

This document was provided by the University of California, Office of the President (UCOP) and applies only to Faculty Administrators covered by the following Academic Personnel policies:

- 1) [APM 241](#) – Faculty Administrators (Positions less than 100%)
- 2) [APM 245](#) – Department Chairs
- 3) [APM 246](#) – Faculty Administrators (100% Time)
- 4) [APM 633](#) – Administrative Stipends: Academic Appointees

### Eligibility

1. Are the titles listed in APM-241-4 and APM-246-4 the only titles that may be considered “faculty administrator” titles?

*No. Chancellors may designate additional eligible titles as appropriate.*

2. Are Faculty Administrators paid via the Health Sciences Compensation Plan (HSCP) covered by APM-241 and -246?

*Yes.*

### Compensation

3. How are Faculty Administrators compensated for their work?

*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. Will campuses be provided information to assist them in making equity or appointment salary decisions regarding Faculty Administrators?

*Campuses may contact UCOP Academic Personnel for annual salary information for fulltime Faculty Administrators.*

5. Why is the research 1/12 payment for a full-time Faculty Administrator with an underlying academic-year appointment restricted to the summer?

*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. How much vacation must be used for a 1/12 summer research payment?

*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. What DOS codes should be used for 1/12 summer research payments and for 1/12 summer teaching payments?

*DOS code AFR should be used for 1/12 summer research payments and SST should be used for summer teaching payments.*

8. What Earn 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 Earn 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. Should a stipend or unit salary be used to compensate an Acting or Interim Faculty Administrator?

*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 start date and duration of the interim appointment.*

10. Can a Faculty Administrator be paid a stipend in addition to his/her administrative salary?

*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. 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?

*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. 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)?

*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. 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?

*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. 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 06/30/10) opt out of that benefit?

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