

Faculty Members Holding Administrative Positions

ACA-08



About This Policy

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Responsible University Office:

Office of the Executive Vice President for University Academic Affairs

Responsible University Administrator:

Executive Vice President for University Academic Affairs

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Scope

The following policy shall apply to Provosts, Vice Provosts, Vice Presidents, Chancellors, Vice Chancellors, Deans, Directors—and individuals in other administrative positions as identified by the Chancellors, Provost, or President—who were not in one of these positions on June 30, 2004.

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Policy Statement

This policy shall be used to determine the salary of an individual who holds both a faculty and administrative position when the individual relinquishes or is removed from the administrative position.

At the time an individual assumes both faculty and administrative positions, a memorandum shall be created that sets forth the 12-month salary of the individual. A determination shall then be made by the appointing official that establishes the portion of the salary that shall be considered the faculty component of the individual's salary and the portion of the salary that shall be considered the administrative component of the salary. From year to year, as raises may be given, the raises shall be apportioned between the faculty component of the salary and the administrative component of the salary. These figures shall be maintained by the appointing official with a copy provided to the faculty member/administrator and to the appropriate campus faculty records office.

At such time as a faculty member relinquishes or is removed from the administrative position, the faculty member's salary shall return to the faculty component of the salary and the faculty member shall no longer be entitled to the administrative component. In addition, the faculty component of the salary shall revert to ten twelfths (10/12) of the faculty component if the individual returns to an academic year teaching position.

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Procedure

Beginning fiscal year 04/05, salaries for new faculty administrators (Provosts, Vice Provosts, Vice Presidents, Chancellors, Vice Chancellors, Deans, Directors and other administrative positions) will have two components to the salary. One component will be the traditional 12-month base amount and will be budgeted on object code 2000. The specific amount tied to the second component "Administrative," will be budgeted on object code 2000, sub-

object code ADM. Twelve-month administrators that will be partially funded from their 10-month faculty line, should be converted, spreading their 10-month salary over 12 months (e.g., 25% of the 10-month rate will actually be 20.83 FTE of the 12-month rate). The administrative component of the salary is to be incurred on the administrative office account. Each component of the salary will be incremented annually in compliance with the campus budget salary guidelines. The Administrative component will be removed if the administrator returns to the faculty and the full faculty salary component should revert back to 10 months.