

Issued: 11/22/2022

**POLICIES**

**Responsible Official:** Executive Vice President for Academic  
Affairs and Provost

**Responsible Office:** Provost Office

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**Purpose**

This policy addresses the terms and conditions governing the determination of the appointment salary and retreat salary when entering and leaving service as an administrator.

Faculty members may serve in administrative positions. This policy applies to both internal and external faculty that are hired or promoted internally to the University. For all administrative appointments, base salary adjustments can also be negotiated based on market. Base adjustments should be clearly noted in the administrative appointment. Exceptions to the policy are only given in rare and extraordinary circumstances and require approval of the President.

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**Definitions**

Appointment Salary

The academic base salary for 9-month and 12-month faculty appointments indicated in the signed offer letter for new hires or negotiated when a current faculty member accepts an administrative appointment or duties.

Retreat Salary

The adjusted base salary for 9-month and 12-month faculty appointments that a faculty member will receive upon relinquishment of the administrative appointment or duties.

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**Policy**

Appointment and retreat salaries shall be determined for academic administrators based on appointment type as indicated.

**Academic Administrator**  
Executive Vice-President  
for Academic Affairs and  
Provost/Vice-  
Provost/Assistant Vice  
Provost/Vice President

Appointment Salary: 12-month base salary is negotiated based on market

Retreat Salary: At least the median of the top three faculty salaries in the home department but no more than 125% percent of the salary of the highest earning faculty member in their home department

**Dean**

Appointment Salary: 12-month base salary is negotiated based on market

Retreat Salary: At least the median of the top three full-time faculty salaries in their department but no more than 125% percent of the salary of the highest earning full-time faculty member in their home department

**Associate Dean**

Appointment Salary: 9-month base salary is multiplied by 12/9 to convert to 12-month salary; unit workload policy will be applied with consideration of administrative workload

Retreat Salary: 12-month base salary at the end of the appointment is multiplied by 9/12 to convert to 9-month salary

**Assistant Dean**

Appointment Salary: 9-month base salary plus 5/32 Summer Compensation; unit workload policy will be applied with consideration of administrative workload

Retreat Salary: 9-month base salary at the end of the appointment and loss of 5/32 summer compensation

**Department Chair**

Appointment Salary: 9-month base salary increased by 7% plus 5/32 Summer Compensation; unit workload policy will be applied with consideration of administrative workload

Retreat Salary: 9-month base salary at the end of the appointment reduced by 7% and loss of 5/32 Summer Compensation (Department Chairs that have served at least eight years are eligible to request waiver of the 7% reduction.)

