

VII. POLICY ON ACADEMIC ADMINISTRATIVE SALARIES AND TERM OF OFFICE

A. Department chairpersons, deans and vice presidents hold annual appointments. Procedures for recommendations to the President for appointment vary from office to office and are set forth in this section of the Faculty Handbook. The recommendations from the President are made by the Board of Regents on a year by year basis.

B. Academic administrators on a twelve-month contract should give at least one month's notice before resignation. Normally, however, these individuals will complete the contract before terminating their academic services. Individuals in twelve-month academic administrative positions can be removed from office by the President at any time for cause.

C. Assignment or Reassignment to Full-Time Faculty Position

1. Purpose

The purpose of this policy is to provide guidelines for the determination of the terms and conditions of a tenured employee's appointment, including salary and teaching load, upon assignment/reassignment to a full-time faculty position in the major academic unit in which s/he is tenured after serving as an administrator.

2. Scope

This policy is intended to apply only to tenured employees serving in an administrative capacity.

3. Assignment/Reassignment to Full-Time Faculty Position

a. An administrator, for purposes of this policy, means any tenured faculty member serving in any capacity as an administrator, either on a full-time or part-time basis and shall include, but not be limited to a president, vice-president, assistant vice president, dean, department chairperson, program director, executive director, or assistant and/or associate dean.

b. Any administrator assigned or reassigned to full-time faculty status will have the terms and conditions of his/her appointment determined by the Board of Regents after receiving the recommendation of the President. The President's recommendation will be made after receiving the recommendation of the Provost & Vice President of Academic Affairs and the Dean of the major academic unit to which assignment or reassignment is being made and, if applicable, the chair of the involved department. The recommendations will be made after considering the following factors:

- 1) the individual's rank and length of service to the university;
- 2) the academic "market" salary for faculty members in that individual's academic discipline;
- 3) the need for training or redevelopment of the individual for full-time teaching;
- 4) the needs of the academic unit to which assigned at the time of assignment or reassignment; and
- 5) the needs of the institution.

In the normal case, it is assumed that application of the above factors would result in the individual's salary being set at the same level it would

have been had the individual been in a full-time faculty assignment during the individual's entire period of service with the institution.

The specific faculty assignment of the person will be determined by the Dean of the major academic unit or, in major academic units where departments exist, by the Dean and the department chair of the individual's department, consistent with the needs of the Major Academic Unit and/or department.