

## **Academic Affairs: Administrative Guidelines for Appointments for Department Chairs, Supervisory Directors and Associate Deans who hold Faculty Rank**

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This document sets forth Academic Affairs administrative guidelines for appointments of associate deans, department chairs and supervisory directors<sup>1</sup> who hold faculty rank, oversee faculty, curriculum, and budget, and who report to the dean.

The administrative contribution made by chairs and directors is critical to the success of RIT. These positions support and make possible the administration of the education of RIT students. Individuals in these positions are both advocates for the faculty in these units and representatives of the university as a whole.

Normally individuals hired into these positions carry full-time faculty appointments. The following guidelines and principles reflect a need to compensate and evaluate individuals hired as of July 1, 2020, in these positions in a professional, consistent and fair way.

1. Each appointment should clearly stipulate the expectations and workload of the position. These expectations, which are arrived at through a collaborative process between the dean and the individual, should address, but need not require, administration, teaching, research and scholarship, and other service.
2. Each appointment should include compensation that reflects the additional work responsibilities associated with the administrative position and which is in addition to the compensation attached with the regular 9-month faculty appointment. In particular, when an existing faculty member is moved into one of these positions or an individual is hired from the outside into such a position, the monetary compensation for the associated administrative responsibilities may fall into two categories:
  - a. A salary extension that is prorated based on the 9-month salary and that compensates for additional time associated with the position (e.g., an appointment period of 12 months instead of 9 months).
  - b. An administrative stipend of up to 10% of the 9-month base salary that compensates for the additional administrative responsibilities associated with the position and a minimum of one of summer salary.
  - c. It is left to the discretion of the dean to decide the amount of the administrative stipend and any additional summer salary beyond the required one month.
3. The appointment letter must clearly state the step down plan in the event of a return to the faculty. It must be clear that, if a department chair or supervisory director has been on a 12-month appointment and the department chair or supervisory director returns

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<sup>1</sup> By supervisory director, we mean a position that supervises and evaluates faculty and staff, reports to the dean, and has budget responsibility.

to the faculty, then the 12-month salary will be adjusted to a 9-month<sup>2</sup> salary proportionately (the 9-month appointment plus merit increases assigned to the 9-month appointment amount).

4. Regardless of which type of appointment is used, each appointment shall include provisions for annual merit increases and standard RIT benefits, including retirement contributions. However, if a stipend (option b above) is applied then the stipend plus any merit earned on the stipend will be removed from the salary when the department chair or supervisory director returns to the faculty. Budget permitting, deans can make a market adjustment to the base salary to reflect the experience gained while in the chair or supervisory director role. This adjustment can be up to 10% of the 9-month base salary.
5. To reflect the additional workload, individuals in these positions are normally offered course reductions in addition to an administrative stipend. However, it is often in the best interests of the unit and the university that individuals in such positions continue to carry at least some instructional load, as determined by the dean.
6. All department chairs will receive at least one month of summer salary; deans can elect to pay up to three months of summer salary.
7. The size of the stipend and the number of months of summer salary should be determined based on the following factors: size of the department; the complexity of the department or the program portfolio within the department; and the available budget.
8. Chairs receiving three months of summer salary should be placed on a 12-month appointment, allowing the department chair to accrue vacation. This would typically apply to chairs of large or complex departments.
9. Each appointment should be for a finite number of years and be renewable subject to an appropriate and thorough evaluation. (See [Policy E08.0 College Academic Administrative Positions.](#))
10. Each administrator in these positions should undergo a regular and thorough annual evaluation. Prior to the expiration of any appointment, an upward evaluation by faculty and staff in the unit should be used as part of a complete evaluation prior to any reappointment. (See [Policy E08.0 College Academic Administrative Positions.](#))
11. Finally, when hiring in an associate dean position that carries full-time faculty rank, these same principles can apply. At a minimum, there must be documentation that indicates how this position will transition to a 9-month appointment and the calculation of the 9-month base salary. In addition, the stipend for an associate dean can be up to 15%.

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<sup>2</sup> It is important to note that the dean should consult with Human Resources to calculate the appropriate 9-month salary in the case of a faculty member holding such an administrative position prior to the university's changeover to a 9-month faculty appointment system and who return to a full-time faculty position.