

SECTION: 3.0 PERSONNEL

SUBJECT: ADDITIONAL COMPENSTAION FOR ADMINISTRATIVE APPOINTMENTS

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**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 LC State offices directly involved with implementation of this policy, or significantly affected by the policy:** Budget Office and Provost/Vice President for Academic Affairs

**Date of approval by LC State authority:** November 1983

**Date of State Board Approval:** N/A

**Date of Most Recent Review:** May 2025

**Summary of major changes incorporated in this revision to the policy:** Updated SBOE link.

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1. Per [SBOE Policy Sec.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.