

Guidelines for Awarding Compensation for Administrative Assignments of Faculty Currently Holding USF Appointment

MEMORANDUM

DATE: February 15, 1996
TO: Council of Deans
FROM: Thomas J. Tighe Provost and Executive Vice President
SUBJECT: Policy on Faculty Compensation for Administrative Appointments

In the time that I have been at USF I have observed that we do not have a university-wide policy on compensation for faculty who are asked to serve in some administrative capacity at the department, school or college level. As a consequence, there is a good deal of variation in the compensation adjustments accompanying such appointments, including the award or withholding of stipends, base salary increases, and/or release time.

Further, there is no uniform understanding or agreement on the circumstances warranting such adjustments. A university-wide policy on faculty compensation for administrative appointments would achieve several desirable ends, including a greater degree of uniformity and equity across such appointments, increased faculty confidence and trust in a sound and equitable salary administration, avoidance of time-consuming negotiations that have often accompanied these appointments, and decentralization of these appointments to the deans and department chairs, i.e., approval from the Office of the Provost would be required only on an exception-to-policy basis.

I believe the following principles should guide our practices on compensation for faculty administrative appointments.

- The faculty role encompasses teaching, research, and service, and faculty are regularly compensated for all these functions. Service includes both departmental, college and university duties (e.g., university committee service). Hence, there is a range of quasi-administrative and administrative duties that faculty can be expected to undertake, assigned on either an individual or rotational basis, without extra compensation, i.e., as part of their regularly compensated work expectation.
- Compensation for faculty assuming administrative assignments should not be occasion for salary adjustments reflective of any condition other than the changes inherent in the assignment per se.
- Faculty who assume administrative assignments frequently are released from other duties. Compensation for administrative assignments should, therefore, reflect the net increase in duties.
- Temporary assignments (i.e., interim or acting appointments) should be compensated by stipend only.
- Upon completion of an administrative assignment for which a stipend has been given, the stipend is removed. "Rolling" a stipend into the base salary upon completion of the administrative assignment is counter to the purpose of a stipend.
- Adjustments to base salary should be reserved for situations that are intended to be long-term (i.e., open ended or multi-year), and should be held to levels commensurate with actual increases in overall responsibility.
- Compensation for faculty assuming continuing, full-time administrative appointments should be in keeping with the alternative earning potential of the individual. At USF this potential is determined by summer teaching or funded research opportunities.

- While equity in salary administration requires consistent implementation of policy, it is recognized that there may occasionally be exceptional circumstances which merit consideration for variance.

Proceeding from the foregoing principles, the following guidelines have been developed for addressing faculty administrative assignments by means of awarding release time, stipends, and/or base salary increases. Attached for reference are examples of summer FTE and salary schedules scaled to varying nine-month compensation levels.

Attachment

xc: President B. Castor

**GUIDELINES FOR AWARDING COMPENSATION
FOR ADMINISTRATIVE ASSIGNMENTS
OF FACULTY CURRENTLY HOLDING USF APPOINTMENT**

For faculty asked to serve in some clearly demanding administrative capacity within their own academic units (e.g., department) where normal faculty duties will continue to constitute the majority assignment...

Option 1 - Faculty member receives release time equivalent to FTE needed to perform duties (e.g., a one-course release to serve as departmental undergraduate Student Advisor) plus, when responsibilities extend through the summer, a reasonable summer FTE to discharge duties.

Option 2 - Faculty member receives stipend of up to 5% of nine-month base plus where responsibilities extend through summer, a reasonable summer FTE to discharge duties (or 5% of twelve-month base) but no course reduction.

- A. For faculty asked to serve in some administrative capacity within their own academic units where normal faculty duties will constitute a minority assignment and where the nature of the duties are intensive and short-term (e.g., heading up a reaccreditation effort for a department, school or college) . . .

Faculty member receives release time plus stipend of up to 5% of base.

- B. For twelve-month administrative appointment of interim chairs, interim assistant chairs, interim assistant/associate deans, etc.

If on nine-month appointment, convert to twelve-month appointment and add up to 5% stipend calculated on twelve-month base. This would be approximately equivalent to a nine-month plus three-month appointment of between .75 FTE and 1.00 FTE for summer.

- C. For appointment of chairs, assistant chairs, assistant/associate deans where appointment is expected to extend to a minimum of three years . . .

If on nine-month appointment, convert to twelve-month appointment after a base adjustment of up to 5% and add up to 10% stipend calculated on twelve-month base. If on twelve-month appointment, add base adjustment of up to 5% plus stipend of up to 10%. This would be approximately equivalent to a nine-month plus three-month appointment of slightly greater than 1.00 FTE for summer.

- D. Beginning August, 1999, chairs, assistant chairs, directors and assistant/associate deans who successfully complete a term of appointment of at least three years will be eligible to receive up to a 5% base salary adjustment contingent upon performance. Exceptional performance during the term of appointment, as determined by the dean, will be required to receive the adjustment. Annual evaluations will be used as a basis for determining the requisite performance. The effective date of the increase will correspond to the date established by the Legislature for annual salary increases. In the event no annual salary increases are awarded by the Legislature, the effective date will be the beginning of the next academic year (annual) appointment. Individuals may receive adjustments as follows:

5 year appointment up to 5% base salary adjustment
 4 year appointment up to 4% base salary adjustment
 3 year appointment up to 3% base salary adjustment

Examples of Summer Salaries

	Nine Month			Total
	Salary	Summer FTE	Summer Sup.	Annual Salary
A.	\$40,000	1.00	#13,333	\$53,333
		.75	10,000	50,000
		.50	6,667	46,667
	<u>(\$40,000 converted to twelve-month salary = \$48,880)</u>			
B.	\$50,000	1.00	\$16,667	\$66,667
		.75	12,500	62,500
		.50	8,334	58,334
	<u>(\$50,000 converted to twelve-month salary = \$61,100)</u>			
C.	\$60,000	1.00	\$20,000	\$80,000
		.75	15,000	75,000
		.50	10,000	70,000
	<u>(\$60,000 converted to twelve-month salary = \$73,320)</u>			
D.	\$70,000	1.00	\$23,333	\$93,333
		.75	17,500	87,500
		.50	11,667	81,667
	<u>(\$70,000 converted to twelve-month salary = \$85,540)</u>			
E.	\$80,000	1.00	\$26,667	\$106,667
		.75	20,000	100,000
		.50	13,334	93,334
	<u>(\$80,000 converted to twelve-month salary = \$97,760)</u>			