

## Office of Academic Affairs

### **Guidelines and Procedures for Faculty Administrative Appointments**

Faculty employees normally assigned the principal responsibility of teaching, research, and public service can be appointed to an administrative position when they are assigned the majority of the duties of an administrative position, or when new or additional administrative duties are assigned representing a higher classification and/or higher level of complexity, responsibility, and/or independence. Faculty that assume administrative duties outside the scope of their normal teaching and research job responsibilities may be compensated for such services by course and/or other activity release, summer support, 12-month contract, temporary salary supplement or stipend, and/or other incentives agreed upon in advance.

Following are general guidelines and procedures for the approval and implementation of such appointments and associated temporary salary supplements or stipends, as applicable.

#### Approval Authority

- 1) **Advance** approval by the provost is required for (a) all administrative appointments that will require an official administrative title and code change on the faculty employment agreement, or for (b) appointments that that will carry an internal university title, as described in the following General Guidelines section. In addition, an administrative stipend or supplement and/or an administrative discretion increase (ADI) for *in-unit employees* will require advance written notification to the UFF in accordance with CBA requirements.\* Consequently, an administrative function should not commence prior to the required approvals, and the effective date of the administrative supplement or stipend and/or ADI, as applicable, cannot be retroactive and should reflect the first day the administrative duties will commence.
- 2) In accordance with the process outlined in the Required Documentation section (see below), recommendations for administrative appointments and associated administrative supplements and/or ADIs should be submitted to Academic Affairs for consideration by the provost, as approved directly by an academic area vice president or vice provost, college dean, or officially authorized designee.
- 3) Administrative assignments that will not require an official administrative title and code change or an internal university title on the faculty employment agreement, or that will not include a temporary administrative supplement or permanent ADI, do not require the provost's approval—and hence the process described in the Required Documentation section is not applicable in such cases.

#### General Guidelines

- 1) Faculty employees who assume an administrative function on a regular or interim **full-time** basis should be classified as administrators and will be assigned an official administrative title and code on their employment agreements, consistent with the required job responsibilities. Faculty that assume an administrative function on a regular or interim **part-time** basis should not generally be classified as administrators, but such assignments or job functions can be formally recognized with an internal university title, consistent with the required job responsibilities.

As a guiding principle, administrative assignments that will exceed 50% of the employee's total effort (.51 FTE or greater) will require an administrative title assignment on the employment agreement, whereas part-time administrative assignments or job functions lower than .51 FTE can be formally recognized with an internal university title, consistent with the required job responsibilities.

- 2) Interim administrative appointments should generally not extend beyond one-year, but exceptions are possible for special circumstances as approved by the provost.

- 3) Administrative salary supplements or stipends are permitted under special circumstances as approved by the provost, but are not required. Administrative supplements or stipends should be commensurate with the administrative assignment FTE, and should normally not exceed 10% of the employee's 9- or 12-month base salary up to \$15,000 for 9-month appointments, or \$20,000 for 12-month appointments.

While there is a desire for strong academic leadership at the university and a need for consistency and equity in administrative stipends for faculty, the supplements or stipends can vary based on the complexity of the unit or program, the level of responsibility and authority of the position, and other special considerations. Consequently, stipends outside the recommended range may be required and are possible under special circumstances as approved by the provost.

- 4) Permanent ADIs can be recommended at the time an administrative appointment is made, but the purpose of a permanent increase should be to address existing equity, market, merit or other special considerations such as a response to a verified written offer of employment and not in relation to the assigned administrative duties. Increases related directly to the administrative appointment should be implemented as temporary administrative salary supplements or stipends, all or part of which can be removed when the administrative appointment ends.
- 5) Administrative supplements or stipends for full-time regular (non-interim) appointments for directors, chairs, assistant or associate deans, assistant or associate vice provosts or vice presidents, vice provosts or vice presidents can be rolled into permanent base salary subject to prior approval of the dean and provost, with consideration given to the time and quality of service in the position. Up to 20% of the administrative supplement or stipend per year over a 5-year period may be rolled into permanent base salary.

Administrative supplements or stipends that are rolled into permanent base salary are considered ADIs, and as such are subject to Collective Bargaining Agreement (CBA) provisions (for in-unit employees) and other university policies, rules and regulations, as applicable.

### Required Documentation

- 1) Recommendations for administrative appointments must be submitted by electronic personnel action form (ePAF), accessed via the PeopleSoft System within the myUCF portal.
- 2) For those administrative appointments that will include an administrative supplement or stipend, please attach to the electronic ePAF a brief statement in support of the requested amount, as well as Dean/VP approval evidence (electronic or other) for the requested increase.
- 3) For E&G requests, please also submit an "E&G Salary Commitment Form" via email to [acadadm@ucf.edu](mailto:acadadm@ucf.edu), making sure to note the ePAF number on the email.

\* Please refer to the current CBA for all applicable provisions regarding administrative supplements or stipends and ADIs for in-unit employees.