

APPENDIX O/J
POLICY STATEMENT ON CONVERSION

FROM ADMINISTRATIVE TO FACULTY STATUS*

Administrators do not have tenure in office; tenure as a faculty member is a separate right. The following policy applies only to administrators who are also tenured faculty members; other administrators who lose their administrative appointments and seek to become faculty members will, if successful, be considered new appointees and their status will be described in their letters of appointment. Loss of an administrative appointment cannot be the subject of a grievance.

A. Academic Year Salary

The summer salary of an administrator is thirty percent of his or her academic year salary. An administrator's salary may also include an additional amount designated as an administrative increment. An administrator who has a twelve month salary will be considered to have an academic year salary equal to:

$$\frac{\text{twelve month salary} - \text{administrative increment}}{1.3}$$

1.3

B. Entitlements

Administrative service entitles the appointee to administrative leave for the study and research necessary to return to faculty status, and for a gradual phasing out of any administrative increment in salary. These entitlements include the following:

Category A - those with 10 or more years administrative service receive two semesters of administrative leave and three-fourths of the administrative increment in the first year in faculty status, one-half in the second year, and one-fourth in the third year;

Category B - those with a least 5 but less than 10 years administrative service receive one semester and one summer of administrative leave and two-thirds of the administrative increment in the first year in faculty status, and one-third in the second year;

Category C - those with administrative service of more than one but less than 5 years receive one semester or one summer of administrative leave, and one-half of the administrative increment in the first year in faculty status.

Additional administrative leave may be granted in special cases. The eligibility for leave for administrators who have been assigned time for research or scholarly work during their administrative appointments will be reduced by the amount of time assigned to such activities.

C. Date of Conversion

The date of conversion from administrative to faculty status is subject to negotiation but normally will be the first working day after the end of the administrative appointment and will be no later than the following August 16. Administrative increments will begin to be phased out as soon as the administrative appointment ends.

D. Salary During Administrative Leaves

Normally, administrators will have been converted to academic year salaries before beginning administrative leave. In such cases, salary during leave (distributed on a 12 - month basis) will be one-half the academic year salary for each semester and thirty percent of the academic year salary for a summer. Any variation from this policy must be agreed upon before the leave begins.

E. Accrued Annual Leave

Administrators are expected to utilize all of their accrued annual leave prior to conversion to faculty status; any annual leave not taken by the time of conversion is lost.