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.

v. 12-6-10