

SECTION: Personnel

SUBJECT: Additional Compensation for Administrative Appointments

Background: The purpose of this policy is to calculate the salary for a new administrator holding academic rank.

Point of Contact: Human Resource Services

Other LCSC offices directly involved with implementation of this policy, or significantly affected by the policy: Budget Office and Provost

Date of approval by LCSC authority: March 19, 2019

Date of State Board Approval: N/A

Date of Most Recent Review: March 2019

Summary of major changes incorporated in this revision to the policy: Incorporated language from the updated SBOE Policy.

SUBJECT: ADDITIONAL COMPENSATION FOR ADMINISTRATIVE APPOINTMENTS

1. Per SBOE Policy Sec. II.G <https://boardofed.idaho.gov/board-policies-rules/board-policies/human-resources-policies-section-ii/policies-regarding-faculty-institutional-faculty-only-ii-g/> , “when a tenured faculty member is serving as department chairman, college dean, or in some other administrative or service capacity, retention of membership, academic rank, and tenure in the subject-matter department or similar unit is maintained. Should the administrative or service responsibilities terminate, the member takes up regular duties in the discipline within which membership, academic rank, and tenure was retained.”
2. When calculating the salary of a new administrator (i.e. dean, division chair, etc.) holding academic rank, the portion that is paid as an administrative increment is to be clearly identified.
3. Should an administrative appointment end and the faculty member take up teaching or research duties, the change is to be accompanied by a salary adjustment that reflects the relinquishment of administrative duties; the adjusted salary is commensurate with the revised position description.