

RACAA – RACSA  
Annual Summer Meeting  
Brasstown Valley Resort  
6321 Highway 76  
Young Harris, Georgia 30582  
July 10 – 12, 2011

**Topic: *Salary Conversion Guidelines (Section 4.3.5 of the Academic Affairs Handbook)***

Background: Although BOR Policy 8.3.12.2 (Compensation) offers some general information on converting salaries when faculty holding 12 month positions are moved back into 9 or 10 month faculty positions, there is a need for more specific guidelines for use in these situations. It appears that practices have been varying widely across institutions (sometimes across a single institution) when converting salaries for these purposes. The attached draft guidelines for inclusion in the Academic Affairs Handbook were designed to address institutional needs for salary conversion guidelines.

Current Status: After a discussion of the need for these guidelines at the Fall 2010 RACAA meeting, draft guidelines were circulated to RACAA electronically and feedback was solicited. The revised guidelines (see reverse side) were modified to reflect VPAA/Provost feedback and are brought before you at this meeting for final vetting.

Action Needed: RACAA Discussion & Approval

Questions:

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#### 4.3.5 Salary Conversion Guidelines for Fiscal and Academic Year Faculty Appointments

**SOURCE: BOR POLICY 8.3.12.2, CRITERIA FOR DETERMINING SALARY - SALARY FOR A FISCAL YEAR ADMINISTRATIVE EMPLOYEE RETURNING TO AN ACADEMIC APPOINTMENT AS A FACULTY MEMBER**

When a faculty member on an academic year contract is given a fiscal year administrative appointment, institutions should pay the faculty member an administrative stipend based on the job description and responsibilities related to their administrative role. The administrative stipend should be identified separately from the base salary amount in the faculty member's contract and the contract should specify that the stipend will no longer be available when the administrative appointment ends.

Sample contract language:

"Please be advised that your employment as [Faculty Rank and Administrative Title] is at a salary of [Total Salary Amount] from July 1, [Year] and ending on June 30, [Year]. This salary includes an academic year base salary of [Base Salary Amount] plus an administrative stipend of [Stipend Amount] for your administrative duties. Should you no longer hold your administrative position; your administrative stipend will be removed from your total salary."

The amount of the stipend may vary across units based on the specific responsibilities of the administrative position. For example, a department chair in a department with 40 faculty might receive a larger stipend than a department chair heading a department with 5 faculty. Similarly, a department chair leading a department with multiple degree programs and/or centers might receive a larger stipend than a chair leading a less complex department. The amount of the stipend can be renegotiated annually if the administrative responsibilities change over time. Merit pay increases for administrative faculty may be based on the total fiscal salary (base salary plus the stipend amount).

When a fiscal year administrative employee returns to their academic appointment as a faculty member, the administrative stipend is removed and the faculty member returns to their 10-month base salary amount, which should be similar to other faculty in the department with similar rank and experience or other faculty in similar positions at the institution.

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*Passed*