



Administrative Employees Returning to an Academic Appointment as a Faculty Member Policy

Area:	Division of Academic Affairs	Number:	302.02
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Sources:	Board of Regents Policy Manual, Section 8.3.12.2	Revised:	
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Policy Owner:	Provost and Vice-President for Academic Affairs	Page(s):	1

I. Policy

The *Board of Regents Policy Manual* (§ 8.3.12.2) states “When a fiscal year administrative employee returns to an academic appointment as a faculty member, the salary shall be determined on the same basis as other faculty members with similar rank and experience within the department to which he/she returns or in other similar positions within the institution.” Furthermore, the Board stipulates that the step-back salary must be determined at the time of the initial administrative appointment and included in the administrator’s contract. When such an individual leaves his/her administrative position and takes up a faculty line in the concerned department, that line will be supernumerary and will in no way impact or circumvent the department’s ability to add new and/or fill other tenure track or tenured lines as needed to staff the department’s programs.