

**Institutional Handbook of Operating Procedures
Policy 05.05.05**

Section: Faculty Policies	Responsible Vice President: EVP, Provost and Dean of Medicine
Subject: Administrative Component of Compensation for Academic Administrators	Responsible Entity: Provost Administration

I. Title

Administrative Component of Compensation for Academic Administrators

II. Policy

Offer letters and/or memoranda of appointment (MOA) for faculty members who will serve as academic administrators shall clearly reflect the administrative component of the faculty member’s total compensation.

Faculty members who cease to serve as academic administrators shall not receive this administrative component, and their total compensation shall be reduced accordingly, consistent with this policy.

III. Guidelines

The magnitude of this administrative component of a faculty member’s total compensation shall be established at the time of the faculty member’s appointment, and shall be linked to the specific administrative duties and responsibilities outlined in the faculty member’s letter of offer or MOA. In general, this administrative component shall be no less than a fixed percentage established by the Dean of the respective school in which the faculty member serves as an academic administrator.

IV. Relevant System Policies and Procedures

[Regents’ Rules and Regulations, Rule 31101 – Evaluation of Administrators](#)

V. Dates Approved or Amended

<i>Originated: 07/06/2007</i>	
<i>Reviewed with Changes</i>	<i>Reviewed without Changes</i>
	10/14/2016

VI. Contact Information

Provost Administration
(409) 772-4793