Purpose

To provide guidance to Colleges/Schools/ORGS regarding Dean's/Unit Level Academic Administrative Appointments.

Related Policies

- APM 633 Stipends/Academic Appointees
- APM 241 Faculty Administrators (Positions Less Than 100%)
- APM 600 Appendix 1 Guidelines for Payment of Additional Compensation to Academic-Year Appointee During the Summer

Appointment Letters

Appointment letters are required for all Dean's/ORG level academic administrative appointments with or without salary. Appointment letters must include the terms and conditions of appointments including:

- Administrative Title and Administrative Department
- Appointment Start and End date
- Salary information
- Policy/Procedure references as applicable

Appointment letters are to be distributed on or before the appointment start date. When a letter is distributed after the appointment start date, the appointment letter needs to indicate the appointment is effective "retroactively" to the start date.

Copies of signed appointment letters must be sent to APO, academicpersonnel@ucr.edu, within 30 days of the appointment start date. The letter must be signed by the academic appointee and the Dean/ORG level appointing authority.

Stipend Administration

Stipends are paid on the job with the Administrative job code via Additional Pay and should have an Earn Code of STP. All stipends should begin the first month of the appointment and end the last month of the appointment (i.e. 07/01/19 – 06/30/20).

Stipends are not subject to range adjustments.

Summer Salary

Additional summer compensation may be paid to AY Faculty for administrative service when appropriate. Total summer salary, when combined with summer salary earned from other sources such as extramural awards or summer session compensation, may not exceed 3/9ths of a faculty member's academic-year salary. Please reference the APO Summer Salary Guidelines for a list of applicable title codes and DOS codes.

Please send an email to academicpersonnel@ucr.edu with questions regarding these guidelines.