

June 8, 2011

DEANS
DEPARTMENT AND PROGRAM CHAIRS
UCO/LICK DIRECTOR

Dear Colleagues:

Re: Issuance of Two New Campus Academic Personnel Policies –
Faculty Administrators and Administrative Stipends for Academic Appointees

I write to inform you of the issuance of two new campus academic personnel policies, effective July 1, 2011: 1) CAPM 304.241, Faculty Administrators; and 2) CAPM 805.633, Administrative Stipends for Academic Appointees. As conveyed in the formal review memo, these policies follow from new systemwide academic personnel policies and changes to existing systemwide policies involving faculty administrator titles.

Some of the titles impacted by these two new campus policies include Associate Dean, Director, Associate Director, and Faculty Assistant to the Dean or to the Vice Chancellor or to the Chancellor. Please note that while College Provosts, Department Chairs, and Directors of MRUs and ORUs are considered Faculty Administrators, these new policies do not apply because there are discrete academic policies that continue to cover these titles.

The new campus [Faculty Administrators](#) policy addresses eligibility; authority; terms of service; appointment considerations; compensation; administrative review guidelines; and information about evaluating faculty administrator service in the academic advancement process. The policy states that in cases where the additional administrative responsibilities assigned do not exceed 15 percent time per month, an administrative stipend is used to compensate the Faculty Administrator appointment. However, in cases where the assigned duties do exceed 15 percent time, an appointment to a Faculty Administrator title must be made at a specific percentage of time, with a corresponding reduction to the primary Senate faculty appointment for the duration of the administrative appointment.

The new campus [Administrative Stipends for Academic Appointees](#) policy establishes the complete list of academic titles eligible to receive an administrative stipend and all such stipends must be linked to a formal appointment to one of the eligible titles. The policy restricts the stipend amount to a maximum of 15 percent of the annual salary rate of the appointee's primary academic appointment. However, the policy does allow the appointing authority to determine whether the additional administrative responsibilities warrant payment of the stipend on a fiscal-year basis, and if so, the 15 percent maximum may be based upon the corresponding fiscal-year annual salary rate of the appointee.

These new policies are also available on the campus Academic Personnel Office website at:
http://apo.ucsc.edu/academic_policies_and_procedures/CAPM_manual.htm

Sincerely,

A handwritten signature in black ink, appearing to read "Alison Galloway". The signature is written in a cursive style with a large, stylized initial "A".

Alison Galloway
Campus Provost and
Executive Vice Chancellor

cc: Chancellor Blumenthal
Academic Senate Chair Gillman
Assistant Vice Chancellor Peterson, Academic Personnel
Academic Senate Office
Administrative Records
Academic Personnel Analysts
Assistant to UCO/Lick Director
Department and Program Managers
Divisional Academic Personnel Coordinators
Labor Relations