

# NEW for Summer 2026

## Process to Request an On-Scale Salary Exception



UC San Diego  
[summersession.ucsd.edu](http://summersession.ucsd.edu)

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# Salary Contingency Pilot: On-Scale Salary Exception

New salary contingency PILOT to help academic units offer as many summer courses as possible while controlling instructional costs.

For courses where the projected enrollment does not cover instructional costs when using 11% of the instructor's full salary, Department Chairs and Senate Faculty members can mutually agree for the Senate Faculty member to be paid 11% of their on-scale salary.

Departments can request an on-scale salary exception:

1. Now based on projections looking at enrollment history

OR

2. At 4 weeks before instruction begins as an alternative to cancelling a course for low enrollment.

# How to Calculate an On-Scale Salary Exception

## Example 1: Senate Faculty on 10/1/25 Salary Scale (Standard or B/E/E)

Standard Summer Session course salary is 11% of Total Salary

11% of \$249,800 = \$27,478

Reduced On-Scale Salary Exception would be 11% of Scale Rate

11% of \$195,600 = \$21,516

Total salary	Scale rate	Market OS	Bonus OS
\$249,800	\$195,600	\$54,200	\$0

# How to Calculate an On-Scale Salary Exception

## Example 2: Distinguished Senate Faculty Above Scale

Standard Summer Session course salary is 11% of Total Salary

11% of \$259,500 = \$28,545

The On-Scale Salary Exception would be 11% of Step IX (the highest salary step) plus the difference between Step IX and Step VII (the highest salary step - the step below)

11% of (\$212,000 + \$16,400) = 11% of (\$228,400) = \$25,124

Total Salary	Step IX Rate	Step IX Rate - Step VIII Rate	Adjusted Summer Rate
\$259,500	\$212,000	\$16,400	\$228,400

*Process is the same for Distinguished Senate Faculty on the B/E/E. (Use B/E/E rates).*

# Process to Request an On-Scale Salary Exception

1. Department Chair emails Lisa Bargabus at [lbargabus@ucsd.edu](mailto:lbargabus@ucsd.edu) to request an on-scale salary exception. Include the following information:
  - a. Senate Faculty Member Name
  - b. Course(s) that you are requesting a reduced on-scale salary exception
2. Lisa will create DocuSign form and route to Department Chair/Provost, Senate Faculty Member, and School Dean.
3. Department Chair will need to fill-in the blanks on the DocuSign form with the following information:
  - a. Department
  - b. Course(s)
  - c. Faculty Name
  - d. Total Salary (*AY Annual Salary*)
  - e. On-Scale Rate or Adjusted Summer Rate (*AY Annual Salary*)
  - f. Justification (1-2 sentences why on-scale rate is needed)

# Process to Request an On-Scale Salary Exception

4. After all parties have signed the DocuSign form, Summer Session will send an appointment letter (or resend an amended appointment letter) to the Senate Faculty member using the reduced on-scale salary to calculate the Summer Session course salary.

# Questions?

Email the Summer Session team at [summer-payroll@ucsd.edu](mailto:summer-payroll@ucsd.edu)