



Policy on Administrator Return to Faculty Position

Effective:	March 20, 2009 (original) February 18, 2015 (revised) May 5, 2022 (reaffirmed)
Responsible Executive:	Provost
Applicability:	Auburn University faculty
Review By:	May 2025

Faculty members may also serve in administrative positions. This policy addresses the terms and conditions which will govern the transition, if any, back to a faculty position upon completion of the administrative assignment. The reason for this policy is to provide time for tenured and tenure-track faculty who have served a significant period of time as administrators and were substantially relieved of their normal faculty duties to transition back to teaching, research/scholarship, outreach, and service demands of their 9 or 12-month faculty positions.

The policy applies only to tenured and tenure-track faculty who are appointed to fulltime 12 month administrative positions as the result of a Provost approved search. Non-tenure track faculty (NTTF) are not eligible because they are not returning to tenured or tenure-track faculty positions. The terms and conditions of the step-down must be included in the position appointment letter (which must be approved by the Provost's office).

This policy applies only to administrative service at Auburn University; years of administrative service at other institutions do not qualify for the terms of this policy. The years of administrative service accumulated at one qualified AU position (such as department chair) cannot be transferred to a new qualified administrative position (such as dean) unless the administrative service is continuous (no time lapses between the qualified administrative appointments).

The policy shall be administered by the Provost and remain in effect until amended or abolished by written action of the Provost of Auburn University. Any exception to the policy must be approved in writing by the Provost.

Conversion to Nine-Month Faculty Salary

1. An administrative stipend is added to the base salary (either 9 or 12 month basis, as determined in consultation with the academic unit). The amount of the stipend is determined by the administration at the time of the administrative appointment. The administrative stipend is lost

when the person steps out of the administrative position. The faculty member keeps all merit increases for the total salary which is added to the base. [For example, when the salary for an administrator is determined (whether hired from the inside or outside) the base salary is set at that time. In the case of a 9-month appointment, the conversion to 12 is determined using 11/9 or 12/9 (depending upon summer grant funding history). To that new number an administrative supplement is added (i.e. \$1,000/month or \$12,000/12 months). Then the individual gets raises on total compensation. The faculty member retains all merit increases received during the administrative appointment.

If no base salary was established at the time of appointment to the administrative position, a 9-month salary that is consistent with salaries of faculty in the home department of similar rank, time of service, and record of performance shall be established, subject to the ceiling set forth in paragraph 2 below.

2. In no case shall the 9-month base salary for the returning administrator exceed 9/11 of the 12-month salary received in his or her final year of administrative service.

Conversion to Twelve-Month Faculty Salary

Administrators who return to 12-month faculty positions will have the administrative supplement they received, if any, when they assumed the additional administrative duties removed.

If no base salary was established at the time of appointment to the administrative position, a 12-month salary that is consistent with salaries of faculty in the home department of similar rank, time of service, and record of performance shall be established.

Administrative Leave Period

A period of administrative leave to permit the former administrator to prepare to return to the faculty may be authorized subject to the following limits:

3 to 5 years of administrative service – one full semester of administrative leave

More than 5 years of administrative service – two full semesters of administrative leave

Factors to be considered in determining the exact period of leave include the nature and extent of teaching, research, and outreach duties in the faculty position, however the maximum administrative leave allowed is two full semesters. If otherwise authorized under the professional improvement leave policy, professional improvement leave may be granted instead of administrative leave with the salaries converted as above.

Note that administrators entering developmental leave will receive their administrative salary minus the pre-established administrative stipend. Once the administrative leave is completed the salary will be changed to reflect that of a faculty member per policy.

Post Administrative Leave

After former administrators return to faculty positions, they will be eligible for merit and equity salary adjustments following normal University procedures.

Otherwise, the terms and conditions of continued employment will be consistent with then applicable University policies and procedures. Provision of other resources, such as research support, will be available consistent with the policies of the college or school and funded by the college or school.