

## **CHASS Associate Dean Appointment and Reappointment Policy**

**(Effective July 1, 2023)**

Appointed by the Dean of the College, the Associate Dean is a senior member of College leadership charged by the Dean with a varied portfolio of delegated oversight of research and creative activity, undergraduate and graduate student affairs, academic personnel, resource allocation, employee and labor relations, and/or administrative operations. The Associate Dean may stand in for the Dean for on-campus activities and may represent the College to internal and/or external constituents. The Associate Dean assists, supports, and advises unit heads on a variety of academic, personnel, and administrative matters. They work closely and collaboratively with other senior leaders in the College and across the University. The position requires strategic thinking, creativity, strong fidelity to policy and procedures, and discretion.

All Associate Deans are expected to uphold the expectations of Senate faculty including the [Senate Faculty Code of Conduct](#). However, when serving the College they are on a 100% faculty administrator appointment and covered by [APM 246](#).

### **Appointments and Reappointments**

Initial appointments are made following campus [Procedures for Appointment of Academic Administrators: Associate/Divisional Deans, Associate Vice Provosts, Associate Vice Chancellors, and Associate Provost](#) (Revised July 31, 2018).

Standard appointments and reappointments are three-to-five years in duration, defined in the letter of appointment and amendments. Any continuation of term, including reappointment, is subject to satisfactory performance.

### **Compensation**

100% Faculty Administrators are fiscal-year appointees. Total annual compensation is determined by a combined Unit Salary that reflects the sum of the appointee's professorial total salary (base plus off-scale) and a stipend determined by the Dean of the College. Compensation is paid in 12 equal monthly payments, all of which is covered compensation. There is no separate stipend or summer differential payments.

The Unit Salary will be calculated on three occasions: 1) at initial appointment; 2) at reappointment; and, 3) when the Provost has determined a change to off-scale for the purposes of retention or equity, per [APM 246](#). The calculated Unit Salary remains in effect for the term of the appointment, adjusted for merit increases, described below.

Unit Salary calculation:

At time of initial appointment or reappointment the unit salary will be calculated as follows:

$$\begin{array}{r} \text{Professorial Base Salary (rank/step base on salary scale)} \\ + \\ \text{Professorial Off-scale} \\ + \\ \text{Stipend} \\ = \\ \text{Unit Salary} \end{array}$$

### **Research Funds**

The Associate Dean may opt to allocate a portion of the stipend towards allowable research expenses, with a corresponding reduction in the Unit Salary.

### **Performance Reviews**

Annual performance reviews will be conducted by the Dean, and a full review will occur no later than the final quarter of the appointee's term, following campus procedures for [Associate Dean Reviews](#).

### **Merit Increases**

Following a positive performance review, a merit increase may be allowed, per [APM 246-18](#) and following annual salary program guidelines for faculty administrators.

Merit increases will be applied to the current unit salary in place at time of the merit program. If reappointment occurs concurrently at time of the merit the unit salary will be calculated and then the merit increase will be applied to the Unit Salary plus approved merit percentage.

### **Step Down**

At time of step down the Associate Dean will return to their current professorial salary (rank/step/off-scale) in place at that time.