



SUBJECT: ACADEMIC ADMINISTRATIVE PERSONNEL RETURNING TO TEACHING

PURPOSE: Establish policy on the return to teaching of academic administrators on contracts greater than nine months. This policy does not apply to department chairs since they are considered faculty by regental guidelines. Their status is covered by [SUU] policy 6.2, which relates to the selection of department chairs.

References:

Board of Regents Policy and Procedures, R220–Policy

Board of Regents Policy and Procedures, R220–Checklist

Board of Regents Policy and Procedures, R220–Supplement

SUU Policy and Procedures, 6.2, Academic Position Descriptions

POLICY:

1. The base contract will be changed to nine months. Accrued sick leave remains credited to the individual if s/he returns to other administrative positions in the future. Any unpaid annual leave remaining will be paid to the individual upon returning to teaching.
2. The individual will continue to hold tenure. Any special terms or conditions pertinent to reappointment, tenure, and promotion, consistent with the University's leave, rank, and tenure policy will be stipulated and agreed to in writing at the time of return.
3. If an appropriate vacancy exists or develops in the program in which s/he is tenured during the period when an administrator's return is anticipated, that position will be considered for the returning administrator. If no vacancy exists, the president, from funds available for this purpose, will provide on-going funding, including operating budget, and a position in order to accommodate the need. The timing for returning to teaching will be coordinated with appropriate vacancies.
4. Conversion to an academic year appointment or nine-month contract is calculated by multiplying the appropriate factor time the base salary. (For example: 9.5 months, 0.95; 10 months, 0.90; 11 months, 0.82).
5. The individual will be allowed either one or two one complete semesters sabbatical prior to assuming teaching duties in the department, depending upon service time in administration. For less than seven years, one semester is permitted. For 7 or more years, two semesters are allowed. Salary will be computed at the sabbatical rate of



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pay on a nine-month contract, and will be provided by the president from funds available for this purpose.