

UCSF GUIDELINES FOR ADVANCEMENT TO SPECIALIST ABOVE SCALE

Historically, the UCSF campus has not allowed Above Scale advancements for appointees in the Specialist series although these advancements are permitted per [APM 330-24](#). However, Specialists who have been at (full rank) step 5 for at least 4 years, can be considered for advancement above scale beginning with the 2010-11 advancement cycle. The criteria for advancement to Above Scale are outlined below.

Advancement to Specialist, Above Scale

Criteria: Above Scale is reserved for Specialists of outstanding, distinguished performance, judged in an arena substantially broader than the particular research program/group with which he or she is associated. Advancement to the Above-Scale level may be justified on the basis of the Specialist's publications, or on his or her own scientific, technical, or otherwise creative contributions (as contrasted to a group effort.)

Eligibility: No less than 4 years at Step 5; mere length of service is not sufficient justification for advancement above scale.

Salary Increase: The annual fiscal year salary resulting from the first Above Scale merit should equal an amount up to 5% above the salary scale for Specialist Step 5 (FY); this amount must be rounded to the nearest hundred.

Advancement beyond Specialist A/S

Criteria: Must be justified by new evidence of merit and distinction, not just continued good service.

Eligibility: Intervals between salary increases may be indefinite, but no less than 4 years.

Salary Increase: Any subsequent Above Scale merits are to be calculated as increases up to 5% above to the prior FY base (and must also be rounded to the nearest hundred).

Procedure for processing Specialist Above Scale packets:

- 1) The documentation required will follow the dossier checklist for promotions in the Specialist series with the following additions:
 - The Department Chair letter must explicitly address the criteria noted below.
 - The proposed increase in salary rate (up to 5% as indicated below) should be identified on the summary sheet when the packet is submitted.
- 2) Retroactive advancement to Above Scale will not be considered.
- 3) Accelerated advancement to Above Scale (or advancement beyond above scale) will not be considered.
- 4) Initial appointments at Above Scale will not be considered.
- 5) Approval authority for advancements to and beyond Above Scale is delegated to the Deans' offices.