Faculty with Administrative Appointments

This document defines how multiple appointments look when an employee holds a faculty appointment and an administrative appointment.

Decision Point:
Was the workload (percent of appointment) for the faculty reduced (i.e., are they teaching less or doing less research) because they took on administrative duties?

- If the answer is NO, see instructions for faculty with 0 FTE administrative appointment (appt not reduced).
- If the answer is YES, see instructions for faculty with reduced appointment.

Note: This decision is the ownership of the department in the interest of balancing human resources and financial needs.

FACULTY WITH 0 FTE ADMINISTRATIVE APPOINTMENT (APPT NOT REDUCED)

Position Management

A separate position number is required for both the faculty appointment and the administrative appointment.

Faculty Position

- Standard hours appropriate for the position (generally 40).
- FTE to match the standard hours of the position (generally 1.0 FTE).

Administrative Position

- Standard hours reflecting actual number of hours of the position.
- FTE is 0.0000. Adds to FTE checkbox is unchecked.

Once saved, Position Management data automatically populates Job Data.

Job Data

Job Data records for each appointment should reflect the reality of the appointment.

Faculty Appointment

- Standard hours and FTE feed from Position into Job Data.
- Job Data Compensation tab: verify that the BASE compensation matches the percent of appointment for this position.
Administrative Appointment
- Standard hours and 0 FTE feed from Position into Job Data.
- **Job Data Compensation** tab: the compensation for the augmentation is reflected as FAA or AAA. There is no BASE pay component.

**Payroll Accounting**

On the **Distribution Entry** page, use the **Pay Components** section to see the percentage amount for each rate code, per appointment. Complete the distributions as needed for the individual's salary.

Faculty Appointment
- If applicable, split the BASE pay across various ChartField strings to reflect the correct funding sources.

Administrative Appointment
- Compensation for FAA or AAA rate codes cannot be paid on sponsored funds.

**Additional Pay**

If there is additional pay for either the faculty or the administrative appointment, verify that any position overrides are pointing to the correct position number and that position-level funding is set up.

**Contract Details**

Both the faculty and administrative appointments should have a Notice of Appointment, which is generated from the **Contract Pay** page.

Faculty Appointment
- Indicate the appropriate contract type to reflect the faculty appointment.

Administrative Appointment
- Indicate the appropriate contract type to reflect the administrative appointment.

**Manage Schedules**

Even though the administrative appointment will not be absence eligible, the absence administrator will still need to check the schedules for each appointment.

Faculty Appointment
- Review the schedule assigned to the faculty position and ensure it reflects the full percent time (i.e., 40 standard hours) and represents, as closely as possible, the daily schedule for the appointment.

Administrative Appointment
- No action needed.
Faculty with Administrative Appointments (cont.)

FACULTY WITH REDUCED APPOINTMENT

Position Management

A separate position number is required for both the faculty appointment and the administrative appointment (unless there are no other incumbents). The position descriptions should reflect the reality of each appointment. Positions combined cannot exceed 1 FTE.

Faculty Position

- Standard hours appropriate for the position. (e.g., 34 hours)
- FTE to match the standard hours of the position. (e.g., .85 FTE)

Administrative Position

- Standard hours reflecting actual number of hours of the position. (e.g., 6 hours)
- FTE to match the standard hours of the position. (e.g., .15 FTE)

Job Data

Job Data records for each appointment should reflect the reality of the appointment.

Faculty Appointment

- Standard hours and FTE feed from Position into Job Data.

  - **Job Data Compensation** tab: the compensation matches the percent of appointment for this position. Note: in this scenario, the BASE rate is being reduced to reflect the percent appointment. For example, if the 100% appointment BASE rate is $100,000, the reduced appointment rate would reflect the percent appointment of 85% (.85 FTE) or $85,000 in the Pay Rates section “Annual”.

Administrative Appointment

- Standard hours and 0 FTE feed from Position into Job Data.

  - **Job Data Compensation** tab: indicate the compensation for the augmentation using the appropriate rate code of FAA or AAA. Do not enter any portion of the BASE salary.

Payroll Accounting

On the Distribution Entry page, use the Pay Components section to see the percentage amount for each rate code, per appointment. Complete the distributions as needed for the individual’s salary.

Faculty Appointment

- If applicable, split the BASE pay across the various ChartField strings to reflect the correct funding sources.
Administrative Appointment

- Compensation for FAA or AAA rate codes cannot be paid on sponsored funds.

Additional Pay

If there is additional pay for either the faculty or the administrative appointment, verify that any position overrides are pointing to the correct position number and that position-level funding is set up.

Contract Details

Both the faculty and administrative appointments should have a Notice of Appointment, which is generated from the Contract Pay page.

Faculty Appointment

- Indicate the appropriate contract type to reflect the faculty appointment.

Administrative Appointment

- Indicate the appropriate contract type to reflect the administrative appointment.

Manage Schedules

In this approach, both the faculty and the administrative appointment will have an absence schedule. It is important to review the schedules for each appointment and match it to the percent time. When the individual submits an absence, they will need to submit absences for both appointments to equal a full day.

Faculty Appointment

- Review the schedule assigned to the faculty position and ensure it reflects the full percent time (i.e., 34 standard hours) and represents, as closely as possible, the daily schedule for the appointment.

Administrative Appointment

- Review the schedule assigned to the faculty position and ensure it reflects the full percent time (i.e., 6 standard hours) and represents, as closely as possible, the daily schedule for the appointment.