

Appointment and Promotion: APM - 241 - Faculty Administrators (Positions Less Than 100%)

241-4 Definition and Policy

A faculty member [as defined in [APM - 110-4\(15\)](#)], who is appointed to assume administrative responsibility in addition to, or in partial replacement of, faculty responsibilities is considered a Faculty Administrator. In this case, scholarly activity is expected to continue at a proportionate level that would allow for normal progression in the faculty member's series.

Faculty may be appointed to administrative service positions (less than 100%) in the following titles:

- a. College Provost
- b. Vice Provost, Associate Vice Provost
- c. Associate Vice Chancellor, Associate Dean
- d. Department Chair, Department Vice Chair (See [APM - 245, Department Chairs](#))
- e. Director, Associate Director
- f. Faculty Assistant to the Dean or Vice Chancellor or Chancellor, Academic Assistant to the Vice Chancellor or Chancellor
- g. Interim or Acting appointment in the titles listed above

Chancellors may designate additional eligible titles as appropriate.

241-10 Criteria for Appointment

The appointment process and criteria for appointment of a Faculty Administrator shall be developed by each campus.

241-14 Eligibility

- a. Faculty Administrators or Acting and Interim Faculty Administrators appointed at less than 100% time are subject to APM - 241.
- b. Faculty Administrators or Acting and Interim Faculty Administrators appointed at 100% *time* are subject to [APM - 246](#), Faculty Administrators (100% Time).

241-16 Restrictions

Faculty Administrators are subject to all Academic Personnel policies (APM). Faculty Administrators with concurrent appointments that are covered by the Health Sciences Compensation Plan are subject to [APM - 670, Health Sciences Compensation Plan](#).

241-17 Terms of Service

Subject to APM - 241-20, Faculty Administrators shall be appointed for a period of up to five years, subject to reappointment.

241-18 Salary

Faculty Administrators are normally compensated with stipends and/or additional summer compensation, when appropriate. Stipends shall be paid in accordance with [APM - 633, Stipends/Academic Appointees](#). Stipend ranges shall be developed by each campus.

241-20 Conditions of Employment

A Faculty Administrator serves at the discretion of the Chancellor, or in certain circumstances, the President. The Chancellor or the President may terminate the appointment at any time, with or without cause.

Termination of a Faculty Administrator appointment does not terminate the underlying faculty appointment.

A Faculty Administrator may engage in outside activities as defined by and in accordance with [APM - 025, Conflict of Commitment and Outside Activities of Faculty Members](#), and, if a Faculty Administrator has a concurrent Health Sciences Compensation Plan appointment, in accordance with [APM - 670, Health Sciences Compensation Plan](#).

241-24 Authority

- a. The Chancellor has authority to appoint and reappoint Faculty Administrators other than Directors of Multi-campus Research Units (MRUs; see APM - 241-24-c), including those serving in an Interim or Acting capacity, and to approve administrative compensation up to the established Indexed Compensation Level (ICL)¹ in accordance with campus procedures. The Chancellor may redelegate authority to a designee for implementing APM - 241 (see [APM - 100-6-d](#)).
- b. The Director of an Organized Research Unit (ORU) is appointed by the Chancellor or Chancellor's designee after a nomination procedure agreed to by the Chancellor and the Academic Senate. The founding Director of an ORU may be specified in the proposal to establish the ORU. When a new Director is appointed for an existing Unit, the ORU Advisory Committee should be solicited for nominations.

¹ As stated in [Regents Standing Order 100.3\(b\)](#).

- c. The Director of a Multi-campus Research Unit (MRU) is appointed by the President or designee after consultation as outlined in this section. Nominations for membership on the Search Committee are solicited by the President or designee from the Chancellors on campuses with faculty actively participating in the MRU and from the Academic Council, who will forward a list of nominees from each participating campus divisional Senate. Academic Council may also add nominees from the systemwide level but will not change the list submitted by the campus divisional Senate(s). The President or designee shall select Search Committee members primarily from the lists of nominations from the Chancellors and from the Academic Council. Normally, at least one member of the MRU Advisory or Executive Committee serves on the Search Committee.

Prior to appointing the Director, the President or designee shall consult with the Chancellor of the host campus and other campuses that are part of the MRU and the Chair of the Academic Council.

MRU Directors serve at the discretion of the President. The President may end the appointment of an MRU Director at any time, after consultation with the Chancellors of the host and collaborating campuses and with the Chair of the Academic Council.

241-80 Review Procedures

The administrative review procedures outlined in this section are separate and distinct from the formal academic review procedures governing the underlying faculty appointment as described in [APM - 210, Review and Appraisal Committees](#), and [APM - 220, Professor Series](#).

The President or Chancellor, as appropriate, shall conduct a review for each Faculty Administrator no later than once every five years to determine whether reappointment to another term is warranted.

The President or Chancellor, as appropriate, shall develop criteria and procedures for conducting Faculty Administrator reviews.

Revision History

September 23, 2020:

- Technical revision to remove gendered language and correct minor grammatical errors.

For details on prior revisions, please visit the [Academic Personnel and Programs website](#).