

## Campus Administrative Policy

**Policy Title:** Administrator's Salary on Return to the Faculty

Policy Number: 1013      Functional Area: **Academic and Faculty Affairs**

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Effective: January 1, 2014  
Date Last Amended/Reviewed: January 1, 2014  
Date Scheduled for Review: June 30, 2021  
Supersedes: Administrator's Salary on Return to the Faculty, June 17, 2004

Approved by: Donald M. Elliman, Jr., Chancellor

Prepared by: Assistant Vice Chancellor for Academic Affairs  
Reviewing Office: Provost and Executive Vice Chancellor for Academic and Student Affairs

Responsible Officer: Provost and Executive Vice Chancellor for Academic and Student Affairs

Applies to: University of Colorado Anschutz Medical Campus  
University of Colorado Denver

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### A. INTRODUCTION

Regent Policy 3.I. grants a University administrator the automatic right to return to his/her tenured position or permits the administrator to serve in any campus or University-wide teaching, research, or administrative position acceptable to the President and any unit (school, college, administrative unit or combination thereof) providing funding. [<https://www.cu.edu/regents/Policies/Policy3I.htm>] The administrator returning to a faculty or other position is to receive compensation commensurate with actual duties and responsibilities and consistent with existing University rules, policies and agreements.

### B. POLICY STATEMENT

1. Assignment of the appropriate faculty salary for faculty leaving a full-time administrative appointment and returning to the faculty is determined by the immediate supervisor (appointing authority) in consultation with the dean of the school/college/library and the chair/supervisor of the unit in which the returning administrator holds tenure. This salary shall be based on the person's academic and administrative experience, accomplishments, expertise, academic rank and standing in the discipline and the functions the person will be expected to perform upon return to

the faculty.

2. If the returning administrator held the position of dean in the school/college/library, the provost shall conduct a faculty salary analysis and, after consultation with the relevant chair and appointing authority, recommend the salary to the Chancellor.

### **C. PROCESS**

1. A letter of offer for an administrative position or an addendum to an existing contract for an administrative position must inform the faculty member that her/his salary, upon return to the faculty, must conform to the parameters of Regent Policy 3.I; no automatic conversion ratio of an administrative salary to a faculty salary is permitted (e.g., no setting a salary for a 9-month faculty appointment based on pro-rating the prior 12-month administrative salary). The letter of offer or addendum must include reference to Regent Policy 3.I and this campus policy and must have a copy of both policies attached.
2. The faculty member's salary shall be within the salary range of faculty of the same rank in the academic unit and shall be no higher than the highest faculty salary in the academic unit unless the administrator had been the highest paid faculty member in the unit when he/she assumed an administrative position.
3. Assignment of the appropriate faculty salary (from within the range of the unit and its discipline) shall be based upon:
  - a. the individual's prior academic experience, expertise, accomplishments and standing in the discipline (when last active in the field). Past faculty annual merit evaluations may assist the supervisor in assessing the faculty record.
  - b. the administrative expertise and record of accomplishments; annual merit evaluations from the years of administrative service may assist the supervisor in this assessment.
  - c. actual duties and responsibilities to be performed upon return to the faculty.
  - d. existing rules, policies and written agreements.
4. The president, or the Board of Regents in the case of a president returning to the faculty of CU Denver | CU Anschutz may authorize and approve exceptions to this policy only under extraordinary circumstances.

### **D. FUTURE SALARY INCREASES**

Once the faculty salary for a returning administrator is determined, salary setting in future years shall follow the normal processes outlined by Regent Policy 11.B.

### **Notes**

1. Dates of official enactment and amendments:

August 28, 2003: Adopted by the Chancellor  
June 17, 2004: Revised

January 1, 2014: Revised  
March 7, 2019: Modified

2. History:

January 1, 2014: Clarifying language added in several sections.

March 7, 2019: Format modified to reflect a Campus-wide effort to recast and revitalize various Campus policy sites into a standardized and more coherent set of chaptered policy statement organized around the several operational divisions of the university.

3. Initial Policy Effective Date: August 28, 2003

4. Cross References/Appendix:

- [Board of Regents Policy 3I, Compensation for Administrative Officers Returning to Any Faculty Positions](#)
- [Board of Regents Policy 11B, Faculty Salary](#)