

Process for Requesting APU Changes

Academic Programmatic Units (APUs) [DEFINITION]: A group of five or more faculty members with programmatically similar activities. The group's characteristics, such as activity type and income potential, determine the salary scale.

The Different Types of Departmental/School Change Requests:

1. Faculty Member(s) Changing from One APU Code to Another
2. APU Definition Changes
3. Entire APU Code Changing Scale
4. Expired APU Profile Form (typically every 5 years)

Items Needed from Department/School When Requesting APU Changes:

1. **Memo from Chair/Dean** which Should Include the Following:
 - a. Description of the requested changes and the effective date.
 - b. Justification for the changes, including their impact on any Faculty.
 - c. Confirmation that the Faculty members are in good standing.
 - d. Confirmation that the department accept any 415(m) liability that may result.
 - e. Confirmation that all the members will be able to maintain the covered compensation rate for at least 3 years, provided the faculty member still meets the defined criteria.
 - f. Note: For APUs with fewer than 5 members, provide justification for the exception.
2. **Updated APU Profile Form** that Lists all the Current Members' Salary Broken Out by Component
 - a. ARC can help prepare the form and provide to the department/school to obtain the signatures from the Chair and DBO

Department/School Change Requests Can Be Submitted To:

- ARCrequest@health.ucsd.edu (ARC)

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1. The department/school identifies the changes they wish to request.
2. The department/school collaborates with the Chair/School Dean to generate and sign the memo to send to ARC.
3. ARC assists in generating the updated APU profile forms and provides them to the department/school for review and signature.
4. ARC sends the signed memo and APU profile forms to the SOM Dean or VCHS for review.
5. Once approved, the SOM Dean/VC signs and timestamps the APU profile forms and notifies ARC.
6. ARC notifies and sends the signed APU profile forms to department/School for records, and implement changes in UCPATH and other systems accordingly.