

UCSF SPECIFIC ELIGIBILITY, PROGRAM PARAMETERS, AND PROCEDURES FOR THE FACULTY RECRUITMENT ALLOWANCE PROGRAM (FRAP)

The Faculty Recruitment Allowance Program assists faculty recruitment through disbursements to selected eligible participants. The primary purpose of the Faculty Recruitment Allowance is to provide support for housing costs, but the recipient may use the allowance to support childcare expenses, education or tuition assistance, or similar expenses. Funding for the FRAP is provided by individual campus departments.

Eligibility

- The participant must be a full-time appointee in an Academic Senate title or Acting Assistant Professor.
- The participant must be within two years of his/her eligible appointment at UCSF.
- The participant's eligible appointment must be in the campus payroll system.

Parameters

- The maximum amount of an individual Faculty Recruitment Allowance is published in the Academic Salary Scales, <http://www.ucop.edu/acadadv/acadpers/welcome.html>.
- 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.
- 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. It is not eligible for coverage under the University's retirement or employee benefit plans, nor is it considered salary for premiums and benefit amounts of employee-paid insurance plans which are based on earnings.
- **Payback provisions are in place for each School. Departments should contact the School's Academic Associate Dean for specific requirements.**

Procedures

- The Department Chair or program/unit Director must request a Faculty Recruitment Allowance for a faculty member. The request should be forwarded to the appropriate Academic Dean, and should identify the fund source to be used.
- The Faculty Recruitment Allowance is paid on a One-Time Payment Form, <http://acctg.ucsf.edu/files/pc/up5642a.xls>, using Title Code 3993 and DOS Code FHA (new DOS code effective October 1, 2008).
- The Dean's Office will forward a copy of the One-Time Payment Form to the Campus Loan Program Manager.

Questions regarding the Faculty Recruitment Allowance Program should be directed to the Campus Loan Program Manager, Carol R. Miller, at 476-2529, cmiller@acadpers.ucsf.edu.