

STANDARD ADMINISTRATIVE PROCEDURE

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

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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, and 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 The appointment can include terms for the individual upon transitioning to the faculty from administrative ranks, but any such terms may only commit the negotiating supervisor's resources. Terms could include: support for a faculty development leave application, workload expectations in the initial period of transitioning to the faculty, support for resources to re-engage in research and/or teaching, or summer month(s) support during the transition.
 - 1.1.4 Administrative appointment period. This is the number of months during the fiscal year that the administrative duties are performed and the administrative stipend, if any, is paid. This can include the overall length of the appointment and the date on which the appointment begins and ends.
 - 1.1.5 As a faculty member with an administrative appointment, the administrative position is considered an academic position and not eligible for longevity.
 - 1.1.6 The administrative appointment is at will and may be removed without cause.
- 1.2 Administrative appointments for faculty members route through Faculty Affairs for approval by the Provost and Executive Vice President or designee. In the case that the administrative appointment is a Dean, the Provost, or a Vice President, the appointment must route to the President for approval and submission to the Chancellor for approval pursuant to System Policy 01.03, *Appointing Power and Terms and Conditions of Employment*.

2. TERMINATION OF APPOINTMENT

- 2.1 If no terms for transition to faculty from administrative ranks were identified upon appointment consistent with 1.1.3 above, at the end of the administrative appointment, transitioning details shall be documented and submitted for approval through Faculty Affairs to the Provost and Executive Vice President or designee. 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

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

Contact Office

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