

633-0 **Policy**

In recognition of added administrative responsibility, administrative stipends may be paid to eligible academic appointees. Additional administrative responsibility is distinct from additional service, which is to be recognized through the academic review process.

Administrative stipends are considered covered compensation for purposes of the UC Retirement Program.

633-14 **Eligibility**

Academic appointees in the following titles are eligible for administrative stipends in accordance with [APM - 240](#), [- 241](#), [- 246](#), and [- 360](#). Chancellors may designate additional eligible titles as appropriate.

- Dean
- Associate Dean
- Assistant Dean
- College Provost
- Vice Provost
- Associate Vice Provost
- Vice Chancellor
- Associate Vice Chancellor
- Department Chair
- Department Vice Chair
- Director
- Associate Director
- Academic Assistant to the Chancellor/Vice Chancellor
- Faculty Assistant to the Chancellor, Vice Chancellor or Dean
- Librarian-Manager/Supervisor
- Interim or Acting appointees in the titles listed above

633-16 **Restrictions**

This policy does not apply to non-Senate academic appointees covered by a Memorandum of Understanding (MOU).

633-80 **Procedures**

- a. Each Chancellor shall develop local guidelines for the establishment of administrative stipends based on such criteria as budgeted department funds, the size and complexity of the unit, the number of FTE supervised and the relevant administrative experience and academic leadership of the appointee.
- b. When an administrative stipend is applied, it shall be distinguished and recorded separately from the academic appointment(s) with the use of a specific position title code for administrative stipends.