

APPENDIX I

ACADEMIC PROGRAMMATIC UNITS (APU)

A. DEFINITION OF APU

Grouping of compensation plan members for the express purpose of determining an appropriate Health Sciences Salary Scale, and the rationale for establishing "Y" (negotiated) and "Z" (bonus/incentive) compensation.

B. CRITERIA

A sanctioned APU must house all members in the same academic department, research area or organized multi-disciplinary program, must have a minimum membership of five faculty and must meet at least **one** of the following criteria:

- Is nationally recognized as an academic department or research discipline
- Is nationally recognized as an academic subspecialty by the specialty governing body
- Is a recognized group practice under University management
- Shares common academic (i.e. teaching, research and/or clinical) responsibilities

C. COMPENSATION

All members of an Academic Programmatic Unit (APU) must be compensated at the same Health Sciences Salary Scale (HSSS). APU Health Sciences Salary Scales are subject to review and approval by the Dean upon recommendation of the Department Chair, after consultation with APU members. An APU may move to a higher HSSS by a maximum of one scale per year. An APU typically moves down no more than one scale at a time. Annually the APU must demonstrate financial ability to adequately cover proposed HSSS. The Dean may reassign an APU to a lower scale for financial reasons after a one year period.

"Y" and "Z" components may vary between individuals in the same APU based on the approved guidelines. A proposed plan must be submitted for approval by the Department Chair and the Dean. The "Y" component may be negotiated annually; the "Z" component may be determined as frequently as monthly. Refer to Y and Z Compensation Guidelines.

For APUs formed around an organized multi-disciplinary program or research area, salary scales will be recommended to the Dean based on the approval of the Department Chair of each affected department and the Program Director (if applicable), after discussion with APU members.

The Dean may consult with the Compensation Plan Advisory Committee on APU related issues as needed.

D. MEMBERSHIP IN AN ACADEMIC PROGRAMMATIC UNIT

A written proposal identifying the membership and defining the APU must be submitted by the requesting unit to the Department Chair and Dean for approval. Any exceptions to APU criteria or membership must be approved by the Department Chair, Dean and Chancellor. APU membership may change by exception based on a change in the member's status, no more than once annually. Petitions for change must be submitted to the Dean, through the Department Chair (and, if applicable, the APU Director) in March to be effective July 1 of the successive fiscal year. No individual faculty member may be moved from one APU to another without a significant change in duties or a change in department.

If membership in an APU drops below five members in any one year, as part of the annual APU process, a memo describing recruitment plans and requesting exception to the SOM minimum membership must be submitted to the Dean for approval. If membership in an APU drops below four members (HS Compensation Plan minimum) the exception will also require the approval of the Chancellor. APU membership may remain below the four member minimum for one year to ensure adequate time for recruitment. If membership remains

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below the required minimum beyond the one year period, the APU must reorganize into another APU or request exception as described above at the next APU annual process period.

E. NOTICE OF CHANGE IN APU PLACEMENT OR HSSS

An APU member must receive at least 30 days written notice, from the Chair or Program Director, of any proposed change in APU placement or Health Sciences Salary Scale which may potentially have a negative impact on his/her retirement, life and disability benefits. No change will be approved without appropriate written notice being given.

F. APPEAL OF MEMBERSHIP IN AN APU

If an APU member challenges placement in an APU, the member shall receive due process as described in Section VIII Grievance Procedure of the School of Medicine Implementing Procedures.