

# Guidance for Administrative Appointments of Faculty and Return to Faculty Appointment

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## **Governed by:**

System Policy 01.03, Appointing Power and Terms and conditions of Employment  
University SAP 01.03.99.M0.01, Incremental Pay and Appointment Status for Administrators with Faculty Appointments

## **Process:**

Appointment or offer letters to administrative positions while maintaining faculty status, must incorporate requirements as stated in University SAP 01.03.99.M0.01, and will be submitted for approval to the Provost and Executive Vice President through the Dean of Faculties (who will assure that the selection process, base salary and appointment length comply with rules and procedures) and the Associate Vice President for Operations in the Office of the Provost. In the case that the administrative appointment is the Provost and Executive Vice President, the President shall approve the appointment/offer letter.

The base salary should initially be set at a rate appropriate to the faculty rank in the individual's department and discipline. The administrative stipend is the difference between the base salary and the total negotiated salary for the administrative position. The appointment terms are to be included in the appointment letter, and minimally must state the base salary, administrative stipend, length of annual appointment (9-month, 10-month, etc.), and length of appointment to the administrative position. It is also appropriate, if desired, to include terms for the individual upon transitioning to the faculty from administrative ranks, but any such terms may only commit the negotiating supervisor's resources. Some of these terms upon exiting from administration include: support for a faculty development leave application, workload expectations in the first phase of transitioning to the faculty, 're-start-up' resources for reengaging in research and teaching, or summer month(s) appointment during the transition.

At the end of an administrative appointment, transitioning details shall be documented and submitted for approval to the Provost and Executive Vice President through the Dean of Faculties and the Associate Vice President for Operations in the Office of the Provost. In the case that the administrative appointment is the Provost and Executive Vice President, the President shall approve the transitioning details.

For dean and university level positions, funding for the salary of a faculty member transitioning to the appropriate academic department will be provided to the college from central sources for a negotiated number of years. This negotiation between the college and the Provost and Executive Vice President occurs at the time of the transitions, but normally includes one year of full support and one or two more years ramping in shared proportion toward the college carrying the full amount. Other resources for the faculty member to reengage in teaching and research normally will be handled like other start-up resources in the College, in terms of duration and sources, but are expected to be significantly less than start-up amounts for new faculty to campus.