Updated August 2025

Retentions and Pre-Emptive Retentions

The below info applies to requests that would only increase the salary of the candidate.
A full academic review file is needed for retentions that involve a change to their current rank or step.

1. Retention cases:

A full retention may occur if a faculty member has received a **formal offer of employment**, by a **comparable educational institution**. The Department submits a retention request to counter the outside offer and retain the appointee.

Once the faculty member receives an outside offer, they should discuss the terms with the Chair and/or Dean. If the decision is made to pursue a retention offer, the department AP staff initiates the request. Effective 2025, SVCAA pre-approval and a retention file are no longer needed - and CAP does not weigh in on the action. The approval process is done via a Kuali form:
https://aps.ucsd.edu/tools/aps_kuali_apps.html#retentionpreemptive-retention-request-form

This form is routed to the Chair, the Dean's Office, and then to SVCAA Continetti for final approval.

*current A&H and campus practice:
-will **match (but not exceed)** the academic year annual salary listed in the offer letter. Other items may be requested depending on what is being offered (research funds, etc.)

Effective July 1, 2024, full retentions, regardless of monetary value, impose a **nine (9) year embargo** period during which no additional full or preemptive retention actions may be awarded, regardless of the final retention amount.

Additionally, UC San Diego academic appointees may not be proposed for a full retention prior to the completion of at least one (1) academic review following the initial appointment in their current academic series.

Retention effective dates are always 7/1 and should not be earlier than then the effective date of the outside offer.

Chairs and AP staff should read the campus retention documents before starting the request.
All documents can be found in the A&H training Google Drive in the Retentions folder.

APS Retention Process Guide
APS Retention FAQ
EVC Retention Guidelines 2024
Guide to using the Kuali Retention form

2. Preemptive Retention cases:

A faculty member needs to have evidence that they've been **invited to an on-campus interview** from a **peer institution**. The faculty member should discuss this with the Chair. If the decision is made to pursue a pre-emptive retention offer, then the new Kuali process listed above should be followed. Requests for a preemptive retention action need to occur **before** the date of the candidate's on-campus finalist interview. **Participation in the on-campus interview precludes the ability to pursue a preemptive retention.**

current A&H practice:
-will consider a Market Off-Scale increment of 8% over their current base salary + MOS with a maximum of $30K MOS increase.

current campus practice:
Effective July 1, 2024, academic appointees are limited to requesting, and departments & schools proposing, no more than one (1) preemptive retention action at the assistant/associate rank (combined) and no more than one (1) preemptive retention action at full rank.

Preemptive retentions may not exceed a MOS increase of $30,000 and they will impose **a six (6) year embargo period** during which no additional full or preemptive retention actions may be awarded, regardless of the final approved preemptive retention amount.

Additionally, UC San Diego academic appointees may not be proposed for a preemptive retention prior to the completion of at least one (1) academic review following the initial appointment in their current academic series.

PreEmptive Retention effective dates are always 7/1 and should not be earlier than then the effective date of the outside offer.

UC San Diego Retention FAQ

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Revised: March 2025

- **If preemptive retentions are limited to one (1) at assistant/associate rank and (1) at full rank, why do they impose a six (6) year embargo period?**

  Appointees are eligible for one (1) preemptive retention at the assistant/associate rank (combined) and one (1) at full rank.

  It's feasible a candidate will receive a preemptive retention at the assistant/associate rank and shortly after promote to full rank. In such cases, promotion to full rank does not reset a preemptive retention embargo period. Only upon completion of a preemptive retention embargo will a candidate be eligible for an additional preemptive retention at full rank.

  Example Scenario:

  Professor X received a preemptive retention effective 7/1/2024 as an Assistant Professor, Step III with a six (6) year embargo through 6/30/2030. One year later, Professor X Promoted to Associate Professor, Step I effective 7/1/2025.

  During the 2026-2027 academic year (7/1/2026 through 6/30/2027), Professor X was contacted about a potential Associate rank position at a competing institution.

  Q: Can Professor X be proposed for an additional preemptive retention at the Associate rank?

  A: No, under the 7/1/2024 retention guidelines appointees are only eligible for one (1) preemptive retention at the assistant/associate rank (combined) and one (1) preemptive retention at full rank. Professor X would not be eligible for an additional preemptive retention until both his current six (6) year embargo ends and he achieves a rank for Full Professor.

  Q: Can Professor X be proposed for a full retention at the Associate rank?

  A: While full retentions don't have rank specific limits similar to preemptive retentions, Professor X would not be eligible for a full retention under his current six (6) year embargo. Professor X may be considered for a full retention once his current embargo period ends.

- **I received a full or preemptive retention outcome before the 7/1/2024 retention guidelines went into effect. Will my embargo period be increased to align with the new embargo periods?**

  Pre 07/01/2024 embargo periods will be honored and will not be increased to align with new retention action guidelines. Outcomes letters will indicate the applicable retention action embargo period.

- **An assistant ladder rank faculty in our department received an increase to their MOS in the form of a preemptive retention with a 3-year embargo at the Assistant rank effective 07/01/2021. The embargo period for this candidate's preemptive retention ends on 6/30/2024.**

UC San Diego Retention FAQ

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The faculty member promoted to the Associate rank effective 7/1/2023. Can the appointee be proposed for an additional preemptive retention or full retention at the Associate rank or will they have to wait until they reach the Full rank?

Under the new retention guidelines, preemptive retentions are limited to one (1) at the assistant/associate rank (combined) and one (1) at the full professor rank, not to exceed $30K. *Preemptive retentions undertaken at the assistant/associate rank prior to 7/1/2024 will count toward these limits.*

If, however, the request is for a full retention, the department and school may move forward with requesting pre-approval as the 7/1/2024 retention guidelines do no limit the number of full retentions based on rank. If approved, full retentions impose a 9-year embargo period, irrespective of the candidate's rank.

- **A department/school received Sr. AVC pre-approval for a retention action. What does this mean?**

Pre-approval from the Sr. AVC only grants departments and schools the ability to submit a retention proposal for campus review. Sr. AVC pre-approval does not constitute a final approval of the proposed retention action and should not be communicated to the candidate as such.

- **Can an appointee be proposed for a retention action in anticipation of an upcoming embargo period end date?**

Yes, as long as the proposed retention action is reviewed in the immediately preceding academic year prior to a proposed July 1st effective date and is not effective until an applicable embargo period has expired. Please also note, preemptive retentions are limited to one (1) at the Assistant/Associate rank (combined) and one (1) at Full rank with a $30K limit and 6-year embargo period while full retentions impose a 9-year embargo period.

Example:

Professor X received a full-retention effective 7/1/2015 at the Associate rank with a 9-year embargo period ending 6/30/2024.

Professor X can be proposed and reviewed for a pre-emptive retention during the 2023-2024 academic year with a proposed 7/1/2024 effective date.

- **Can a retention file be forwarded to APS in anticipation of Sr. AVC pre-approval?**

No. Retention files should not be forwarded to APS prior to receiving pre-approval from the Sr. AVC. A copy of the Sr. AVC's pre-approval must be included in the file. Files not including pre-approval will be returned as Incomplete.

- **How do departments/schools request Sr. AVC pre-approval?**

Requests for pre-approval of a retention action from the Sr. AVC may be routed for review using the Academic Personnel Kuali Retention Pre-Approval Request Form. The form may be accessed here.

UC San Diego Retention FAQ

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APS has also published an online reference guide located here.

- ***(New-3/2025)*** **What if an academic appointee informs their department or school that they attended or will attend an interview at a competing institution regardless of any in process efforts to secure a preemptive retention at UC San Diego?**

  Pre-emptive retentions are not an option in cases where an academic appointee has attended or plans to attend an interview with a competing institution regardless of any in process pre-emptive retention efforts and UC San Diego. In such cases, academic appointees, departments, and schools will need to wait until such a time when an official offer of employment is issued by a competing institution, if at all, to request approval for a full retention. If an offer is not received, the topic of requesting a preemptive retention may not be revisited.

  Departments/Schools should notify their assigned AP Analyst of any instances where an in process preemptive retention may need to be withdrawn or cancelled due to an academic appointee's interview attendance at a competing institution. If the academic appointee later receives a competing offer, the department and school may work to submit a new full retention request.

  Standard embargo limits will apply based on the final approved retention type (full vs preemptive).

- **What should we do if the outside offer is from a foreign institution?**

  The assumption, unless otherwise indicated, is that a foreign offer is issued using a fiscal year basis. See APM 600 for salary conversion guidance.

  The department chair is responsible for ensuring the proper conversion of a foreign offer to an academic year basis. A salary conversion should be performed using foreign exchange rates in effect on the date of the outside offer letter.

  A copy of the salary conversion, the original offer letter, and a translated version of the outside offer should be included in the file. If the outside offer required translation to English, please include who or how translation was achieved.

- **A ladder rank faculty at the Associate rank received a BOS as part of his 7/1/2022 academic review. The faculty member is not due for their next review until 7/1/2025 but is being proposed for a preemptive retention effective 7/1/2024.**

  Departments and schools should be specific about the proposed new or increased market off-scale salary amount as well as the proposed final total salary in consideration of any pre-existing BOS.

Example:

Professor X received a BOS as part of his 7/1/2022 academic review and is not due for his next review until 7/1/2025.

Professor X is being proposed for a preemptive retention in the form of a $22,500 increase to his MOS effective 7/1/2024.

7/1/2022 Review Details: Associate Professor, Step I

Base Salary:	$92,500
Market Off-Scale:	$50,000
Bonus Off-Scale:	$2,400
Total Salary:	**$144,900**

Know the Difference and Be Specific			
Example of a Non-Specific Proposal: The Department of ABC proposes a preemptive retention for Professor X for a total salary of **$165,000** effective 7/1/2024 in response to outside interest from a competing insitution.		**Example of a Specific Proposal:** The Department of ABC proposes a preemptive retention for Professor X in the form of a **$22.5K** increase to his MOS for a total permanent salary of **$165,000** with maintenance of an existing **$2.4K** BOS for a total salary of **$167,400** effective 7/1/2024 in response to outside interest from a competing insitution.	
Base Salary:	$92,500	Base Salary:	$92,500
Existing Market Off-Scale:	$50,000	Existing Market Off-Scale:	$50,000
MOS Increase:	$20,100	MOS Increase:	$22,500
Total Permanent Salary:	$162,600	Total Permanent Salary:	$165,000
Bonus Off-Scale (Temp.):	$2,400	Bonus Off-Scale (Temp.):	$2,400
Total Salary:	**$165,000**	**Total Salary:**	**$167,400**

**Please note, proposals exceeding the ICL threshold will require review and endorsement from the Chancellor and approval from the University of California Office of the President (UCOP) prior to the issuance of an final outcome.*

- **A ladder rank faculty at the Assistant rank is proposed for promotion to Associate Professor, Step I and is being simultaneously proposed for a full retention in the form of an increased MOS.**

  Departments and schools should be specific about the proposed new or increased market off-scale salary amount as well as the proposed final total salary in consideration of other advancement awards such as Career Milestone Salary Incentives on the General Campus and SIO.

Example:

Professor X is proposed for promotion to Associate Professor, Step I with a full retention in the form of an increase MOS effective 7/1/2024:

Proposed Promotion Details:	Associate Professor, Step I	
	Base Salary:	$92,500
	Existing Market Off-Scale:	$50,000
	Total Salary:	**$142,500**
Proposed Retention Details:	MOS Increase:	$15,000

Know the Difference and Be Specific	
Example of a Non-Specific Proposal: The Department of ABC proposes Professor X for a promotion to Associate Professor, Step I with an increase to his market off scale salary component for a total salary of **$157,500**.	**Example of a Specific Proposal:** The Department of ABC proposes Professor X for a promotion to Associate Professor, Step I with a **$15K** increase to his MOS in response to an outside offer from a competing insitution for a total salary of **$157,500**. If promotion is successful, the Department of ABC expects Professor X will receive a career milestone incentive (CMSI) in the form of a **$7K** increase to his MOS for a total salary of **$164,500**.
Base Salary: $92,500 Market Off-Scale: $50,000 MOS Increase: $8,000 CMSI* to Tenure: $7,000 **Total Salary: $157,500**	Base Salary: $92,500 Market Off-Scale: $50,000 MOS Increase: $15,000 CMSI* to Tenure: $7,000 **Total Salary: $164,500**

**Please note CMSI awards are limited to General Campus and SIO.*

UC San Diego Retention FAQ

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**Please note, proposals exceeding the ICL threshold will require review and endorsement from the Chancellor and approval from the University of California Office of the President (UCOP) prior to the issuance of an final outcome.*

Effective February 2025, the Committee on Academic Personnel (CAP) has waived review of retention actions consisting of new or increased market off-scale salary components (MOS).

Please note the following:

- Waiver of CAP review applies only in scenarios where a retention effort involves either a new or increased market off-scale salary components (MOS).
- Retentions consisting of only a new or increased MOS no longer require pre-approval from the Sr. AVC – Academic Affairs before submitting a request to Academic Personnel Services (APS).
- CAP review is still required in cases where a proposed retention effort is inclusive of an academic review action (merit, promotion, etc.).
- Sr. AVC – Academic Affairs pre-approval is still required in cases where a proposed retention is inclusive of an academic review action (merit, promotion, etc.).

Retentions (New or Increased MOS Only)

1. Department AP Staff and Chair initiate a retention request using the Academic Appointee Retention/Pre-emptive Retention Form (Kuali Retention Form) and include a department letter and documentation of external threat or job offer.
    a. See **Kuali Retention Form Electronic Desk Manual (EDM)** found on Academic Personnel's Kuali Build Applications webpage for additional guidance.
    b. When initiating a Kuali Retention Form, users will be asked if the proposed action is for involves an academic review action, or just a retention action.
        i. **For Retention Only Actions**, go to step 2.
        ii. **For Retention + Academic Review Actions**, see section titled "Retention (New or Increased MOS) + Academic Review Action".
2. Department AP Staff enter the proposed retention action in AP Data>Review History.
    a. Use the "Add Action" button to propose the retention action

3. Department AP Staff route the Kuali Retention to School level AP Staff for Dean review and endorsement.
    a. School AP Staff include the dean's endorsement letter in the Kuali Retention. Please note, the dean's letter can be added to the Kuali Retention by School AP Staff or the Dean.
        i. See **Kuali Retention Form Electronic Desk Manual (EDM)** found on Academic Personnel's Kuali Build Applications webpage for additional guidance.
4. School AP Staff update the proposed retention action in AP Data>Review History by adding dean level routing information.
5. The Kuali Retention Form is routed to the Sr. AVC – Academic Affairs for review and endorsement:
    a. **If endorsed**, go to Step 6.
    b. **If not endorsed**, process ends.
6. The Kuali Retention Form is routed to the Academic Advancement & Compensation (AA&C) team in Academic Personnel Services (APS).
    a. AA&C reviews the proposed retention for anomalies, policy compliance, or concerns and discusses as needed with Department AP Staff, School AP Staff, or the Sr. AVC – Academic Affairs.
    b. AA&C confirms the proposed retention action has been accurately documented in AP Data>Review History.
7. AA&C drafts the retention outcome under Sr. AVC – Academic Affairs signature.

   a. Sr. Director – Academic Advancement reviews the draft retention outcome letter.

8. AA&C uploads the retention outcome to the Kuali Retention Form and routes it to School AP Staff.
9. School AP Staff work with Department AP Staff to issue the retention outcome letter and secure acceptance or declination from the academic appointee.
   a. Communication of the approved retention outcome and accompanying offer letter may be shared with the department and candidate via a preferred method of transmittal such as SharePoint, Google Drive, or Email.
10. Department and School AP Staff collect documentation of the candidate's acceptance or declination, and School AP upload it into the Kuali Retention Form.
11. School AP staff close the Kuali Retention Form.
   a. See **Kuali Retention Form Electronic Desk Manual (EDM)** found on Academic Personnel's Kuali Build Applications webpage for additional guidance.
   b. AA&C will be notified by Kuali when School AP Staff close the Kuali Retention.
12. AA&C closes out the retention case action per internal AA&C procedures.

Retentions (New or Increased MOS) + Academic Review Action

1. Department AP Staff and Chair initiate a Kuali Retention Form and include a department letter and documentation of external threat or job offer.
    a. See **Kuali Retention Form Electronic Desk Manual (EDM)** found on Academic Personnel's Kuali Build Applications webpage for additional guidance.
    b. When initiating a Kuali Retention, users will be asked if the proposed action is for a Retention Only or a Retention + Academic Review.
        i. **For Retention Only Actions**, see section above titled "Retentions (New or Increased MOS Only)".
        ii. **For Retention + Academic Review**, go to Step 2
2. Department AP Staff route the Kuali Retention Form to School AP Staff for Dean review and endorsement.
    a. Please note, the dean's letter can be added to the Kuali Retention Form by School AP Staff or the Dean.
    b. See **Kuali Retention Form Electronic Desk Manual (EDM)** found on Academic Personnel's Kuali Build Applications webpage for additional guidance.
3. The Kuali Retention Form is routed to the Sr. AVC – Academic Affairs for review and endorsement (Pre – Approval).
4. School AP Staff and Dean are notified of Sr. AVC – Academic Affairs endorsement (Pre – Approval).

5. Department AP Staff initiate the required academic review file in Interfolio – RPT and enter the proposed retention and academic review actions in AP Data>Review History by following standard academic review file processing procedures.
    a. Sr. AVC – Academic Affairs endorsement of the retention action (Pre-Approval) should be included as a component of the file, as well as documentation supporting an external threat or job offer.
6. The Retention + Academic Review file follows established routing and review workflows through the Academic Advancement & Compensation (AA&C) team, Committee on Academic Personnel (CAP), and the designated final authority (Sr. AVC – Academic Affairs, EVC – Academic Affairs, Chancellor).
7. AA&C drafts the applicable retention and academic review outcomes.
8. The Sr. Director – Academic Advancement reviews the draft outcomes.
9. AA&C issues the outcome via Interfolio – RPT to School AP Staff.
10. School AP Staff work with Department AP Staff to issue the outcome letter and secure acceptance or declination from the academic appointee
    a. Communication of the approved outcome and accompanying letters may be shared with the department and candidate via Interfolio-RPT or another preferred method of transmittal such as SharePoint, Google Drive, or Email.
11. Department and School AP Staff collect documentation of the candidate's acceptance or declination and upload the related documentation into the Interfolio-RPT file.
12. Department and School AP Staff notify AA&C of the declination or acceptance.
13. AA&C closes out the file per established internal file processing procedures.