



PRESIDENT'S POLICY MEMORANDUM NO. 256

TO: All Faculty and Staff
FROM: Charles W. Steger *WJS*
DATE: July 31, 2009
**SUBJECT: Redefinition of Administrative and Professional
Faculty Appointments under Human Resources
Restructuring**

Approved by CAPFA: April 4, 2008
[Also reviewed and endorsed by CSPA]
Approved by University Council: May 5, 2008
Approved by Board of Visitors: August 25, 2008
Effective Date: October 2008

The Board of Visitors approved a resolution to redefine administrative and professional faculty and the conversion of appropriate university staff in pay bands 5-7 and/or appropriate classified staff (who elect to become administrative and professional faculty) in pay bands 5-7.

Following is the text of that resolution.

WHEREAS, the higher education restructuring act provided level 3 institutions with an opportunity to redefine and realign administrative and professional (A/P) faculty appointments; and,

WHEREAS, issues of equity of treatment for employees who serve in relatively comparable positions, with relatively comparable credentials and salaries, have been a long-standing concern when some are categorized as staff and others are considered A/P faculty; and,

WHEREAS, recruitment of some difficult-to-fill positions in pay bands 5-7 would be significantly enhanced by faculty status and retirement benefit options; and,

WHEREAS, the Commission on Administrative and Professional Faculty Affairs, with the assistance of Human Resources (HR) staff, has examined this issue and recommends proceeding with changes to the definition of A/P faculty and re-categorizing most positions that are currently classified at bands 5-7; and,

WHEREAS, the Commission has sought the input of the Commission on Staff Policies and Affairs, the Staff Senate, the Employee Advisory Committee, and the HR Restructuring Steering Committee in preparing this proposal;

THEREFORE BE IT RESOLVED THAT:

- The current categorization of **Administrative** faculty remains similarly defined but referred to as **Senior Administrators** to more accurately reflect the nature of these appointments.

Senior administrators perform work related to the management of the educational and general activities of the institution at least 50% or more of their contractual time. Senior administrators typically serve in executive-level leadership roles such as vice president, dean, and assistant or associate vice president or dean. The organizational reporting relationship is normally not lower than three levels below the president or the next most senior position(s).

Qualifications Criteria:

- Must have an advanced degree, or training and work experience at a level that equates to an advanced degree. (A master's degree would be the typical minimum entry qualification. Many of these positions, particularly academic leadership roles, may require a terminal degree.)
- Must regularly exercise discretionary actions.

- The category of **Professional** faculty be referred to as **Managers and Professionals** to reflect the variety of roles and appointments that will now be included in this category; minor changes to the definition and expected qualifications criteria are also proposed. Managers (and directors) typically have responsibility for supervision and evaluation of a significant number of staff and/or professional faculty, and budgetary responsibility for their unit or a substantive program. Incumbents exercise discretion and independent judgment and they must perform managerial or director functions at 50% of their contractual appointment. Manager and directors typically report to a senior administrator and provide leadership and oversight for their unit or a significant program.

Professionals provide direct service to students, other university constituencies, or clients external to the university as part of the university's missions of learning, discovery, or engagement. They may direct or provide support for academic, administrative, extension, outreach, athletic, or other programs. Professional faculty may also provide vital university functions such as information technology, budget or finance, human resources, public relations, development, and architectural or engineering functions. Incumbents must regularly exercise professional discretion and judgment and are expected to take professional initiative in carrying out their primary roles and assignments. Professionals include, but are not limited to: extension agents; librarians; coaches; physicians; lawyers; engineers; architects; student or academic affairs professionals; development officers; specialists in public relations, human resources, or information technology; and financial specialists.

Qualifications Criteria:

- Must have an advanced degree, or training and work experience at a level which equates to an advanced degree. (Although a master's degree would be typical entry qualification, this category also includes individuals with a bachelor's degree and professional training or certifications critical to their fields. In some cases, individuals with substantial professional-level experience or expertise which equates to the minimum educational qualifications may be considered for appointment.)
- Must regularly exercise discretionary actions.

- The work must be intellectual and varied in character, in contrast to positions that carry out more standardized or routine tasks and activities.
- Staff positions currently in pay bands 5-7 be converted to A/P faculty positions as determined appropriate by Human Resources in consultation with organizational senior administrators in accordance with the following general plan:
 - All eligible vacant positions in pay bands 5-7 will be advertised and filled as A/P faculty positions immediately following approval by the Board.
 - **University staff** in pay bands 5-7 whose positions are deemed appropriate for A/P faculty will be converted to faculty status. This process will occur in conjunction with the introduction of other HR changes during fall 2008.
 - Employees currently in **eligible classified** positions will be invited to change voluntarily to A/P faculty appointments, or they may choose to remain as classified employees. However, when the position is vacated, it will be advertised and filled as an A/P faculty position. This process will occur in conjunction with the introduction of other HR policy changes during fall 2008.
 - Changes to A/P faculty status during the initial conversion process are expected to be effective January, 2009. Eligible employees who do not choose to convert during this period may be provided future opportunities on a conversion schedule determined by the President or designee.
- Staff who convert to Administrative and Professional faculty will be subject to the policies that govern Administrative and Professional faculty included in the Faculty Handbook.
- A classified or university staff employee who converts to A/P faculty status as a result of the changes outlined in this resolution will maintain the same salary. Future salary adjustments will be made in accordance with the Faculty Compensation Plan.
- Chapter 3 of the Faculty Handbook will be updated to incorporate the revised definitions and criteria for Senior Administrators and Managers and Professionals.
- Detailed guidelines for the transition of staff positions and employees to A/P faculty will be developed by Human Resources in consultation with the senior administrators whose employee/positions are affected

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by the proposed conversion. These guidelines will include provisions for handling leave balances for both regular and restricted employees.

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