

## POLICY MEMORANDUM

No. II-80

### Administrative Appointments of Faculty

Administrative appointments are normally twelve-month appointments with the appointee being allowed one month of leave time during that period. Responsibility for administering a unit is continuous throughout the year. Arrangements for managing the unit throughout the year (including leave time) are the responsibility of the administrator.

Individuals on academic year (nine-month) appointments who are reassigned to twelve-month administrative appointments generally receive a twelve-month salary amounting to 11/9 of their academic year salary. This practice has allowed the transition to and from administrative appointments without impacting the academic year base salary.

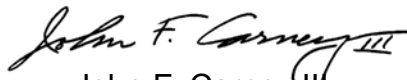
The following variation of this practice is allowable, provided there is no violation of state or federal rules and regulations, including the Office of Management and Budget Circular A-21:

Administrators (chairs in particular) may be appointed on an academic year (nine-month) basis with an additional salary not to exceed 1/10 of their academic year salary for each of two months during the summer and an administrative salary supplement of 1/90 of their academic year salary for each of these two months. This provides the option, subject to any legal restrictions, for the individual to earn, through grants or contracts (non-general operating funds) an additional 1/9 of their academic year base salary during their leave period. In choosing this option, caution must be used to assure compliance with all federal and state laws. Administrative responsibility for the unit will not be reduced by this funding arrangement.

**EFFECTIVE DATE:** Immediately

**RESPONSIBILITY:** Chancellor, Provost, and Vice Provost for Global Learning

**BASIS:** Chancellor's Staff Group and Committee of Department Chairs

  
John F. Carney III  
Chancellor