

Memorandum of Administrative Policy
Administrative Salaries in the Academic Affairs Division Policy

Area: Academic Affairs

Section: Faculty Workload and Pay

Number: 05.A.05 AP

Policy

- A. This policy covers any administrative position in Academic Affairs, other than those of Senior Vice President for Academic Affairs and Provost, Dean, and Associate Vice President, held by anyone having faculty rank. The dean in whose college the position resides and the Senior Vice President for Academic Affairs and Provost, or the Senior Vice President for Academic Affairs and Provost and for those positions that report directly to the Senior Vice President and Provost, shall designate whether a particular position is for the academic year, or for 10 months, 11 months, or fiscal year as well as the teaching load for that position. The determination of the pay period for the position should be based on a realistic assessment of the workload of that position.

- B. A stipend, approved by the dean in whose college the position resides and the Senior Vice President for Academic Affairs and Provost, or by the Senior Vice President for Academic Affairs and Provost and the President for those positions that report directly to the Senior Vice President for Academic Affairs and Provost, will attach to any administrative position in Academic Affairs, other than those of Senior Vice President for Academic Affairs and Provost, Dean and Associate Vice President held by anyone having faculty rank. Stipends will be provided to Associate Deans, and Division Chairs. They may, with the approval of the Senior Vice President for Academic Affairs and Provost, and the Deans if the administrative

position reports to a Dean, be provided to others, such as Center Directors, to recognize the market or unusual responsibilities that are not recompensed through released time, summer salary, or means other than a stipend. This stipend is in addition to any regular salary the administrator draws during the summer; however, the summer salary may be held to be adequate compensation in itself for the administrative services rendered.

- C. The stipend will attach to the position and will remain with the position should the faculty member who holds the position relinquish it. Generally, the stipend should reflect the market for positions of the type with which it is associated and the scope of responsibility of the position. The stipend, however, is intended only to recognize the additional responsibilities the faculty will carry as an administrator and is not intended as a means of remedying perceived inequities in faculty salaries.
- D. For unusual and well-documented reasons, those who must initially approve a stipend may authorize an adjustment, either up or down, in an individual stipend. Should the person receiving the unusual adjustment relinquish his/her post, then the stipend will revert to its former level.
- E. All administrative stipends will be reviewed every three years, or at the discretion of the President or Senior Vice President for Academic Affairs and Provost.
- F. An administrator returning to a faculty position will be reviewed for a faculty increment according to then current procedures, said increment to become effective the following academic year.
- G. Any additional increment beyond the normal faculty increment for an administrator returning to the faculty must be approved by the Senior Vice President for Academic Affairs and Provost and the President, and may be granted only under unusual and well-

documented circumstances to prevent injustice or to prevent the faculty member from leaving UHCL. An example of such an injustice that requires a remedy is when the administrator's salary on return to the faculty is lower than if he or she had never served in the administrative position.

- H. Notwithstanding the above, any administrative officer in Academic Affairs at any level in an acting or interim position, including that of Senior Vice President for Academic Affairs and Provost, will be recompensed for his or her additional duties with a stipend, rather than an increase to base salary, so long as the assignment remains acting or interim.

- I. All members of the faculty who serve on 12-month administrative appointments in positions at or above the level of Dean or its equivalent for a period of at least one year shall return at the conclusion of the administrative assignment to their respective faculty ranks on a nine-month academic appointment with the salary base prorated as 75 percent on the 12-month salary last held as an administrative officer. This does not include persons serving in acting positions.