Guidance for Administrative Appointment of Faculty and Return to Faculty Appointment

Governed by:
- Texas A&M University System Policy 01.03 – Appointing Power and Terms and Conditions of Employment
- Texas A&M University Standard Administrative Procedure 01.03.99.M0.01 – Incremental Pay and Appointment Status for Administrators with Faculty Appointments

Administrative process:
The appointment to an administrative position, while maintaining faculty status, must follow TAMUS Policy 01.03 appointing authority and approval process (as applicable), incorporate requirements as stated in SAP 01.03.99.M0.01, and submitted for approval to the Provost and Executive Vice President through the Dean of Faculties. These offices will assure that the selection process, base salary, administrative stipend, and appointment terms comply with university rules and procedures. In the case that the administrative appointment is the Provost and Executive Vice President, the Texas A&M University President shall approve the offer letter and appointment in accordance with System Policy. A position description is required.

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.

Administrative stipend or allowance is a monthly salary amount paid to the 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. 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.

Faculty administrators are normally appointed to a term of 11 months or less, do not earn vacation leave or longevity, and are not eligible for administrative leave (employees must be in a leave eligible position). Appointment terms included in the offer letter must minimally state the base salary, the administrative stipend, the length of the annual term (9-month, 10-month, etc.), and duration of the administrative appointment. Employment in an administrative position is “at-will”, which means that either the administrator or the university may terminate the appointment at any time for any reason or without cause. Appointment as a tenured faculty member is not “at-will”.

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 need and available budget and resources.
It is also appropriate to include the terms and conditions for transitioning from administrative duties and return to full-time faculty status. The transitioning terms may only commit the administrative unit’s resources. Examples of transitioning terms may include: support for a faculty development leave application at full salary after 4 or more years of service in an administrative position, re-start resources for re-engaging in research and teaching, or summer salary support. Summer salary support will require documentation related to workload expectations and assigned duties which may include research, teaching, or service.

For deans and other university level administrative positions, funding of the salary for an administrator returning to their academic department may be provided to the college from central sources for a specific period of time. The transition period normally includes one year of salary support plus one or two years of shared salary support. The college will be responsible for the full salary amount at the end of the transition period. Additional resources to re-engage in teaching and research normally will be handled like other start-up resources but are expected to be significantly less than start-up amounts for faculty new to campus.

For additional details see: Addendum for Establishing Faculty Administrative Appointments and Workday Processing Considerations.