Authority: Chancellor

Source of Authority: UNC Policy Manual 300.1.6

History: Effective July 1, 2008

Related Links: UNC Policy Manual 300.1.6[R] & 300.2.1; UNCW Policy 03.220

Responsible Office: Provost’s Office

I. Purpose

In order to ensure clarity and consistency, this policy sets forth the terms and conditions in appointments of faculty serving and retreating to administrative positions in accordance with applicable university policies.

II. Scope

This policy applies to administrators in positions of associate dean, assistant dean, director and chair.

III. Policy

A. All appointments of faculty members to administrative positions at the level of associate dean, assistant dean, director, or chair are employment at will appointments subject to continuation or discontinuation at the discretion of the chancellor. All such appointments require prior, written authorization from the Office of the Provost. The Provost Office will maintain copies of all administrative appointment letters and the associated Provost authorizations with additional copies provided to Human Resources. An authorized, written employment agreement between the university and an administrator entered into prior to July 1, 2008, may be exempt from this policy. Appointments to administrative assignments should be effective on either July 1 or January 1.

B. For a faculty member converting from a 9-month faculty position to a 12-month administrative position, the faculty salary will be converted to a 12 month administrative salary using a 12/9s multiplier (1.33). Any salary increase awarded on the basis of performance during the previous year will be added to the 9-month base salary prior to conversion, subject to the appropriate policies of the University of North Carolina. For an administrator serving in an appointment of less than 12 months, an appropriate conversion multiplier will be used to reflect the reduced period of service.
C. At the discretion of the appropriate unit head and with authorization from the Provost, an administrative stipend may be added to the converted salary to provide compensation for additional responsibilities and must be commensurate with the duties assigned. This stipend is a temporary supplement to the administrator’s base salary, to be removed upon termination of the administrative assignment.

D. All appointments to administrative positions must be in accordance with UNC Policy 300.2.1 and UNC Policy 300.1.6[R] and the letters of appointment must include the following, as may be revised from time to time:
   1. the title of the appointment;
   2. a statement of entitlement of annual leave of 24 workdays per year for a full time appointment and the requirement that such leave is subject to the prior approval by the supervisor;
   3. a statement of the “employment at will” status of the administrative appointment;
   4. the appointee’s current faculty salary (prior to administrative appointment);
   5. the explanation of the 9 to 12 month conversion formula and a statement of the resulting administrative salary (including the initial salary of the appointment);
   6. the specific amount of any administrative stipend added to the salary;
   7. the beginning date of the appointment;
   8. a statement of the new administrator’s duties and responsibilities;
   9. a statement of the administrator’s right to return to his or her faculty position and the provisions for such a return that are in compliance with this policy; and
   10. a copy or link to the UNC Policy Manual and UNCW academic and employment policies.
   11. The appointee’s signature signifying acceptance and understanding of the terms of the appointment and return.
   12. a statement that

   This letter constitutes the full and complete agreement of the parties. No prior written or oral understandings or representations pertaining to the subject matter of this agreement shall be binding on the parties. Any amendments to this agreement are only effective if in writing and signed by the university’s authorized representative. This agreement may not be changed or amended orally.

E. Return to Faculty Position

   1. An administrator who holds a concurrent tenured faculty appointment may return to that appointment with all the rights and responsibilities of faculty in the home department, unless a proceeding is initiated to
discharge or demote the administrator from the faculty position. If there has been an administrative stipend during the appointment, that stipend shall be removed. Returns to faculty positions from administrative assignments should be effective on either July 1 or January 1 of each year, though consideration will be given to off-cycle appointments and retreat as needed.

2. For a 12 month administrator returning to a 9 month faculty position, the 12 month administrative salary (minus any administrative stipend) will be converted to a 9 month faculty salary by using a 9/12s multiplier (0.75). Any salary increase awarded in the last year of administrative service based on performance during that year as an administrator will be retained upon return to a faculty position, subject to the appropriate university policies.

3. In all cases, the salary of a faculty member returning to a faculty position from an administrative position should be commensurate with the salaries of comparable faculty members.