

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.