BGSU’S Policy for Faculty Administrator's Return to Regular Faculty Position

This policy addresses the terms and conditions which will govern the transition for faculty from an administrative assignment to regular faculty status.

This policy shall be administered by the Senior Vice President for Academic Affairs and Provost (Provost) and remain in effect until amended or abolished by written action of the Provost or President of Bowling Green State University. Any exception to the policy must be approved in writing by the Provost and President.

Conversion of Faculty Salaries

When hiring internally or externally, the base salary (either 9 or 12 month) must be determined at the time of the administrative appointment or at the time of hire to BGSU. Once the base salary has been established, an out-of-base stipend for the administrative appointment must be decided. The amount of the out-of-base stipend is determined by the administrative leadership (President, Provost, dean, etc.). The out-of-base administrative stipend that is added to the base salary should equal the total compensation for the administrative appointment. In no case shall the 9-month base salary for the returning administrator exceed 9/11 of the 12-month salary (less the stipend) received in his or her final year of administrative service.

If no base salary was established at the time of appointment to the administrative position, a 9-month salary that is consistent with salaries of faculty in the home department, of similar rank, time of service, and record of performance shall be established.

The out-of-base administrative stipend is removed when the person steps out of the administrative position regardless of years of service. The faculty member retains any merit increases earned on the base salary during the administrative service; however, in some cases the Provost may consider permitting the administrator to retain the merit earned on the total administrative compensation (stipend and base). Merit increases are integrated into the base salary each year of the administrative appointment. Merit increases are based on meritorious services when warranted and funds are available.

Administrative Leaves

Depending on the nature and length of the administrative assignment, an administrative leave may be permitted with support from the dean and approval from the Provost. The administrative leave is funded by the administrative unit where the faculty administrator served, and can only be granted to faculty returning to the classroom. An administrative leave is normally for one semester. Only on rare occasions, as determined by the Provost and/or President, can an administrative leave be granted for a maximum of two consecutive semesters. The supervisor of the faculty member being granted the administrative leave must make the case, in writing, why a two semester administrative leave should be considered.

Approved March 2012