

University of Kentucky Faculty Administrative Appointments

Background

Any position with a title (whether or not there is a stipend, bought out time, or other form of compensation) is a position of regard for faculty. It is important to manage these positions in a transparent and equitable manner. Governing Regulation (GR) VII and GR VIII specify processes for appointing chairs and directors but ideally these processes and best practices should apply to any position with an administrative title, including, but not limited to: assistant/associate/vice deans, assistant/associate/vice chairs, division chiefs, and similar positions, including interim or acting appointments.

Across the University there is a range of approaches to these positions. Recognizing that each college, and even department, has its own unique needs, we advise that the following be used as standards to support best practices.

Compensation

Many of these assignments include the assumption of responsibility and are recognized by a stipend (extra compensation for the role), bought out time on distribution of effort (DOE), or a combination of these. The principles underlying setting the compensation should be transparency, equity, and a clear process. The principles of “equal pay for equal work” and “fair market value” should apply.

Most of these positions are already established. However, the compensation should be reviewed periodically (at a minimum every five years) for fair market value. Additionally, chairs and deans may occasionally create new positions.

For any proposed change in current stipend, and all proposed new positions/stipends, please submit a proposal to the Associate Provost for Faculty Advancement in advance to communicating with any candidate. The Office of Faculty Advancement reviews for equity. The proposal should include:

- the proposed compensation for the role (stipend and/or bought out time),
- a rationale for the compensation (ideally, national benchmark data), and
- the job description.

Applications

All positions should be clearly and transparently posted with an open call for applications. This is regardless of whether a search is external to a unit or internal. At a minimum, an announcement of the position, including the job description, eligibility criteria and timeline (term of appointment or other) should be posted (posting can be as simple as an email sent to the involved unit calling for applications). Candidate applications should be reviewed by a committee or faculty input collected (could be representative faculty within or outside unit, or department as a whole, as appropriate for unit), and feedback collected, before the hiring official selects the finalist.

Offer Letters

Each position should have an offer letter. Critical components of the offer include:

- clear language indicating that the appointment “serves at the pleasure of...”;
 - *Suggested phrasing is “The expected term of this appointment is x years, effective date xx/xx/xxxx; however, please note this appointment is at the pleasure of the Dean, and the Dean may remove you prior to the end of the expected term.”*
- the compensation, including any change in assignment period, or DOE for the role; and
- the compensation (+/- DOE) when that individual no longer serves in the role.

If the position includes a change in assignment period such as the addition of summer pay, the following is advised:

- Annual base salary equals X
- Annual stipend equals Y
- Summer salary equals 1/9 of X (base salary only; or 1/0, 1/11 as appropriate).
- Total compensation equals X+Y+Z. The administrative stipend is not included in base when setting summer salary.

Notes:

- Benefits are paid on the total compensation (X+Y+Z). If the position does not involve a change in assignment period, then salary equals X+Y. When the position ends, salary reverts to X (plus any merit or other increases received on base salary since).

Implementation

Review of current practices showed a range in application. Thus, for all current appointments (and including possible reappointments of incumbent title holder), existing formulas may be used per dean discretion. However, when creating new positions and appointing new faculty into administrative roles, this clarified pay structure should be used.

Additional notes:

This document pertains to the salary of the faculty appointed to these roles. Additional benefits or perks may or may not be offered – such as research support, support for postdoctoral fellows, etc. These additional items are at the discretion of the dean, and not directly addressed in this memo. However, the principles of equity, clarity and transparency should be considered in regards any additional components of an offer.