

## 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, tuition assistance, or any family/housing related 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 must be in the campus payroll system.

### Parameters

- As of July 1, 2018, the maximum amount of total disbursement to an individual under the Faculty Recruitment Allowance program is \$70,800. Departments may submit a written request to the Vice Provost Academic Affairs for exceptions up to \$150,000. This request should be routed through and approved by the appropriate dean's office and sent to Home Loan Program Manager Wilson Hardcastle.
- 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 first payment must be made in the first two years of the eligible appointment.**
- The Faculty Recruitment Allowance is considered wages for purposes of federal and state income tax, reporting and withholding 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.
- Faculty Recruitment Allowance Program payments above \$50,000 are subject to a payback provision. Should a FRAP recipient separate from the University, the faculty member must repay a pro-rated amount of the original FRAP payment total (gross, before taxes and withholdings) to the University. This amount shall be equal to the original gross amount reduced by 20% for each year of service. Thus the repayment requirement fully expires at the conclusion of five years. Schools and departments may set additional, more restrictive conditions as determined by the funding agency. See <http://tiny.ucsf.edu/fraprepayment>.

### Procedures

- The department chair or program/unit director must request a Faculty Recruitment Allowance for a faculty member. The FRAP payment request should be made from the department to the service center using the [One Time Pay Form](#), which can be found under "Forms" at <http://academicaffairs.ucsf.edu/academic-personnel/compensation-benefits/>, using Title Code 3993 and DOS Code FHA. The request to the service center should include the Repayment Agreement and identify the fund source to be used.
- If the FRAP request and pay form has been approved by the department, the faculty candidate is in an eligible appointment, and the amount is \$70,800 or less: the service center may process the payment with the transact unit. If the funding source is a school account (not a department source), or if the request is within the School of Nursing, the academic dean's office must provide signed approval to the One Time Pay Form.
- If the candidate is not in an Academic Senate series, or if the appointment to an Academic Senate series is not yet approved and effective, or if the requested amount is greater than \$70,800: departments must submit a written request for exception with justification to the VPAA through the appropriate dean's office; see <http://tiny.ucsf.edu/frapexceptions> for instructions. If the VPAA approves, departments should then attach the written approval to the One Time Payment Form with their FRAP request to the service center.
- Regardless of an approved exception to disburse funds prior to final approval or effective date of an eligible appointment, the candidate must be in a paid appointment in OLPPS for this to occur.

Questions regarding the Faculty Recruitment Allowance Program should be directed to the Campus Home Loan Program Manager Wilson Hardcastle at 415-476-2016 or [wilson.hardcastle@ucsf.edu](mailto:wilson.hardcastle@ucsf.edu).