

March 5, 2021

DEANS

Via Email

RE: Revised Guidelines – Faculty Salary Research Exchange Program

Dear Colleagues:

I write to share a slightly revised version of the campus guidelines for charging faculty salaries to extramural research funds, first issued in 2012.

Currently, the guidelines state that no retroactive transactions will be approved, and no exceptions will be made. I am updating this provision to allow for an exception to be granted by the dean in cases where administrative delays outside the faculty member's control (e.g., EMF invoicing delays), preclude the faculty member from making participation requests before the impacted payroll period. For compliance with effort reporting requirements, requests must still be made before the relevant service period.

<https://apo.ucsc.edu/policy/communications/docs/salary-exchange-program-rev2021.pdf>

I expect that such exceptions will be extremely rare, and that we will address the root cause of any such administrative delay when it is identified.

Sincerely,



Lori Kletzer

Campus Provost and Executive Vice Chancellor

Attachment

cc: Divisional Academic Personnel Coordinators
Assistant Vice Provost- Academic Personnel