

## **Academic Affairs: Administrative Guidelines for Contracts for Department Chairs, Supervisory Directors and Associate Deans who hold Faculty Rank**

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This document sets forth Academic Affairs administrative guidelines for contracts of associate deans, department chairs and supervisory directors<sup>1</sup> who hold faculty rank and who report to the dean.

The administrative contribution made by chairs and directors is critical to the success of RIT. These positions support and make possible the administration of the education of RIT students. Individuals in these positions are both advocates of the faculty in these units and representatives of the institution as a whole.

Normally individuals hired into these positions carry full-time faculty appointments. The following guidelines and principles reflect a need to compensate individuals in these positions in a professional, consistent and fair way.

1. Each contract should clearly stipulate the expectations and workload of the position. These expectations, which are arrived at through a collaborative process between the dean and the individual, should address, but need not require, administration, teaching, research and scholarship, and other service.
2. Each contract should include compensation that reflects the additional work responsibilities associated with the administrative position and which is in addition to the compensation attached with the regular 9.5-month faculty contract. In particular, when an existing faculty member is moved into one of these positions or an individual is hired from the outside into such a position, the monetary compensation for the associated administrative responsibilities may fall into two categories:
  - a. A salary extension that is prorated based on the 9.5 month salary and that compensates for additional time associated with the position (e.g., a contract is issued for 12 months instead of 9.5)
  - b. An administrative stipend that compensates for the additional administrative responsibilities associated with the position.
  - c. It is left to the discretion of the dean to decide if a position warrants option a, b, or both. However, it must be clear that if a department chair or supervisory director has been on a 12-month contract and

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<sup>1</sup> By supervisory director, we mean a position that supervises and evaluates faculty and staff and that reports to the dean.

the department chair or supervisory director returns to the faculty, then the 12-month salary will be adjusted to a 9.5-month<sup>2</sup> salary proportionately (the 9.5-month contract plus merit increases assigned to the 9.5-month contract amount).

- d. Regardless of which type of contract is used, each contract shall include provisions for annual merit increases and standard RIT benefits, including retirement contributions. However, if a stipend (option b above) is applied then the stipend plus any merit earned on the stipend will be removed from the salary when the department chair or supervisory director returns to the faculty.
3. To reflect the additional workload, individuals in these positions are normally offered course reductions. However, it is often in the best interests of the unit and the university that individuals in such positions continue to carry an instructional load, as determined by the dean.
  4. Each contract should be for a finite number of years and be renewable subject to an appropriate and thorough evaluation.
  5. Each administrator in these positions should undergo a regular and thorough annual evaluation. Prior to the expiration of any contract, an upward evaluation by faculty and staff in the unit should be used as part of a complete evaluation prior to any reappointment.
  6. Finally, when hiring in an associate dean position that carries full-time faculty rank, these same principles can apply. At a minimum, there must be documentation that indicates how this position will transition to a 9.5-month contract and the calculation of the 9.5-month base salary.

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<sup>2</sup> It is important to note that in the case of a faculty member holding such an administrative position prior to the Institute's changeover to a 9.5-month faculty contract system and who return to a full-time faculty position in the future, a 10-month conversion factor should be used to arrive at the base salary in order to ensure that the 9.5-month base faculty salary is established in a comparable way to what was done during the initial transition for all RIT faculty.