



UC San Diego

Policy & Procedure Manual

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PERSONNEL - ACADEMIC

Section: 230-44

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SALARY ADMINISTRATION FOR INTERCAMPUS TRANSFER OF ACADEMIC PERSONNEL One-Time Payments, Temporary Transfers, Permanent Transfers

I. REFERENCES AND RELATED POLICIES

A. Academic Personnel Manual (APM)

- [510](#) Intercampus Transfers
- 660 Additional Compensation/General
- [666](#) Additional Compensation: Honoraria

B. Accounting Manual

- [196-38](#) Intercampus Transfers

C. UCSD Policy and Procedure Manual (PPM)

- [230-6](#) Academic Personnel Affirmative Action Program
- 230-20 UCSD Academic Appointment Guidelines

II. POLICIES

University policies governing the transfer of academic personnel from one campus to another, whether for a single lecture, brief periods, or a permanent transfer, are contained in the Academic Personnel Manual Sections 510, 660, and 666.

III. PROCEDURES

A. Permanent Intercampus Transfer

1. Notice of Intent to Negotiate
 - a. If, in the course of a recruitment search, a department becomes interested in the further consideration of an applicant who currently holds an academic appointment at another UC campus, the chair or unit head (otherwise referred to as chair) should notify the Senior Vice Chancellor- Academic Affairs of the department's interest. Where applicable, this notification should be sent via the appropriate dean or director.
 - b. The Senior Vice Chancellor-Academic Affairs should be notified prior to the initiation of negotiation and before any supporting letters are

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solicited. The candidate should also be informed that home campus administrators will be informed of the recruitment efforts.

- c. The Senior Vice Chancellor-Academic Affairs will notify the Senior Vice Chancellor-Academic Affairs of the prospective appointee's home campus that a department is interested in one of their appointees.

2. Notice in Advance of Formal Offer

If the prospective intercampus transferee is the department's final choice and the appropriate peer review and approval of the appointment by the Senior Vice Chancellor-Academic Affairs have been completed, the Senior Vice Chancellor- Academic Affairs will write the Chancellor or the Senior Vice Chancellor- Academic Affairs of the home UC campus at least ten working days before the formal offer of appointment is made to the intended transferee.

3. Salary Limitation

The salary offered to an intercampus transferee will not normally exceed one step, or the equivalent of one step, above the faculty member's current salary.

4. Offer Deadline

The deadline for making an offer of an appointment for service in the immediately following academic year is April 1, unless a later date is approved by both Chancellors or their designees.

5. Transfer of Grant or Contract

- a. If an intercampus transfer involves a principal investigator or co-investigator of an extramurally funded contract or grant, and the investigator wishes to transfer the contract or grant or any of the equipment funded by the contract or grant to the hiring campus, the matter must be discussed at the earliest possible opportunity with the contract and grant administrator on the hiring campus.
- b. Transfer of contract or grant or equipment may be accomplished only after approval by both Chancellors concerned and in accordance with University rules for contract and grant administration and the rules of the granting agency.

6. Transfer Following Sabbatical Leave

A permanent intercampus transfer may become effective immediately following a period of sabbatical leave.

7. Implementation of Permanent Intercampus Transfer

- a. As the hiring campus
 - (1) Following official notification by the Academic Personnel Office that a formal offer has been made and accepted, the department should prepare the appropriate payroll forms and make the appropriate entries into the Payroll/Personnel System (PPS) as detailed in the PPS User's Guide section on Intercampus Transfers.

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(2) In the appropriate area for notes in the Post Authorization Notification subsystem of PPS (PAN), the following comments should be entered: APPOINTMENT AS (rank and step) AT (salary) EFFECTIVE (date). PERMANENT INTERCAMPUS TRANSFER FROM (name of terminating campus and department) TO UCSD, DEPARTMENT OF (name of hiring department)

b. As the termination campus

(1) After the appointee has formally accepted the other campus's offer, the department should prepare the appropriate payroll forms and make the appropriate entries into the Payroll/Personnel System (PPS) as detailed in the PPS User's Guide section on Intercampus Transfers.

(2) In the appropriate area for notes in PAN, the following comments should be entered: SEPARATION EFFECTIVE (date). PERMANENT INTERCAMPUS TRANSFER FROM UCSD, DEPARTMENT OF (name of terminating department) TO (name of terminating campus and department)

B. Temporary Transfer of One Year or Less

1. Temporary Transfers may be negotiated between department chairs and the individual appointee with due regard to the welfare and concurrence of the home campus's department.
2. Affirmative Action policies do not apply to temporary transfers since these candidates, like visiting appointees, will return to their home institution following their temporary appointment at UCSD.
3. Procedures for the preparation and routing of forms for temporary intercampus transfers of one year or less are:
4. As Host Campus
 - a. Prepare a Temporary Intercampus or Multi-campus Appointment Form, *Exhibit A*. For uniformity among campuses, it is desirable that *Exhibit A* be copied from this issuance and used as the form to process the payment.
 - b. Contact the appointee's home department to obtain the required information in the Home Campus Information section of the form such as the candidate's title, step, salary, etc.
 - c. Complete the Host Campus Information portion of the form. When listing the funding source include the systemwide translation for the IFIS FOPAL data.
 - d. Obtain an authorization signature from Department Chair and route the form to the Academic Personnel Office.
 - e. The Academic Personnel Office will complete the routing of the form to the candidate's home campus.
5. As Home Campus
 - a. The Academic Personnel Office will receive the Temporary

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Intercampus or Multi-campus Appointment Form from the host campus, authorize, as appropriate, the temporary appointment, and route the form to the Payroll Office for processing the appointment in PPS.

- b. The Academic Personnel Office will send a copy of the completed Temporary Intercampus or Multi-campus Appointment Form to the department.

C. Intercampus One-Time Payment

1. One-time payments may be made to appointees from another campus when allowable under APM policy (APM 660 through 667). The procedures for the preparation and routing of forms for intercampus one-time payment are:
 - a. Prepare an Intercampus One-Time Payment Form, *Exhibit B*. For uniformity among campuses, it is desirable that *Exhibit B* be copied from this issuance and used as the form to process the payment.
 - b. Contact the candidate's home department to obtain the required information in the Home Campus Information section of the form such as the candidate's title, step, salary, etc.
 - c. Complete the Host Campus Information portion of the form. When listing the funding source include the systemwide translation for the IFIS FOPAL data.
 - d. Obtain an authorization signature for the fund source and route the form to the Academic Personnel Office.
 - e. The Academic Personnel Office will complete the routing of the form to the candidate's home campus.
2. As Host Campus:
 - a. Prepare an Intercampus One-Time Payment Form, *Exhibit B*. For uniformity among campuses, it is desirable that *Exhibit B* be copied from this issuance and used as the form to process the payment.
 - b. Contact the candidate's home department to obtain the required information in the Home Campus Information section of the form such as the candidate's title, step, salary, etc.
 - c. Complete the Host Campus Information portion of the form. When listing the funding source include the systemwide translation for the IFIS FOPAL data.
 - d. Obtain an authorization signature for the fund source and route the form to the Academic Personnel Office.
 - e. The Academic Personnel Office will complete the routing of the form to the candidate's home campus.
3. As Home Campus
 - a. The Academic Personnel Office will receive the Intercampus One-Time Payment Form from the host campus, approve, if appropriate, the payment, and route the form to the Payroll Office for issuance of the payment.
 - b. The Academic Personnel Office will send a copy of the completed Intercampus One-Time Payment Form to the department.

IV. REVISION HISTORY

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| October 01, 1997 | This policy was made effective. |
| April 25, 2018 | Minor technical edits to update names and policy hyperlinks. |
| April 9, 2020 | This policy was reviewed for gender neutral language. |



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TEMPORARY INTERCAMPUS OR MULTICAMPUS APPOINTMENT FORM

Home Campus: _____ Home Department: _____ Home Division/School: _____

Host Campus: UC San Diego Host Department: _____ Host Division/School: _____

Home Campus Information	Employee Name _____ Employee ID No. _____
	Home Campus Position Title _____ Title Code _____ Step/Grade _____
	Salary _____ / _____ <input type="checkbox"/> 09/09 <input type="checkbox"/> 09/12 <input type="checkbox"/> 11/12 Appointment % _____ <small>annual monthly</small>
	Current Appointment Dates _____ to _____
San Diego Campus Information	SD Campus Temporary Position Title _____ Title Code _____ Step/Grade _____
	Salary _____ / _____ <input type="checkbox"/> 09/09 <input type="checkbox"/> 09/12 <input type="checkbox"/> 11/12 Appointment % _____ <small>annual monthly</small>
	Pay Period Dates _____ to _____
	Description of Service (DOS) Code (ex: BYA, by-agreement: REG, regular pay etc) _____
	SD Fund Source to be charged _____ Dist% _____ <small>(Index, Fund & Location-Account-Fund-Sub Translation) (name of fund source)</small>
<i>Note: Additional employment may affect existing benefits.</i>	
Reason	Reason for Appointment: _____

San Diego Campus Fund Source Approval/Date

San Diego Academic Personnel Approval/Date

Home Campus Approval/Date

San Diego Departmental Contact Name/Extension

Rev: 04/10

REVISION HISTORY

April 9, 2020 This policy was reviewed for gender neutral language.

