

UC Riverside
Academic Personnel Policy and Procedures
Guidelines for Department Chair Compensation Package

Purpose

To ensure equity, fairness, and flexibility in the determination of Department Chair compensation packages; to provide guidelines for those who are responsible for administering the details of department chair compensation.

Related Policies:

- [APM 633](#) Stipends/Academic Appointees
- [APM 600 Appendix 1](#) Guidelines for Payment of Additional Compensation to Academic-Year Appointee During the Summer
- [APM 245](#) Department Chairs

Department Chair Compensation Package:

The following are based on the department's total expenditure budget for the previous fiscal year. The dollar values for each range are set as an upper limit, for the purpose of providing flexibility to the Deans in making the best possible decision on a case by case basis. All department chair compensation (e.g., administrative stipend, summer salary, and research support) is paid by the Dean. Stipends and Summer Salary payments may not exceed the maximum caps established below:

TABLE A—Maximum Caps for Department Chair Stipend and Summer Salary

Department Total Expenditure Budget Range	Maximum Cap for Annual Stipend	Maximum Summer Salary (Applicable only to Academic-Year Appointees)
\$5,500,000 or more	\$15,000	2/9 Annual Salary
\$4,000,001 to \$5,499,999	\$12,500	1.5/9 Annual Salary
Less than \$4,000,000	\$10,000	1/9 Annual Salary

Academic-year appointees who serve as department chairs may, at the Dean's discretion, be eligible to receive summer salary for their administrative service, which shall not exceed the maximum cap as stipulated in Table A above.

In addition, the Dean, at his/her discretion, may provide additional funds to the Department Chair for research support.

Stipend Administration:

Stipends are paid on a 9-month basis (9/9) for academic-year appointee and on an 11-month basis for fiscal-year appointees (11/11 or 11/12) using title code 1096 (Department Chairperson) or 1095 (Acting/Interim Department Chair). In the PPS entry, department chair stipends should reflect an annual stipend rate and the DOS code "STP". Stipends are not subject to range adjustment.

Summer Salary :

Summer salary for administrative service is compensated with summer differential payments (DIF DOS code). These payments are classified as covered compensation, and count toward the calculation of the highest average paid compensation (HAPC) for retirement purposes. 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 send an email to apomail@ucr.edu with questions regarding these guidelines.