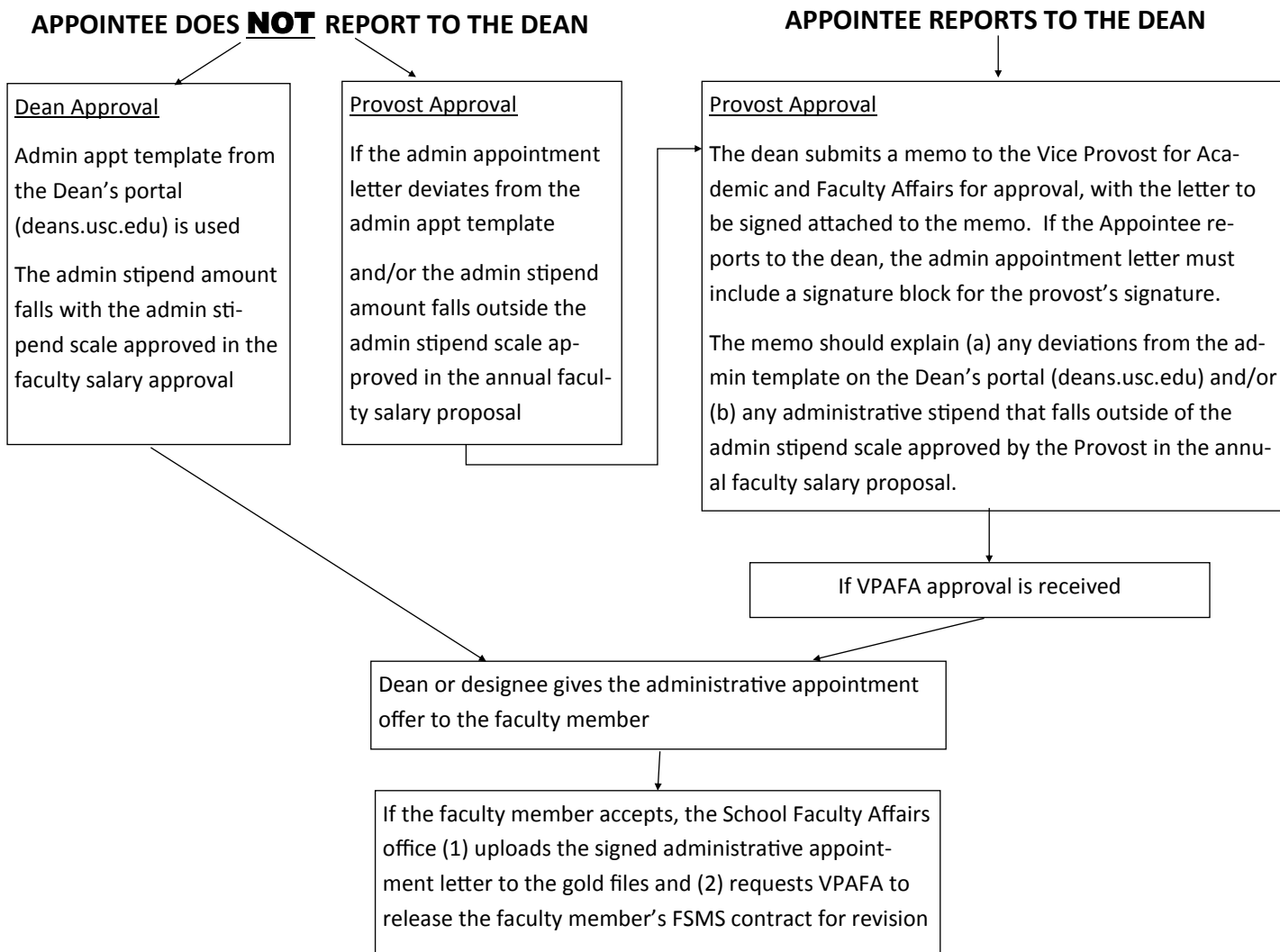


ADMINISTRATIVE APPOINTMENTS for FULL-TIME FACULTY

not included in the faculty salary proposal



HOW TO ENTER AN ADMIN APPOINTMENT INTO FSMS:

1. Go to "Faculty Proposal to Provost"
2. Go to "Proposed Administrative Title" and enter in the Administrative Appointment Title
3. Go to the "Supplemental Salary Section" and click on "Add Suppl Line"
4. In the Supplemental Salary Section, enter:
 - a. Enter the admin stipend to be paid into the "Salary" field
 - b. Enter the "Start Date" and "End Date" of the admin appointment. These dates must fall in the contract year. For example, if the faculty member has a three-year admin appointment beginning 8/16/17 and ending 5/15/2020, the dates in FSMS for FY18 must be entered as 8/16/17 to 5/15/18.
5. For "Salary Reason":
 - a. For nine-month faculty—use 11230 for the AY stipend and, if applicable, 11231 for the summer stipend
 - b. For 12-month faculty—use 11230 for the admin stipend
6. For "Text" add "for serving as [ADMIN TITLE] for [PERIOD—e.g., AY YYYY-YYYY, FY YYYY-YYYY—or put in specific dates]. [NOTE—please put in the dates or year when putting in a summer admin stipend—for example, "for serving as [ADMIN TITLE] from 5/15/YY to 6/30YY" or if it is for the entire summer, then "for serving as [ADMIN TITLE] for summer YYYY."
7. Click on "Save Changes and Return to Summary"

ADMIN APPOINTMENT LETTERS—ADDITIONAL TEXT OPTIONS

ISSUE	OPTIONAL LANGUAGE FOR THE ADMIN APPOINTMENT LETTER
Research account in addition to an admin stipend	While you are [ADMIN TITLE] of [DEPARTMENT/PROGRAM/INSTITUTE] in [SCHOOL], you will receive, in addition to your administrative stipend, a \$X research account annually. [ADD SCHOOL'S STANDARD LANGUAGE REGARDING RESEARCH ACCOUNTS.]
Replacement of one admin appt with a different admin appt with a different stipend amount	With the start of your new appointment as [ADMIN TITLE2], your current administrative appointment as [ADMIN TITLE1] will terminate. By accepting this appointment, you acknowledge that you are giving up your previous position and agreeing to the change in compensation.
Replacement of one admin appt with another but no change in compensation	With the start of your new appointment as [ADMIN TITLE2], your current administrative appointment as [ADMIN TITLE1] will terminate. By accepting this appointment, you acknowledge that you are giving up your previous position and agreeing to the change in position.
Elimination of an admin position and replacement with a new position	<p>I am writing you about your administrative appointment as [ADMIN TITLE1] in [SCHOOL/DEPARTMENT].</p> <p>A faculty committee and the dean considered the future direction of [SCHOOL]. After careful appraisal of the [SCHOOL]'s overall needs, they have determined that the administrative position you hold, [ADMIN TITLE], no longer meets the needs of the [SCHOOL] and recommended that the position be eliminated effective [insert date that gives 90 days notice]. I have approved the recommendation and, in accordance with the provisions of the Faculty Handbook, I am informing you that the last day you will receive your current stipend amount of [STIPEND AMOUNT] per annum will be [DATE]. However, your faculty appointment as [ACADEMIC TITLE1][IF APPLICABLE: with tenure] remains the same.</p> <p>As a result of the appraisal of the [SCHOOL]'s overall needs, I am pleased to offer you an appointment as [ADMIN TITLE2]. The initial term of the appointment is from [insert date], until [insert date], and your appointment may be renewed annually, following a performance review with the Dean of the [insert name of school], subject to the conditions stated below.</p> <p>In recognition of your duties as [ADMIN TITLE2], I will be pleased to provide you with an annual administrative stipend of [AMOUNT] prorated, contingent on your continuing services as [ADMIN TITLE2]. This is a full time position and your base salary will be [insert AMOUNT]. [OPTIONAL FOR 12 MONTH ADMIN APPOINTMENTS: Your duties as Director will extend throughout the fiscal year]. In all other respects, your 20XX-20XX [academic/fiscal year] contract remains unchanged and is incorporated by reference.</p> <p>[IF THE NEW POSITION BEGINS BEFORE THE 90 DAYS NOTICE RUNS: If you accept the new appointment as [ADMIN TITLE2], your current administrative appointment as [ADMIN TITLE1] will terminate simultaneously. By accepting this new appointment, you acknowledge that you are giving up your previous position and stipend effective [DATE] and are agreeing to the change in compensation.]</p>
Elimination of an admin position	<p>I am writing you about your administrative appointment as [ADMIN TITLE] in [SCHOOL/DEPARTMENT].</p> <p>A faculty committee and the dean considered the future direction of [SCHOOL]. After careful appraisal of the [SCHOOL]'s overall needs, they have determined that the administrative position you hold, [ADMIN TITLE], no longer meets the needs of the [SCHOOL] and recommended that the position be eliminated effective [insert date that gives 90 days notice]. I have approved the recommendation and, in accordance with the provisions of the Faculty Handbook, I am informing you that the last day you will receive your current stipend amount of [STIPEND AMOUNT] per annum will be [DATE].</p> <p>However, your faculty appointment as [ACADEMIC TITLE][IF APPLICABLE: with tenure] remains the same. In all other respects, your 20XX-20XX [academic/fiscal year] contract remains unchanged and is incorporated by reference.</p> <p>We acknowledge your years of service to the school, and deeply appreciate your service to [SCHOOL/DEPARTMENT] as [ADMIN POSITION]. Thank you for your contributions, and I look forward to your continued success in the [SCHOOL].</p>
Termination of an admin appointment	<p>I am writing you about your appointment as [ADMIN TITLE] in [SCHOOL/DEPARTMENT].</p> <p>A faculty committee and the dean considered the future direction of [SCHOOL]. And after careful appraisal of the [SCHOOL]'s overall needs, you will not be reappointed as [ADMIN POSITION] in the 20XX-20XX [academic/fiscal year]. Your last day serving as [ADMIN POSITION] at the [SCHOOL] will be [DATE]. However, your faculty appointment as [ACADEMIC TITLE][IF APPLICABLE: with tenure] remains the same. In all other respects, your 20XX-20XX [academic/fiscal year] contract remains unchanged and is incorporated by reference.</p> <p>We acknowledge your years of service to the school, and deeply appreciate your service to [SCHOOL/DEPARTMENT] as [ADMIN POSITION]. Thank you for your contributions, and I look forward to your continued success in the [SCHOOL].</p>