



## SENATE ACTION FORM

Senate Action Number: 1281

**Subject:** Revisions to Administrators Moving to or Returning to Faculty

**Reference to Senate Minutes Dated:** 4/20/26

### **Senate Action**

MOTION: Adopt the revisions to Administrators Moving to or Returning to Faculty

VOTE: Motion approved unanimously

### **Response Requested:**

☐ Approval for placement in University Catalog, Undergraduate and Graduate

☒ Approval for placement in University Regulations

☐ Recommendation to Board for placement in Board Policy Manual

☐ None (sent as information item)

☐ Other action requested/comments: \_\_\_\_\_

**Harmony Newman**

Digitally signed by Harmony  
Newman  
Date: 2026.04.27 16:13:45 -06'00'

04/27/2026

Faculty Senate Chair

Date

### **Administrative Review of Senate Action** (unnecessary for information items):

☒ Reviewed by VPAA/Provost. Check ☐ if comments are attached.

☒ Reviewed by General Counsel. Check ☐ if comments are attached.

### **Presidential Action:**

☒ Approve

☐ Reject

☐ Return to Senate for discussion/modification (comments attached)

07/08/2026

President/Designated Administrative Officer

Date

Date of Board approval (if applicable): n/a

**PLEASE RETURN SIGNED ORIGINAL AND ATTACHMENT TO THE FACULTY SENATE OFFICE:  
CARTER HALL 2004, CAMPUS BOX 75.**

[Faculty.Senate@unco.edu](mailto:Faculty.Senate@unco.edu)

## **Proposal FACULTY SENATE POLICY PROPOSAL/MOTION**

**Subject:** Revisions to Administrators Moving to or Returning to Faculty

**Originator/Date:** Provost's Office/January 2025

**Placement(s):** University Regulation 3-3-1301

**Reviewed by SEC on 11/3/2025, 11/17/2025, 12/1/2025, 1/12/2026, 1/26/2026**

**Reviewed by Codification on 1/28/2026, 2/11/2026, 2/25/2026, 3/11/2026**

**Reviewed and approved by SEC on 3/30/2026 and sent to Faculty Senate**

**Motion:** Adopt the revisions to Administrators Moving to or Returning to Faculty

**Purpose/Rationale:** This proposal establishes a consistent framework for administrators with faculty status who move to or return to faculty roles. It reduces ambiguity in transition processes, clarifies expectations, and promotes equitable treatment across cases. By standardizing key elements such as transition planning, responsibilities, and compensation, the policy improves transparency and supports better planning.

**Proposed Language:** See below



Part 13: Administrators Moving to or Returning to Faculty

PROPOSED LANGUAGE

**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 ~~the conclusion of their administrative 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 who holds tenure or is on a tenure track, is employed in~~ shall retain that status upon accepting an administrative position ~~(including those who do so as when serving in an interim or temporary assignment) and who retains their faculty status while in the administrative position.~~
- (b) ~~Step-back Administrator Moving to the Faculty.~~ An employee's change from an administrative position to a faculty position ~~for an administrator hired with tenure.~~
- (c) ~~Step-back Administrator Returning to the~~ Faculty. An administrator with ~~tenure or tenure-track status returns to 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.

- (f) ~~Retooling Period~~ The period between leaving an administrative role and moving or returning to the faculty. During this period, the workload is negotiated between the administrator moving or returning to faculty, their previous administrative supervisor, the dean, and the unit leader.
- (g) ~~Parity Floor~~. The parity floor is determined based on the university's compensation model and parity criteria at the time the individual transitions to faculty.

### **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. A Letter of Intent (LOI) is required and shall include a transition plan agreed on by the administrator moving or returning to the faculty, their supervisor during their administrative role, their dean, and their unit leader. The LOI must be approved by the CAO, except in the case in which the CAO is the administrator moving to, or returning to, the faculty, in which case the President must approve the LOI. An LOI shall include at least the following:~~
  - I) ~~The transition period.~~
  - II) ~~The specific dates that the employee is paid as an administrator moving or returning to a faculty position.~~
  - III) ~~The specific tasks that the administrator will perform during the Retooling Period, such as preparation for classes, special projects, and/or assisting with the transition to a replacement.~~
  - IV) ~~The expected retooling period shall not exceed the completion of the current semester plus one (1) full semester, unless otherwise specified in the LOI. In order for the administrator to earn a Retooling Period the administrator must be in an~~

administrative role a minimum of three (3) consecutive years, except as approved by the CAO or President if the CAO is the returning or moving to faculty.

V) For new employees, the pay calculation shall be determined at the time of initial hire relative to the parity floor or the compensation model employed by UNC in the year of transition.

VI) For an administrator returning to faculty, the 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.

- (b) ~~For~~ During the transition period ~~following the Step-back~~ when an administrator moves or returns to the faculty, the division that made the administrative appointment will retain, budgetary responsibility for ~~funding the Step-back~~ faculty administrator's 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.~~ This provides the College of the academic unit time to identify funding for the position.

**3-3-1301(4) Faculty Rank, Tenure Status, and Salary for ~~Step-back~~ Administrator Moving or Returning to the Faculty.** Faculty rank, tenure status, and salary ~~for Step-back faculty depends on~~ upon leaving an administrator role are determined by the faculty member's rank, ~~and title, and~~ tenure status ~~of the Step-back faculty~~ at the time they ~~commenced duties as an~~ began their administrator ~~with faculty~~ status.

(a) **Administrator ~~with~~ Moving to Faculty Status under 3-3-1301(2)(a)(i).**

- (i) The rank, tenure status, ~~and~~ 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~~ CAO will assistance of the CAO, the College for of the administrator's assigned academic ~~area in which the Step-back faculty is assigned shall~~ unit in identifying funding to cover the administrator's faculty salary ~~for the Step-back faculty~~ for no more than three (3) years. The funds then revert to the salary pool administered by the Provost's Office to fund full-time faculty member in their college.

**(b) Administrator ~~with~~ Returning to 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 ~~member~~ commenced their administrative position, and they shall return to the academic ~~area~~ unit 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~~ A full-time administrator returning to the faculty without tenure or who ~~have~~ **has** 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~~ **stops** during their employment in an administrative position, and they shall not undergo faculty evaluation in their ~~department~~ academic unit.
- (iv) If the administrative assignment is less than full-time, the faculty member, CAO, ~~the dean~~, and ~~the~~ academic ~~area~~ unit 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~~ unit.

- (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~~ unit may use salary savings from the vacant position to cover necessary replacement instructional costs ~~for no more than three (3) years. The funds then revert to the salary pool administered by the Provost's Office to fund full-time faculty member in their college.~~

**(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~~ unit shall remain funded by the academic ~~department~~ unit. The academic ~~area~~ unit 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~~ If the 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.~~ If assignment is full-time the clock for tenure, promotion, and sabbatical ~~does not apply~~ stops during their ~~interim or temporary appointment employment~~ in an administrative position, and ~~they the~~ administrator shall not undergo evaluation in their ~~department for the duration of their administrative assignment~~ academic unit.
- (iii) If the administrative assignment is less than full-time, the faculty member, CAO, ~~the dean,~~ and academic ~~area will~~ unit 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~~ unit.

~~(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~~ When an administrator moves or returns to the faculty, a paid transition period to ~~permit the Step-back faculty to prepare~~ support the preparation 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.~~ The expectations for responsibilities to be completed during the transitional semester will be negotiated between the administrator moving or returning to faculty, their supervisor during their administrative role, the dean, and their unit leader.
- (c) Once the transition period is completed, the ~~Step-back faculty's~~ salary of the administrator moving or returning to faculty will be adjusted as described in 3-3-1301(4)(a)(ii), and 3-3-1301(4)(b)(ii), ~~3-3-1301(4)(c)(iii)~~ above.
- (d) Once the transition period is completed, the tenure clock, or evaluation and sabbatical process ~~starts anew~~ resumes. See also Tenure Clock Extension [2-3-902(3)(b)], Part 8 Faculty Evaluation [2-3-801], Sabbatical Leave [2-3-1001].

### **Policy History**

#### **PART 13 ADMINISTRATORS MOVING TO OR RETURNING TO FACULTY**

Section 3-3-1301 amended (April 2026)

Section added (Feb 2021)



**Part 13: Administrators Moving to or Returning to Faculty**

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**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, who commence or return to a faculty position after the conclusion of their administrative assignment.

**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 who holds tenure or is on a tenure track, shall retain that status upon accepting an administrative position including when serving in an interim or temporary assignment.
- (b) Administrator Moving to the Faculty. A change from an administrative position to a faculty position for an administrator hired with tenure.
- (c) Administrator Returning to the Faculty. An administrator with tenure or tenure-track status returns to faculty status.
- (d) Interim Assignment. An administrative position filled while a search is conducted for a permanent replacement, or while a unit's reorganization occurs.
- (e) Temporary Assignment. An administrative position filled in order to meet a temporary University need.
- (f) Retooling Period The period between leaving an administrative role and moving or returning to the faculty. During this period, the workload is negotiated between the administrator moving or returning to faculty, their previous administrative supervisor, the dean, and the unit leader.

- (g) Parity Floor. The parity floor is determined based on the university's compensation model and parity criteria at the time the individual transitions to faculty.

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

- (a) A Letter of Intent (LOI) is required and shall include a transition plan agreed on by the administrator moving or returning to the faculty, their supervisor during their administrative role, their dean, and their unit leader. The LOI must be approved by the CAO, except in the case in which the CAO is the administrator moving to, or returning to, the faculty, in which case the President must approve the LOI. An LOI shall include at least the following:
  - I) The transition period.
  - II) The specific dates that the employee is paid as an administrator moving or returning to a faculty position.
  - III) The specific tasks that the administrator will perform during the Retooling Period, such as preparation for classes, special projects, and/or assisting with the transition to a replacement.
  - IV) The expected retooling period shall not exceed the completion of the current semester plus one (1) full semester, unless otherwise specified in the LOI. In order for the administrator to earn a Retooling Period the administrator must be in an administrative role a minimum of three (3) consecutive years, except as approved by the CAO or President if the CAO is the returning or moving to faculty.
  - V) For new employees, the pay calculation shall be determined at the time of initial hire relative to the parity floor or the compensation model employed by UNC in the year of transition.
  - VI) For an administrator returning to faculty, the 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.

- (b) During the transition period when an administrator moves or returns to the faculty, the division that made the administrative appointment will retain, budgetary responsibility for the administrator's salary. This provides the College of the academic unit time to identify funding for the position.

**3-3-1301(4) Faculty Rank, Tenure Status, and Salary for Administrator Moving or Returning to the Faculty.** Faculty rank, tenure status, and salary upon leaving an administrator role are determined by the faculty member's rank, title, tenure status at the time began their administrator status.

**(a) Administrator Moving to Faculty Status under 3-3-1301(2)(a)(i).**

- (i) The rank, tenure status, and discipline code shall be determined at the time of initial hire.
- (ii) Years in rank shall be counted only for years served as a faculty member.
- (iii) The CAO will assist the College of the administrator's assigned academic unit in identifying funding to cover the administrator's faculty salary for no more than three (3) years. The funds then revert to the salary pool administered by the Provost's Office to fund full-time faculty member in their college.

**(b) Administrator Returning to Faculty Status under 3-3-1301(2)(a)(ii).**

- (i) The rank, tenure status and discipline code shall be the same as it was at the time the faculty member commenced their administrative position, and they shall return to the academic unit of their discipline.
- (ii) A full-time administrator returning to the faculty without tenure or who has 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 stops during their employment in an administrative position, and they shall not undergo faculty evaluation in their academic unit.

- (iii) If the administrative assignment is less than full-time, the faculty member, CAO, the dean, and the academic unit 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 unit.
- (iv) During the period in which the administrator with faculty status is employed in an administrative position, the academic unit may use salary savings from the vacant position to cover necessary replacement instructional costs for no more than three (3) years. The funds then revert to the salary pool administered by the Provost's Office to fund full-time faculty member in their college.

**(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 unit shall remain funded by the academic unit. The academic unit may use salary savings from the vacant position to pay for the necessary replacement instructional costs.
- (ii) If the administrative assignment is full-time the clock for tenure, promotion, and sabbatical stops during employment in an administrative position, and the administrator shall not undergo evaluation in their academic unit.
- (iii) If the administrative assignment is less than full-time, the faculty member, CAO, the dean, and academic unit 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 unit.

### **3-3-1301(5) Transition Period.**

- (a) When an administrator moves or returns to the faculty, a paid transition period to support the preparation 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) The expectations for responsibilities to be completed during the transitional semester will be negotiated between the administrator moving or returning to faculty, their supervisor during their administrative role, the dean, and their unit leader.
- (c) Once the transition period is completed, the salary of the administrator moving or returning to faculty will be adjusted as described in 3-3-1301(4)(a)(ii), and 3-3-1301(4)(b)(ii).
- (d) Once the transition period is completed, the tenure clock, or evaluation and sabbatical process resumes. 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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