



POLICY & PROCEDURE DOCUMENT

NUMBER: 1.5132

DIVISION: Academic Affairs

TITLE: Administrative Stipends

DATE: February 1, 1994

REVISED: July 19, 2005; November 7, 2011

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I. Purpose and Scope

Interim administrative appointments in Academic Affairs (e.g., Dean, Associate Dean, Department Head) may arise from a variety of circumstances, including unexpected vacancies in permanent positions. This policy sets the stipend ranges associated with such interim appointments.

II. Policy

1. For interim appointments to administrative positions within Academic Affairs (e.g., Dean, Associate Dean, Department Head), it is the intent that compensation be consistent with the duties and responsibilities of the position being filled as opposed to a multiple of, or addition to, the interim appointee's previous salary. Accordingly, the monthly salary of the interim appointee shall normally lie in the range of 85 to 95 percent of the monthly salary in the existing budget line of the position being filled on an interim basis.
2. This monthly salary will be paid for the duration of the interim appointment. Upon return to his/her regular position, the interim appointee's salary will return to its value preceding the interim appointment, taking into consideration any raises accrued during the interim appointment.

III. Procedure

1. For interim appointments, the appointing official will consult with the Vice Provost, and Provost as necessary, to establish the total compensation associated with the interim appointment, prior to the recruitment process.

IV. Related Policies

V. Reason for Revision

Revision of the policy to set the stipend based on the salary associated with the interim position held rather than a fixed additive amount.