

STANDARD ADMINISTRATIVE PROCEDURE

01.03.99.M0.01 Incremental Pay and Appointment Status for Administrators with Faculty Appointments

Approved February 6, 1996

Revised June 30, 2014

Next Scheduled Review: June 30, 2019

Standard Administrative Procedure Statement

In order for salaries of administrators, upon return to their faculty positions, to be equitable in relation to their faculty peers (System Policy 01.03), the following Texas A&M University procedure shall be incorporated into college rules on administrative appointments and will apply to appointments of administrators holding both (1) administrative rank below that of President and (2) faculty rank.

Official Procedure

1. DOCUMENTATION

1.1 Documentation of all appointments of a faculty member to an administrative position shall include specification of the following:

1.1.1 Base faculty monthly salary. This is a faculty monthly salary appropriate to the appointee's experience and qualifications as reflected in the academic market, and consistent with System Policy 01.03, will not exceed the salary of other persons with similar qualifications performing similar duties. This base faculty monthly salary will be negotiated at the time of appointment regardless of whether the appointee was an internal or external candidate in the search process.

1.1.2 Administrative stipend (if applicable). This is generally a monthly salary supplement added to the base faculty monthly salary described in 1.1.1 above. However, it can also be a summer only salary supplement or both, monthly stipend and summer salary. This stipend is effective only during the time the appointee holds the administrative position.

1.1.3 Administrative appointment period. This is the period during the fiscal year that the administrative duties are performed and the administrative stipend, if any, is paid and the length of the appointment.

The administrative stipend and administrative appointment period taken as a package will be referred to below as the administrative salary supplement.

- 1.2 The required routing process is set out in the Guidance for Administrative Appointments of Faculty and Return to Faculty Appointment document issued by the Offices of the President and Provost.

2. SALARY INCREASES

- 2.1 All monthly salary increases awarded to an individual in an administrative position shall be retained in the individual's base faculty monthly salary when relinquishing the administrative position. Salary increases may include merit salary increases, equity adjustments, promotions, state-mandated increases or other actions that are applied to faculty salaries. In assessing performance for merit salary increases, in addition to the most recent performance review, recognition of the individual's contributions as an administrator will be made.

3. TERMINATION OF APPOINTMENT

- 3.1 Terms related to termination of an administrative appointment, as well as subsequent return to full-time faculty status, may include an appropriate transition period of reduced responsibilities to develop and refresh teaching, research and service capabilities when the administrator returns to the faculty position.
- 3.2 In colleges where the normal faculty appointment period is less than 12 months, upon relinquishment of administrative position, an appointment in excess of the normal faculty appointment period may be granted in order to effect a successful transition and return to full-time faculty service. Except for this, administrative salary supplements will cease on the date of termination of the administrative appointment. An exception will not be granted if it would result in a violation of [System Policy 01.03](#).

4. APPLICATION

- 4.1 This procedure shall apply to all pertinent appointments made after June 30, 2014.

Related Statutes, Policies, or Requirements

Supplements [System Policy 01.03](#)

Contact Office

OFFICE OF RESPONSIBILITY: [Office of the President](#)