



Campus Administrative Policy Statement

TITLE: Administrator's Salary upon Return to the Faculty

Source: Academic and Student Affairs

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Approved by: Mark Alan Heckler
Vice Chancellor for Academic and Student Affairs

Effective Date: June 17, 2004

Replaces: August 28, 2003

A. Introduction

Regental Policy grants a University administrative officer the automatic right to return to his/her tenured position of teaching and research or permits the administrative officer 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. The administrative officer returning to a faculty or other position is to receive compensation commensurate with actual duties and responsibilities, and existing rules, policies, and agreements.

Regent policy requires the current immediate supervisor of an administrator returning to regular faculty status to consult with the Dean of the school/college/Library and the Chair/Supervisor of the unit in which the returning administrator holds tenure, in order to determine the appropriate faculty salary based upon the person's academic and administrative experience, expertise, and standing in the discipline, and the functions the person who is becoming a regular faculty member is expected to perform. Thereafter, the ex-administrator is to be treated as a regular faculty member for annual salary adjustments, following normal campus/school/college/unit procedures.

If the returning administrator is a Dean in the school, college, or Library, the Vice Chancellor for Academic and Student Affairs shall conduct the faculty salary analysis and recommend the salary to the Chancellor.

Regent policy prohibits administrative appointments to guarantee any sort of automatic conversion ratio of an administrative salary to a faculty salary in the event the administrator eventually returns to regular faculty status.

Reference: Regent Policy 3-H: [Administrative Service Policy](#)
Regent Policy 3-I: [Compensation for Administrative Officers Returning to AY Faculty Positions](#)

B. Policy Statement

The means for determining an administrator's salary upon return to a tenured faculty position shall be set forth in the letter of offer for the administrator's appointment. For administrators currently in place whose letters of offer did not address this issue, the salary shall be determined in accordance with this policy.

C. Calculation Process

1. Mandatory Factors

In calculating the salary, the immediate supervisor *shall* consider the following factors:

- a. The individual's academic and administrative experience, expertise, and standing in the discipline;
- b. Actual duties and responsibilities to be performed upon return to the faculty;
- c. Existing rules, policies, and agreements;
- d. The average of the three highest Professor salaries in the School, College, Library, and/or unit;
- e. The average of the three highest salaries in the School, College, Library, and/or unit.

2. Discretionary Factors

In calculating the salary, the immediate supervisor *may* consider the following factors:

- a. An appropriate percentage increase in light of the administrator's accomplishments over the course of the appointment as administrator, but no higher than 10% or \$10,000, whichever is smaller;
- b. A merit increase for work accomplished during the final year of the administrator appointment, the increase to be applied to the salary calculated according to this policy.

D. Future Salary Increases

Once an administrator returns to the faculty, future annual pay increases, if any, are contingent upon successful performance evaluations, availability of funding, and the Dean's decision regarding effective use of School/College/Library resources.