



01.03.99.D0.01

Appointment of Academic Administrators with Faculty Rank

Approved: October 27, 2014

Revised:

Next Scheduled Review: October 27, 2017

Procedure Statement

The following procedure will apply to appointments of full-time or part-time academic administrators that hold faculty rank.

Reason for Procedure

This procedure supplements System Policy 01.03 *Appointing Power and Terms and Conditions of Employment* and provides guidelines to achieve peer equity for the pay of academic administrators that return to a full-time faculty appointment.

Procedures and Responsibilities

1. ACADEMIC ADMINISTRATIVE APPOINTMENTS

1.1 All full-time and part-time academic administrative appointments, where the individual holds faculty rank, shall include the following information:

1.1.1 Base Faculty Monthly Salary.

1.1.1.1 For Internal Searches- this is the faculty monthly salary that the internal candidate is currently earning in their full-time faculty appointment.

1.1.1.2 For National Searches- this is the faculty monthly salary appropriate to the appointee's experience and qualifications as reflected in the academic market. This base faculty monthly salary is established at the time of the academic administrative appointment.

1.1.2 Administrative Stipend. This is a salary supplement added to the base faculty salary. The stipend is effective only during the time the appointee holds the academic administrative position.

1.1.3 Administrative Appointment Period. This is a statement that identifies if the administrative position is a 9-month appointment or a 12-month appointment. Most administrative positions will require a 12-month appointment.

- 1.1.4 Teaching Load. Some administrative appointments will include a faculty teaching assignment. Consistent with Texas A&M University-Central Texas Standard Administrative Procedure-Faculty Workload (12.03.99), the academic workload will be determined by the immediate supervisor depending on the workload associated with the non-instructional administrative duties.

2. SALARY INCREASES

- 2.1 As with all faculty positions, academic administrators with faculty appointments are eligible for consideration of merit increases in pay, salary equity increases, and salary increases given for promotion to a higher rank.
- 2.2 Salary increases may not exceed the salary of other persons with similar qualifications performing similar duties upon return to full-time faculty appointment.

3. TERMS OF APPOINTMENT

- 3.1 The academic administrative appointment is subject to review. No notice is required for the removal of such academic administrative responsibilities. An administrator who holds tenure may return to a tenured faculty position.
- 3.2 Terms related to termination of administrative duties, as well as subsequent return to full-time faculty status, may include an appropriate transition period of reduced responsibilities to develop and refresh teaching, research and service capabilities when the administrator returns to the faculty position. The length of the transition period and the associated workload will be recommended by the immediate supervisor to the Provost and Vice President for Academic and Student Affairs.
- 3.3 In colleges where the normal faculty appointment period is less than 12 months, upon relinquishment of administrative position, the appointment will return to a nine-month appointment at the start of the new fiscal year (September 1). The administrative stipend will cease on the date of termination of the administrative appointment. An exception will not be granted if it would result in a violation of System Policy 01.03. All unused annual leave will be paid in a lump sum.
- 3.4 The actions or conduct of an administrator may be used as grounds for dismissal as a tenured faculty member.

Related Statutes, Policies, or Requirements

System Policy [01.03 Appointing Power and Terms and Conditions of Employment](#)

Contact Office

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