

NUMBER: ACAF 1.10

SECTION: Academic Affairs

SUBJECT: Salary Basis Conversion for Unclassified Employees Who Hold Both Administrative Title and Faculty Rank

DATE: February 1, 1995

Policy for: All Campuses

Procedure for: All Campuses

Authorized by: James C. Moeser

Issued by: Provost's Office

---

## I. Policy

When an employee is employed as an administrator with faculty rank on some basis other than a nine-month base (e.g., 10.5 month, 11 month, 12 month) is returning to full-time, nine-month basis teaching, his/her salary is determined using the reverse ratio with which their salary was initially expanded. When administrative employees with faculty rank are initially hired by the University as twelve-month employees and then become nine-month full-time faculty members, his/her nine-month salary is determined by the formula: twelve-month salary \* 9/12ths.

## II. Procedure

An example of the procedure for this policy is: if a nine-month faculty member is selected for a concurrent administrative appointment that would convert his/her salary to a twelve-month basis, the formula would be: Nine-month salary \* 12/9ths. If that same individual returns to nine-month full-time teaching, his/her salary would be determined by using the reverse ratio, that is: twelve-month salary \* 9/12ths. If the initial salary conversion ratio was 11/9ths, then the reconversion would be at 9/11ths.

1. Administrative supplements, if any, follow the administrative position and are not included in the salary base prior to conversion. The use of administrative supplements is not required, nor is a given level of administrative supplement mandatory.
2. All appointment letters for new administrative employees with faculty rank should follow the basic format available from the Office of the Provost. The format requires that the twelve-month salary has its foundation in the nine-month faculty base salary, and that a mechanism of a future conversion to nine-month base is specified.
3. Exceptions to this policy can be granted only with the written approval of the president.