

**Policy Name:** Administrative Faculty Leadership Appointments Policy

**Policy Owner:** Office of the Vice Provost for Faculty

**Policy Contact:** Dawn Baunach, Associate Vice Provost for Faculty,  
dawn.baunach@gatech.edu

**Reviewed By:** Office of Faculty Affairs, Office of General Counsel

**Policy Steering Committee Approval:** November 2024

**Policy Purpose:** This policy outlines the procedures for appointing faculty members, whether tenured, tenure-track, or non-tenure-track, to administrative leadership positions at Georgia Tech, on either a regular or interim basis. The policy clarifies the different types of administrative faculty appointments, the nature of contracts, and the duration of these appointments. Additionally, it specifies the steps required for reappointment to an administrative role.

**Summary of Substantive Policy Changes:**

- This policy updates and replaces the “Administrative Appointments for Tenured or Tenure-Track Faculty Policy.”
- It defines what qualifies as an administrative appointment and broadens the eligibility to include non-tenure-track faculty.
- The policy aligns renewal requirements with recent changes in faculty evaluation procedures by the USG and removes the outdated table of suggested stipends, allowing for more flexibility by placing updated stipend ranges in guidance documents instead of fixed policy.



# Georgia Institute of Technology

## Administrative Faculty Leadership Appointments Policy

Type of Policy: Administrative

Effective Date: TBD

Last Revised: N/A

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### 1. Reason for Policy

This policy guides the appointment of any faculty member to an administrative leadership position at Georgia Tech, on either a regular or interim basis. Administrative leadership positions include, but are not limited to:

- vice provost
- vice president
- associate or assistant provost
- associate or assistant vice provost
- associate or assistant vice president
- associate or assistant dean
- division chief or associate division chief
- branch head or associate branch head
- division chief engineer or scientist
- associate chair
- director of graduate or undergraduate studies
- director of a research institute or center
- deputy or assistant/associate director of a research institute, or center

### 2. Policy Statement

An Administrative Faculty Appointment exists when all the following criteria exist:

- a leadership position requires the credentials of a faculty member,
- an administrative stipend or another form of additional support proportionate to the level of the leadership role is being paid in addition to the faculty member's base salary, and
- there is a plan for the faculty member to return to their original faculty position or to another faculty position after the conclusion of the administrative assignment, which is clearly outlined in the appointment letter.

Appointments to administrative positions are subject to the approval of the unit head, dean (or appropriate next-level supervisor), and Vice Provost for Faculty, except for research faculty appointments within the Georgia Tech Research Institute (GTRI).

Administrative appointments of research faculty in GTRI are subject to the approval of the unit/lab head, directorate, GTRI-HR, and Executive Vice President for Research (EVPR). Administrative positions should be filled via competitive searches, including an open call or announcement of the available position, a description of the position, key responsibilities, qualifications, and an application process. Please refer to the Guidelines for Faculty Administrative Appointments [link to be added].

### **Appointment Contract and Terms**

The type of contract, length of term, and amount of supplemental pay will depend on the type of administrative appointment. An administrative appointment may be terminated at the pleasure of the appointment supervisor. Administrative stipends compensate faculty for additional administrative responsibilities; they are not an appropriate method of addressing salary inequity. Support must follow the Guidelines for Faculty Administrative Appointments [link to be added].

The calculation of annual merit or another salary adjustment that may occur while serving in the administrative role will be based on the combined administrative stipend and base salary. The total increase will be applied to the base salary following applicable USG policies. Administrative supplements are paid via supplemental pay for the duration of the appointment and should be extended only if and when the administrative appointment is extended.

In rare circumstances, a faculty member may hold more than one administrative leadership position and receive more than one stipend; however, the supervisor(s) must ensure that the total salary and expected workload are reasonable for the roles.

Tenured faculty will retain tenure, and the tenured faculty member's status in their tenure home (or home academic unit) will be unchanged. The home college will retain the individual's faculty salary and faculty line.

Faculty serving in these roles are subject to the contract renewal schedule for their assigned career tracks.

Faculty members may be asked to step into administrative roles for an interim period, typically not exceeding one year. Interim appointments do not require competitive searches.

### **Reappointments to Administrative Positions**

Generally, reappointment to an administrative leadership position is possible following a successful administrative review of the faculty member and their area(s) of oversight. Except for interim appointments, administrative appointments are typically for three to five years. Before the end of the appointment term, the unit head must comprehensively review the administrator's performance per [3.3.10](#) in the Faculty Handbook. The terms, stipend, and length of any reappointment may differ from the initial appointment and should meet the requirements noted in Guidelines for Faculty Administrative Appointments [link to be added].

As stated in the Faculty Handbook ([3.3.10](#)), Faculty serving in administrative positions serve at the pleasure of their immediate supervisors and higher administrators. As such, higher administrators may change leadership positions when deemed necessary or desirable. The supervisor may change the terms of the individual’s administrative appointment at any time, with the approval of the unit head, next-level supervisor, and Vice Provost for Faculty.

### **Letter of Appointment Requirements**

When appointed to an administrative role on a permanent or interim basis, the letter of offer/appointment should follow the template found [here](#).

### **Exceptions**

Alternate arrangements may be negotiated based on market or exceptional needs or circumstances and require approval from the Office of Vice Provost for Faculty and the Office of the Provost.

## **3. Scope**

This policy applies to all faculty appointed to administrative positions.

## **4. Forms**

Title	Link
Faculty Administrative Appointment Offer Letter Templates	<a href="https://faculty.gatech.edu/faculty-affairs-reps/offer-letter-templates">https://faculty.gatech.edu/faculty-affairs-reps/offer-letter-templates</a>
Guidelines for Faculty Administrative Appointments	[LINK TO BE ADDED ONCE PUBLISHED]

## **5. Responsibilities**

### **Office of the Executive Vice President for Research**

The Office of the Executive Vice President for Research is responsible for enforcing this policy for the Georgia Tech Research Institute (GTRI).

### **Office of the Vice Provost for Faculty**

The Office of the Vice Provost for Faculty is responsible for developing this policy and associated guidelines across campus, and enforcing this policy and associated guidelines across campus, excluding GTRI.

## 6. Related Information

Resource	Link
Administrative Leadership Appointments for Tenured or Tenure-Track Faculty Policy	<a href="https://policylibrary.gatech.edu/academic-affairs/administrative-leadership-appointments-tenured-or-tenure-track-faculty-policy">https://policylibrary.gatech.edu/academic-affairs/administrative-leadership-appointments-tenured-or-tenure-track-faculty-policy</a>

## 7. Policy History

Revision Date	Author	Description
TBD	Office of the Vice Provost for Faculty	Consolidated Policy