

**FACULTY ADMINISTRATOR POLICIES FAQ Provided by UCOP**  
**APM – 241, -245, -246, -633**  
**(Applies only to Faculty Administrators covered by Academic Personnel policies)**

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### **Eligibility**

1. Q: Are the titles listed in APM-241-4 and APM-246-4 the only titles that may be considered “faculty administrator” titles?  
A: No. Chancellors may designate additional eligible titles as appropriate.
2. Q: Are Faculty Administrators paid via the Health Sciences Compensation Plan (HSCP) covered by APM-241 and -246?  
A: Yes.

### **Compensation**

3. Q: How are Faculty Administrators compensated for their work?  
A: Faculty Administrators may be paid with either a unit salary or a professorial base salary plus a stipend. Additional summer compensation also is allowed when appropriate.  
*UCR has adopted the use of unit salaries for all full-time faculty administrators.*
4. Q: Will campuses be provided information to assist them in making equity or appointment salary decisions regarding Faculty Administrators?  
A: Campuses may contact UCOP Academic Personnel for annual salary information for full-time Faculty Administrators.
5. Q: Why is the research 1/12 payment for a full-time Faculty Administrator with an underlying academic-year appointment restricted to the summer?  
A: As administrative duties are likely most demanding during the academic year, it is reasonable to expect that research in lieu of vacation would be conducted during the summer period.
6. Q: How much vacation must be used for a 1/12<sup>th</sup> summer research payment?  
A: It depends on the number of working hours in the month in which the payment is made. Refer to your campus payroll calendar for the appropriate number.  
*APM 246-20 c(4) also provides that full time faculty administrators may engage in compensated outside professional activity for up to 12 workdays per fiscal year without deducting them from his/her vacation leave balance.*
7. Q: What DOS codes should be used for 1/12<sup>th</sup> summer research payments and for 1/12<sup>th</sup> summer teaching payments?  
A: DOS code AFR should be used for 1/12<sup>th</sup> summer research payments and SST should be used for summer teaching payments.

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8. Q: What DOS code should be used for part-time Faculty Administrators who receive additional summer compensation for administrative service?  
A: ~~DOS code ACA should be used.~~  
*At UCR DOS code DIF is used. We have written documentation from UCOP that the UCR process is correct and have asked UCOP to modify this advice.*
9. Q: Should a stipend or unit salary be used to compensate an Acting or Interim Faculty Administrator?  
A: Compensation for an Acting or Interim Faculty Administrator shall be structured in accordance with normal campus practice, but most often is composed of the individual's current faculty salary, plus a stipend.  
*Summer differential payments equivalent to ninths may also be appropriate, depending upon the starting date and duration of the interim appointment.*
10. Q: Can a Faculty Administrator be paid a stipend in addition to his/her administrative salary?  
A: Yes. In exceptional circumstances, a full-time Faculty Administrator may be paid a stipend for assuming an additional temporary (one quarter/semester or longer) administrative role. **Dual stipends for part-time Faculty Administrators are not generally allowed though an existing stipend may be increased if additional significant duties are assumed.**
11. Q: Can a stipend be paid to a faculty member serving as Acting Faculty Administrator for a Faculty Administrator who is on a month-long vacation?  
A: No. Acting and Interim Faculty Administrators may be compensated only when serving for a minimum of one-term (quarter or semester). Shorter appointments should be recognized through the academic review process as University service.
12. Q: Is a non-Faculty academic appointee entitled to receive a stipend for a less than 100% Faculty Administrator position (e.g. a Professional Researcher serving as a MRU Director)?  
A: Yes. APM-633 provides for the payment of administrative stipends to eligible academic appointees as noted in that policy. While APM-241-4 defines part-time Faculty Administrators as being academic appointees in a faculty title, it also gives the Chancellor the authority to designate additional eligible titles as appropriate. **Consequently, the Chancellor could choose to designate a non-Faculty title as subject to the Faculty Administrator policies.**
13. Q: Are full-time Faculty Administrators who move from the SMG to the Academic Personnel program eligible for Executive Life Insurance and Executive Disability Insurance benefits?

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A: Yes. Those who were enrolled in Executive Life Insurance and Executive Disability Insurance as of June 30, 2010, are eligible for Executive Life Insurance and Executive Disability.

14. Q: Can a full-time Faculty Administrator who is eligible for Executive Life Insurance as a “grandfathered” SMG benefit (i.e. a full-time Faculty Administrator with an appointment prior to 6/30/2010) opt out of that benefit?

A: Yes. The Faculty Administrator will need to fill out, sign, and file a UPAY 728 with Benefits or Accounting.

### **Reporting**

15. Q: What are the campus reporting requirements with respect to new Faculty Administrator appointments or salary increases? What is the due date of the reports? What is the reporting format?

A: For full-time Faculty Administrator appointees, all new appointments and any exceptions to policy approved by the Chancellors after 6/30/10 must be reported to the Regents via the Provost, via Academic Personnel. The schedule for entering data for annual reports and reports on approved exceptions to policy and the reporting mechanism will be forthcoming. Reporting is required for part-time appointees and department chairs only if their compensation exceeds the indexed compensation level (ICL).

*UCR’s Academic Personnel Office is responsible for submitting these reports.*

16. Q: Are campuses required to include Acting and Interim full-time Faculty Administrator appointments on the annual report to the Provost?

A: Yes.

### **Outside Professional Activities**

17. Q: Does holding a Faculty Administrator appointment affect an appointee’s rights and responsibilities under APM-025?

A: No. A Faculty Administrator is subject to APM-025 as s/he would be as a faculty member. (NOTE: For Faculty Administrators covered by a HSCP, local HSCP guidelines relating to Outside Professional Activities and APM-670,

<http://www.ucop.edu/acadadv/acadpers/apm/apm-670.pdf> also may apply.)

### **Leaves**

18. Q: Do full-time Faculty Administrators accrue vacation leave?

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A: Yes. full-time Faculty Administrators accrue vacation leave at the rate of 16 hours/month (24 days/year for Full-time service) as per APM-730.

19. Q: What happens to a full-time Faculty Administrator's vacation balance when s/he steps down and returns to an academic-year (non-accruing) faculty position?

A: The vacation balance is paid out to the individual as cash compensation upon transfer to a non-accruing title and is considered taxable income.

20. Q: What happens to a full-time Faculty Administrator's vacation balance when s/he leaves the University?

A: The vacation balance is paid out to the individual as cash compensation upon separation and is considered taxable income.

21. Q: Do Faculty Administrators accrue sick leave?

A: Normally, Faculty Administrators do not accrue sick leave, but they are eligible for paid medical leave as per APM-710-11. (NOTE: For Faculty Administrators covered by a HSCP, local HSCP guidelines also may apply.)

22. Q: When a full-time Faculty Administrator position formerly governed by the SMG policy is transitioned to the Academic Personnel program (APM-240), what happens to the individual's sick leave balance?

A: The sick leave balance will be retained for the individual and will be converted to UCRP service credit at retirement, in accordance with UCRP provisions, if s/he retires within 4 months after leaving University employment.

23. Q: Do Faculty Administrators earn sabbatical credit?

A: Yes. Faculty Administrators earn sabbatical credit on their faculty appointment in accordance with APM-740. For example fiscal-year appointees earn four credits per calendar year, excluding periods of leave of absence without pay, as per APM-740.

24. Q: Is there a maximum limit to the amount of sabbatical credits that can be accrued while serving as Faculty Administrator?

A: No. For full-time Faculty Administrator appointments, sabbatical credits may accrue beyond the limits set forth in APM-740-16 for the duration of their Faculty Administrator appointment.

25. Q: Can a sabbatical be taken during one's term as a full-time Faculty Administrator?

A: Though discouraged, sabbaticals may be taken during a full-time Faculty Administrator appointment.

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**Authority**

26. Q: Who appoints MRU Directors?

A: Pursuant to APM-241-24, MRU Directors are appointed by the Chancellor or the Chancellor's designee, after consultation with the Division Senate and with the advice of a Search Committee appointed by the Vice Chancellor of Research. The Research Grant Programs Office is updating its policies to reflect this change in the appointment process. Any questions about RGPO policies in this area should be directed to Director Kathleen Erwin ((510)987-9889; Kathleen.Erwin@ucop.edu).

**Reviews**

27. Q: What is the maximum length of time a Faculty Administrator may serve?

A: There is no maximum (or minimum) length of administrative service. However, Faculty Administrators shall be reviewed every five years to determine if reappointment is warranted. In addition, a full-time Faculty Administrator's performance must be assessed annually by the Chancellor or Chancellor's designee.

*Please refer to UCR's campus policies on Faculty Administrator appointments, reviews and discipline found at [www.academicpersonnel.ucr.edu/](http://www.academicpersonnel.ucr.edu/), select the Policies and Procedures tab on the left side of the window.*