

Title: Faculty Administrative Appointment Policy**Policy ID:** TBD**Status:** FINAL**Original Policy Date:** May 25, 2023**Last Revised:** October 18, 2023**Oversight Executive:** Associate Dean for Academic and Faculty Affairs**Applies To:** Any School of Data Science faculty member who holds an administrative appointment in addition to their regular academic faculty appointment.**Publicize Policy:** Yes**Definitions**

Administrative appointment: An appointment with leadership and/or administrative responsibilities that are in addition to the standard duties and responsibilities associated with a faculty member's academic responsibilities.

Administrative Salary Supplement: A supplement that may be added to a faculty member's base salary for performing work related to an administrative appointment.

Reason for Policy

The School of Data Science believes in faculty self-governance and leadership at all levels of the organization. To that end, SDS relies on faculty that are appointed to administrative appointments to fill key leadership and administrative positions within the school.

Policy Statement

The dean of the School of Data Science may, at their discretion, provide an administrative appointment to an individual to carry out leadership and/or administrative tasks within the school. Examples of these appointments include, but are not limited to associate dean, assistant dean, program director, and faculty director. While it is the dean's decision whether or not to make an administrative appointment, they will consult with senior leadership at the School of Data Science to make such a determination.

Procedures

All administrative appointments are documented with a letter outlining the length of the term and the conditions of the appointment, including the potential and timeline for renewal. Compensation for administrative appointments may come in the form of release from other duties and/or an administrative supplement. Compensation terms are outlined in the appointment letter. The evaluation of faculty performance in this role will be assessed during annual faculty reviews.

Faculty who are 100% supported on external funds are not eligible for administrative appointments and therefore may not receive an administrative supplement. In these cases, the school may elect to cover a portion of their time for an administrative appointment and may include an administrative supplement, depending on the nature of duties.

Related Information (include links to related University policies or other documents)

[PROV-024: Academic Faculty Members Appointed to Administrative Positions](#)

Non-conformance with policy

Faculty encountering non-conformance with this policy should report this to the Dean's Office.

Next Scheduled Review: Spring 2025

Approved by, Date: Academic Committee, 9/26/23; Sent to faculty for review and approval 10/4/23;

Approved by SDS Faculty, 10/19/23, Approved by SDS Dean, 10/20/23

Supersedes (previous policy date): N/A