

I. Purpose

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

II. 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

III. 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.



IV. Stipend Administration

Stipends are paid on a 9-month basis (9/9) for academic-year appointees (October 1 – June 30) and on a fiscal year basis for fiscal-year appointees (July 1 – June 30) on the administrative job code 1096 (Department Chairperson) or 1095 (Acting/Interim Department Chair). In UCPATH entry, department chair stipends should reflect a monthly stipend rate and the Earn code “STP.” Stipends are not subject to range adjustment.

V. Summer Salary

Summer salary for administrative service is compensated with summer differential payments (DIF Earn 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 3/9 of a faculty member’s academic-year salary.

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