

SPECIAL OFF-SCALE SALARY ADJUSTMENT

General Information

- A special off-scale salary adjustment is an increase in the off-scale salary at the existing rank/step. This is normally requested in conjunction with a retention offer for a current UCLA faculty member.
- A dossier is required for all special off-scale adjustments, even when pre-approval of the adjustment is received from the Vice Chancellor.

Submitting the action

- ☐ Submit an original plus 1 single-sided copy of the dossier.
- ☐ One (1) copy of the DAT Off-Scale Analysis should be included.
- ☐ If applicable/accessible, submit a copy of the offer letter from the recruiting institution.

Dossier Contents in the order below:

- ☐ [Special Off-Scale Adjustment Cover Page](#)
- ☐ **History record**
 - Please include the entire history; no handwritten entries
- ☐ **CV**
- ☐ **Department Assessment**
 - This is the letter setting forth the department's recommendation, written under the Chair's signature.
 - If a candidate has a split or joint appointment (without a vote waiver), the chair of both departments must submit separate letters.
 - The letter should be addressed to Vice Chancellor Carole Goldberg.

Publications and teaching evaluations – do not submit

Routing and Approval

The Luskin analyst will inspect the case then forward it to the appropriate Dean for review. The Dean will write a recommendation and the case will be forwarded to APO. The Vice Chancellor has final approval.

DAT

Please initiate the action and track the case by entering the appropriate dates in DAT as the case progresses. Current actions must be entered into DAT and submitted to the Dean's Office queue before the hard copies of the dossier are delivered to the Dean's Office. ***Note:*** *Once the outcome has been determined and the case is in the departmental queue, be sure to complete the action in DAT.*