



Part 13: Administrators Moving to or Returning to Faculty

3-3-1301 Administrators Moving to or Returning to Faculty.

3-3-1301(1) Purpose. This policy ensures equitable and consistent transitions for administrators with faculty status, as defined below, who commence or return to a faculty position after their assignment in an administrative position ends for whatever reason.

3-3-1301(2) Definitions. For the purpose of this policy,

- (a) Administrator with Faculty Status.
 - (i) A new employee hired initially in an administrative position (including an interim or temporary administrative position) who receives tenure at their time of hire; or
 - (ii) A faculty member hired initially in a faculty position who, thereafter, is employed in an administrative position (including those who do so as an interim or temporary assignment) and who retains their faculty status while in the administrative position.
- (b) Step-back. An employee's change from an administrative position to a faculty position.
- (c) Step-back Faculty. An administrator with faculty status who begins or returns to a faculty position.
- (d) Interim Assignment. An administrative position filled by an administrator with faculty status while a search is conducted for a permanent replacement, or while a department/unit's reorganization occurs.
- (e) Temporary Assignment. An administrative position filled by an administrator with faculty status in order to meet a temporary University need.

3-3-1301(3) Transition from Administration (Not Temporary or Interim Positions) to the Faculty.

- (a) A plan prepared by the CAO shall specify any transition period, the specific date that the employee will begin to be paid in the Step-back faculty position, and any additional transitional details.
- (b) For the transition period following the Step-back, the budgetary responsibility for funding the Step-back faculty salary shall be with the administrative unit that made the administrative appointment to allow time for the academic area to which the Step-back faculty is commencing or returning to identify funding for the position.

3-3-1301(4) Faculty Rank, Tenure Status, and Salary for Step-back Faculty.

Faculty rank, tenure status, and salary for Step-back faculty depends on the rank and title and tenure status of the Step-back faculty at the time they commenced duties as an administrator with faculty status.

(a) Administrator with Faculty Status under 3-3-1301(2)(a)(i).

- (i) The rank, tenure status, discipline code, and pay calculation upon Step-back shall be determined at the time of initial hire.
- (ii) In the absence of a written agreement at the commencement of employment in an administrative position, Step-back pay shall be calculated as "90% of the *CUPA Doctoral All* median for the specific rank and discipline." Years in rank shall be counted only for years served as a faculty member.
- (iii) With the assistance of the CAO, the College for the academic area in which the Step-back faculty is assigned shall identify funding to cover the salary for the Step-back faculty.

(b) Administrator with Faculty Status under 3-3-1301(2)(a)(ii).

- (i) The rank, tenure status and discipline code upon Step-back for any reason shall be the same as it was at the time the Step-back faculty commenced their

administrative position, and they shall return to the academic area of their discipline.

- (ii) Their salary shall be the same as their faculty salary when they commenced their administrative position, plus any faculty salary increases that would have been received during their period employed in an administrative position. If the Step-back faculty has not served in a faculty position for ten (10) years sequentially at UNC or more, the faculty Step-back pay shall be 90% of the *CUPA Doctoral All* median salary for the specific rank and discipline upon Step-back.
- (iii) Step-back faculty without tenure or who have not attained the rank of full professor may not be considered for tenure, promotion, or sabbatical during their employment as an administrator. The clock for tenure, promotion, and sabbatical does not apply during their employment in an administrative position, and they shall not undergo faculty evaluation in their department.
- (iv) If the administrative assignment is less than full-time, the faculty member, CAO, and academic area shall adjust the faculty member's workload and develop an agreement, in writing, that addresses tenure, promotion and sabbatical, so that all parties are clear as to the terms of the agreement. In such cases, the faculty member would continue to undergo evaluation by the academic area.
- (v) During the period in which the administrator with faculty status is employed in an administrative position, their vacant faculty position shall remain funded by their academic area. The academic area may use salary savings from the vacant position to cover necessary replacement instructional costs.

(c) Administrator with Faculty Status in an Interim or Temporary Administrative Assignment.

- (i) The CAO shall create and fund a new administrative position or shall move the faculty member into an existing funded vacant administrative position. The faculty member's vacant position in their academic area shall remain funded by the academic department. The academic area may use salary savings from

the vacant position to pay for the necessary replacement instructional costs, whether adjunct or overload.

- (ii) Step-back faculty with full-time administrative load without tenure or who have not already applied for the rank of full professor may not be considered for tenure, promotion or sabbatical for the duration of their assignment. The clock for tenure, promotion, and sabbatical does not apply during their interim or temporary appointment in an administrative position, and they shall not undergo evaluation in their department for the duration of their administrative assignment.
- (iii) If the administrative assignment is less than full-time, the faculty member, CAO and academic area will adjust the faculty member's workload and develop an agreement, in writing, that addresses tenure, promotion and sabbatical so that all parties are clear as to the terms of the agreement. In such cases, the faculty member would continue to undergo evaluation by the academic area.
- (iv) At the end of the interim or temporary appointment as an administrator with faculty status, the Step-back faculty shall return to their former faculty position and salary, plus any faculty salary increases that would have been received during their period employed in an administrative role.

3-3-1301(5) Transition Period.

- (a) At Step-back, unless negotiated at the time of hire, a paid transition period to permit the Step-back faculty to prepare to return to the faculty may be authorized. Unless otherwise agreed upon in writing prior to the commencement in an administrative position, no transition period shall exceed the completion of the current semester plus one (1) full semester.
- (b) Upon leaving the administrative position, the individual's pay during the transition period shall be negotiated by the President. However, no individual shall receive more than one semester of their administrative salary during the transition period.
- (c) Once the transition period is completed, the Step-back faculty's salary

will be adjusted as described in 3-3-1301(4)(a)(ii), 3-3-1301(4)(b)(ii), 3-3-1301(4)(c)(iii) above.

- (d) Once the transition period is complete, the tenure clock, or evaluation and sabbatical process starts anew. See also Tenure Clock Extension [2-3-902(3)(b)], Part 8 Faculty Evaluation [2-3-801], Sabbatical Leave [2-3-1001].

Policy History

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Section added (Feb 2021)