

APM - 241, Faculty Administrators (Positions Less than 100%),
APM - 246, Faculty Administrators (100% Time)
APM - 245, Department Chairs
APM - 633, Stipends/Academic Appointees

Implementation Guidelines

1. **Policy Background**

Responding to The Regents' directive that policies relating to Faculty Administrators be formalized, and to return matters of academic leadership to the Chancellors' authority, the Office of Academic Personnel has worked with the campuses since 2008 to create comprehensive policy for these positions. Given the range of Faculty Administrator titles at UC, the diversity of purpose served by faculty in these roles, the range, mixture and complexity of academic and administrative duties defining the titles, and the broad variance in the use of the titles among the ten campuses, the work group identified by purpose and function three groups of faculty administrator titles by which policy should be organized: deans whose primary role is academic leadership; Faculty Administrators whose primary role is administrative; and Faculty Administrators serving partially in an administrative capacity.

The work group evaluated current use of the titles among the ten campuses, particularly noting that there were differing policy needs for Deans for whom primary duties are academic leadership, compared to Faculty Administrators whose roles covered an array of administrative needs. Thus, initial efforts focused on revising APM - 240, Deans to return deans to governance under the Chancellors' authority within the Academic Personnel program. Once that goal was achieved with the January, 2010 issuance of the revised APM - 240, the faculty administrator policy work group turned its attention to policies which would provide a framework for faculty administrator titles other than deans.

Analysis of campus practice and campus requirements yielded general principles which shaped two new policies to conclude this policy initiative: APM - 241, Faculty Administrators (Positions Less than 100%); and APM - 246, Faculty Administrators (100% Time). Additionally, revisions are being issued to APM - 245, Department Chairs; and APM - 633, Stipends/Academic Appointees.

2. **Principles Underlying Faculty Administrator Policies**

- Administrators in the academic personnel program are faculty who are appointed to leadership positions with the expectation that they will continue active academic careers.
- Full-time Faculty Administrators maintain their underlying University faculty appointments, but are primarily responsible for administrative duties.
- Less-than-full-time Faculty Administrators are appointed to assume administrative responsibility in addition to or in partial replacement of their academic responsibilities.

- Consistency guides policy when possible given variations in titles and duties, and variations in campus practice. Flexibility within the policy framework is required to support local authority to develop criteria for appointment; compensation and benefits levels; and review and reappointment procedures.

3. **Effective Dates**

The Faculty Administrator policies are effective July 1, 2010. The transfer of specific Faculty Administrator titles from the Senior Management Group (SMG) program to the Academic Personnel program (AP) is also effective July 1, 2010, as approved by The Regents at their May 17, 2010 Meeting.

4. **Titles**

In addition to deans and department chairs, there are two groups of Faculty Administrator titles:

- a. Faculty Administrators identified in APM - 246, including Acting or Interim appointees, serving *full-time* in the following titles: Vice Provost; Associate Vice Provost; Provost of ___ College; Associate Dean; and Associate Vice Chancellor; and
- b. Faculty Administrators identified in APM - 241, including Acting or Interim appointees, serving *less-than-full-time* in the same titles as listed in part 4.a. above, as well as in the following additional titles: Department Chair; Department Vice Chair; Director; Associate Director; Director/Associate Director of an Organized Research Unit/Multi-campus Research Unit; Faculty Assistant to the Dean or Vice Chancellor or Chancellor; or Academic Assistant to the Vice Chancellor or Chancellor.

5. **Authority**

The Chancellor is authorized to appoint and reappoint Faculty Administrators, including those serving in an interim or acting capacity.

6. **Faculty Administrator Salaries**

It is within the purview of the Chancellor to establish Faculty Administrator salaries; to make these important appointment decisions locally; to respond flexibly and quickly to the market; to make timely appointments; and to compensate Faculty Administrators according to the scope of the duties and according to the needs of the campus. Faculty Administrator salaries may include an administrative stipend.

For the purpose of transferring certain Faculty Administrators from the SMG program to the AP program, salaries for current appointees will remain in place and will not be increased or decreased with the implementation of these policies, which does not preclude salary changes resulting from the normal review process established by the Chancellor and in compliance with the APM.

7. Title Codes

Faculty Administrators transferring into or newly appointed to the Academic Personnel Program must be appointed in these academic title codes:

Title Code Number	Title
0803	Associate Vice Chancellor
0804	Acting/Interim Associate Vice Chancellor
1010	Associate Dean
1017	Acting/Interim Associate Dean [formerly Associate Dean]
1047	Acting/Interim Provost of _____ College [formerly Acting Provost]
1060	Provost of _____ College
1068	Vice Provost
1069	Associate Vice Provost
1077	Acting/Interim Vice Provost
1087	Acting/Interim Associate Vice Provost

If necessary, campuses should plan to transfer eligible Faculty Administrators to the new title codes as soon as is practical.

8. Grandfathering of Certain Benefits

SMG-related benefits will continue for those Faculty Administrators who are being transferred from SMG to the Academic Personnel (AP) program, and who were enrolled in the following benefits programs prior to June 30, 2010:

- **Senior Management Life:** Two times the appointee's annual salary to a maximum of \$800,000. This benefit is in addition to Basic Life insurance coverage.
- **Senior Management Disability:** Appointees with five or more consecutive, uninterrupted years of service who become totally and permanently disabled are eligible to receive up to 12 months of full salary continuation before receiving UC-sponsored disability insurance benefits.

UCOP Academic Personnel is working with UCOP Human Resources and Benefits to provide to campus Academic Personnel Offices information from Prudential Life, the carrier of the UC Senior Management Life program, to distribute to the specific Faculty Administrators who are grandfathered for this benefit program.

9. Reporting Requirements

The Regents require the Provost, via Academic Personnel, to report specific compensation actions and items for full-time Faculty Administrators other than deans in two categories: new full-time appointments approved after July 1, 2010; and approved exceptions to policy. Reporting is not required for less-than-full-time appointees, department chairs, and MRU directors.

Reportable items include: name; title; professorial base; annualized administrative stipend; summer teaching or research salary, if applicable; salary; appointment effective date; appointment end date; whether an approved exception to policy was granted and the nature of the exception; campus; school; approval date; approval authority.

Reports will consist of an Annual Report on Compensation listing current incumbents and compensation actions approved between July 1, 2010 and December 31, 2010; and reports as needed during the course of the year, to list any approved exceptions to policy. These reports will be formatted in a manner similar to the Deans Bi-Monthly Transaction Report, and they will accompany the scheduled submission of Deans reports to The Regents.

Detailed information concerning the reporting elements, mechanism, and schedule of reports will be issued by UCOP Academic Personnel to the campus Academic Personnel Directors.

10. Health Science Center (HSC) Faculty Administrators

a. Eligibility

Health Sciences Faculty Administrators are subject to these new and revised APM policies.

b. Provisions Overlapping in APM and SMG

The Chancellor is authorized to issue guidance consistent with the principles of APM - 670, Health Sciences Compensation Plan (HSCP) and the Guidelines on Outside Professional Activities to address overlaps between APM - 241 or APM - 246, APM - 025, and the SMG personnel program.

In some cases, subject to the Chancellor's approval, and depending on local practice, the terms of the local HSCP implementation guidelines may apply when instances of conflict arise between the HSCP and APM - 241 or APM - 246 and/or the SMG program.

c. Outside Professional Activities ("OPA")

Should instances of conflict arise between APM - 241 or APM - 246 and SMG for appointees also subject to APM - 670, the terms of the local HSCP implementation guidelines may apply, depending on local practice, and are subject to the Chancellor's approval.

11. Review Procedures

The Chancellor annually will assess the administrative portion of a full-time faculty administrator's duties and will conduct a five-year review for each less-than-full-time and full-time faculty administrator to determine whether reappointment is warranted. Formal academic review procedures governing the underlying faculty appointment for both full and less-than-full-time appointees will continue to be conducted as described in APM - 210 and - 220.

12. Benefits and Privileges

Faculty Administrators are entitled to the benefits and privileges related to their underlying faculty appointment and as defined in the APM. Full-time appointees accrue sabbatical leave credit based on their faculty appointment pursuant to the terms and conditions of APM - 740, except that they may accrue sabbatical credit beyond the established limits of APM - 740-16 for the duration of their faculty administrator appointment.

13. Interpretation of Faculty Administrator Policies and Implementation Guidelines

The Chancellor will decide questions of interpretation regarding the application of Faculty Administrator policies, and/or these Implementation Guidelines. Should matters remain unresolved or require additional guidance following the Chancellor's review, questions of interpretation may be submitted to the Provost. Campuses may adopt their own implementation guidelines, which may be more, but not less, restrictive than policy.