Chairs' and Program Directors' Meeting Minutes

Date: April 13, 2018
Location: Winston Chung Hall – Room 443
Attendees:

David Cocker (for Charlie Wyman)
Ilya Dumer
Jay Farrell
Xiaoping Hu
Stefano Londari (for Marek Chroback)
Suveen Mathaudhu (for Guillermo Aguilar)
Marko Princevac
Alissa Rackstraw (for Pat Hartney)
Chinya Ravishankar
Kambiz Vafai
Sharon Walker
Jun Wang

Absent:

Guillermo Aguilar
Marek Chrobak
Patrick Hartney
Ashok Mulchandani
Walid Najjar
Charlie Wyman

1. **Welcome – Sharon**
   Sharon welcomed everyone and thanked everyone for attending. No items were added to the agenda.

2. **Approval of Minutes from March 26, 2018 meeting – Sharon**
   The minutes of the March 26, 2018 meeting were unanimously approved.

3. **Academic Personnel Matters – Jay**
   Jay provided a handout on the Academic Review Case Summary and noted there are still three cases in the department, but everything is looking good and we are on track.
   Jay also provided a handout on the BCOE search status. We have 16 approved searches this year and five accepted offers already with seven in process.
   Jay provided a handout that summarizes the new Negotiated Salary Trial Plan for ladder rank faculty. The handout goes over the main points, but please review the entire document that was sent out via email from VPAP Ameae Walker. It was noted that funding cannot be diverted from graduate student/PhD support to fund the additional 30% salary for faculty and faculty have to first be able to pay themselves three months summer salary. Ilya had a question regarding how this negotiated salary would affect retirement, but it was reviewed and noted that NSTP is not considered covered compensation and will not be a factor in retirement calculations. Also, general funds and internal departmental funds cannot be used to fund NSTP salary.

4. **Graduate Education - Ravi**
   Ravi provided a handout with the status of SIRs. We have a total of 78 "yes" SIRs and it's possible for more up until the deadline on April 15th for PhD acceptance with financial aid. Ravi noted that there are still about 90-100 PhD applications still open/pending and 400 that haven't been noted as yes/no by the department so we can still go back to those and review them for acceptance if we need more to reach our targets.

5. **Undergraduate Education - Marko**
   Marko stated that he attended the Highlander event this past Saturday and it was one of the best he has been to so far. He said HUB 302 was full and his presentation in MSE 104 was standing room only.
   Marko noted that he will send out the undergrad admission numbers next week when they are more up-to-date. He stated that transfer numbers look as good as last year and that we have a waitlist for students to admit if we need to pull more.
   Marko commented that we need to encourage faculty to take on undergraduate researchers to help showcase our research and draw in more students. Our undergraduate population is made up of freshman, transfers, and GPP students who are interested in being involved in research.
   Marko noted that unfortunately, we have 45 dismissal appeals right now, which is high and not all students appeal their dismissals.
   Marko also noted that we have been having some issues of misconduct with students that has resulted in Title IV involvement and the Dr. Barnett and Eleanor Jean Grier Concerned Citizens of UCR also reached out to BCOE recently concerning some students who feel they have been treated unfairly. A meeting was scheduled with Rod, Marko, the Chancellor, Provost, and VC of Diversity to discuss the issues. The meeting was not combative, but it was eye opening on the fact that some of our faculty may be treating some students unfairly. Sharon and Marko both noted and want it to be clear that bias is a concern and is not allowed on Campus and it will not be tolerated in BCOE. Ravi stated that a program on how to be a mentor and what it means might be good for faculty to take.
   Marko also noted that awards will be coming out soon for this year for Excellence and Achievement.

6. **Dean's Update - Sharon**
   Sharon noted that the Chancellor has been getting some bad press lately and that we should expect to see a statement from him today. Questions can be addressed to the Ombudsman.
   Sharon also noted that Pat Hartney, Assistant Dean of Finance and Administrative, as formally announced his retirement for the end of this fiscal year. A recruitment will be started in the next week. A retirement party is set for Monday, June 25th.
   The annual year-end College meeting will be held on June 15th.
   PhD graduation is on Saturday, June 16th in the late afternoon, so we are planning a pre-celebration brunch for the students and their families. The master student graduation has been moved back to join the undergraduates and it will be on Monday, June 19th.

7. **Department Updates**

ECE: Ilya noted that they have one cluster acceptance and another in negotiation that may involve a spousal hire.

CEE: David noted that the air search has two candidates in negotiations and they are interviewing a third water candidate next week.

ME: Suveen noted that they have once offer accepted and another in negotiation.

BIEN: Xiaoping noted that they have one offer accepted and they are negotiating with another. He also noted that they are hosting a symposium on June 21st.

MSOL: Kambiz provided handouts that have responses from students from a survey that Pearson conducted. Overall the responses to the program were positive. He also provided a handout for requests that are continually made that the program cannot approve due to various reasons and compliance issues with the program guidelines. One issue has to do with the room used for the courses and Suveen noted that Rich Cardullo is looking into remodeling a room in the library for online course use so we may want to reach out to him and see if this is something we can possibly help fund so we can use. Ravi also noted that we should talk with Campus about them providing support/maintenance on equipment that we put in the room since we would be paying initially, but allowing others to use the items that are in the room. Jay noted that TAs cannot teach courses so Kambiz needs to make sure that faculty are aware and are not allowing this for MSOL courses.
Kambiz also noted that MSOL is having a Steering Committee meeting on May 18th and Sharon encouraged every department to make sure they have a representative present.

8. **Additional Items**

Xiaoping asked if anyone has heard that the Provost want to make a big push to recruitment international students. Jun noted that there has been talk about having "agents" in all countries, but Campus' stance isn't clear right now on how they plan to move forward. Jun noted that our method of sending our own recruiters to particular countries might be better as our own people are more informed about BCOE and can research where to target recruitment efforts.
Ravi mentioned a report that came out on parking and transportation on Campus and he encouraged all faculty to respond to the survey and provide feedback because it is an important issue as our Campus continues to grow. Safety and ease of access are big issues that seem to be overlooked.
Sharon noted that she wants to provide support to faculty who apply for ERC awards. She mentioned a possible course relief or other support for the lead PI and hopes this may be an incentive for faculty to apply.

Chairs' & Program Directors' Meeting

April 13, 2018

Agenda

Winston Chung Hall – Room 443

1.	**Welcome**	**Sharon**
2.	**Approval of Minutes from March 26, 2018 Meeting**	
3.	**Academic Personnel Matters** • **BCOE Academic Review Status** • **BCOE Search Status** • **NSTP Discussion**	**Jay**
4.	**Graduate Education**	**Ravi**
5.	**Undergraduate Education**	**Marko**
6.	**Dean's Updates**	**Sharon**
7.	**Department Updates**	**Chairs**
8.	**Additional Topics**	

BCOE 2017-18 Academic Review Case Summary

	Expected # of Files	Still In progress at Dept Level	Sent to CPSU for Review	CPSU Queue	Sent to Dean	Dean's Queue	Submitted to AP/CAP	Received Final Decision
BIEN	6	0	6	1	5	0	5	5
CEE	11	1	10	0	10	2	8	6
CSE	18	1	16	2	14	1	13	7
ECE	13	1	12	0	12	3	9	5
ME	14	0	14	2	12	2	10	4
Total	62	3	58	5	53	8	45	27

Offers							
Approved	In Process	Accepted	Notes	Dept	Search - Chair	Position	Category
2	2		Working on offers to Jan Kubanek and Jennifer Treweek. XH is negotiating.	BIEN	Bahman Anvari	Junior or Mid-career faculty	Cont. from 16/17
			Cancelled for 17/18	CEE	Catalysis - Nosang	Junior or Mid-career faculty	Hiring two of three junior people as replacements for Jassby, Asa-Awuku, and Christopher. All were Assoc. This position held for the future.
2	2		MB and CW are negotiating offers to Joost deGouw and	CEE	Air - C Bertram		
1			In process	CEE	Water - H. Liu	Junior or Mid-career faculty	
1	1		CW Finalizing issues with Zachariah	CEE	TOE - Hosam	Micheal Zachariah	This is a single person search. It is not open.
1		1	Paea LePendu Accepted	CSE	Evangelos Christidis	LPSOE 1 (asst lvl)	Approved in July by Cindy. Preferred start in Jan. 2018
1		1	Mariam Salloum Accepted	CSE	Evangelos Christidis	LSOE 2	Approved by Cindy after CSE faculty member announced retirement.
1	1			CSE	Spousal Hire - Marek Chrobak		This is a single person search. It is not open.
1			Just starting	ECE			LSOE
1			Just starting	ECE			Replacement for Qi Zhu
2	1	1	Luat Voung formally accepted. Offer out to Raliabandi (deadline 4/13).	ME	Thermofluids - Masaru Rao	Junior faculty	Thermofluids or other areas of strategic importance to the department.

				College			Cluster Search
				SOM			Breathe
1		1	Giulia Palermo (BIEN) accepted	CNAS			Modeling Complex Biosystems
				CNAS			Environmental Toxicology
				SOBA			Supply Chain
				SOBA			Business Analytics
				CNAS			Coherent Optical Control of Materials
1			ECE discusing offer with Arthur Bernard	BCOE	A. Balandin	Junior or Mid-career faculty	Phononics and Magnonics
1		1	Ran Chang has informally accepted in ECE	BCOE	R. Lake	Junior or Mid-career faculty	Computational Materials and Devices
16	7	5					

The following is a summary. It does not replace the need to read the original documents.

NSTP Conditions:

1) Each participating faculty member is required to generate the additional funds to support negotiated salary.
2) Each participating faculty member maintains teaching and service activities commensurate with rank and department (no course buyouts allowed).
3) Additional compensation for a faculty may not be at the expense of support of graduate students and postdocs. Rather, additional external funding must be obtained to support participation.

Sources of eligible funds. Sufficient eligible funds for the entire 18/19 NSP salary and additional benefits must be available (IAA, gift, endowment) or awarded to or received by UCR (i.e., grant funds on campus) before June 30, 2018.

The underlying principle is that the funds should be generated externally by the faculty benefiting from the NSP salary. Examples include:

- Extramural contracts or grants that allow it and that specifically state PI salary in their approved budget. Shifting funds from other budget categories to faculty salary is not allowed.
- Funds earned for teaching overload resulting in self-support or professional degree program fees
- Endowment or Gift accounts that they control

Examples of non-eligible funds.

- State appropriated general funds (e.g., 19900 accounts), UC General funds, Overhead Recovery funds (including non-MSOL IAA balances), ..., state tuition funds
- Department or College discretionary funds
- Grants/contracts that are pending or do not include faculty salary.
- IC or start-up funds

Faculty Eligibility.

- Ladder Rank Faculty (not LSOE or Researchers by UC rules) with greater than 50% appointment
- With a positive on-time merit in their last cycle (positive quinquennial included)
- Normal teaching load. No course buyouts.
- Continuity of past record of grad support and service commensurate with rank and step.
- All contracts and grants in good standing.
- Compliance with university policies, research policies and NSTP reporting responsibilities.
- Must have already maximized summer months.

Process.

1. Dean announcement to eligible faculty. March 1
2. Faculty/department FAO confirm: eligibility, plan consistency with program, and funds availability.
3. Faculty fills out application paperwork and submits to department. April 1
4. Faculty and Chair negotiate salary and agree on teaching, service and graduate support plan.
5. Chair submits proposal, plan, and recommendation to BCOE Dean May 1
6. Dean submits proposal, plan, and recommendation to VPAP May 15
7. VPAP final decision June 1

Dean must accumulate a contingency fund by charging in excess of the NSP amount to participating faculty. The excess must be at least 10%.

NSTP — UCR Implementation Procedures

The Negotiated Salary Trial Program ("NSTP"), like the well-established Health Sciences Compensation Plan (HSCP), allows eligible Ladder Rank and In Residence faculty in participating schools to contribute external funding resources toward their total University of California (UC) salary. The trial program, which is now in its fifth year, is being renewed for another 5 years and expanded to include other UC campuses, including UCR, beginning in FY 2018-19. Prior to the last year of the extended Program, there will be another evaluation by a joint administrative/Senate taskforce that will recommend whether the program should be terminated or made permanent, in the latter case becoming part of the APM. In order for this task force to adequately assess impact, it is crucial that all concerned parties cooperate in the collection of necessary data. The NSTP will not place any additional burden on the UC Retirement Plan (UCRP).

Important principles that are covered in more detail on the following pages include:

1) Each participating faculty member is required to generate the additional negotiated income.
2) Each participating faculty member maintains teaching and service activities commensurate with rank and department
3) Additional compensation for a faculty member may not be at the expense of support of graduate students and postdocs. Rather, additional external funding must be obtained to support participation.

NSTP participants remain subject to the requirements of other UC policies including, but not limited to, Conflict of Interest, Conflict of Commitment, Faculty Code of Conduct, Lab Safety, Sexual Harassment Prevention, and policies requiring submission of proposals and receipt of awards for grants and contracts through the University. External consulting and other externally compensated activities will continue to be permitted in accordance with APM 025, Conflict of Commitment and Outside Activities of Faculty Members.

I. Eligibility

A. Except for faculty categories listed in subsection B of this section, the NSTP is available to all UCR Ladder Rank and In Residence faculty in non-HSCP schools who hold at least half-

time appointments, and who meet the eligibility criteria set forth in subsection C of this section.

B. The following faculty are not eligible to participate in the NSTP:
   1. Full-time deans and faculty administrators listed in APM 240 and APM 246;
   2. Senior Management Group (SMG) members;
   3. Faculty members appointed in a Health Sciences department and eligible to participate in the Health Sciences Compensation Plan.

C. Faculty participating in the NSTP *must* be in good standing according to the following criteria:
   1. A faculty member must have had a positive on-time personnel action (merit or promotion) in their last cycle. A positive quinquennial (in the last 5 years) will be counted as a positive personnel action;
   2. Fulfillment of a normal teaching load for the department during participation in the program, excepting normal accommodations for teaching releases such as those based on increased duties, stop-the-clocks, and medical leaves, where applicable; **there can be no teaching buyouts for any faculty member participating in this program**; Regular load includes releases
   3. Fulfillment of research support responsibilities and staffing, including but not limited to: current and incoming graduate student employment, tuition, and benefits; postdoctoral employment; staff research positions, etc.; **financial resources may not be diverted from these commitments to fund NTSP participation;**
   4. Fulfillment of University service commensurate with rank and step;
   5. All research contracts and grants are in good standing (e.g., no outstanding deliverables, or projects in unauthorized deficit, etc.);
   6. Compliance with reporting responsibilities to enable evaluation of the impact of the NSTP
   7. Compliance with all applicable University policies (including, but not limited to the Faculty Code of Conduct, Conflict of Interest, and Conflict of Commitment); and
   8. Compliance with UCR's research policies (e.g., research conduct and administration), reporting (e.g., Patent Acknowledgment, Outside Professional Activities) and training requirements (e.g., laboratory safety, human subjects, cyber security, sexual harassment prevention).

Can't be on a course buy-out

NSF won't work because only 2 months allowed as it is usually used as summer salary.

NSOL ? Fund swap under IAA ?

II. External Funding

A. *External funding* is any fund source that is not State-appropriated general funds, UC general funds, Chancellor Fellow's funds, Opportunity Funds, Overhead Recovery funds, student tuition funds or other internal sources. The funds should not be discretionary funds located in the department, school or college since this violates the principle that they should be generated by the faculty member themselves. External funds include, but are not limited to, endowment or gift income, professional degree fees, self-supporting degree fees, and contract and grant support. General Funds cannot be substituted for external funds in support of the program. **While a new faculty member may be able to participate in the NSTP if they bring grant funds with them, Start-up funds may not be used for NSTP, regardless of their origin.**

B. Funding for the *Negotiated Salary Component* provided under the NSTP (hereafter "NSC") must be awarded and received by UCR prior to June 30 of the current fiscal year in order to be considered for the following year's negotiation. E.g., Funds that will be used in FY 2018-19, must be deposited prior to June 30th, 2018.

C. Adequate external funding must be available for the entire year of the proposal, **without exception**.

D. Funds awarded after the salary increment has been negotiated may be considered eligible compensation for the following academic year. *For example, Professor A enters an NSC agreement for AY 2018-2019, which begins on July 1, 2018. In October 2018, she receives a large award that she would like to have considered for NSC. The October 2018 award is **not** eligible compensation for AY 2018-2019, but is eligible compensation for AY 2019-20.*

E. Funding for the NSC must have a stable source, paid in accordance with any related fund source restrictions, and must be sufficient to include the additional benefit costs associated with the increased salary.

F. All charges to contracts and grants must be compliant with Office of Management and Budget (OMB) Circular A-21. Salaries charged to sponsored projects funded by federal sources must be accurately and appropriately calculated and certified in a timely manner.

III. Compensation Components

Participating faculty will receive their Scale-Based Salary *in addition to* an optional Negotiated Salary Component.

A. Scale-Based Salary (SBS). The scale-based salary is an individual's regular scale salary rate **plus any off-scale** as approved at the time of hire, as a result of a salary program, retention offer, or regular academic review. The SBS is considered covered compensation under the University of California Retirement Plan (UCRP), up to the amount permissible by Internal Revenue Service (IRS) Code provisions and in accordance with UCRP policy and provisions.

B. Negotiated Salary Component (NSC). A negotiated salary component is beyond scale-based salary and must be negotiated annually. The NSC is capped at 30% of the scale-based salary. The NSC is **not** considered covered compensation under the UCRP.

C. Total UC Salary (TUCS). The total UC salary consists of the participant's scale-based salary (SBS) plus the negotiated salary component (NSC).

D. Summer Salary. **Faculty must maximize summer ninth opportunities at the SBS rate before utilizing the NSTP.** As a reminder, nine-month/Academic Year Faculty may earn up to three-ninths additional summer compensation for research, teaching, and/or administrative service. Summer salaries may come from both internal and external fund sources. Only after maximizing summer ninth opportunities, which includes any administrative expectations with associated summer salary, can external funds be used for the NSC.

   1. For NSTP participants, summer ninths shall be paid at the TUCS rate, according to standard summer salary policies. Any portion of a ninth paid for service in June shall be based upon the individual's salary in effect on June 30.
   2. Chairs and Summer Session staff should be aware that Summer Session teaching compensation for NSTP participants will be based upon the TUCS rate in effect on June 30 of the calendar year in which the Summer Session begins.
   3. All applicable sponsor policies remain in effect for NSTP participants, including rate limitations and salary compensation limits. For example, a maximum two months' salary in any one year may be charged to NSF grants. Sponsor salary rate and compensation caps must be observed and state funds may not be used to pay any cap gap.

E. Administrative Stipend. NSTP participants may receive administrative stipends, in accordance with established campus policy; however, stipends issued for official administrative roles may not be included in the NSC (but do count towards full utilization of summer ninths if that is how the stipend is utilized) and must be recorded as separate payments. Administrative stipends may come from both internal and external fund sources, and are covered compensation under UCRP

IV. Participation Effective Dates

A. The first effective date of the NSTP will be July 1, 2018.
B. The systemwide Provost may suspend the systemwide trial program on June 30 of any year. The UCR PEVC may suspend the NSTP for some or all Colleges or Schools on June 30 of any year.
C. The TUCS rate will be effective July 1 through June 30. Newly hired faculty with mid-year start dates and eligible sources of funding may participate from their appointment begin date through June 30.
D. The TUCS rate for participating faculty may not be changed for any reason, including but not limited to mid-year salary scale adjustments, retroactive merit increases, or receipt of additional contract and grant funds. Salary negotiated as part of a retention offer for participating faculty shall become effective on July 1 of the following year. If a participant's salary is raised effective October 1 (or any date other than July 1) due to a general range adjustment or Cost of Living Adjustment (COLA), the NSC will be reduced, and the covered compensation increased, so that the TUCS remains unchanged for the fiscal year.
E. Early withdrawal from the NSTP is allowed only upon separation, transfer to a faculty category that is not eligible for participation, retirement from the University, as a result of a settlement agreement, or an official disciplinary action, as described in APM 015 and 016 and Senate Bylaw 230.
F. Retroactive participation is not permitted

V. Leaves of Absence

A. Sabbatical leave and other leaves with pay may be taken by NSTP participants in accordance with established campus policies. Leave will be granted at the TUCS rate in effect during the leave period.
B. State funds may be used only for the portion of a leave related to a faculty member's scale-based salary.

C. If external fund restrictions preclude payment of medical leave, the dean **must** provide appropriate unrestricted, non-state funds to ensure full payment of the TUCS.
D. The campus is under no obligation to continue the NSC if a medical leave continues into the next salary negotiation cycle (7/1 to 6/30).

VI. Intercampus Transfers

A. Temporary intercampus appointments, including Faculty Consultant payments, will be based on the TUCS rate in effect during the temporary appointment.
B. For permanent intercampus transfers, APM 510 applies. The NSC may not be a factor in determining a competing UC offer. If the recruiting campus is participating in the Trial program, the faculty member must negotiate a new proposal with his/her new campus. **The start-up package in intercampus recruitment cannot include funds to support a negotiated salary component.**

VII. Teaching Overload

If any portion of the NSC is based on overload teaching in a self-supporting UC program, an appropriate number of consulting days must be forfeited in accordance with APM 025

VIII. Proposal Submission Process

A. Deans must provide all eligible faculty, as defined in Section I, with a copy of these governing rules of the NSTP.
B. No later than March 1 of each year, a call will be issued to eligible faculty by their respective Deans regarding the annual negotiation for the coming fiscal year.
C. Prior to submission of a proposal, the faculty member must verify the proposed funding source with the appropriate Fund Manager/Department Business Officer in writing. The Fund Manager/ Business Officer will confirm that the funding source is allowable, available, unencumbered, and that it will remain in place for the entire fiscal year.
D. After funding has been verified by the Fund Manager/ Business Officer, the participating faculty member should submit the NSTP Proposal Form (Attachment A) to her/his Chair, by no later than April 1.
E. Renewals are not automatic. Continuing participation in the NSTP must be renegotiated, evaluated by the Chair and Dean, and approved by the PEVC each year.

IX. Evaluation of Proposals

Action	Authority	Initial Response	Next Step/Comments
Funding Authorization	Dept Business Officer	30 days	Resolve any issues with faculty member then forward to Chair
Salary Negotiation	Chair	30 days	Negotiate with faculty member and forward endorsement to Dean
Dean Review	Dean	14 days	Review proposal and forward endorsement to VPAP
VPAP Endorsement	VPAP	14 days	Endorse
Eligibility Appeals	PEVC	7 days of CAP review	Review case and issue final resolution

A. Chairs and Business Officers, in collaboration with other essential UCR personnel will review proposals to ensure that:
    1. The requesting faculty member meets all good standing requirements of Section I, C;
    2. The TUCS requested is consistent with these rules;
    3. Allowable and appropriate resources are available to support the proposal, including the reserve fund requirement (see Section X), sponsor salary cap gap, graduate student support, salary threshold levels, and research equipment.

B. The Chair will review proposals and forward all proposals with his or her signed recommendation for approval/non-approval to the Dean by no later than May 1.

C. The Dean will review proposals and forward all proposals with her or his signed recommendation to the Vice Provost for Academic Personnel (VPAP), by no later than May 15.

D. The VPAP will make a final decision and inform the PEVC and Dean of approved proposals no later than June 1. CAP will receive a report of the negotiated salary actions

E. Upon notification by the VPAP that a proposal has been approved, the Chair will send a salary confirmation letter (Attachment B) to the faculty member confirming the faculty member's total salary (TUCS plus any stipend) for the coming fiscal year. Notification of approved participation will be sent to the faculty member, Dean, Business Office, and appropriate CFO.

F. If the Chair does **not** recommend a faculty member's proposal due to insufficient funding or perceived funding instability, the following process shall be followed:
    1. The Chair must meet with the faculty member to discuss the relevant concern, and seek resolution.
    2. If the Chair is not satisfied that funding requirements can be met, the Chair will inform the Dean and the Dean will review. If the Dean concurs, the Dean will communicate the finding to the faculty member and provide the faculty member an explanation. If the funding requirements can be reached and approved by the chair and dean according to a timeline produced by the dean and prior to the deadline for submission to the VPAP (May 15), a proposal may still be submitted.
    3. If the proposal is not endorsed by the Chair because the faculty member does not meet the minimum eligibility criteria, the Chair will inform the Dean and the Dean will review. If the Dean concurs with the Chair, s/he will forward the proposal, the Chair's assessment and the Dean's assessment to the EVC/P. These eligibility cases will be reviewed by CAP, who will provide a recommendation to the EVC/P. The EVC/P will issue a final resolution within 7 days of CAP review.

G. Approved proposals will be documented in writing and signed by the faculty member, Chair, Dean, and VPAP.

X. Financial Responsibility

The Dean or her/his designee is responsible for managing funding of the NSTP and will cover a participant's TUCS for the entire fiscal year period (7/1 to 6/30), *even if the faculty member loses funding during the annual negotiated year period.*

A. The Dean must build a contingency fund to ensure coverage of TUCS obligations in the event of an unforeseen event (e.g., Section V.C). The participating faculty member's contribution to the contingency fund shall be set by the dean, shall be the same for faculty across the college/school and should be 10 percent of the NSC, at a minimum. It is expected that the contingency fund will grow and reach steady state over a period of time. The contingency fund may be built through the contribution by each participating faculty member of either (i) released base-salary to the contingency fund; or (ii) an equivalent amount from any eligible fund source (e.g., unrestricted external funds, gift funds, etc.). If released base-salary is used, it must be replaced by an eligible external fund source.

B. The contingency fund account minimum balance will be set by the Dean or his/her designee, according to the number of participating faculty and likely projected need for disbursement. If accumulations fall below this level, an increase in contribution rates or a transfer of non-state-appropriated funds will be required to bring the balance to the required level in time for appropriate notification of faculty putting forward NSTP applications for the next fiscal year. i.e. faculty must be notified at the time of the annual call for proposals by the dean that there may be an increased level of contribution to the contingency fund.

C. **Any contingency fund surplus will be used to support graduate programs (e.g. graduate student travel, recruitment, GSR support etc) in all ways other than TA ships.**

D. Contingency fund accumulations and expenditures shall be reported annually to the PEVC.

Dean has but Spending will Cost dept $ to PI

XI. Reporting to UCOP

The PEVC is responsible for reporting campus participation in the NSTP to the Systemwide Provost annually.

A. For each year of the trial, the Campus will collect data on the following in participating Departments:
   1. Funding
      i. External funding sources utilized in connection with the trial are to be tracked by type, including, but not limited to endowment, contracts, grants (by agency), gifts, and fees.
      ii. Development and use of contingency funds.
   2. Demographic Information
      i. Faculty rank and step, gender, race/ethnicity;
      ii. Faculty Salary, including off-scale, summer-ninths, negotiated salary component;
      iii. Teaching loads (data both from year before and during NSTP period) and indication of teaching done on-load or as overload; These data should be annotated with further information if the faculty member had an unusual situation leading to an abnormal teaching load prior to NSTP participation.
      iv. Graduate student and post-doc support by department and individual (data both before and during NSTP period); and
      v. Any other additional information that will be helpful in evaluating the effectiveness of the NSTP.

B. Each annual report by the PEVC will include an administrative assessment of relevant issues, including a review of the personnel process at various stages: CAP, department chairs, and deans.

C. The PEVC is responsible for providing CAP with post audit annual reports on participation, and soliciting feedback on areas of concern, as well as the following non-exhaustive list of campus stakeholders:

1. Faculty Welfare Committee, Committee on Diversity and Equal Opportunity, and Committee on Academic Freedom;
2. Dean, Graduate Division;
3. Vice Chancellor, Planning & Budget;
4. Vice Chancellor, Research;
5. Associate Vice Chancellor, Diversity and Inclusion;
6. Assistant Vice Chancellor, Institutional Research;

XII. Responsibilities

Participating faculty

- Use the fillable electronic forms and forward them as electronic forms via e mail to Dept Business Officer/Chair
- Apply to participate in a timely manner so as to reduce the burden on those who administer the program
- Provide all requested information in a timely manner

Department Responsibilities

- Forward the PEVC's annual call to the departmental faculty
- Document the funding authorization process used for all
- proposals
- Document the methodology used to determine the negotiated salary component and
- in each case Issue an annual salary confirmation letter to the faculty member
- Enter the negotiated salary in the payroll system
- Perform a post-audit of the salary implementation in payroll
  Provide annual documentation of teaching and service activities and extramural expenditures for graduate students for all participating faculty. Explain changes in student support levels.

Dean's Responsibilities

- Notify the PEVC by first Monday in March as to which departments will participate
- Ensure all participation criteria have been met and maintain documentation of reviews
- Forward to PEVC information on proposed faculty participation by May 15
- Ensure payroll action matches the approved negotiated salary amounts
- Report funding summary to the PEVC.

EVC/P Responsibilities

- Issue annual call to participating units
- Report negotiated salaries to CAP
- Review faculty appeals of negative findings by the Dean and Department
- Chair Maintain appeal resolution documentation
- Notify the faculty member, Department Chair, and Dean of approved plans
- Maintain open communications with Academic Senate on implementation issues and concerns. Serve as Office of Record for approved proposals
- Forward the campus Implementation Procedures to the UC Provost for approval
- Provide annual report to the divisional Academic Senate by October 1
- Prepare data for systemwide Provost annually as required by Office of the President.

CAP Responsibilities

- Review list of negotiated salaries.
- Review faculty appeals of negative findings by the Dean and Department Chair where eligibility is at issue.
- Review post audit annual reports on participation; provide feedback to PEVC if there are issues or concerns.

Academic Council Responsibilities (both divisional and systemwide)

- Receive annual report on NSTP phase two participation and metrics. Forward to appropriate divisional and systemwide committees for analysis and input.
- Respond to review of NSTP after year three of phase two.

ADDENDUM

Basic Program Document
General Campus Negotiated Salary Trial Program
Second Phase: July 1, 2018 to June 30, 2022
February 2018

The Negotiated Salary Trial Program (NSTP) plays an important role for the University in managing its recruitment and retention challenges. For the five years from July 1, 2013 through June 30, 2018, UC has had the NSTP on three campuses: UC Irvine, UCLA, and UC San Diego. In year four of the trial program, a joint Senate-Administration Taskforce reviewed the program and offered recommendations on possible continuation of the trial. After considering input received during a systemwide review of the Taskforce recommendations, UC Provost Brown extended the program for an additional four years, with the possibility of an additional wind-down year, should the program be terminated or transitioned to APM policy. This Basic Program Document includes revisions of the 2012 program document that update it to match the program as issued by the Provost in 2018.

This second phase of the NSTP will run from July 1, 2018 through June 30, 2022, with a possible wind- down year of 2022-2023.

This Basic Program Document is a general statement of the NSTP; other operational details of the program are contained in the "NSTP Phase Two Implementation Procedures" (February 2018) template that each campus must follow in developing its own implementation guidelines. Both documents have been updated in 2018.

A. Program Components

Overview:	The four-year Negotiated Salary Trial Program (NSTP), phase two, will extend participation to any UC campus indicating to the UC Provost its intent to take part. Participation for new campuses can begin on July 1, 2018 or July 1, 2019. Eligible faculty will be able to voluntarily contribute external fund sources toward their total salary, with the negotiated salary amount funded through external funds. The amount of negotiated salary will have a cap of 30% of the base salary (academic or fiscal, including off-scale); and the Dean or designee will have responsibility for managing funding of the negotiated salary program. Merit review will continue according to campus policy, and each participating campus will determine the appropriate role for its Committee on Academic Personnel (CAP) or equivalent committee.

Scope:	UCI, UCLA, and UCSD have indicated that they are continuing in phase two of the NSTP. For other participating campuses, academic administration will consult with their Divisional Senate on potential participation. Once participation has been agreed to, the Executive Vice Chancellor/Provost (EVC/P) on each campus will coordinate with divisions/schools/departments that will take part.
Eligibility:	Ladder-rank and in-residence faculty who have advanced in rank or step in their last academic review (or equivalent satisfactory review) are eligible, provided the faculty member's campus and division/school/department has opted to participate. HSCP members and full-time deans and faculty administrators (as defined in APM – 240 & 246) are not eligible.
Faculty responsibilities:	Participating faculty are expected to meet all teaching, research and service obligations and to be in compliance with all applicable University policies, procedures, and training requirements. The campus will ensure that policies about the buy-out of teaching are maintained.
Fund management:	Only external funds will be used to support this program. "External funds" refers to any non-state-appropriated funds, such as (but not limited to) endowment or gift income, professional degree fees, self- supporting degree fees, and contract and grant support. The Dean or his/her designee will have responsibility for managing program funds, reviewing the availability of F&A, and covering any unforeseen shortfalls. General Funds cannot be substituted for external funds in support of the program. The intent of the program is that the faculty member has access to the external funds due to his or her research, teaching, or outreach activities. The funds should not be discretionary funds located in the department, school, college, or campus.
Recruitment:	In the case of the recruitment of permanent inter-campus transfers, APM-510 applies. The Negotiated salary component may not be a factor in determining a competing UC offer (see Appendix A in APM-510). If the recruiting campus is participating in the NSTP, the faculty member must negotiate a new proposal with his/her new campus. A start-up package in inter-campus recruitment cannot include funds to support a negotiated salary component.

Salary:	The total negotiated salary will be comprised of 1) the salary covered under the University of California Retirement plans (scale base plus off- scale components), for those in UCRP, Pension Choice or Savings Choice (faculty will remain on pre-existing appointments [either academic or fiscal]; those on academic year appointments remain eligible for summer ninths which will continue to be processed under pre-existing guidelines); and 2) a negotiated salary component that is not covered compensation. Negotiations will be conducted annually to determine an individual's total negotiated salary for the following year. The total negotiated salary must be effective for one full year, corresponding with the University fiscal cycle of July 1 – June 30 and may not be changed during that year. The faculty member's salary (scale plus off- scale) will not be permanently affected (neither increased nor decreased) as a result of participating in this program.
Process:	As outlined in the campus Implementation Procedures, eligible faculty members will work with the department chair and department business officer to develop a proposal for a negotiated salary, with proposals approved by the dean and reviewed at the campus level.
Application forms:	Each participating campus will collect common applicant information, as detailed on the systemwide template form, available from the Office of the President. This common reporting will allow for the collection of data to inform analysis of the program in phase two.
Reporting/Review:	At the end of each fiscal year, the systemwide Provost will gather (from each EVC/P whose campus is participating) data on the program, compile it, and share in an annual report on the program to be distributed to the Council of Vice Chancellors (COVC) and the Academic Senate. Details of the report are listed below in section B. A comprehensive review will be undertaken after year three of phase two of the program.
Implementation:	This document will serve as the Basic Program Document with all items outlined here to be constant among all participating

campuses. The systemwide Provost will also develop "NSTP Phase Two
Implementation Procedures," a template with procedural details of running the program on campus. Each campus will adapt this template to its own approval and review structures. Any departures from this Basic Program Document and the "NSTP Phase Two Implementation Procedures" must be approved by the systemwide Provost.

Compliance: When Federal projects are involved, the program must be compliant with Federal Uniform Guidance regulations at 2 CFR 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards." Participating faculty retain their obligation to abide by University policy including Conflict of Interest, Conflict of Commitment, the Faculty Code of Conduct, and the policy on the requirement to submit proposals and receive awards for grants and contracts through the University.

Duration and termination: Phase two of the program will run for four years, beginning July 1, 2018, with a full review after the third year. At that time, the systemwide Provost, Academic Senate, and the COVC will determine the advisability of adding policy language to the APM or terminating the NSTP. A wind-down year may be necessary at that point if the trial program is not replaced by APM policy. The systemwide Provost may suspend the NSTP effective
June 30 of any year should the program be deemed to put the University at risk; an individual campus EVC/P may suspend campus participation effective June 30 of any year.

In the 2019-2020 year, each participating campus will provide the systemwide Provost with a plan for possible rescindment at the end of phase two of the NSTP.

B. Metrics, Data Collection, and Reporting

The systemwide Provost will appoint a Senate-Administration Working Group to develop appropriate metrics and data collection for phase two of the NSTP. The group will review current data collection and metrics and recommend data that should continue to be collected, data that is no long necessary to collect, and new data that should be collected during phase two of NSTP. The Working Group will determine data collection that allows for analysis of any differences in gender and race/ethnicity between those enrolled in NSTP and others in their units who are not enrolled. The data collected should also allow for review of the impact of the program on faculty recruitment

and retention, research expenditures, department morale, funding sources, graduate education, post-doctoral training, teaching loads, and program administration costs. Survey data will also be considered as an option. Appendix F in the June 22, 2017 Negotiated Salary Trial Program (NSTP) Fourth Year Taskforce Report will be a guide for the Working Group.

At the end of each fiscal year during phase two, Academic Personnel and Programs at the Office of the President will prepare an annual report on NSTP, informed by the recommendations of the Working Group, and drawing on the data collected from all participating campuses. The report will be shared with the Academic Senate and the COVC. Each campus has the option to develop additional information that will assist its administration of the program.

A comprehensive review at the end of the third year of phase two will assess whether and to what extent NSTP has advanced University goals and will recommend whether it should be added to APM policy or terminated.

Submission Instructions

The Negotiated Salary Trial Program ("NSTP") allows eligible ladder-rank faculty to contribute external funding resources toward their total University of California (UC) salary. The NSTP, like the well-established Health Sciences Compensation Plan (HSCP), allows faculty to utilize external fund sources to support a portion of their total compensation.

Deadline for submitting 2018-19 requests is **MONDAY, MAY 1, 2018**. No extensions of time to apply will be granted. All requests must be completed and signed electronically. No hard copies accepted.

Please follow the five easy steps below to apply for participation in the NSTP. Requestors will be notified of the final decisions regarding their requests throughout the month of June 2018.

Step 1

Review the NSTP Implementation Procedures and confirm funding availability with relevant personnel (see below)

Step 2

Faculty Requestor completes 2018-2019 Request for Compensation Form

Requestor forwards completed Request for Compensation (one form) to Fund Manager responsible for your accounts, via email

Step 3

Fund/Department Manager completes Funding Verification Form

- Fund/Department manager forwards completed (i) Request for Compensation and (ii) Fund Manager Verification (two forms) to Department Chair/Associate Dean, via email

Step 4

Department Chair/Associate Dean completes Department Chair/Associate Dean Certification Form

- Department Chair/Associate Dean forwards completed (i) Request for Compensation, (ii) Fund Manager Verification; and (iii) Department Chair/Associate Dean Certification (three forms) to Dean, via email

Step 5

Dean electronically signs bottom of Department Chair/Associate Dean Certification Form
Dean's Office electronically submits completed (i) Request for Compensation, (ii) Fund Manager Verification; and (iii) Department Chair/Associate Dean Certification (three forms) to academicpersonnel@ucr.edu, via email – **SUBMISSION DEADLINE IS MONDAY, MAY 1, 2018**

If you have additional questions or concerns, please send email to academicpersonnel@ucr.edu

UCR Office of Academic Personnel

2018-19 Negotiated Salary Trial Program (NSTP)

Faculty Compensation Request — Submission deadline: May 1, 2018

Negotiated Salary Trial Program Information:
- Your funding for the Negotiated Salary Component must cover July 1, 2018 - June 30, 2019. You may use funding from multiple eligible sources.
- Workforce reductions to confer funding eligibility for the Negotiated Salary Trial Program are prohibited.

REQUESTOR'S NAME:	UC PATH ID:	TITLE/RANK/STEP:
DEPARTMENT:		COLLEGE/SCHOOL:

Request Summary

Negotiated Salary Percentage (30% max): _____ Summer Salary Months (*Enter 2 or 3*): _____

Enter the percent increase you are requesting

What fund to charge for Contingency:

Research Group Members

Include Research Staff, Postdocs and Graduate Students

Instructions:
For each Research Group Member, report his/her status for both the 2016-17 **AND** 2017-18 fiscal year.

If the Research Group Member was not here for one of the fiscal years, explain why.

If a Research Group Member held more than one position in a given fiscal year, address each position in a new row. See example to the right.

Example:

Fiscal Year	Name	Title	% Effort *Independent of salary source.*	# Qtrs TA/ Reader	# Qtrs Outside Fellowship	# Qtrs Without Salary	Explanation of Staffing Change *Increase or decrease*
2014-15	Jane Doe	Graduate Student	50%	2			
2014-15	Jane Doe	Postdoc	100%		2		Voluntarily Separated
2015-16	John Smith	Postdoc	50%		4		New co-mentored w/John Doe

A full time graduate student whom you are the thesis advisor = 50% effortA Postdoc working full time in your group = 100% effort,A Postdoc that is co-mentored by another faculty = 50% effort

Fiscal Year	Name	Title	% Effort *Independent of salary source*	# Qtrs TA/ Reader	# Qtrs Outside Fellowship	# Qtrs Without Salary	Explanation of Quarters Without Salary/ Staffing Changes *Increase or decrease*

2018-19 Negotiated Salary Trial Program (NSTP)

Compensation Request — Submission deadline: May 1, 2018

Research Group Members continued

Fiscal Year	Name	Title	% Effort *Independent of salary source*	# Qtrs TA/ Reader	# Qtrs Outside Fellowship	# Qtrs Without Salary	Explanation of Quarters Without Salary/ Staffing Changes *Increase or decrease*

List additional explanations for staffing changes below, if any:

2017-18 Approved Course Load

Quarter	% Taught	Course Number	Course Title	Quarter	% Taught	Course Number	Course Title

Have you requested and/or plan to request course release time in 2018-19? ☐ Yes ☐ No

If yes, provide a reason, how many courses, and in what quarter(s)?

Faculty Certification

☐ I am in compliance with all applicable University policies, procedures, and training requirements, including the following: Patent Agreement, Sexual Violence and Sexual Harassment Prevention Training, Outside Professional Activities, and Lab Safety Training.

☐ I have sufficient, eligible external funding to cover my NSC and contingency fund obligations.

☐ I will not reduce my teaching, research, service, and graduate support commitments during the fiscal year of my participation in the NSTP.

☐ I understand that early withdrawal from the program is allowed only upon separation from the University, or as a result of an official disciplinary action.

Requestor's Initials (serving as electronic signature) Date Printed Name

UCI Office of Academic Personnel

2018-19 Negotiated Salary Trial Program (NSTP)

Fund Manager/Department Manager Certification — Submission deadline: May 1, 2018

Negotiated Salary Trial Program Information:

Negotiated Salary Component (NSC)

- Funding for the NSC must be available for use and in a KFS Account from July 1, 2018 to June 30, 2019.
- The NSC may be covered by multiple eligible fund sources.
- NSC funding **must come from external funds**. State (19xxx) funds, or other internal funds (e.g. Chancellor's Fellows awards, overhead funds) may not be used to cover any portion of the NSC.

Contingency Funding

- Contingency fund contribution must be at least 10 percent of the total NSC, plus benefits
- State (19xxx) funds may be used to cover contingency fund contribution

Other

- Workforce reductions to confer funding eligibility for the NSTP are prohibited
- Participation in the NSTP is independent of Summer Salary utilization

Instructions

- Provide the information request below for each NSTP Request forwarded to you by Academic Personnel

REQUESTOR'S NAME:	REQUESTOR'S EMPLOYEE ID:	REQUESTOR'S TITLE/RANK/STEP:	APPT %:
REQUESTOR'S DEPARTMENT:		REQUESTOR'S SCHOOL NAME:	

Request Summary

Academic Year Appointment

Annual Base Salary (SBS): ***Enter*** *the requestor's professorial salary — do not include summer comp, administrative pay/stipends, or current NSTP compensation*	
Negotiated Salary Percentage (30% max): ***Enter*** *a percentage here and the actual dollar amount will calculate below. If you do not know what percentage is requested, enter the dollar amount in the cell for "Negotiated Salary Component" (below) and the percentage will calculate here.*	
Negotiated Salary Component (NSC): ***Enter*** *a dollar amount here and the percentage will automatically calculate above. If you do not know what dollar amount is requested, enter the percentage in the cell for "Negotiated Salary Percentage" (above) and the dollar amount will calculate here.*	
Total UC Salary (TUCS) Rate: *Automatically calculated: Annual Base Salary + Negotiated Salary Component*	
Summer Salary Rate: *Automatically calculated: Total UC Salary (TUCS) ÷ 9*	$0.00
Total Number of Ninths/Months: ***Enter*** *the number of summer months of summer salary the requestor is planning to take (max 3).*	
Summer Salary Total: *Automatically calculated: Summer Salary Rate x Total Number of Ninths/Months*	$0.00
Annual Administrative Stipends (if applicable): ***Enter*** *any administrative stipends here.*	
Total Annual Compensation: *Automatically calculated: Total UC Salary + Summer Salary Total + Administrative Stipend*	$0.00

Contingency Fund Obligation: $0.00
Automatically calculated: 10% of Negotiated Salary Component

Estimated Benefits Cost (15%) $0.00
Automatically calculated: 15% of NSC, Contingency Fund, and Summer Increment

Total amount needed for participation: $0.00
Automatically calculated: NSC + Contingency Fund + Incremental Increase in Summer Salary (if applicable) + Estimated Benefits Cost (15%)

2018-19 Negotiated Salary Trial Program (NSTP)

Fund Manager/Department Manager Certification — Submission deadline: May 1, 2018

[redacted]

Funding

- *Provide information regarding funding that will be used for funding NSTP participation in 2018-19*
- *Fund Manager is responsible for verifying that funds are used as intended, pursuant to the terms and/or expectations of the funding authority.*
  (TIP: make sure the agency does not have limits regarding the faculty's pay rate/salary. When in doubt, get approval from the agency's program manager.)
- *State (19XXX) funds, or other internal funds (e.g. Chancellor's Fellows awards, overhead funds) may NOT be used to cover any portion of the NSC.*

Type of Fund	Fund Title	Account/ Fund	Amount to be Used for NSTP	Start Date	End Date	Please indicate if this account will be used to fund the Negotiated Component (N), Contingency Fund (C), and/or Summer Pay (S)
						☐ N ☐ C ☐ S
						☐ N ☐ C ☐ S
						☐ N ☐ C ☐ S
						☐ N ☐ C ☐ S
						☐ N ☐ C ☐ S
						☐ N ☐ C ☐ S
						☐ N ☐ C ☐ S
						☐ N ☐ C ☐ S
						☐ N ☐ C ☐ S
						☐ N ☐ C ☐ S
						☐ N ☐ C ☐ S
		TOTAL:		*If the TOTAL is red, you have not provided enough funding to cover participation in the NSTP. See "Amount needed for participation" on page 1.*		

TOTAL EXPENDITURES Provide total expenditures from all fund sources (contracts, grants, etc.) for FY 2016-17: _____
include expenditures for personnel, equipment, etc.

Fund Manager Certification

INSTRUCTIONS: *Please verify and initial lines 1-4. If you are unable to verify lines 1-4, please complete line 5, with an explanation.*

I have verified the following information with regard to the above-named Requestor:

1. ____ The funds listed in the request are in a UCI account/fund that is assigned to, or may be used at the discretion and approval of the requestor;
2. ____ The total dollar amount requested is within the 30 percent limit set forth by the NSTP;
3. ____ The aggregate of the funds listed in the request are appropriate and sufficient to cover the salary, benefits, and contingency fund obligations; and
4. ____ The funds will be in an assigned UCI account/fund as of June 30, 2018, and will be available for use from July 1, 2018 to June 30, 2019. These funds will be encumbered, for the benefit of the requestor, upon approval of this proposal.
5. ____ The funds listed in the request are, (i) **not** appropriate and/or insufficient to cover the NSC, associated benefits, and contingency fund obligations, or, (ii) will **not** be available for use from July 1, 2018 to June 30, 2019.

Fund Manager's Initials (serving as electronic signature) Date _____ Printed Name _____

UCI Office of Academic Personnel

2018-19 Negotiated Salary Trial Program (NSTP)

Department Chair/Dean Certification

FACULTY REQUESTOR'S NAME:	REQUESTOR'S EMPLOYEE ID:	TITLE/RANK/STEP:
DEPARTMENT:		SCHOOL NAME:

CHAIR'S CERTIFICATION

Check boxes to the left as appropriate; leave unchecked if not in agreement.

☐ I have verified that the Requestor has not reduced and is not expected to reduce support for graduate students, postdocs, researchers, or any other positions due to his/her NSTP participation, in terms of Total FTE and Total Dollars.

☐ I have verified that the Requestor has attained advancement in rank or step at the last on-cycle academic review, or equivalent satisfactory review.

☐ I have verified that the Requestor is making appropriate contribution to financial support of graduate education and research activities.

☐ I have verified that the Requestor has fulfilled all teaching, research and service obligations in FY 2017-18.

☐ I have verified that the Requestor will fulfill all teaching obligations in FY 2018-19, as follows:

Estimated number of courses to be taught: _____ Approved departmental course load: _____

I have verified that the Requestor is in compliance with all applicable University policies, procedures, and training requirements, including the following: *(Check if training has been completed)*

Patent Agreement	☐ Yes	☐ No	Sexual Violence and Sexual Harassment Prevention Training	☐ Yes	☐ No
Safety Training	☐ Yes	☐ No	Outside Professional Activities	☐ Yes	☐ No

☐ I certify that the requested salary amount is within the norms of the department/discipline and is consistent with the UCI NSTP Implementation Procedures.

☐ I certify that allowable and appropriate resources are available to support the Request, and that the contingency fund requirements have been met.

☐ I support this request based on the above. *(Leave blank if you do not support this request, and include a reason in the comment section below)*

The Requestor received a formal retention offer: ☐ In the last 2 years ☐ In the last 5 years ☐ Not in the last 5 years

The NSTP was discussed with the applicant during the recruitment process, and was mentioned:

☐ In a conversation ☐ In a written communication ☐ Was not discussed with the applicant ☐ Not Sure

Comments *(optional)*:

Department Chair's Initials (serving as electronic signature) Date

Printed Name

DEAN'S CERTIFICATION

☐ I approve the Base Salary Rate, Negotiated Salary Component, and Total UC Salary Rate amounts.

☐ I support this request based on the above. *(Leave blank if you do not support this request, and include a reason in the comment section above)*

Dean's Initials (serving as electronic signature) Date

Printed Name

Status as of 4/13/18

Program	SIR Status		Total	Targets
	Yes	No		
PHD				
BIEN	9	16	25	15
CEE	9	10	19	21
CPSC	17	21	38	42
ELEN	21	10	31	35
MSE	4	3	7	20
ME	5	6	11	15
PHD Total	**65**	**66**	**131**	**148**
MS				
BIEN	2	3	5	
CEE	4	2	6	
CEN	1	1	2	
CPSC	2	7	9	
ELEN	1	1	2	
MSE	3	3	6	
ME		2	2	
MS Total	**13**	**19**	**32**	
BCOE	**78**	**85**	**163**	

Comments
Overall I am happy with the program and I have found that most information is presented clearly. Staff is helpful to assist with questions and resolve issues.
I have received very helpful direction from my Student Support Coach, and it has been a tremendous help to have a contact because I am online and miss out on the in person interaction
The core classes and the student design program are very clear and well-defined requirements for graduation.
Overall extremely convenient. I feel like the the online program is treated almost exactly as the in class student,
The Student Support Coach goes above and beyond to answer my questions and coordinate with my busty schedule for phone appointments.
I have been very pleased with the audio visual quality for the online lectures. Also, access to the course materials and tests has been excellent. Top quality program.
My Student Support Coach made sure my transition back into graduate studies was easy. I never had the feeling
I am very happy with the curriculum; it has business aspects mixed with Engineering which is a unique program plan. Being online, the most important thing is communication and feedback, which is lacking most times. I see this more in the specialization courses versus the core. Dr. Fyer is so great and has a great reputation in the program, I wish the ME instructors were the same with responses in time and help. I have been told several times by TA's in the program that they are too swamped to help or they don't get paid to do that (in reference to meeting or getting questions answered). I see the value of getting real life application knowledge that is
The program is a good balance of practical and rigourous academia. I wish there were more real life application in the fluids courses. I really enjoy the research and then applying the knowledge in the workforce. The interactions at the University have been minimal. I haven't found the need to reach out to the instructor of TA. I wish there was an opportunity for collaboration or connection with other students.
I am happy with the program and my experience so far. I am really enjoying the curriculum. The curriculum and work is demanding but doable. Overall, it is what I had expected and has been greatly positive. I did feel a bit lost in one of my fall courses (EE student) and would have liked the instructor to use the annoucement section as reminders and to feel more connected with the class. Interactions with instructors and TA's has been okay. I wish there were more support and guidance for online students since we cannot raise our hand or stop by for
I did my undergrad at UCR and came back for my Master degree (MSE student). The program has exceeded my expectations and I really love the program. If I will pursue any other degrees, it will be through UCR . What has made my experience so enjoyable is the professors; they are accomodating, understanding and responsive. I really feel like I matter versus being a number, which is amazing in an online environment. The work is what I
The program has been one of the best experiences I have had. I was so excited to be accepted into the program. I really value the school and its reputation. The instructors were exceptional throughtout the program. I felt such great suppost from everyone. I am glad that I went into this particular field/specialization because it connects with what I do now. I am applying what I have learned. I don't have any definite plans beyond the degree but
I was very impressed that my CS instructor let me know about pre-req knowledge. I was able to watch videos and meet with the TA. The TA's in class have been great. I wish I havd more pre-knowledge of algorithsm, operating systems and computer classes.

His overall feedback is that the program is as expected. The only thing that surprised him was the amount of project based assignments in last quarter vs testing, but knows each course can be different.Did have to use Examity in BIEN 249--said it was interesting for the first time, but everything went smoothly. He also decided that outreach to the TA should happen as soon as possible if he has questions or starts to struggle, since he noticed that response time can be slower. Overall, he is enjoying the program and curriculum. He said this quarter looks good so far--is able to see ENGR 201 lecture for Dr Fryer, but there is an issue--Dr Fryer is already fixing it. Also asked about changing his schedule in the future to part time if he needs--discussed the option, but keep in mind the course availability limits.
Stu said he hears a lot of students state that the ENGR courses are boring. But stu already works in the field and adv those courses are very useful and definitely needed. He appreciates Dr Fryer and the curriculum in those courses. He said his Database class was useless though--bc "he doesn't work for Garmin." Program is a bit different than expected-- said AI aspect is okay, but he is more interested in data search. Said interactions are typically positive, although response time lags sometimes. Overall though, he has really enjoyed the program and utilizes his learned knowledge in the field already.
Student really likes the way things in the course are lad out and how responsive everyone is thus far. He is pleasantly surprised by his experience. Dr. Fryer has been very responsive, well-organized and materials are well laid out. He finds it very helpful to have both the lectures and the notes. TA in specialization courses posted resources to help students (MatLab).
Student said program is tough doing full ti e with work, but still doable. The program is really what he expected. He had a colleague that was in the first cohort who provided him with proper expectations of the program. The specialization courses are harder, but he mentally prepares himself for these and he researced pre-requisite knowledge on his own. The internet is helpful for additional resources- he is surprised at how much he is learning and retaining. Professors and TA's have been great throughout the prgram- they are very helpful and willing to slow down. TA's have taken time to help when presented with software he has never used (MatLab). He is pretty happy with his overall experience.
The program has been a great balance of the management side and specialization topics. ENGR courses have been very useful and show real life application in topics. The courses use examples of current companies and it's easy to apply and understand the knowledge. Overally, he has really enjoyed the curriculum. It has matched his expectations in the beginning when he was applying. Would like there to be more options of courses-- more advanced topics to choose from in specialization. He feels it would add more value. His interactions at the University have been very positive. The instructors are very responsive even though they are busy. He has been able to set up 10 minute calls with m ost instructors when needed. The instructors are accomodating and interested in student concerns. This is very important for an online student; he feels connected to the University.

Said his feedback on the program overall is that it has great content-- it's a great mix of engineering and business topics, which is unique. Said the curriculum is "the winner for me". Said however, last quarter was a struggle due to the workload. Said he isn't sure its conducive to a full time working student. He also was concerned about the sequence of courses--feels CS 235 should have been first, but he is taking that this quarter. He also struggled with a group member who didn't show up to group work, but instructor wasn't even sure if he had dropped or not. Because of the struggles with the workload last quarter, he decided to take one course this quarter

The design project portion of the curriculum is vague to me. It's not entirely clear to me what direction to take.
It would be better of the mechanical engineering degrees offers more class options.
The selection of courses are very limited. Video qualities are not good enough. There is no contact between students, looks like the program does not want students to contact each others, this is important because students are all working professionals who might be interested in networking
I really need a clear plan to graduate. Variety of courses is usually a choice between two each semester and no one knows for sure which ones will be offered. When the question is can you complete this program and work at the same time the answer needs to be no. UCSB was honest about their graduate programs and I feel like UCR was not.
I wish the classes would be listed in advance so we can plan what to take throughout the year. I hate waiting until enrollment time to see what class is available.
expand available and offered program electives; there aren't that many right now.
Biggest complaint are the response time from instructors and TA's- this was expecially true in the pre-recorded classes. Hi Sustainable Design class showed lectures from 2 years ago. He felt he was getting old and recycled lectures. He felt like his teacher was youtube. For those courses, the instructor and TA took even longer to respond- feels they were absent.
His only complaint was that he was forced to be in a group for a project and the other 2 members did nothing. Said he was even in Japan for work the last 2 weeks and found himself completing their parts, after he had completed his own. He didn't want them to get in trouble, but the grader reached out and asked who did which part-- so he answered truthfully--not sure if they ever recd credit for his work or not.
Fluids is tough, but he already knew it would be. He does wish a bit more "real life application" was involved in the Fluids classes
Said the ENGR courses are not what he expected, but the specialization courses are. We discussed the different aspect that ENGR courses lend to the program and his pre-knowledge lending a hand in comprehension (feels those courses are too easy).
Said towards the end though, he noticed the instructors and TA's were less responsive, if responsive at all. They seem to be harder to get a hold of at the end.

Said his perception is that the instructors do not understand or care about the online students, like the ground. Said it would probably be doable for a student on campus, who may not have full time jobs and families. He even had to take time off work to get things done--had to learn 5 different technologies which should have been pre-knowledge or pre-requisites.

A sample of some of the persistent requests, which we cannot honor

1. I want to prepare the videos for the online students in a private room without the presence of ground students without teaching in the designated MSOL designated room. The actual teaching must be done in the designated rooms for the MSOL classes.
2. I want the recorded videos to be made available to the ground students — no because then they wouldn't come to class
3. The recorded videos should be such that they can be downloaded, so that they can watched anywhere without internet connection no or doesn't it's on blackboard
4. The online students directory should be combined with the ground students' directory.
5. Special equipment such as podiums, special white boards, should be placed in the lecture room outside of general classroom equipment.

Let's get Campus to agree to help support