In most cases, funding rows are expressed as a percent of total salary (X+X'+Y) but some funding is expressed as a percent of just X or X+X'. Mark an “X” in the appropriate column.

• Distribution should add up to 100% regardless of your appointment percentage. Note that the amount needed to plug the distribution to add up to 100% is shown at the bottom of the worksheet in red. Add that back to your distribution lines, if applicable.

• If appropriate, please provide a default chartstring where payroll should be charged. This will be used in the case that proposed funding is not yet awarded or setup in the system.

Other Tabs

• Stipends: If applicable, please indicate stipend or BYNs on the stipends tab. Also enter “buyouts” here (applicable to a small handful.)

• Activities: Please indicate your general workload anticipated by activity in 2018-19. This is helpful for administrative planning purposes. This is not intended to reflect actual or anticipated % effort for any other purpose.

• Balances: This is a new feature of the workbook to help us keep track of all your funding sources, comp plan balances, gifts and endowments, etc., in one place. You can include contracts and grants only to the extent that it is helpful reference for you.
Salary Scales: This workbook tab is FYI, only.

3d Party Support: This sample language helps clarify the intended specifics of the support but you do not need to use this form. The document and/or an email from the Steward/PI confirming the details should be saved as PDF in the Box folder. (Please do not copy the chair on the email unless necessary.) **You do not need to confirm dean’s office support; this will be done by the department.**

General Information

- **Academic Programmatic Unit (APU).** APUs are groupings of faculty according to the type of work that they do (eg mostly clinical and research or mostly teaching, etc.) for the purpose of determining the appropriate base salary scale. In PRDS all faculty are assigned to an APU at Scale 1 or Scale 2.

- **Base Salary, Additional Compensation, and Incentive Pay (X, X’, Y and Z)** The compensation alphabet is complex. For more information, download the faculty handbook ([https://senate.ucsf.edu/faculty-handbook](https://senate.ucsf.edu/faculty-handbook)) Below is an ultra-brief primer for basic reference, only, and is imprecise as a result of simplification.

  o Base Salary (X+X’) is the rate determined by the salary scale for each rank and step within an Academic Programmatic Unit (APU). The X component is the lowest base salary for that rank/step for an APU at Scale 0 (does not apply to PRDS.) The X’ (X-prime) component is the additional portion of base salary for a particular APU.

  o Additional Salary (Y) is the negotiated portion of pay that may be justified from generating additional revenue from clinical practice, outside activities, and sponsored research. It is supported by those activities and not with common funds (state general funds, tuition, etc.)

  o Incentive Pay (Z) is similar to (Y) except that it is variable and paid semi-annually. This allows it to fluctuate based on clinical production and outside revenue generation. A faculty member may receive base salary, additional compensation, and Z-Payments all in the same year.

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