

Appointment of Academic Associate Deans, Chairs, and Directors with Faculty Rank



Approved: October 27, 2014
Revised: June 15, 2020
Next Scheduled Review: June 15, 2025

Procedure Summary

The following procedure will apply to appointments of academic administrators classified as associate deans, chairs, and directors that hold faculty rank with a nine-month appointment.

Procedure

1. ACADEMIC ADMINISTRATIVE APPOINTMENTS

1.1 All full-time and part-time academic administrative appointments, where the individual holds faculty rank, shall include the following information:

1.1.1 Base Faculty Monthly Salary.

1.1.1.1 For Internal Searches- this is the faculty monthly salary that the internal candidate is currently earning in their full-time faculty appointment.

1.1.1.2 For National Searches- this is the faculty monthly salary appropriate to the appointee's experience and qualifications as reflected in the academic market. This base faculty monthly salary is established at the time of the academic administrative appointment.

1.1.2 Administrative Stipend. This is a salary supplement added to the base faculty salary. The stipend is effective only during the time the appointee holds the academic administrative position.

1.1.3 Administrative Appointment Period. This is a statement that identifies if the administrative position is a 9-month appointment or a 12-month appointment. Most administrative positions will require a 12-month appointment.

1.1.4 Teaching Load. Some administrative appointments will include a faculty teaching assignment. Consistent with Texas A&M University-Central Texas Standard Administrative Procedure-Faculty Workload (12.03.99), the academic workload

will be determined by the immediate supervisor depending on the workload associated with the non-instructional administrative duties.

2. SALARY INCREASES

2.1 As with all faculty positions, academic administrators with faculty appointments are eligible for consideration of merit increases in pay, salary equity increases, and salary increases given for promotion to a higher rank.

3. TERMS OF APPOINTMENT

3.1 The appointing authority may dismiss an administrator from the administrative position without cause.

3.2 The actions or conduct of an administrator may be used as grounds for dismissal as a tenured faculty member. Unless dismissed as a tenured faculty member, an administrator who holds tenure may return to a tenured faculty position.

3.3 In colleges where the normal faculty appointment period is nine months, the administrative stipend will cease on the date of termination of the administrative appointment. All unused annual leave will be paid in a lump sum. The faculty appointment will immediately revert to a nine-month contract.

Related Statutes, Policies, or Requirements

System Policy [01.03 *Appointing Power and Terms and Conditions of Employment*](#)

Contact Office

Office of the Provost and Vice President for Academic and Student Affairs.
254.519.5447