

University of Northern Colorado  
Human Resources Administrative Policy

Guidance for Administrators Moving or Returning to Faculty

**Scope:**

The purpose of this document is to ensure fair and consistent transitions for administrators with faculty status who move or return to a faculty role.

**Authority:**

The Director of Human Resources is responsible for developing policies and processes to ensure compliance with Board Policy and University Regulations regarding hiring and compensating all employees. These administrative policies and processes, along with associated forms, provide more specific direction considering the current operating context and strategic needs.

**Guidance:**

Administrators with faculty status may be:

1. a new employee hired into an administrative role with faculty status as part of the terms of their employment
2. a faculty member moved into an administrative role who retains faculty status as part of the terms of their employment
3. a faculty member moved into an interim or temporary administrative assignment who retains faculty status as part of the terms of their employment

**Administrative Role with Faculty Status**

For a new employee, rank, tenure status, discipline code and step-back faculty pay will be determined at the time of hire. A current faculty member will retain their established rank, tenure status and discipline code; step-back faculty pay will be determined at the time of promotion. In the absence of a negotiated agreement at the start of employment in the administrative role, step-back pay will be calculated as 90% of the CUPA Doctoral All median for the specific rank and discipline. The faculty step-back option will be available only if UNC determines the employee will no longer serve in their administrative role. The step-back faculty role is not available to employees who voluntarily choose to leave their administrative role. In the event of step-back to faculty, the employee will move to the academic area of their discipline.

**Interim or Temporary Administrative Assignment**

The Provost will create and fund a new position or move the faculty member into an existing funded vacant position. The faculty member's vacant position will remain funded in their academic area. The academic area may use savings from the vacant position to pay for the necessary instructional replacement costs, whether adjunct or overload. At the end of the interim or temporary appointment, the faculty member will return to their former faculty position and salary, adjusted consistently with faculty pay distribution models for any increases that occurred during the administrative assignment.

A transition plan generated by the Provost will specify any retooling period, the specific date that the employee will begin to be paid in the faculty role, and any additional transitional details. From a budgetary perspective, the responsibility for funding the step-back salary rests for up to six months with the administrative unit that made the administrative appointment to allow time for the academic area to which the faculty member is moving or returning to identify funding for the position.

**Definitions:**

*Interim Assignment:* A position filled on a temporary basis while a search is being conducted or while a department/unit reorganization is taking place

*Temporary Assignment:* A position created to meet a temporary need

**Date Issued:** October 14, 2019

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