

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

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Next Scheduled Review: May 13, 2024

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, *Appointing Power and Terms and Conditions of Employment*), 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, 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. Increases in the base faculty monthly salary during the administrative appointment should be consistent with other faculty in similar positions.

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. Increases in the administrative stipend during the administrative appointment should be documented separately from increases in the base faculty monthly salary.

- 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.
- 1.1.4 As a faculty member with an administrative appointment, the administrative position is considered an academic position and not eligible for longevity.
- 1.1.5 The administrative appointment may be removed without cause.
- 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. TERMINATION OF APPOINTMENT

- 2.1 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.
- 2.2 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, the administrative stipend (monthly salary supplement and/or summer salary) will cease on the date of termination of the administrative appointment. An exception will not be granted if it will result in a violation of [System Policy 01.03](#).
- 2.3 Consistent with System Policy 01.03, sec. 4.3.3, when an administrative appointment ends, the faculty member's base faculty monthly salary shall be reviewed and adjustments made as needed to ensure that the amount does not exceed the salary of other faculty with similar qualifications performing similar duties.

Related Statutes, Policies, or Requirements

Supplements [System Policy 01.03](#)

Contact Office

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