COUNCIL OF VICE CHANCELLORS
ACADEMIC COUNCIL CHAIR POWELL
LABORATORY DIRECTOR ALIVISATOS
VICE PROVOSTS – ACADEMIC PERSONNEL

Re: Request for Systemwide Review - Faculty Administrator Policies

Dear Colleagues:

Enclosed for systemwide review are drafts of new and revised policies, and proposed policy rescissions, to clarify the faculty administrator titles, when appointed to administrative service positions that are either 100% time or less than 100% time.

There are two newly proposed policies:
- APM – 241, Faculty Administrators [Positions Less Than 100%]
- APM – 246, Faculty Administrators [100% Time]

There are proposed revisions to:
- APM – 245, Department Chairs
- APM – 633, Stipends/Academic Appointees

There are proposals to rescind:
- APM – 242, Directors of Organized Research Units
- APM – 630, Compensation of Divisional, Associate and Assistant Deans, and Directors of Organized Research Units
- APM – 632, Stipends/Assignment of FTE for Split Appointments with Stipends.

We propose the addition of APM-241 and -246, and revisions to APM-245, to clarify the roles of faculty administrators and to define the positions; criteria for appointment; eligibility; restrictions; terms of service; salary; conditions of employment; appointment authority; review procedures; and stipend eligibility. These policies are formatted to have a similar structure and organization, and to place authority with the Chancellor or Chancellor’s designee to develop appointment criteria; compensation and benefit levels; and review and appointment procedures.

The suggested changes to APM-633, Stipends/Academic Appointees, represent an effort to conform the appointees eligible for stipends to those academic titles listed in the proposed APM-241 and -246, the revised APM-245, and APM-240, Deans.
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Finally, we propose three policy rescissions for the following reasons:

- APM-242 since its provisions are incorporated into the newly drafted APM-241, sections -4 and -24 and APM – 246-24;
- APM-630 since its substantive portions are incorporated into the proposed APM-241, sections -18 and -24, and APM-240-18; and
- APM-632 since APM-240-18, APM-241-18 and APM-246-18 address the salary of Deans and faculty administrators and because APM-633 describes academic personnel policy relating to stipends for academic appointees.

This is a systemwide review, and employees should be afforded the opportunity to review and comment. The proposed changes are available online at: http://www.ucop.edu/acadadv/acadpers/apm/review.html. Enclosed is a model communication which can be used to inform non-exclusively represented employees affected by these proposals.

Our goal is to finalize and issue the new and revised faculty administrator and related stipend policies, as well as to rescind APM-242, APM-630 and APM-632 by July 1, 2010. Please forward your comments to Policy Analyst Ann Del Simone by email at ann.delsimone@ucop.edu on or before May 17, 2010.

Sincerely,

[Signature]

Lawrence H. Pitts
Interim Provost and Executive Vice President
Academic Affairs

Enclosures

cc: President Yudof
Executive Vice President Brostrom
Vice President Dooley
Vice President Duckett
Vice Provost Greenstein
Executive Director Auriti
Executive Director Larsen
Interim Executive Director Price
Executive Director Scott
Executive Director Winnaker
Deputy General Counsel Birnbaum
Academic Personnel Directors
Director Fox
Coordinator Capell
Manager Okada
Associate Director Lockwood
Policy Analyst Del Simone
241-4 Definition and Policy

A faculty member (as defined in APM-110-4(15)), who is appointed to assume administrative responsibility in addition to, or in partial replacement of, his or her faculty responsibilities is considered a Faculty Administrator. In this case, scholarly activity is expected to continue at a proportionate level that would allow for normal progression in the faculty member’s series.

Faculty may be appointed to administrative service positions (less than 100%) into the following titles:

a. College Provost
b. Vice Provost, Associate Vice Provost
c. Associate Vice Chancellor, Associate Dean
d. Department Chair, Department Vice Chair (See APM-245, Department Chairs)
e. Director, Associate Director
f. Director of an Organized Research Unit/Multi-campus Research Unit
g. Faculty Assistant to the Dean or Vice Chancellor or Chancellor, Academic Assistant to the Vice Chancellor or Chancellor
h. Interim or Acting appointment in the titles listed above

Chancellors may designate additional eligible titles as appropriate.

241-10 Criteria for Appointment

The appointment process and criteria for appointment of a Faculty Administrator shall be developed by each campus.

241-14 Eligibility

a. Faculty Administrators or Acting and Interim Faculty Administrators appointed at less than 100 percent time are subject to APM-241.

b. Faculty Administrators or Acting and Interim Faculty Administrators appointed at 100% time are subject to APM-246, Faculty Administrators (100% Time).
241-16 **Restrictions**

Faculty Administrators are subject to all Academic Personnel policies (APM).

Faculty Administrators with concurrent appointments that are covered by the Health Sciences Compensation Plan are subject to APM - 670, Health Sciences Compensation Plan.

241-17 **Terms of Service**

Subject to APM - 241-20, Faculty Administrators shall be appointed for a period of up to five years, subject to reappointment.

241-18 **Salary**

Faculty Administrators are normally compensated with stipends and/or additional summer compensation, when appropriate. Stipends shall be paid in accordance with APM – 633, Stipends/Academic Appointees. Stipend ranges shall be developed by each campus.

241-20 **Conditions of Employment**

A Faculty Administrator serves at the discretion of the Chancellor. The Chancellor may terminate the appointment at any time, with or without cause.

Termination of a Faculty Administrator appointment does not terminate the underlying faculty appointment.

A Faculty Administrator may engage in outside activities as defined by, and in accordance with APM - 025, Conflict of Commitment and Outside Activities of Faculty Members, and, if a Faculty Administrator has a concurrent Health Sciences Compensation Plan appointment, in accordance with APM – 670, Health Sciences Compensation Plan and Guidelines on Occasional Outside Professional Activities by Health Sciences Compensation Plan Participants.
241-24 Authority

The Chancellor has authority to appoint and reappoint Faculty Administrators, including those serving in an interim or acting capacity, and to approve administrative compensation up to the established Indexed Compensation Level (ICL)\(^1\) in accordance with campus procedures. The Chancellor may redelegate authority to a designee for implementing APM – 241 (see APM-100-6-d).

The Director of an Organized Research Unit (ORU) is appointed by the Chancellor or Chancellor’s designee after a nomination procedure agreed to by the Chancellor and the Academic Senate. The founding Director of an ORU may be specified in the proposal to establish the ORU. When a new Director is appointed for an existing Unit, the ORU Advisory Committee should be solicited for nominations.

The Director of a Multi-campus Research Unit (MRU) is appointed by the University Provost after consultation with the appropriate Chancellors and with the advice of a Search Committee appointed by the Vice President for Research and Graduate Studies. Nominations for membership on the Search Committee are solicited by the Vice President for Research and Graduate Studies from the Chair of the Academic Council and the Chancellors. Normally, at least one member of the MRU Advisory or Executive Committee serves on the Search Committee.

The administrative policies and procedures concerning the University of California’s Research Units may be viewed online at http://www.ucop.edu/research/orupolicy.html.

241-80 Review Procedures

The Chancellor shall conduct a review for each Faculty Administrator no later than once every five years to determine whether reappointment to another term is warranted.

Each campus shall develop criteria and procedures for conducting Faculty Administrator reviews.

\(^1\) As stated in Regents Standing Order 100.3(b).
242-24  Authority

a. The Director of an Organized Research Unit (ORU) is appointed by the Chancellor or Chancellor’s designee after a nomination procedure on which the Chancellor and the Academic Senate have agreed. The founding Director of an ORU may be specified in the proposal to establish the ORU. When the appointment of a new Director is for an existing unit, the Advisory Committee should be solicited for nominations.

b. The Director of a Multi-campus Research Unit (MRU) is appointed by the Provost after consultation with the appropriate Chancellors and with the advice of a Search Committee appointed by the Vice Provost for Research. Nominations for membership on the Search Committee are solicited by the Vice Provost for Research from the Chair of the Academic Council and the Chancellors. Normally, at least one member of the Advisory or Executive Committee of an existing MRU seeking a new Director serves on the Search Committee.

The administrative policies and procedures concerning the University of California’s Research Units may be viewed online at http://www.ucop.edu/research/orupolicy.html.
245-4 Definition

A department chair is a faculty member (as defined in APM-110-4(15)), who serves as the academic leader and administrative head of a department of instruction or research, or a clinical service.

245-6 Responsibility

The duties of department chairs (or equivalent officers) are described in Appendix A to APM - 245.

245-10 Criteria for Appointment

Criteria for appointment of a department chair shall be developed by each Chancellor.

245-11 Criteria for Evaluating Leadership and Service in the Academic Personnel Process

Academic leadership is, in itself, a significant academic activity. Therefore, distinguished leadership and effective discharge of administrative duties by a department chair shall be considered as appropriate criteria in evaluating the performance of a department chair for a merit increase, accelerated increase, or promotion. It is expected that a department chair will remain active in both teaching and research in order to maintain his or her capabilities in the appropriate field of scholarship. However, a chair who discharges his or her duties as a chair effectively may have reduced time for teaching and research. Reduced activity in these areas that results from active service as a department chair should be recognized as a shift in the type of academic activity pursued by the department chair rather than a shift away from academic pursuits altogether. Therefore, it is entirely appropriate to award a merit increase, or, if performance warrants it, an accelerated increase, primarily for demonstrated excellence in service in the chair appointment when accompanied by evidence of continued productive involvement in scholarly activities.

Promotions in rank and advancement up to Step V of the Professor rank should be considered with these criteria in mind. However, advancement beyond above Step V of the Professor rank or to an above-scale salary are advancements of greater significance than promotion and merit increases up to Professor Step V and should require substantial justification beyond excellence of administrative service.
Department chairs who are being considered for academic advancement are subject to regular review procedures, including review by the Committee on Academic Personnel or the equivalent committee.

245-16 Restrictions

The policies governing the appointment and review of academic Deans, as outlined in APM-240, shall take precedence in the case of a single department, school, or college in which the Dean also serves as department chair. Department Chairs are subject to all Academic Personnel policies (APM).

Department Chairs with concurrent appointments that are covered by the Health Sciences Compensation Plan are subject to APM-670, Health Sciences Compensation Plan.

245-17 Terms of Service

Subject to APM-245-20, department chairs shall be appointed for a period of up to five years, subject to reappointment.

245-18 Salary

Department chairs are normally compensated with stipends and/or additional summer compensation, when appropriate. Stipends shall be paid in accordance with APM-633, Stipends/Academic Appointees. Stipend ranges shall be developed by each campus.

University policy permits payment of administrative stipends to chairs and vice chairs of departments of instruction or research, or a clinical service. For details on the Stipend Policy, see APM-633.

245-20 Conditions of Employment

A department chair serves at the discretion of the Chancellor. The Chancellor may terminate the appointment at any time, with or without cause.

Termination of a department chair does not terminate the underlying faculty appointment.

A department chair may engage in outside activities as defined by, and in accordance with, APM-025, Conflict of Commitment and Outside Activities of Faculty Members, and, if a department chair has a concurrent Health Sciences Compensation Plan appointment, in accordance with APM-670, Health Sciences Compensation Plan and Guidelines on Occasional Outside Professional Activities by Health Sciences Compensation Plan Participants.
245-24 Authority

The Chancellor has authority to appoint and reappoint department chairs, including those serving in an interim or acting capacity, and to approve administrative compensation up to the established Indexed Compensation Level (ICL)\(^1\) in accordance with campus procedures and upon the recommendation of the Dean or equivalent officer and after consultation with the tenured faculty in the department. In accordance with APM – 100-6-d, the Chancellor may redelegate to a designee authority for implementing APM – 245.

a. The Chancellor has the authority to appoint department chairs upon the recommendation of the Dean or equivalent officer and after consultation with the tenured faculty in the department concerned.

b. The Chancellor has the authority to appoint acting chairs on a temporary basis for a period not to exceed 12 months. The Chancellor may reappoint an acting chair when circumstances warrant such action.

c. The appointment of a vice chair shall be recommended to the Chancellor by the chair and the Dean. The Chancellor has the authority to appoint the vice chair.

d. The department chair serves at the discretion of the Chancellor. The Chancellor, after consultation with the appropriate Dean or Provost and department faculty, may end the appointment of a department chair at will and at any time. This authority may not be redelegated.

e. The department vice chair serves at the discretion of the Chancellor. The Chancellor, after consultation with the appropriate Dean or Provost and the department chair, may end the appointment of the vice chair at will and at any time.

245-80 Review Procedures

The Chancellor shall establish campus policies with respect to review of department chairs at suitable intervals during their appointment; however, a department chair shall not serve no longer than five consecutive years without review. Each campus shall develop criteria and procedures for conducting department chair reviews.

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\(^1\) As stated in Regents Standing Order 100.3(b).
Duties of Department Chairs (or Equivalent Officers)*

The chair of a department of instruction and research is its leader and administrative head. Appointed by the Chancellor, the chair is responsible to the Chancellor through the Dean of the college or school.

As leader of the department, the chair has the following duties:

1. The appointee is in charge of planning the programs of the department in teaching, research, and other functions. The chair is expected to keep the curriculum of the department under review, and to maintain a climate that is hospitable to creativity, diversity, and innovation.

2. The appointee is responsible for the recruitment, selection, and evaluation of both the faculty and the staff personnel of the department. In consultation with colleagues, the chair recommends appointments, promotions, merit advances, and terminations. The appointee is responsible for maintaining a departmental affirmative action program for faculty and staff personnel, consistent with University affirmative action goals policies. The appointee is expected to make sure that faculty members are aware of the criteria prescribed for appointment and advancement, and to make appraisals and recommendations in accordance with the procedures and principles stated in the President’s Instructions to Appointment and Promotion Committees.

3. The appointee should be receptive to questions, complaints, and suggestions from members of the department, both faculty and staff personnel, and from students, and should take appropriate action on them.

*On some campuses some or all of the duties which are performed by the chair of a department of instruction and research may be performed by other officers. For example, the College Provosts at UC San Diego perform some but not all of the duties of department chairs. The administrative heads of special academic agencies for curricular innovation are to some extent like department chairs. It is because of such variations from the traditional University’s pattern of academic organization that the phrase “department chairs (or equivalent officers)” occurs in this memorandum and other textual references to department chair. On campuses where this applies, the Each Chancellor to whom this applies is responsible for making clear to such an “equivalent officer” which of shall formally specify the duties and responsibilities of the “equivalent officer.” department chairs are being entrusted.

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The chair’s administrative duties include the following (special assignments may be added from time to time, and the Chancellor or Dean may specify additional duties):

1. To make teaching assignments in accordance with the policy described in Regulation #750 of the Academic Senate,* and to make other assignments of duty assign other duties to members of the department staff.

2. To prepare the schedule of courses and of times and places for class meetings.

3. To establish and supervise procedures for compliance with University regulations policy on the use of guest lecturers and Academic Senate Regulation #546 on special studies courses.**

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*750. (A) Only regularly appointed officers of instruction holding appropriate instructional titles may have substantial responsibility for the content and conduct of courses which are approved by the Academic Senate.

(B) Professors, and professors in residence, professors of clinical medicine (e.g., medicine) and adjunct professors of any rank, instructors, instructors in residence and adjunct instructors, and lecturers may give courses of any grade. Persons holding other instructional titles may teach lower division courses only, unless individually authorized to teach courses of higher grade by the appropriate Committee on Courses or Graduate Council. If a course is given in sections by several instructors, each instructor shall hold the required instructional title. (EC 15 Apr 74).

(C) Announcements of special study courses in which individual student work under the direction of various members of a department may state that presentation is by the staff, but a member of the department shall be designated as the instructor in charge.

(D) Only persons approved by the appropriate administrative officer, with the concurrence of the committee on courses concerned, may assist in instruction in courses authorized by the Academic Senate. (AM 16 Mar 70, 15 Jun 71)

(E) No student may serve as a reader or assistant in a course in which he/she is enrolled. (AM 16 Mar 70; AM 15 June 77)

**546. Registration in special studies courses for undergraduates must be approved by the chair (or equivalent) of each department concerned. This approval must be based upon a written proposal submitted to the chair. (EN 19 May 69)
4. To make arrangements and assignments of duty for the counseling of students, and for the training and supervision of Teaching Assistants and other student teachers and teacher aides, subject to the terms of any pertinent Memorandum of Understanding.

5. To prepare the budget and administer the financial affairs of the department, in accord with University procedures.

6. To schedule and recommend to the Chancellor sabbatical leaves and other leaves of absence for members of the department. (The chair may approve a leave of absence with pay for seven calendar days or less for attendance at a professional meeting or for the conduct of University business without submitting a leave of absence form.)

7. To report promptly the resignation or death of any member of the department.

8. To be responsible for the custody and authorized use of University property assigned to the department, and for assigning departmental space and facilities to authorized activities in accordance with University policy and campus rules and regulations.

9. To be responsible for departmental observance of proper health and safety regulations, in coordination with the campus health and safety officer.

10. To maintain records and prepare reports in accord with University procedures.

11. To report any failure of a faculty or staff member to carry out responsibilities and to recommend appropriate disciplinary action.

12. To report annually on the department’s affirmative action program, including a description of good faith efforts undertaken to ensure equal opportunity in appointment, promotion, and merit activities, as well as a report on affirmative action goals and results in accordance with campus policy.

In performing these duties, the chair is expected to seek the advice of faculty colleagues in a systematic way, and to provide for the conduct of department affairs in an orderly fashion through department meetings and the appointment of appropriate committees. The chair also is expected to seek student advice on matters of concern to students enrolled in the department’s programs. In large departments, the chair may be assisted in the tasks involved in carrying out the responsibilities of the chair by a vice chair or other colleagues, and, when desired, by an executive committee chosen in an appropriate manner; however, the responsibilities themselves may not be delegated.
246-4 Definitions and Policy

a. A Vice Provost, Associate Vice Provost, Associate Vice Chancellor, or Associate Dean

A Vice Provost, Associate Vice Provost, Associate Vice Chancellor, or Associate Dean assumes a portion, or a specific function of the duties assigned to the respective Provost, Vice Chancellor, or Dean. Faculty Administrators in these titles are appointed 100 percent time and perform a portion of the overarching responsibilities derived from the Provost, Vice Chancellor, or Dean; they may act in their behalf as requested.

b. College Provost

A College Provost is the head of an undergraduate college and has administrative responsibility for the College.

c. Faculty Administrator

A College Provost or Vice Provost, Associate Vice Provost, Associate Vice Chancellor, or Associate Dean who is appointed at 100 percent time are primarily responsible for administrative duties but maintain their underlying faculty appointment. A Faculty Administrator shall hold a concurrent University faculty appointment (as defined in APM-110-4(15)). The Chancellor may, after consultation with the Academic Senate, appoint a committee to advise in the selection of a Faculty Administrator. The faculty shall be consulted regarding the selection, as appropriate and in accordance with campus practice. Chancellors may designate additional eligible titles as appropriate.

246-10 Criteria for Appointment

Criteria for appointment of a Faculty Administrator shall be developed by each Chancellor.¹

¹ In accordance with APM 100-6-d, the Chancellor may redelegate to a designee authority for implementing APM - 246.
246-14  **Eligibility**

a. Faculty Administrators or Acting and Interim Faculty Administrators *appointed at 100 percent time* are subject to APM - 246.

b. Faculty Administrators or Acting and Interim Faculty Administrators *appointed at less than 100 percent time* are subject to APM 241, Faculty Administrators (Positions Less than 100%).

246-16  **Restrictions**

The following restrictions apply to the appointment of a Faculty Administrator:

a. Faculty Administrators are subject to all Academic Personnel policies (APM).

b. Faculty Administrators with concurrent appointments that are covered by the Health Sciences Compensation Plan are subject to APM-670, Health Sciences Compensation Plan.

246-17  **Terms of Service**

a. Subject to APM - 246-20-a, an appointment as a Faculty Administrator may be for a period of up to five years, subject to reappointment. Appointments shall be made on a fiscal-year basis.

b. Appointment as an Acting or Interim Faculty Administrator may be made on an academic-year or fiscal-year basis as determined by campus need.
Salary

a. Determination of Salary

Faculty Administrators’ salaries shall be established based upon the following factors, as applicable:

(1) Prior administrative experience. Prior relevant administrative experience may be considered in determining appropriate salary.

(2) Market conditions and comparability. To pay competitive total compensation in regional and national marketplaces, the Chancellor may consider external market comparability and other market conditions in determining appropriate salary. Comparisons used to determine compensation shall be to institutions comparable to the rank and stature of the University of California and may be selected to address the needs of individual schools and/or disciplines.

(3) Equity within the University of California System. UC System internal comparison with equivalent Faculty Administrator positions and responsibilities may be considered in determining appropriate salary.

(4) Professorial salary. As an incentive to serve in an administrative capacity, the Faculty Administrator’s administrative salary should at all times remain greater than his or her University of California professorial salary.

b. Merit Increases

(1) Basis for Merit Increase. A Faculty Administrator shall be eligible for consideration of an annual merit increase associated with the administrative salary in accordance with campus procedures and the availability of funding. Funding for administrative merit increases will be determined annually through the University of California budget process.

(2) Eligibility. The Faculty Administrator must be appointed no later than April 1 to be eligible for an administrative merit increase during the subsequent merit cycle.
(3) **Amount of Merit Increase.** The amount of a Faculty Administrator’s administrative merit increase shall be based upon the following factors:

(a) The Faculty Administrator’s annual assessment (see APM - 246-80).

(b) The Faculty Administrator’s current salary relative to internal comparable positions.

(c) Availability of approved merit increase funding.

c. **Equity Increases**

(1) The Chancellor may approve an equity increase in order to maintain a Faculty Administrator’s administrative salary at an amount greater than his or her University of California professorial salary.

(2) The Chancellor may approve an equity increase when a five-year review results in a recommendation to reappoint the Faculty Administrator and identifies significant achievements and/or sustained excellent administrative performance beyond that which can be rewarded in the annual merit process. A salary increase may also be justified at the time of reappointment if market conditions or internal equity factors have changed since appointment, or if necessary to successfully retain the Faculty Administrator in light of a positive five-year review.

(3) An equity or retention increase shall be effective on the same date as the administrative merit (normally October 1), to the extent possible. The merit increase shall be applied first, and any additional equity or retention increase shall be determined after applying the merit adjustment. An additional increase beyond the merit adjustment shall be provided only if the applied merit increase does not resolve the inequity or retention issue.

(4) If a Faculty Administrator receives an equity or retention increase in a fiscal year prior to the availability of merit funding, the subsequent merit shall be calculated based upon the salary prior to
any adjustment. A merit increase will only be applied if the merit calculation is more than the equity or retention increase.

d. **Compensation for Appointment as Acting or Interim Faculty Administrator**

(1) Administrative compensation shall be paid to an Acting Faculty Administrator for assuming the responsibilities of an appointed Faculty Administrator who is on an approved leave of absence or sabbatical leave for a minimum of one term.

(2) Administrative compensation shall be paid to an Interim Faculty Administrator when the individual is serving as Faculty Administrator on an interim basis when a new permanent Faculty Administrator has not yet been named.

(3) Compensation for an Acting or Interim Faculty Administrator shall be structured in accordance with normal campus practice.

e. **Additional University Compensation**

A Faculty Administrator is compensated for administrative service. Additional University compensation is appropriate only in the following circumstances:

(1) **Summer Research.** Faculty Administrators may receive up to 1/12th payment for summer research based on their annual salary. In such instances, accrued vacation will be used in proportion to the research days worked.

(2) **Additional Administrative Role.** In exceptional circumstances, the Chancellor may appoint a Faculty Administrator to an additional and temporary administrative role within the University. In such cases a stipend may be provided for the additional temporary administrative responsibilities.

(3) **Acting or Interim Faculty Administrator Appointments.** Academic-year Acting or Interim Faculty Administrator appointees may receive administrative compensation in the summer period. In combination with other University compensation for teaching and/or
research duties, the total summer compensation received may not exceed 3/9ths salary exclusive of any stipends.

246-20 Conditions of Employment

a. Individuals appointed to the titles Faculty Administrator, Acting Faculty Administrator, or Interim Faculty Administrator serve at the discretion of the Chancellor. The Chancellor may terminate the appointment at any time, with or without cause.

b. Termination of a Faculty Administrator appointment does not terminate the underlying faculty appointment.

c. Conflict of Commitment and Outside Professional Activities

A Faculty Administrator may engage in outside activities as defined by, and in accordance with, APM - 025, Conflict of Commitment and Outside Activities of Faculty Members; and, if a Faculty Administrator has a concurrent Health Sciences Compensation Plan appointment, in accordance with APM - 670, Health Sciences Compensation Plan and Guidelines on Occasional Outside Professional Activities by Health Sciences Compensation Plan Participants; and the following restrictions:

(1) A Faculty Administrator may serve on no more than three for-profit boards that are not entities of the University of California, for which he or she receives compensation, and for which he or she has governance responsibilities.

(2) All outside professional activities, including compensated consulting, shall be reported annually to the Chancellor.

(3) In accordance with APM - 025, Conflict of Commitment and Outside Activities of Faculty Members, a Faculty Administrator may in each fiscal year engage in a maximum of forty-eight (48) calendar days of compensated outside professional activity, which includes the twelve days cited in paragraph (4) below.
(4) A Faculty Administrator may engage in compensated outside professional activity for up to twelve (12) University workdays per fiscal year without deducting from his or her vacation leave balance. In excess of twelve (12) workdays, s/he shall use accrued vacation leave for compensated outside professional activities.

246-24 Authority

The Chancellor has the authority to appoint and reappoint a Faculty Administrator, including one who serves in an interim or acting capacity, and to approve the Faculty Administrator’s appointment salary and appropriate salary increases up to the established Indexed Compensation Level\(^2\) in accordance with campus procedures. The Chancellor has the authority to designate other administrative positions, such as the Director of a major research institute for appointments at 100% time. The Chancellor may redelegate authority to a designee for implementing APM-246 (See APM-100-6-d).

246-60 Benefits and Privileges

a. Vacation Accrual

(1) Faculty Administrators accrue and use vacation leave in accordance with APM - 730, Leaves of Absence/Vacation.

(2) The Chancellor shall develop campus procedures for reporting vacation usage.

(3) A Faculty Administrator shall be granted no more than thirty (30) days in any academic year for the purpose of attending international conferences and related scholarly activities. For additional time off beyond thirty (30) days, a Faculty Administrator shall be required to use accrued vacation. However if the Faculty Administrator does not have sufficient accrued vacation, the Chancellor may approve the additional time off as leave without pay.

\(^2\) As stated in Regents Standing Order 100.3(b).
b. **Medical Leave**

Faculty Administrators do not accrue sick leave. However, Faculty Administrators shall be granted paid medical leave for periods of personal illness, injury, or disability, in accordance with APM - 710-11, *Paid Medical Leave for Academic Appointees Who Do Not Accrue Sick Leave*.

c. **Sabbatical Leave Accrual**

Faculty Administrators accrue sabbatical leave credit based on their faculty appointment in accordance with APM - 740, *Leaves of Absence/Sabbatical Leaves* except that they may accrue sabbatical credit beyond the established limits set forth in APM - 740-16 for the duration of their Faculty Administrator appointment.

d. **Sabbatical Leave During Administrative Service**

The Chancellor may approve a sabbatical leave during a Faculty Administrator’s appointment.

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### Review Procedures

246-80 **Review Procedures**

a. **Annual Assessment**

The Chancellor shall conduct an annual assessment for each Faculty Administrator. The Chancellor shall communicate the key results of the assessment to each Faculty Administrator.

b. **Five-Year Review and Reappointment**

(1) The Chancellor shall conduct a review for each Faculty Administrator no later than once every five years to determine whether reappointment to another term is warranted.

(2) The Chancellor shall develop the criteria and procedures for conducting five-year Faculty Administrator reviews.
University policy for compensation of divisional, associate, and assistant deans, and directors of organized research units is set forth in the following pages.

630–18 Stipends

See APM—633, Stipends/Academic Appointees
I. Divisional, Associate, and Assistant Deans

A. Policy

1. The salary of a Divisional, Associate, or Assistant Dean of a school or college or of the Graduate Division will be determined by the Chancellor on an academic-year basis or fiscal-year basis, according to the needs of the administrative area in which the appointee serves.

2. A faculty member holding appointment as Divisional, Associate, or Assistant Dean shall be compensated on the basis of appropriate percentage appointments as to academic and administrative assignments; the salary rate(s) determined by the appointee’s professorial rank and step; plus an administrative stipend, if the latter is deemed appropriate and if funds are available.

B. Authority

1. In considering promotions and merit increases in the professorial salary rates of Divisional, Associate, and Assistant Deans during their terms of administrative service, each Chancellor is authorized to give special consideration to superior academic leadership and administrative service as evidence in support of the proposed advancements on a normal schedule, or, in exceptionally meritorious cases, on an accelerated schedule. However, such considerations shall not exclude evaluation according to the established criteria for advancement of appointees in the Professor series, and all the established review procedures shall be followed.
2. No increase in salary involving promotion to higher professorial rank may be proposed without the advice of the Academic Senate.

II. Directors, Associate Directors, and Assistant Directors of Organized Research Units under Chancellors

A. Policy

1. The salary of a Director, Associate Director, or Assistant Director shall be determined by the Chancellor on an academic-year basis or fiscal-year basis, according to the needs of the research unit in which the appointee serves.

2. The Director, Associate Director, or Assistant Director of an institute, center, bureau, or other continuing unit or agency of organized research under the administration of a Chancellor shall be compensated on the basis of appropriate percentage appointments as to the academic and administrative assignments; the salary rate(s) determined by the appointee's professorial rank and step; plus an administrative stipend, if the latter is deemed appropriate and if funds are available.

B. Authority

1. The professorial salary rate of a Director, Associate Director, or Assistant Director during the term of administrative service may be increased only in accordance with established procedure and criteria.

2. No increase in salary involving promotion to higher professorial rank may be proposed without the advice of the Academic Senate.

Rev. 7/1/97
632-2  **Purpose**

It is necessary that an appropriate working time factor (FTE) be assigned to every position for which salary funds are budgeted.

632-10  **Guidelines**

The following excerpt from the letter of June 14, 1960 from Harry R. Wellman concerning the assignment of FTE for split appointments with stipends provides guidelines for recording separately the stipend portion of an appointee’s compensation and the base academic salary:

"When an administrative stipend is applied to one portion of a split appointment, no FTE shall be assigned to the stipend portion of the staff member’s compensation, and the stipend shall be recorded separately from the base academic salary. To aid in maintaining this separate identification, a special position title code number (code number 1099) has been established, which is to be used only in conjunction with the stipend portion of the total compensation of deans, directors, etc."
633-0 Policy

In recognition of added administrative responsibility, University policy provides for payment of administrative stipends may be paid to eligible academic appointees with titles as listed in APM - 633-14.

Each Chancellor shall develop local guidelines for the establishment of administrative stipends based on such criteria as budgeted department funds, the size and complexity of the unit, the number of FTE supervised, and the extent of relevant administrative experience and academic leadership of the appointee.

633-14 Eligibility

Academic appointees in the following titles are eligible for administrative stipends. Chancellors may designate additional eligible titles as appropriate. under the provisions in APM – 633-0. See also APM – 630, Compensation of Divisional, Associate, and Assistant Deans, and Directors of Organized Research Units.

Dean and Provost Titles
- Acting Assistant Dean
- Acting Associate Dean
- Acting Dean
- College Provosts
- Vice Chancellor
- Vice Provost
- Associate Vice Provost
- Associate Vice Chancellor
- Acting Divisional Dean
- Acting Provost
- Assistant Dean
- Assistant Provost
- Associate Dean
- Associate Divisional Dean
- Associate Provost
- Divisional Dean
- Provost of ____________ College

This Policy does not apply to professional librarians and non-Senate instructional faculty who are covered by a Memorandum of Understanding with an exclusive bargaining agent.
Department Chairperson Titles
- Department Chair
- Department Vice Chair
- Acting Chairperson
- Chairperson
- Divisional Chairperson
- Vice Chairperson

Director Titles
- Acting Assistant Director
- Acting Associate Director
- Acting Director
- Assistant Director
- Associate Director
- Director

Other Titles
- Academic Assistant to the Chancellor/Vice Chancellor
- Faculty Assistant to the Chancellor, Vice Chancellor, or Dean
- Faculty Assistant to the Provost/Dean
- Librarian-Manager/Supervisor
- Interim or Acting in the titles listed above

This policy does not apply to non-Senate academic appointees covered by a Memorandum of Understanding (MOU).