

370-4 **Definition**

- a. The Academic Administrator series is used principally in organized activities other than organized research units for appointees who administer programs which:
 - (1) provide service to academic departments, but not as totally or exclusively research or teaching activities; or
 - (2) are intended to serve the general public and may be either research or educational in nature.
- b. Appointment to the Academic Administrator series may be at any one of seven titles, i.e., Academic Administrator I through VII, each of which will be identified by a separate title code.
- c. The duties of the positions in this series are more in administration than in teaching and/or research, although the administration may include participation in as well as the overseeing of programs involving teaching, research, or academically-based public service.
- d. When it is desirable in order to meet campus needs and with the approval of the Chancellor, a working title may be assigned in addition to the payroll title, provided the working title is not the same as an official University payroll title used for a different position.

370-10 **Criteria**

- a. A person appointed to a position in this series must have professional and academic qualifications similar to those of academic appointees in the organized activity with which the appointee is to be concerned.
- b. As a normal requirement, the appointees should have the terminal or top degree in his/her field, e.g., Ph.D., M.D., D.D.S., D.V.M., or the highest degree which is commonly expected for appointment in the activity. In the field of Nursing and related activities, for example, the M.P.H., M.N., or M.S. may usually be accepted as a top degree.
- c. Merit increases and promotions are based on administrative experience, professional competence and activity, and University and public service.

- d. Although the function of an Academic Administrator may include the overseeing of a program involving research, responsibility for engaging in research, while desirable, is not implied by appointment to this series.

370-12 Exceptions

- a. July 1 shall normally be the effective date for a merit increase except that, within the authority granted in APM - 370-24, a Chancellor is authorized to approve a merit increase to be effective at any date during the year.
- b. Exceptions to any other of the requirements contained in APM - 370 shall be made by the Chancellor.

370-18 Salary

- a. Salary steps within each title in this series will coincide with rates on the Academic Standard Table of Pay Rates. The specified ranges for each title will be published at the beginning of each academic year by the Office of the President.
- b. Range adjustments will be applied with the same augmentation as that applied to the Academic Standard Table of Pay Rates.
- c. In the event of a split appointment between an Academic Administrator title and another academic title, salary for the Academic Administrator service shall be at the appropriate rate with no administrative stipend, and salary for the service under the other academic title shall be at the appropriate rate for that title.
- d. In the case of full-time appointment to an Academic Administrator title, a unit salary shall be paid without administrative stipend.

370-19 Normal Periods of Service at Salary Steps

- a. Positions with an Academic Administrator title may be established for relatively short periods of time.
- b. Merit increases normally shall be on a biennial basis.

- c. If promotion of an appointee from one title to another within the series is justified, such promotion shall not normally occur until the individual has served at least six years with the lower title, including at least two years at the top step for that title.
- d. A performance review, in the absence of a merit or promotion review, shall take place at least every four years.

370-20 Conditions of Employment

- a. Appointees to this series accrue sick leave credit at the rate of one day per month of full-time service.
- b. Appointees to this series accrue vacation credit at the rate of two days per month of full-time service, with a maximum accumulation of forty-eight days of such credit.
- c. Appointees to this series shall be eligible for removal expenses subject to the limitations stipulated in APM - 560 and to the extent that provision therefor is available in the fund source(s) from which their salaries are paid.
- d. Membership in the Academic Senate is not acquired by appointment to this series.
- e. Neither tenure nor security of employment is acquired by appointment to this series.
- f. Appointees to this series shall not be eligible for sabbatical leave by virtue of such appointment; neither shall they accrue sabbatical leave credit through such appointment. However, leave with pay may be recommended when the leave is in the interest of an appointee's duties and professional development and to the extent that provision therefor is available in the fund source(s) from which the appointee's salary is paid.

370-22 Funds

Positions in this category may be supported by State funds and/or non-State funds.

370-24 Authority

The Chancellor is authorized to approve appointments, reappointments, merit increases, promotions and terminations in this series, except that an appointment or advancement to a salary beyond the Regental compensation threshold is subject to Regental approval upon recommendation by the President. See Section 101.2(a)(2) of the Standing Orders of The Regents and APM - 370-80.

370-80 Procedures

- a. The administrative officer under whose jurisdiction an Academic Administrator functions officially initiates the request for appointment, merit increase, or promotion.
- b. Campus review of such proposals is by:
 - (1) a Dean of a school or college when appropriate;
 - (2) a standing committee appointed by and advisory to the Chancellor, with representative Academic Senate and non-Senate membership; and
 - (3) the Chancellor.
- c. After review of all supporting material concerning a new appointment, a promotion from one title to another, or a merit increase proposal, the Chancellor makes the final decision provided the salary is not beyond the Regental compensation threshold.
- d. Each recommendation for a salary above the Regental compensation threshold shall be submitted by the Chancellor with the recommendation to the President and shall be accompanied by all supporting material. If the President endorses the proposal, a recommendation goes to The Regents that the salary be approved.
- e. Upon The Regents' approval of the recommended salary, the President notifies the Chancellor, who notifies the appointee of The Regents' action.

370-96 Reports

See [APM - 200-96](#).