

## Academic Administrative Appointment Guidelines

This document outlines the principles and policies for academic administrative appointments. These guidelines do not apply to Senior Management Group (SMG) appointees. <http://www.hr.ucdavis.edu/Elr/supervisor/smg/index.html>.

### PURPOSE OF THESE GUIDELINES

- Ensure that appointments are in the payroll system to properly reflect the percent of administrative work of our appointees and protect the appointee in the advancement process by recording the amount of university service required by the administrative appointment.
- Promote consistency of treatment in pay and service expectations of similar positions across campus units.
- Establish a clear understanding of available types of compensation and non-personal compensation (e.g., course buy-outs and academic enrichment funds) for these positions.
- Standardize how central campus will fund academic administrative appointments that support the campus.
- Ensure that campus reporting and data systems that use payroll title information are accurate.
- Ensure the accuracy of advancement actions.

### GENERAL GUIDELINES FOR ADMINISTRATIVE APPOINTMENTS: EFFORT AND FUNDING

Administrative appointments should be entered into the payroll system with a percent time that reflects the percent effort under that administrative title. The attached *Administrative Appointments Summary Chart* provides details about administrative appointments.

The type of funding for all administrative appointments should reflect the scope of activities expected of the position. For example, Deans are involved in fundraising, research administration, coordinating instructional activities, and possibly clinical or other activities depending on the unit. As such, salaries should be allocated across all appropriate fund sources. This concept may apply to any administrative appointment.

**100% Administrative Appointments.** A faculty member chosen to serve in a campuswide position with a 100% appointment where there is an existing budget for this position in the unit where the appointment will be held (e.g., dean, vice provost, or vice chancellor who holds an academic appointment) will be appointed in that position and their salary and benefits will be paid from that academic or administrative unit. Their professorial salary will remain in the academic unit. Upon the individual's return to the faculty, the academic unit

will be responsible for funding the salary and benefits of their professorial title. This is consistent with the practices described in the Incentive-Based Budget Model for Faculty Resources.

<http://www.budget.ucdavis.edu/budget-model/documents/BdgtModel-Working-Paper-Faculty-Resources-V02.pdf>

***Less than 100% Administrative Appointments.*** When a faculty member is chosen to serve in a campuswide position with a less than 100% appointment (e.g., Associate Vice Chancellor or Associate Vice Provost with a 50% appointment), funding for the position will occur as follows:

- Base salary and benefits funding will stay with the individual but will be re-allocated between their administrative appointment and appointing unit and their academic home. Any merits or ranges that occur during the appointment will be funded centrally and apportioned to each appointment type.
- In the case of faculty partially paid on funds other than state funds and tuition (e.g., self-supporting degree fees and professional degree supplemental tuition), it will be assumed that the administrative appointment percent is all or part of the state funds and tuition share of the faculty member's salary.
- In the case of School of Medicine faculty, the base salary is defined as the X and X' salary components, per APM 670-18b, "base salary is the approved rate on one of the Health Sciences Compensation Plan Salary Scales associated with a faculty member's academic rank, step and assigned APU."
- Central campus will fund the stipend, summer salary and/or research support provided in an academic enrichment account as negotiated and agreed to as part of the administrative appointment.
- Central campus will fund course buy-outs equivalent to the percent of time in the administrative appointment based on the standard teaching load established by the faculty member's department. The buy-out will be at the standard rate of \$35,000 for salary and benefits per course for units on the quarter system and \$45,000 for salary and benefits per course for units on the semester schedule and will continue throughout the term of the appointment.
- Course buy-outs will be provided for the portion of teaching paid on state funds, not on other funds that will continue to accrue to the unit.
- When the administrative appointment ends and the individual returns to their full-time professorial appointment, base salary and benefits funding at the current rate will return with them.
- In the case of appointments to Organized Research Units (ORUs), it will be expected that there will be some financial partnership between central campus, the Office of Research, and the Academic Units who are primary participants in the ORU in supporting the funding of these positions.

*Example of a Less than 100% Administrative Appointment for a Campuswide Position*

Current Faculty Salary: \$160,000, AY appointment

Administrative Appointment Agreement: 50%, 2/9 summer salary, \$1,000/mo stipend, course buy-out of 1.5 courses based on a standard 3 course teaching load.

Assumption: Benefits based on applicable composite rates will be applied to all salary components. For simplicity, they are not reflected in this example.

Salary Component	Academic Unit	Administrative Unit	Fund Source
Professorial Salary	\$80,000	\$0	Existing in Unit
Academic Administrator Salary		\$80,000	Transfer fr Acad to Admin Unit*
Summer Salary		\$35,500	Campus
Stipend		\$12,000	Campus
1.5 Course Buy-out	\$52,500		Transfer from Campus to Unit
<b>Total Available</b>	<b>\$132,500</b>	<b>\$127,500</b>	

\*Academic Administrator Salary funding will return to Academic Unit when the administrative appointment ends and individual returns to their full-time professorial appointment.

**IMPLEMENTATION AND NEXT STEPS**

- All administrative appointments effective or renewed on or after July 1, 2015 should follow the guidelines and principles reflected in this paper.
- Administrative appointments within a unit (e.g., Associate Dean) may have different financial agreements between the dean’s office and departments; however, the administrative appointment must be reflected consistent with these guidelines.
- Academic Affairs and BIA will be reviewing and updating the standard stipend levels and guidance over the next several months.
- Academic Affairs and BIA will also work with the Academic Senate to review the stipend levels and practices for senate officer and committee appointments to ensure greater consistency of practice for Senate service.
- Academic Affairs is in the process of developing guidelines on academic enrichment funds, consistent with new UCOP policy. As these funds are often part of the arrangement negotiated with Academic Administrators, this guidance will also supplement this information.

ADMINISTRATIVE APPOINTMENT SUMMARY CHART

<u>Administrative Title</u>	<u>Title Code</u>	<u>Fiscal Year or Academic Year Appointment</u>	<u>Policy</u>	<u>Terms of Service</u>	<u>Requires Payroll Title</u>	<u>Eligible for Stipend</u>	<u>Eligible for Summer Compensation</u>	<u>Eligible for Vacation Accrual</u>	<u>Review Requirements</u>	<u>Approval Authority</u>
<b>100% ADMINISTRATORS</b>										
DEAN	1000	FY	APM 240/UCD 240	3-5 years	Yes	No	Eligible for 1/12 per APM 246-18e.	Yes	Annual assessment and review prior to reappointment (no later than once every 5 years)	Chancellor
ACT/INTERIM DEAN	1007	FY	APM 240/UCD 240	1 year or less	Yes	No	Eligible for 1/12 per APM 246-18e.	Yes	Annual assessment	Chancellor
VICE PROVOST	1068	FY	APM 246	3-5 years	Yes	No	Eligible for 1/12 per APM 246-18e.	Yes	Annual assessment and review prior to reappointment (no later than once every 5 years)	Chancellor
ACT/INTERIM VICE PROVOST	1077	FY	APM 246	1 year or less	Yes	No	Eligible for 1/12 per APM 246-18e.	Yes	Annual assessment	Chancellor
ASSOCIATE VICE PROVOST	1069	FY	APM 246	3-5 years	Yes	No	Eligible for 1/12 per APM 246-18e.	Yes	Annual assessment and review prior to reappointment (no later than once every 5 years)	Chancellor
ASSOCIATE VICE CHANCELLOR	0803	FY	APM 246	3-5 years	Yes	No	Eligible for 1/12 per APM 246-18e.	Yes	Annual assessment and review prior to reappointment (no later than once every 5 years)	Chancellor
ACT/INTERIM ASSOCIATE VICE CHANCELLOR	0804	FY	APM 246	1 year or less	Yes	Yes	Eligible for 1/12 per APM 246-18e.	Yes	Annual assessment	Chancellor
ASSOCIATE DEAN	1010	FY	APM 246	3-5 years	Yes	No	Eligible for 1/12 per APM 246-18e.	Yes, if FY	Annual assessment and review prior to reappointment (no later than once every 5 years)	Chancellor
ACT/INTERIM ASSOCIATE DEAN	1017	FY or AY	APM 246	1 year or less	Yes	Yes	Eligible for 1/12 per if FY; 3/9th summer salary if AY per APM 246-18e.	Yes, if FY	Annual assessment	Chancellor

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<b>PART-TIME ADMINISTRATORS -- LESS THAN 100%</b>										
ASSOCIATE VICE CHANCELLOR	0803	FY	APM 241	Up to 5 years	Yes	Yes	Eligible for 1/11 if hired prior to 7/1/14; or 1/12 if hired 7/1/14 or later, per APM 600-14 .c.	Yes, if FY	Review prior to reappointment (no later than once every 5 years)	Chancellor
ACT/INTERIM ASSOCIATE VICE CHANCELLOR	0804	FY	APM 241	1 year or less	Yes	Yes	Eligible for 1/11 if hired prior to 7/1/14; or 1/12 if hired 7/1/14 or later, per APM 600-14 .c.	Yes, if FY	Review prior to reappointment, if applicable	Chancellor
ASSOCIATE DEAN	1010	FY OR AY	APM 241	Up to 5 years	Yes	Yes	Eligible for 1/11 if hired prior to 7/1/14; or 1/12 if hired 7/1/14 or later, per APM 600-14 .c; 3/9th summer salary if AY	Yes, if FY	Review prior to reappointment (no later than once every 5 years)	Chancellor
ACT/INTERIM ASSOCIATE DEAN	1017	FY OR AY	APM 241	1 year or less	Yes	Yes	Eligible for 1/11 if hired prior to 7/1/14; or 1/12 if hired 7/1/14 or later, per APM 600-14 .c; 3/9th summer salary if AY	Yes, if FY	Review prior to reappointment, if applicable	Chancellor
ASSOCIATE VICE PROVOST	1069	FY OR AY	APM 241	Up to 5 years	Yes	Yes	Eligible for 1/11 if hired prior to 7/1/14; or 1/12 if hired 7/1/14 or later, per APM 600-14 .c; 3/9th summer salary if AY	Yes, if FY	Review prior to reappointment (no later than once every 5 years)	Chancellor
DIRECTOR OF AN ORGANIZED RESEARCH UNIT (ORU)	0900	FY	APM 241/UCD Appendix II-C	Up to 5 years	Yes	Yes	Eligible for 1/11 if hired prior to 7/1/14; or 1/12 if hired 7/1/14 or later, per APM 600-14 .c.	Yes	Review prior to reappointment (no later than once every 5 years)	Chancellor
ASSOCIATE DIRECTOR OF AN ORGANIZED RESEARCH UNIT (ORU)	0910	FY	APM 241/UCD Appendix II-C	Up to 5 years	Yes	Yes	Eligible for 1/11 if hired prior to 7/1/14; or 1/12 if hired 7/1/14 or later, per APM 600-14 .c.	Yes	Review prior to reappointment (no later than once every 5 years)	Provost
ACT/INTERIM DIRECTOR OF AN ORGANIZED RESEARCH UNIT (ORU)	0907	FY	APM 241/UCD Appendix II-C	1 year or less	Yes	Yes	Eligible for 1/11 if hired prior to 7/1/14; or 1/12 if hired 7/1/14 or later, per APM 600-14 .c.	Yes	Review prior to reappointment, if applicable	Vice Provost - Academic Affairs

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<b>PART-TIME ADMINISTRATORS -- LESS THAN 100% (continued)</b>										
FACULTY ASSISTANT TO THE CHANCELLOR	1044	FY OR AY	APM 241	Up to 5 years	Yes	Yes	Eligible for 1/11 if hired prior to 7/1/14; or 1/12 if hired 7/1/14 or later, per APM 600-14 .c; 3/9th summer salary if AY	Yes, if FY	Review prior to reappointment (no later than once every 5 years)	Chancellor
FACULTY ASSISTANT TO THE VICE CHANCELLOR	1045	FY OR AY	APM 241	Up to 5 years	Yes	Yes	Eligible for 1/11 if hired prior to 7/1/14; or 1/12 if hired 7/1/14 or later, per APM 600-14 .c; 3/9th summer salary if AY	Yes, if FY	Review prior to reappointment (no later than once every 5 years)	Vice Chancellor
FACULTY ASSISTANT TO THE PROVOST/DEAN	1055	FY OR AY	APM 241	Up to 5 years	Yes	Yes	Eligible for 1/11 if hired prior to 7/1/14; or 1/12 if hired 7/1/14 or later, per APM 600-14 .c; 3/9th summer salary if AY	Yes, if FY	Review prior to reappointment (no later than once every 5 years)	Provost/Dean
ACADEMIC ASSISTANT TO THE ____	0801/08	FY OR AY	APM 241	Up to 5 years	Yes	Yes	Eligible for 1/11 if hired prior to 7/1/14; or 1/12 if hired 7/1/14 or later, per APM 600-14 .c; 3/9th summer salary if AY	Yes, if FY	Review prior to reappointment (no later than once every 5 years)	Hiring Administrator
DIRECTOR - EAP STUDY CENTER	1070	FY OR AY	APM 241	Up to 5 years	Yes	Yes	Eligible for 1/11 if hired prior to 7/1/14; or 1/12 if hired 7/1/14 or later, per APM 600-14 .c; 3/9th summer salary if AY	Yes, if FY	Review prior to reappointment (no later than once every 5 years)	Vice Provost -- Global Affairs
NON-ORU DIRECTOR	N/A	FY OR AY		Up to 5 years	No	Yes	Eligible for 1/11 if hired prior to 7/1/14; or 1/12 if hired 7/1/14 or later, per APM 600-14 .c; 3/9th summer salary if AY	Yes, if FY	Review prior to reappointment (no later than once every 5 years)	Hiring Administrator - normally Dean or Vice Chancellor

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<b>DEPARTMENT CHAIRS</b>										
DEPARTMENT CHAIR	1096	FY OR AY	APM 245/UCD 245	Up to 5 years	Yes - stipend only	Yes	Eligible for 1/11 if hired prior to 7/1/14; or 1/12 if hired 7/1/14 or later, per APM 600-14 .c; 3/9th summer salary if AY	Yes, if FY	Review prior to reappointment (no later than once every 5 years)	Chancellor
ACT/INTERIM DEPARTMENT CHAIR	1095	FY OR AY	APM 245/UCD 245	1 year or less	Yes - stipend only	Yes	Eligible for 1/11 if hired prior to 7/1/14; or 1/12 if hired 7/1/14 or later, per APM 600-14 .c; 3/9th summer salary if AY	Yes, if FY	Review prior to reappointment, if applicable	Chancellor
VICE CHAIR	1094	FY OR AY	APM 245/UCD 245	Up to 5 years	Yes, if stipend paid	Yes	Eligible for 1/11 if hired prior to 7/1/14; or 1/12 if hired 7/1/14 or later, per APM 600-14 .c; 3/9th summer salary if AY	Yes, if FY	Review prior to reappointment (no later than once every 5 years)	Vice Provost-- Academic Affairs
<b>GRADUATE GROUPS</b>										
GRAD GROUP CHAIR	1099	FY OR AY	APM 245/UCD 245B	3-5 years	Yes - stipend only	Yes	N/A	N/A	Review after 5 years if appointment continues beyond 5 years	Chancellor