

## **Appointment and Promotion: APM - 246 - Faculty Administrators (100% Time)**

### **246-4 Definitions and Policy**

Faculty Administrators who are appointed at 100% time are primarily responsible for administrative duties but maintain their underlying faculty appointment. A Faculty Administrator shall hold a concurrent University faculty appointment (as defined in [APM - 110-4\(15\)](#)). The Chancellor may, after consultation with the Academic Senate, appoint a committee to advise in the selection of a Faculty Administrator. The faculty shall be consulted regarding the selection as appropriate and in accordance with campus practice.

Faculty may be appointed to administrative service positions at 100% time into the following titles:

**a. Vice Provost, Associate Vice Provost, Associate Vice Chancellor, or Associate Dean**

The Faculty Administrators in these titles assume a portion, or a specific function of the duties assigned to the respective Provost, Vice Chancellor, or Dean and may act in their behalf as requested.

**b. College Provost**

A College Provost is the head of an undergraduate college and has administrative responsibility for the College.

**c. Other Titles**

Chancellors may designate additional eligible titles as appropriate.

### **246-10 Criteria for Appointment**

Criteria for appointment of a Faculty Administrator shall be developed by each Chancellor.<sup>1</sup>

### **246-14 Eligibility**

- a. Faculty Administrators or Acting and Interim Faculty Administrators appointed at 100% time are subject to [APM - 246](#).

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<sup>1</sup> In accordance with [APM - 100-6-d](#), the Chancellor may redelegate to a designee authority for implementing APM - 246.

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

### **246-16 Restrictions**

The following restrictions apply to the appointment of a Faculty Administrator:

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

### **246-17 Terms of Service**

- a. Subject to APM - 246-20-a, an appointment as a Faculty Administrator may be for a period of up to five (5) years, subject to reappointment. Appointments shall be made on a fiscal-year basis.
- b. Appointment as Acting or Interim Faculty Administrator may be made on an academic-year or fiscal-year basis as determined by campus need.

### **246-18 Salary**

- a. Determination of Salary

Faculty Administrators' salaries shall be established based upon the following factors, as applicable:

- (1) Prior administrative experience. Prior relevant administrative experience may be considered in determining appropriate salary.
- (2) Market conditions and comparability. To pay competitive total compensation in regional and national marketplaces, the Chancellor may consider external market comparability and other market conditions in determining an appropriate salary. Comparisons used to determine compensation shall be to institutions comparable to the rank and stature of the University of California and may be selected to address the needs of individual schools and/or disciplines.
- (3) Equity within the University of California System. UC System internal comparison with equivalent Faculty Administrator positions and responsibilities may be considered in determining appropriate salary.

- (4) Faculty salary. As an incentive to serve in an administrative capacity, the Faculty Administrator's administrative salary should at all times remain greater than the Faculty Administrator's University of California faculty salary.

b. Merit Increases

- (1) Basis for Merit Increase. A Faculty Administrator shall be eligible for consideration of an annual merit increase associated with the administrative salary in accordance with campus procedures and the availability of funding.
- (2) Eligibility to offer administrative merit increases will be determined by the President as part of the annual academic salary program.
- (3) Eligibility. A Faculty Administrator must be appointed no later than April 1 to be eligible for an administrative merit increase during the subsequent merit cycle.
- (4) Amount of Merit Increase. The amount of a Faculty Administrator's administrative merit increase shall be based upon the following factors:
  - (a) The Faculty Administrator's annual assessment (see APM -246-80).
  - (b) The Faculty Administrator's current salary relative to internal comparable positions.
  - (c) Availability of funding.

c. Equity Increases

- (1) The Chancellor may approve an equity increase in order to maintain a Faculty Administrator's administrative salary at an amount greater than the Faculty Administrator's University of California faculty salary.
- (2) The Chancellor may approve an equity increase when a five (5)-year review results in a recommendation to reappoint the Faculty Administrator and identifies significant achievements and/or sustained excellent administrative performance beyond that which can be rewarded in the annual merit process. A salary increase may also be justified at the time of reappointment if market conditions or internal equity factors have changed since appointment, or if necessary to successfully retain the Faculty Administrator in light of a positive five (5)-year review.
- (3) An equity or retention increase shall be effective on the same date as the administrative merit to the extent possible. The merit increase shall be applied first, and any additional equity or retention increase shall be determined after applying the merit adjustment. An additional increase beyond the merit adjustment shall be provided only if the applied merit increase does not resolve the inequity or retention issue.

- (4) If a Faculty Administrator receives an equity or retention increase in a fiscal year prior to the commitment of merit funding, the subsequent merit shall be calculated based upon the salary prior to any adjustment. A merit increase will only be applied if the merit calculation is more than the equity or retention increase.
- d. Compensation for Appointment as Acting or Interim Faculty Administrator
- (1) Administrative compensation shall be paid to an Acting Faculty Administrator for assuming the responsibilities of an appointed Faculty Administrator who is on an approved leave of absence or sabbatical leave for at least one (1) academic term.
  - (2) Administrative compensation shall be paid to an Interim Faculty Administrator when the individual is serving as Faculty Administrator on an interim basis when a new permanent Faculty Administrator has not yet been named.
  - (3) Compensation for an Acting or Interim Faculty Administrator shall be structured in accordance with normal campus practice.
- e. Additional University Compensation

A Faculty Administrator is compensated for administrative service. Types of additional University compensation include, but are not limited to, the following circumstances:

- (1) Summer Research. Faculty Administrators may receive up to 1/12th payment for summer research based on their annual salary. In such instances, accrued vacation shall be used in proportion to the research days worked.
- (2) Additional Administrative Duties. In exceptional circumstances, the Chancellor may appoint a Faculty Administrator to additional and temporary administrative duties within the University. In such cases, the campus may provide a stipend for the additional temporary administrative responsibilities.
- (3) Acting or Interim Faculty Administrator Appointments. Academic-year Acting or Interim Faculty Administrator appointees may receive administrative compensation in the summer period. In combination with other University compensation for teaching and/or research duties, the total summer compensation may not exceed 3/9ths salary, exclusive of any stipends.

## **246-20 Conditions of Employment**

- a. Individuals appointed to the titles Faculty Administrator, Acting Faculty Administrator, or Interim Faculty Administrator serve at the discretion of the Chancellor. The Chancellor may terminate the appointment at any time, with or without cause.

- b. Termination of a Faculty Administrator appointment does not affect the underlying faculty appointment.
- c. Outside Professional Activities are allowed as follows:

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 Designated Other Academic Appointees. A Faculty Administrator who has a concurrent Health Sciences Compensation Plan appointment may engage in outside activities as defined by and in accordance with [APM - 671](#), Conflict of Commitment and Outside Activities of Health Sciences Compensation Plan Participants. The following provisions apply to all Faculty Administrators:

- (1) A Faculty Administrator may serve on no more than three (3) for-profit boards that are not entities of the University of California, for which the Faculty Administrator receives compensation and has governance responsibilities.
- (2) All compensated and uncompensated outside professional activities, including consulting, shall be reported annually to the Chancellor.
- (3) In accordance with [APM - 025](#), Conflict of Commitment and Outside Activities of Faculty Members and Designated Other Academic Appointees, a Faculty Administrator may in each fiscal year engage in a maximum of forty-eight (48) calendar days of compensated and uncompensated outside professional activity, which includes the twelve (12) compensated days cited in paragraph (4) below.

In accordance with [APM - 671](#), Conflict of Commitment and Outside Activities of Health Sciences Compensation Plan Participants, a Faculty Administrator who has a concurrent Health Sciences Compensation Plan appointment may in each fiscal year engage in a maximum of twenty-one (21) to forty-eight (48) calendar days of compensated and uncompensated outside professional activity as determined by School Implementation Procedures, which includes the twelve (12) compensated days cited in paragraph (4) below.

- (4) A Faculty Administrator may engage in compensated outside professional activity for up to twelve (12) University workdays per fiscal year without deducting from vacation leave balances. In excess of twelve (12) work days, accrued vacation leave shall be used for compensated outside professional activities.

### **246-24 Authority**

The Chancellor has the authority to appoint and reappoint a Faculty Administrator, including one who serves in an Interim or Acting capacity, and to approve the Faculty Administrator's appointment salary and appropriate salary increases up to the established systemwide Academic Compensation Thresholds in accordance with campus procedures. The Chancellor has the authority to designate other administrative

positions, such as the Director of a major research institute for appointments at 100% time. The Chancellor may redelegate authority to a designee for implementing APM - 246 (See APM - 100-6-d).

### **246-60 Benefits and Privileges**

a. Vacation Accrual

- (1) Faculty Administrators accrue and use vacation leave in accordance with [APM - 730](#), Leaves of Absence/Vacation.
- (2) The Chancellor shall develop campus procedures for reporting vacation usage.
- (3) A Faculty Administrator shall be granted no more than thirty (30) days in any academic year for the purpose of attending international conferences and related scholarly activities. For additional time off beyond thirty (30) days, a Faculty Administrator shall be required to use accrued vacation. However, if the Faculty Administrator does not have sufficient accrued vacation, the Chancellor may approve the additional time off as leave without pay.

b. Paid Sick Leave and Medical Leave

Faculty Administrators do not accrue sick leave, but do receive a bank of six (6) days of paid sick leave per calendar year pursuant to [APM - 710-12](#). Faculty Administrators shall be granted paid medical leave for periods of personal illness, injury, or disability. See [APM - 710-11](#), Eligibility for Paid Medical Leave for Academic Appointees Who Do Not Accrue Paid Sick Leave.

c. Sabbatical Leave Accrual

Faculty Administrators accrue sabbatical leave credit by virtue of holding an underlying faculty appointment in accordance with [APM - 740-11-c](#), Leaves of Absence/Sabbatical Leaves except that they may accrue sabbatical credit beyond the established limits set forth in [APM - 740-16](#) for the duration of their Faculty Administrator appointment.

d. Sabbatical Leave During Administrative Service

The Chancellor may approve a sabbatical leave during a Faculty Administrator's appointment.

### **246-80 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.

a. **Annual Assessment**

The Chancellor shall conduct an annual assessment for each Faculty Administrator. The Chancellor shall communicate the key results of the assessment to each Faculty Administrator.

b. **Five-Year Review and Reappointment**

- (1) The Chancellor shall conduct a review for each Faculty Administrator no later than once every five (5) years to determine whether reappointment to another term is warranted.
- (2) The Chancellor shall develop the criteria and procedures for conducting five (5)-year Faculty Administrator reviews.

## Revision History

January 1, 2025:

- Technical revision to incorporate revisions previously made to [APM - 710](#) that expanded paid sick leave effective January 1, 2025.
- Technical revision to update name of [APM - 025](#).

November 20, 2020:

- Substantive revisions to: (1) add language regarding uncompensated outside professional activities in [APM - 246-20-c](#); (2) clarify that a Faculty Administrator who holds a concurrent Health Sciences Compensation Plan appointment is subject to [APM - 670](#), Health Sciences Compensation Plan, and [APM - 671](#), Conflict of Commitment and Outside Activities of Health Sciences Compensation Plan Participants; and (3) revise the language in Section 246-18-a(4) to refer to the salary of the underlying faculty appointment.
- Technical revisions to: (1) remove gendered language; (2) correct minor grammatical errors; (3) clarify intent; and (4) align language with [APM - 240](#).

For details on prior revisions, please visit the [policy issuance webpage](#).