

## UNIVERSITY RULE

### **01.03.99.M1 Incremental Pay and Appointment Status for Administrators with Faculty Appointments**

*Approved February 6, 1996*

*Next Scheduled Review: April 28, 2012*

*Supplements [System Policy 01.03](#)*

#### 1. GENERAL

- 1.1 In order for salaries of administrators, upon return to their faculty positions, to be equitable in relation to their faculty peers (System Policy 01.03), the following Texas A&M University Rule shall be incorporated into college rules on administrative appointments and will apply to appointments of administrators holding both (1) administrative rank below that of President and (2) faculty rank.

#### 2. DOCUMENTATION

- 2.1 Documentation of all appointments to an administrative position (in case the person appointed also holds faculty rank) shall include specification of the following:
  - 2.1.1 Base Faculty monthly salary. This is a faculty monthly salary appropriate to the appointee's experience and qualifications as reflected in the academic market. This base faculty monthly salary will be negotiated at the time of appointment regardless of whether the appointee was an internal or external candidate in the search process.
  - 2.1.2 Administrative stipend. This is a monthly salary supplement added to the base faculty monthly salary described in 2.1.1 above. This stipend is effective only during the time the appointee holds the administrative position.
  - 2.1.3 Administrative appointment period. This is the period during the fiscal year that the administrative duties are performed and the administrative stipend, if any, is paid.

The administrative stipend and administrative appointment period taken as a package will be referred to below as the administrative salary supplement.

#### 3. SALARY INCREASES

- 3.1 All monthly salary increases awarded to an individual in an administrative position shall be retained in the individual's base faculty monthly salary when relinquishing the administrative position. Salary increases may be given: to reward meritorious

performance as a faculty member or administrator or promotions; as required by state-mandated across-the-board increases; to correct salary inequities; or because of other actions that are applied to faculty salaries. In assessments of meritorious performance recognition, of the individual's contributions as an administrator will be made. As is the case with all employees, merit increases will be based upon performance review.

#### 4. TERMS OF APPOINTMENT

- 4.1 Terms related to termination of administrative duties, as well as subsequent return to full-time faculty status, may include an appropriate transition period of reduced responsibilities to develop and refresh teaching, research and service capabilities when the administrator returns to the faculty position.
- 4.2 In colleges where the normal faculty appointment period is less than 12 months, upon relinquishment of administrative position, an appointment in excess of the normal faculty appointment period may be granted in order to effect a successful transition and return to full-time faculty service. Except for this, administrative salary supplements will cease on the date of termination of the administrative appointment. An exception will not be granted if it would result in a violation of [System Policy 01.03](#).

#### 5. APPLICATION

- 5.1 This rule includes all academic administrative positions below the level of President for which an administrative salary supplement is assigned.
- 5.2 This rule shall apply to all pertinent appointments made after February 1, 1996. An administrator with appointment made prior to February 1, 1996 may request that his or her appointment be restructured to conform to these rules.

OFFICE OF RESPONSIBILITY: [Office of the President](#)