UC Riverside
Standard Procedures
for Dean's/Unit Level Academic Administrative Appointments

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 must be generated 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 should be generated on or before the appointment start date. In the rare case that a letter is generated after the appointment start date, the appointment letter needs to indicate that the appointment is effective "retroactively" to the start date.

Copies of signed appointment letters must be sent to APO at apomail@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 using title code 1099 (Administrative Stipend) or 1094 (Vice Chair). In the PPS entry, academic administrative stipends should have a DOS code of "STP".

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 apomail@ucr.edu with questions regarding these guidelines.