

## **Addendum for Establishing Faculty Administrative Appointments and Workday Processing Considerations**

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Administrative leadership appointments held by faculty require special consideration when writing the appointment letter and establishing the action in Workday. A discussion among college leadership, department leadership, and others is highly recommended prior to finalizing the administrative offer and the start of any Workday actions. This document outlines important considerations and recommendations for a smooth transition.

### **Faculty Administrator Position Titles**

Faculty administrative appointments may require the faculty member to transfer out of their faculty Position Identification Number (PIN) and be placed into an administrative PIN. Administrative leadership positions are normally held by tenured faculty and the employee type in Workday is “staff” and subject to the routing, rules, and approval by the Office of the Provost, the Dean of Faculties, and HROE Classification and Compensation. Examples of these titles include:

- Provost
- Vice Provost
- Vice President
- Associate Provost
- Dean

The following titles maintain the employee type as “faculty” in Workday:

- Associate Dean and [faculty title]
- Department Head and [faculty title]

Other administrative appointments may allow the faculty member to remain in their faculty PIN and faculty title and use a Workday working/business title to more accurately reflect the administrative role and responsibilities. Remaining in a faculty PIN has several advantages including the retention of all position history, maintaining a “faculty” employee type, and reporting consistency. A few examples of commonly used working/business titles currently in use include:

- Assistant Provost
- Associate Dean
- Assistant Dean
- Associate Department Head
- Director, [unit or activity]

### **Considerations for the Offer Letter and Appointment Term**

Questions and discussion points for consideration regarding appointment terms and conditions may include:

- Will the tenured faculty employee return to their academic department at the end of the administrative appointment?
  - The return of academic professional track faculty to an academic department at the completion of the administrative appointment will require written approval from the department head. This approval will occur simultaneously to the initial appointment. Without a documented agreement, the return to the academic department will be dependent on academic needs and available budget.
- Is this a joint appointment split between an administrative unit and academic department?

- Clearly document workload expectations, funding splits, annual performance evaluation process, and merit and other salary considerations.
- What are the terms and conditions for transitioning from administrative duties and returning to full-time faculty status?

### **Processing Considerations in Workday**

A faculty administrative appointment is normally set-up in Workday under one PIN. A discussion among college leadership, department leadership, and others is highly recommended prior to the start of any Workday actions.

- Will the newly appointed faculty administrator transfer into an administrative pin or remain in their faculty pin?
- Is there any overlap of the appointment between the outgoing faculty administrator and the newly appointed incoming faculty administrator?
  - If using an administrator PIN then determine what position the outgoing administrator will be transferring into; create new PIN if necessary.
- Be mindful of Workday’s practice of “inheritance” and timing. Consider the behaviors of Workday supervisory organizations when positions are left vacant or PINs transition between supervisory organizations.
- Extend the primary appointment term to include any additional summer months or process an “add job” for any additional summer months
- Add working/business title if faculty pin is retained; the title is normally designated in the appointment letter
- Update compensation for any additional compensation items which are added as allowances.
- Update costing allocation for any source account changes.

Some colleges have determined that setting up the faculty administrator with two PINS is preferred. If a faculty member steps down from the administrative role, the administrative allowance (formerly known as administrative salary) is retained in the administrative unit allowing the position to be quickly re-filled. This also gives the academic department the flexibility to increase the effort of the faculty position or continue using the minimal effort per the appointment in Workday.

- The appointment letter clearly outlines Dean of Faculties requirements for the administrative position and transition expectations when stepping down.
- Allows compensation for faculty and administrative duties at different salary rates given the significant variance that some academic disciplines.
- Allows Workday to accurately reflect what is articulated in the appointment letter.

### **Base Salary, Administrative Stipend and Allowances**

Faculty administrators are normally appointed to a term of 11 months or less, do not earn vacation leave or accrue longevity, and are not eligible for administrative leave.

**Faculty base monthly salary** is set at a rate appropriate to the faculty member’s academic department rank, qualifications, and discipline and will not exceed the salary of other faculty with the same rank and qualifications. Any increases in the base faculty salary will be consistent with faculty in similar positions. A tenured faculty member retains the base salary upon return to their academic home department at the completion of the administrative appointment.

- In Workday, the faculty member’s annual appointment period is considered the primary job (9 months, 10 months, etc.).
- The administrative appointment period may extend the primary job or “add job” may be used to include any summer months of the appointment.

- The faculty base salary and administrative stipend (or any other allowances) will be itemized separately in Workday, as allowed.
- In FAMIS, the base salary will encumber on the funding source account(s).

**Administrative stipend or allowance** is a monthly salary amount paid to a faculty administrator in compensation for administrative duties and responsibilities. It can also be paid as salary during the summer only, or both. The administrative stipend is the difference between the base salary and the total negotiated salary for the administrative position.

- Administrative stipends require Dean of Faculties and the Provost approval.
- The administrative stipend is paid as salary and subject to all payroll deductions.
- Allowances will pay each month when the primary position or add job pays salary.
- The administrative stipend is effective only during the time the appointee holds the administrative position and will be removed when the employee is no longer serving in an administrative position.
- There can be more than one allowance type.
- In FAMIS, the *Administrative Allowance* will encumber on the funding source account(s) cited in the Workday costing allocation and will be reflected as a Wage Encumbrance (1705).

For best practice and consistency in the use of the allowance features in Workday the following recommendations are made for application and use of each of the following allowances available for administrators:

- **Administrative Stipend.** The monthly allowance added to compensation for assuming the administrative duties and responsibilities. It may also be used to pay a twelfth (12<sup>th</sup>) month of salary distributed over eleven months (in lieu compressing the salary).
- **Department Head Stipend.** The payment of a monthly stipend/allowance provided in compensation for their role as an administrator.

**Summer stipend** is normally paid at the same rate as the faculty member's base salary including the administrative stipend or allowance.

- In Workday, the primary appointment term is extended for additional summer months or "add job" may be used.
- In FAMIS, the additional months of salary will encumber on the source accounts.

**Appointments to an endowed Chair or Professorship position.** Faculty administrators may also hold endowed appointments which allow salary support as detailed by an endowed gift agreement and within college practices and guidelines. Salary may be paid via a monthly allowance or as a one-time (lump sum) payment and is not "grossed up". Consideration should be given whether any salary paid from the endowment is base salary only or will include the faculty administrator's administrative stipend.

A 12<sup>th</sup> month of salary voids any time off except university holidays and inter-semester breaks.

### **Costing Allocations, Funding Sources, and Effort**

Each faculty administrative position sourcing is subject to available compensation, and may have specific terms. Frequent and on-going communication between the administrative unit, the academic department, and business offices is critical. Important things to note:

- If the faculty administrator's time is shared between departments and multiple funding sources, the percent of time spent fulfilling a position's responsibilities may not be the same percent used to fund the administrator's compensation. For example, a faculty administrator teaches a course in their home department. While this may account for 25% of their time it may not equate to funding 25% of the faculty administrator's salary.
- Annual budget considerations:

- The faculty administrator's base pay will appear on the 'Faculty Salaries' or 'Non-Faculty Salaries' line of the screen 599 pattern depending on positions job profile. The base salary is included in the Budget Office's merit authority and funding calculations.
- Administrative allowances appear on the wage line of the screen 599 pattern and are not included in the merit authority or funding calculations.
  - Administrative allowances are not eligible for merit increases. However, the allowance may be adjusted as necessary; additional approval is not required.
- If an "add job" is created, the salary is budgeted in the 'Summer Salary' line of the screen 599 pattern. These salaries are not included in the Budget Office's merit funding calculations.
- Add jobs (aka secondary jobs) do not appear in the Position Budgeting Application (PBA) that is used during Phase II budget preparation.

### **Related Policies, Rules, and SAPs**

**TAMUS Policy 01.03. Appointing Power and Terms and Conditions of Employment:** See 2. Appointment of System Officers by the Board of Regents, provisions, and approval process. See 4.3 Appointment of University Faculty as Administrators.

**TAMUS Policy 12.01. Academic Freedom, Responsibility, and Tenure:** See 3.2. The appointment letter for a faculty member with administrative duties will state the portion of the faculty member's salary that is associated with the administrative duties. The portion of the faculty member's salary not associated with the administrative duties must not exceed the salaries of other faculty with similar qualifications and performing similar duties. The appointment letter for faculty members with administrative duties will also state that the administrative duties may be removed without cause.

**University Rule 12.01.99.M2. University Statement on Academic Freedom, Responsibility, Tenure, and Promotion:** See 2.2.1 b. The initial or modified appointment letter for a faculty member with administrative duties should state the portion of the employee's salary that is associated with the administrative duties. The portion of the faculty member's salary not associated with the administrative duties shall be aligned with the salaries of other faculty with similar qualifications and performing similar duties. The appointment letter for faculty members with administrative duties should also state that the administrative duties may be removed without cause.

**University Rule 31.01.01.M7. Employee Compensation Administration:** See 5.5.1 and 5.5.2. Merit Salary Increase. An increase that is added to the employee's salary base or one-time merit payment (lump sum) that is not added to the employee's base salary.