REGULAR FACULTY APPLICABILITY TO EXECUTIVE, ADMINISTRATIVE, AND PROFESSIONAL POSITIONS AND OTHER ADMINISTRATIVE ASSIGNMENTS.

BOT 4.2.11

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Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel

POLICY STATEMENT

4.2.11 Applicability to Executive, Administrative, and Professional Positions and other Administrative Assignments.

Faculty having positions covered by this Section 4.2 who accept an Executive, Administrative and Professional position or an administrative assignment as defined below are subject to the following:

1. Executive, Administrative and Professional positions that do not carry faculty rank:

A. These are full-time positions that do not require experience as a faculty member.

B. Faculty serving in an Executive, Administrative and Professional position that does not carry faculty rank or tenure shall be subject to the personnel policies governing Executive, Administrative and Professional appointments (Section 4.4.0) while serving in their administrative capacity.

C. The faculty member shall request in writing a leave of absence from the faculty position to accept an Executive, Administrative and Professional appointment. The leave is subject to approval by the faculty member's Dean and the Provost/Vice President for Academic Affairs. A leave of absence, for the purpose referred to in this section, may be granted for an academic year.

The leave may be renewed on an annual basis not to exceed three (3) consecutive years.

D. If a faculty member chooses to remain in an Executive, Administrative and Professional position beyond a three (3) year leave period, or, after a lesser time period, notifies the Provost/Vice President for Academic Affairs of intent to remain in the Executive, Administrative or Professional position, the faculty member shall relinquish faculty status including tenure rights and faculty rank.

The Provost/Vice President for Academic Affairs may waive the relinquishing of faculty status, tenure rights, and faculty rank. This waiver must be in the form of a written agreement between the Provost/Vice President for Academic Affairs and the faculty member; it should specify the terms, duration, and renewability of the waiver.

E. The time served by faculty members in these positions shall not be counted towards tenure, rank promotion or the determination of sabbatical eligibility.

2. Executive, Administrative and Professional positions with faculty rank: (Academic Administrators)

A. These are full-time positions that require experience as a faculty member; they typically report to the Provost/Vice President for Academic Affairs, and they have a university-wide focus or entail the supervision of an instructional college. Examples include the Provost/Vice President for Academic Affairs, Associate and Assistant Academic Vice-Presidents, the Dean of a College, the Dean of Graduate Studies, and the Dean of the University Libraries. Each academic administrator will be listed among the faculty of an appropriate department or school and can return to the unit upon completion of or termination from the Executive, Administrative and Professional position.

B. Persons in these positions should have tenure before serving in the Executive, Professional and Administrative position, and it is strongly suggested that they have attained the rank of full professor before serving in such a position. Academic administrators shall have faculty rank and promotion rights; they are subject to Section 4.2.10 regarding faculty

promotion, tenure, and periodic performance review.

C. Recommendations regarding promotion or tenure of Executive, Administrative and Professional staff with faculty rank shall follow the procedures in Section 4.2; however, the recommendation from the College Personnel Committee is as follows:

1. Recommendations regarding the Associate and Assistant Academic Vice Presidents shall go to the Dean of the College.

2. Recommendations regarding a Dean shall go to the Provost/Vice President for Academic Affairs.

3. Recommendations regarding the Provost/Vice President for Academic Affairs shall go to the President.

In order to receive promotion, the Executive, Administrative and Professional staff member must meet the requirements of the unit or alternate requirements that have been recommended by the unit and approved by the Provost/Vice President for Academic Affairs. Alternate requirements must accommodate the Executive, Administrative and Professional staff member's individualized workload and recommend minimum teaching (professional expectations for library faculty) and scholarship expectations; the alternate requirements will be stated in an appointment letter.

D. Persons in Executive, Administrative and Professional positions with faculty rank are not eligible for sabbatical, and time in the position does not count towards sabbatical. They are eligible for professional development leaves at the discretion of their supervisor.

E. If a grievance arises regarding the administrative performance of an Executive, Administrative and Professional staff member, the grievance procedure in Section 4.4.8 shall be followed.

If a grievance arises regarding the faculty performance of an Executive, Administrative and Professional staff member with faculty rank, they shall follow the faculty grievance procedure in Chapter 4, Section 2. If it should happen that the grievant is also the administrator with whom a conference

should be arranged at one step of the procedure, that step shall be omitted and a written grievance must be submitted to the next level.

F. Executive, Administrative and Professional positions with faculty rank are subject to the personnel policies governing Executive, Administrative and Professional appointments except as provided above.

3. Faculty members with administrative assignments

A. These are positions that report to a Dean where the faculty member is released from faculty duties to perform administrative duties that comprise of 51-100% of the faculty member's total workload. These positions require experience as a faculty member, and they focus on administrative work for a College such as Associate Deans. Unit heads are not included in this category. Each faculty member with administrative assignments will be listed among the faculty of an appropriate department or school and can return to the unit after completion or termination of the at-will administrative assignment.

B. Persons in these positions must have faculty rank and should have tenure before serving an administrative assignment. Any exception to this must be approved by the Dean and the Provost/Vice President for Academic Affairs, and it is strongly recommended they attain the rank of full professor before serving such assignment. Faculty members with administrative assignments are subject to the provisions in Section 4.2.9 regarding faculty promotion, tenure, and periodic performance review.

C. Recommendations regarding promotion shall be made by the appropriate personnel committee to the Dean of the College or University Libraries. In order to receive promotion, the faculty member with administrative assignments must meet the requirements of the unit or alternate requirements that are recommended by the unit and approved by the Dean. Alternate requirements must accommodate the faculty member with administrative assignment's individualized workload and recommended minimum teaching (professional expectations for library faculty) and scholarship expectations; the alternate requirements will be stated in an appointment letter.

D. Sabbatical eligibility is retained and time towards sabbatical will accrue while serving in faculty with administrative assignments position if the faculty member's unit and Dean so recommend and the Provost/Vice President for Academic Affairs approves in the initial appointment letter.

Sabbaticals can be taken only if and when the faculty member with administrative assignment returns to full-time faculty work.

E. While faculty status is retained, faculty members with administrative assignments will normally relinquish their voting privileges in their home units and at the College governance level for the length of time that they serve in the administrative assignment. Exceptions must be approved by the unit and documented in the appointment letter. Faculty members with administrative assignments may serve on governance committees in an ex-officio, non-voting capacity. Notwithstanding this subsection E, faculty with administrative assignments shall not vote on personnel actions and shall not serve on personnel committees or attend meetings, except in a non-voting, ex officio, capacity.

F. Recommendations regarding annual salary adjustment program shall be made as follows:

1. Associate Deans will be reviewed by their Dean.

2. Academic Program/Center Directors will be reviewed by the head of the office in which they are housed.

3. If the administrative workload is less than 100%, both the unit and the relevant supervisor shall contribute the appropriate weight to the annual salary evaluation.

G. If a grievance arises regarding the faculty performance of a faculty member with administrative assignments, they shall follow the faculty grievance procedure in Section 4.2.16. If a grievance arises regarding the administrative performance of a faculty member with administrative assignments, the grievance procedure in Section 4.4.8 will be followed.

H. All faculty members with administrative assignments on a 12-month appointment shall be subject to the vacation policies detailed in Section 4.9.2.