

ADMINISTRATIVE GUIDELINE - College of Agriculture and Natural Resources

Sub-unit: **DEAN'S OFFICE and COLLEGE**

Subject: **ADMINISTRATIVE INCREMENT SALARY ADJUSTMENT**

Effective Date: **July 1, 2006**

A. Purpose

This document is intended as a guideline for the Dean and/or his designees when negotiating administrative increment salary adjustments for administrative positions. Administrative increments are intended for but not limited to appointments of Department Chairs, Directors, Center Heads, Assistant Directors, Program Leaders, Regional Extension Directors, County Extension Directors or other administrative positions as determined by the Dean as worthy of an administrative increment. No agreement can violate Campus Salary Guidelines.

These types of increments are usually appropriate when the duties taken on are not permanent in nature such as a tenured faculty member taking on administrative duties in addition to or in place of their regular job duties.

B. Procedure

Negotiation of positions warranting administrative increments as defined above are to be done by the Dean unless the Dean has designated one of the Associate or Assistant Deans to act on his behalf. A template of agreement to be used is located on the AGNR Fiscal Office web site under Forms. www.agnr.umd.edu/fiscaloffice/forms

The following items need to be identified prior to negotiation with the individual who may be asked to perform the administrative task.

- Administrative duties are not part of the employees regular duties
- A complete job description is to be developed and attached to the agreement
- Specific time period be identified unless covered by the major positions outlined below
- Identify the unit for which the duties will be performed for and supervisor relational to the administrative duties
- Identify funding source for the administrative increment
- Define any special conditions

Department Chair (initial 5 year appointment – subject to 5 year review - limit of two terms)

- If a 9 month faculty appointment, convert to 12 month appointment;
 - Administrative increment: 8% – 10% of current base salary
 - One-half of administrative increment converts to base salary upon successful or positive 5 year review as determined by the Dean
 - Conversion back to 9 month appointment at the end of the appointment will be at 9/11th of the 12 month base salary

- If a 12 month faculty appointment;
 - Administrative increment: 12% – 15% of current base salary
 - One-half of administrative increment converts to base salary upon successful or positive 5 year review as determined by the Dean
- Any base salary increase at the time of the appointment to the administrative position will be at the sole discretion of the Dean, but can not exceed 15% increase overall for the current fiscal year based on Campus Salary Guidelines.

Director, Center Head, Assistant Director, Regional Extension Director, Program Leader (initial 5 year appointment – subject to 5 year review)

- Typically the individuals identified for these positions would already be 12 month appointments. If a case of a 9 month faculty member is identified for the administrative duty, then the 9 month conversion to 12 months would apply.
 - Administrative increment: 8% – 10% of current base salary
 - One-half of administrative increment converts to base salary upon successful or positive 5 year review as determined by the Dean
 - Conversion back to 9 month appointment at the end of the appointment will be at 9/11th of the 12 month base salary

If a 12 month faculty appointment;

- Administrative increment: 12% – 15% of current base salary
- One-half of administrative increment converts to base salary upon successful or positive 5 year review as determined by the Dean
- Any base salary increase at the time of the appointment to the administrative position will be at the sole discretion of the Dean, but can not exceed 15% increase overall for the current fiscal year based on Campus Salary Guidelines.

County Extension Director (initial 3 year appointment – reviewed by the Associate Director of Extension and the Regional Extension Director)

- Administrative increment: \$3,500 annually, if Co-CED increment prorated
- One-half of administrative increment converts to base salary upon successful or positive 3 year review as determined by the Associate Dean and Regional Director
- No base salary increase at time of appointment

Other Administrative Positions (appointment term to be determined by the appropriate Associate Dean and approved by the Dean)

- Administrative increment: flat rate between \$2,500 - \$8000 based on job responsibilities and other similar administrative increments within the college as to not create any equity issues.
- No base salary increase at time of appointment

C. Contact

Questions relating to this policy are to be directed to the Assistant Dean for Finance and Management or the college Human Resource Director.