



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, 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 they 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 the 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 their employment in an administrative position, and the administrator shall not undergo evaluation on 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 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 the 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 to or returning to faculty will be adjusted as described in 3-3-1301(4)(a)(ii) and 3-3-1301(4)(b)(ii) above.
- (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

PART 13 ADMINISTRATORS MOVING TO OR RETURNING TO FACULTY

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