



Guidance on Faculty Administrative Appointments

Office of Vice Provost for Faculty
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Introduction

This document provides guidance on the policy governing administrative appointments for faculty members. The Administrative Faculty Leadership Appointment Policy states that special considerations are required when faculty members move into or out of administrative appointments. By adhering to these guidelines, the administration of faculty leadership appointments will be a transparent and consistent process aligned with the Institute’s values, fostering a collaborative and efficient academic environment.

Administrative Appointments

The type of contract, length of term, and amount of supplemental pay (e.g., administrative stipend) are based on the type of administrative appointment. Administrative stipends are not a means of addressing salary inequity. Administrative stipends may be added to a faculty member’s base salary in return for additional responsibilities and duties associated with a leadership role within the unit, college/division, or at the Institute level. Under applicable USG policies, the calculation of annual merit or other salary adjustment that may occur while serving in the administrative leadership role will be applied to the stipend and base salary.

The table below provides the expected contract and terms for faculty administrative leadership appointments. The Office of the Provost must approve any appointment specifications outside these terms.

Faculty Administrative Appointment Guidelines			
Title/Position	Contract Type	Term	Stipend Range per Contract Year
Dean	12-months/fiscal year (FY)	5 years*	\$35K – \$50K
School Chair	12-months/fiscal year (FY)	5 years*	\$20K – \$35K
Executive Director	Varies by position**	3 – 5 years*	\$15K – \$35K
Vice Provost or Vice President		5 years*	\$20K – \$35K
Associate Dean		3 – 5 years*	\$15K – \$25K
Other administrative positions***		3 – 5 years*	\$5K – \$20K

* Depending on the requirements of the position, the term length may range from three to five years, although it is recommended that contract terms are five years to align with [3.3.10 Evaluation of Academic Administrators](#). School Chair and College Dean terms are specified to lengths of five years in [3.3.10.1 Process for 5-Year Comprehensive Review and Evaluation of School Chairs](#) and [3.3.10.2 Process for 5-Year Comprehensive Review and Evaluation of Deans](#).

** Depending on the requirements of the position, the contract may be either (1) 12-month/fiscal year (FY) or (2) 9-month/academic year (AY).

*** Any administrative leadership appointments in academic or research units not named above include but are not limited to: associate chair, academic program director, associate vice provost, associate vice president, director of graduate or undergraduate studies, or director of a research institute or center.

Additional Considerations

When starting administrative appointments, many faculty members will transition from academic year (AY, 9-month) contracts to fiscal year (FY, 12-month) contracts. Likewise, when faculty members transition out of administrative appointments, they will convert from fiscal year back to academic year contracts. At both transitions, it is recommended that supervisors keep the following points in mind to ease the transitions and ensure that the faculty members' needs are addressed.

Changes in Contract Terms

- When moving from an academic- to a fiscal-year contract, a faculty member will start accumulating 14 hours per month of vacation leave. Near the start of their term, they will not have accumulated sufficient vacation leave time to cover planned absences and may need to use “sick in lieu of vacation” time.
- After each calendar year, only 160 hours of vacation leave can carry over to the next year. Faculty members should monitor their leave balances and use their vacation time accordingly to avoid losing accumulated hours at the end of the calendar year.
- When moving from a fiscal- to an academic-year contract, a faculty member will receive a payout for unused vacation leave time and will cease accumulating any vacation leave.
 - Should this transition occur at the beginning of summer, the supervisor may consider providing summer employment plans, especially if the notice of the position transition was given less than six months in advance.

Salary Specifications

- Offer letters must differentiate between base salaries and administrative stipends.
- Any equity adjustments should be based on base salary calculations; that is, equity adjustments should not consider stipends when determining if the faculty member's salary is eligible for an equity adjustment.
- Other salary adjustments, such as merit increases, should be applied to both the base salary and the stipend.

Multi-Year Reviews

- Offer letters must make clear when the faculty administrator will be expected to undergo administrative review, following [Faculty Handbook 3.3.10](#).

Workload Distributions

- Faculty assuming an administrative position with an administrative title should be assigned an administrative workload of 51% or greater.