

ADMINISTRATORS RETURNING TO FACULTY STATUS

POLICY NUMBER: ACAD-ADMINRETURNTOFAC

POLICY TYPE: ACADEMIC (NON-RESEARCH)

RESPONSIBLE OFFICIAL TITLE: PRESIDENT OF THE UNIVERSITY

RESPONSIBLE OFFICE: EXECUTIVE VICE PRESIDENT FOR ACADEMIC AFFAIRS & PROVOST

EFFECTIVE DATE: UPON BOARD OF REGENTS APPROVAL – 09/08/2021

NEXT REVIEW DATE: BOARD OF REGENTS APPROVAL PLUS FOUR YEARS –09/08/2025

SUPERSEDES POLICY DATED: 10/29/1992 – FORMERLY ADMINISTRATIVE REG. AR-II-2.0-3

BOARD OF REGENTS REPORTING (CHECK ONE):

☒ PRESIDENTIAL RECOMMENDATION (CONSENT AGENDA/VOTING ITEM):

☐ PRESIDENTIAL REPORT (INFORMATION ONLY)

I. POLICY STATEMENT

Administrators (see Definitions in Section III) with faculty tenure who are not covered by the Faculty or Department Chair Handbook or contract may return to faculty status by resigning their position and having it accepted by the appropriate Vice President or the President in the case of Vice Presidents. The following conditions apply:

1. An Administrator may return to faculty status at a salary based on the Administrator's academic and administrative experience, accomplishments, expertise, academic rank and standing in the discipline and the functions the Administrator will be expected to perform upon return to the faculty. In addition, the Administrator's salary will be within the salary range of faculty of the same rank in the Administrator's department/school and shall typically be no higher than the highest faculty salary in that department/school. Subsequent salary increases shall be based on annual performance evaluation as provided for in the Faculty Handbook. The individual's contract will be written for a nine (9)-month period (if on an academic year appointment) and be subject to the recommendation of the Provost and approval by the President.
2. If an Administrator has at least five (5) years of service at the University as an Administrator, the Administrator will be granted a one-semester paid leave to prepare for the faculty role. A description of the proposed work to be completed during the leave will be required to receive this leave, followed by a report on the work to be submitted to the Provost, or the President in the case of Vice Presidents, upon return to the University. The paid leave will be at the faculty salary determined in accordance with item 1 above.
3. Any unused vacation days will be calculated and paid to the Administrator at the date of the last working day in an administrative capacity.

An Administrator who has served in such capacity at the University for more than ten (10) years may be granted a full year of paid leave, and the conditions in items 2 and 3 above will apply.

Any Administrator who receives paid leave after returning to the faculty must reimburse the University for the leave if the Administrator does not remain in a faculty position within the University for at least one (1) year.

II. ENTITIES AFFECTED

Administrators, Faculty

III. DEFINITIONS

The following definitions (as stated in the [Employment Category Definitions policy](#)) apply.

Executive: The President, Provost, and all others who regularly serve as members of the President's Cabinet. The President may specifically designate an appointment in special situations.

Administrator: The head of a major organizational unit within the university, including Deans. For some reports and other specific purposes, Administrators also include Executives.

Faculty: Positions with formal academic appointments and other positions designated by the President/Provost. Employees in this category are primarily engaged in teaching and research. Examples include Associate or Assistant Deans, Department Chairs, Librarians, and full- and part-time faculty members.

IV. REFERENCES AND RELATED MATERIALS

REFERENCES & FORMS

Faculty and Department Chair Handbooks:

<https://www.nku.edu/academicaffairs/resources/handbook.html>

RELATED POLICIES

Employment Category Definitions:

<https://inside.nku.edu/content/dam/policy/docs/Policies/EmploymentCategoryDefinitions.pdf>

REVISION HISTORY

REVISION TYPE	MONTH/YEAR APPROVED
Revision	September 8, 2021
Policy – Formerly Administrative Regulation AR-II-2.0-3	October 29, 1992

ADMINISTRATORS RETURNING TO FACULTY STATUS

PRESIDENTIAL APPROVAL

PRESIDENT

Signature



Date 8/3/21

Ashish K. Vaidya

BOARD OF REGENTS APPROVAL

BOARD OF REGENTS (IF FORWARDED BY PRESIDENT)

- ☐ This policy was forwarded to the Board of Regents on the **Presidential Report (information only)**.
Date of Board of Regents meeting at which this policy was reported: ____/____/____.
- ☒ This policy was forwarded to the Board of Regents as a **Presidential Recommendation (consent agenda/voting item)**.
- ☒ The Board of Regents approved this policy on 09 / 08 / 2021.
(Attach a copy of Board of Regents meeting minutes showing approval of policy.)
- ☐ The Board of Regents rejected this policy on ____/____/____.
(Attach a copy of Board of Regents meeting minutes showing rejection of policy.)

VICE PRESIDENT AND CHIEF STRATEGY OFFICER

Signature 

Date Sep 10, 2021

Bonita J. Brown