**APR 15 (a): Compensation for Academic Administrators**

**Revised September 29, 2009[[1]](#footnote-1)Western Carolina University**

**Office of the Provost**

Definition. Academic administration is defined as department heads, assistant and associate deans, assistant and associate vice chancellors. Note: APR 15 (a) applies to all academic administration excluding the department head. APR 15 (b) applies to department heads.

*Background*. The compensation model for academic administration as described herein is intended to establish a competitive system consistent with national trends for regional institutions like Western. It is patterned after the compensation model for department heads, but is intended to recognize the additional work and responsibilities of assistant and associate deans.

*Appointments.*  Academic Administrative appointments may range between 10 and12 months depending upon the needs of the administrative unit as determined by the unit head and approved by the Provost. Appointment letters will include a conversion factor to recalculate the 9-month academic base salary should the appointee return to the faculty. See “Returning to the Faculty” below.

*Determining Salaries of Internal and External Appointments*. WCU may hire academic administrators from within the faculty ranks or from outside the university. The APR (15a) procedures should be used for both types of hires. The administrative salary is determined by multiplying the monthly faculty salary by the number of months of the appointment and adding a stipend (See “Stipends below”). Since external hires will not have a WCU faculty base salary, the dean must establish a nine month faculty salary appropriate to rank and discipline for the candidate. Once the faculty salary is determined, the dean will determine the total compensation as described above. . Prior to offers deans will recommend a salary or salary range to the provost that reflects competitive and equity standards both within and outside of the university. The dean will evaluate the calculated value against internal salaries of other assistant/associate deans and external disciplinary salaries as reflected in national data sources such as CUPA. Once the dean receives approval of the salary range from the provost, the dean may negotiate a salary with the candidate.

*Stipends.* Stipends are annual amounts added on top of the administrative salary to reflect the increased responsibilities of assistant and associate deans and their level within the academic administration. The annual administrative stipend will range from $5,000 to $10,000 in increments of $500. The size of the stipend will be recommended by the dean and approved by the provost and will be based upon the magnitude of the job responsibilities within the college. Appointments of less than 12 months will prorate the stipend.

*Total Compensation*. Once a total dollar figure is determined for academic administrators, it is treated as a single salary and becomes their administrative base salary and will not be disaggregated for annual salary increases via merit pay.

*Conversion Factor. All academic administrator’s appointments will include a conversion factor that will be used to calculate a faculty 9-month salary should the appointee return to the faculty. This value is the faculty nine month salary at the time of appointment divided by the administrative base salary. Example: Faculty Salary = 75,000 and Administrative Salary = 100,000. Conversion Factor = .75.* Factors typically range from .65 to .80, but the actual factor is a function of the size of the academic year base salary and stipend.

*Merit Pay.* Academic administrators shall be eligible for merit pay. The percentage of merit applied to their total salary shall be based upon both their administrative and faculty (AFE) evaluation weighted by their proportional assignments in each area. The administrative evaluation will be approved by the Council of Deans and will be consistent with university practice.

*Administrative/Teaching Assignment.* Assistant and Associate deans will typically teach at minimum two classes a year, including summer. The dean may reduce the teaching assignment temporarily because of special circumstances (e.g. preparing for accreditation) but must notify the provost of the reduction and its duration. Assistant and associate deans may teach one extended campus course per year for extra pay with the approval of the dean but are ineligible to teach overloads funded through the general fund (resident credit or distance)Assistant and associate vice chancellors are also expected to teach but the frequency and load will depend upon their individual assignments.

*Returning to the Faculty*. When academic administrators return to a faculty position, their salary will be converted to a 9-month faculty salary by the conversion factor described in the above paragraph. The dean (or provost if the supervisor) will evaluate the new base against other faculty salaries within the home department considering rank and experience as well as the long-term contribution made by the individual. The dean (or provost) may adjust the base upward or downward, but the adjustment will not be lower than the original 9 month-base salary at time of hire as adjusted by the cumulative average salary increase while an academic administrator. [If the original appointment did not include a conversion factor, the default value will be .75.] The dean will submit the new academic year base salary with an accompanying justification to the provost for approval. Academic administrators will be eligible for one semester’s leave at their faculty salary to prepare for the return to the classroom. The purpose of the leave is to help the individual retool for the faculty position. It is not seen as a personal benefit for time served. Whether the leave is granted depends upon the length of time away from the classroom (5 years is normally required) and whether the administrator had a teaching assignment during the administrative appointment. Requests for leave must come from the unit head and require the Provost’s approval. When individuals accept the leave to retool, they agree to serve as a faculty member for at least two semesters upon their return to the faculty.

1. Replaces APR 15 dated December 4, 2007 [↑](#footnote-ref-1)