

PPM 325: Administrative Appointments and Stipends

Responsible Officer:	Associate Vice President
Responsible Office:	Office of the Associate Vice President
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Scope:	Selected UC ANR-based Academic Appointees designated as “administrative”

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**Note: For links to referenced documents see
Section VI, *Related Information*, below.**

I. POLICY SUMMARY

- A.** This section of the Policy and Procedure Manual for the University of California (UC) Agriculture and Natural Resources (ANR) describes the local implementing procedures for UC ANR academic appointee positions with a simultaneous designation as “administrative.” It also addresses adding stipends to the established salaries of UC ANR academic appointee positions.
- B.** Nothing contained in these implementing procedures shall be read or interpreted to contradict the UC Academic Policy Manual (APM), or any other UC policy. If any provision contradicts the UC APM policy, the UC policy shall prevail.
- C.** The information provided below is general, whereas the circumstances associated with specific administrative appointments and/or salary stipends may be unique. Please contact the Academic Human Resources Manager regarding specific situations when you have questions or concerns (contact information on page 1 above).
- D.** Selected academic appointees have been assigned to a UC campus with personnel actions approved through campus academic policies and procedures. Thus, those selected academic appointees are subject to campus policies and procedures and are not addressed in UC ANR local implementing procedures. This section of the Policy and Procedure Manual is applicable only to academic appointees subject to UC ANR personnel actions.

II. DEFINITIONS

Not used.

III. POLICY TEXT

A. Administrative Appointments

- 1. Appointment
 - a. Academic positions within UC ANR appointed with administrative responsibilities include, but are not necessarily limited to, Associate Vice President, Vice Provost, Assistant Vice Provost, Director, Associate Director, and Assistant Director. The Associate Vice President may designate additional eligible titles as appropriate. Some of these positions are subject to UC’s Senior Management Group (SMG) policies and procedures while others are subject to UC’s Management and Senior Professionals (MSP) policies and procedures. This section covers only UC ANR academic appointees who also have an additional administrative appointment.
 - b. Assigned administrative appointments are made with or without an administrative stipend. The appointing authority for those administrative positions having an underlying academic appointment is the Associate Vice President. Administrative appointments may be at 100% time or at a reduced

percentage and combined with programmatic responsibilities.

2. Terms of Appointment

- a. Administrative appointments carry no implied commitment to an unlimited term. Academic appointees with administrative assignments are normally appointed for a period of up to five (5) years, subject to reappointment. Academic appointees shall receive an annual evaluation (see Policy and Procedure Manual, Section 336, *Annual Evaluations*).
- b. Administrative appointments serve at the discretion of the Associate Vice President. The Associate Vice President may terminate the administrative appointment at any time, with or without cause. Termination of an administrative appointment does not terminate the underlying academic status of an appointee.

3. Recruitment

The Associate Vice President (or designee) may recruit for an administrative appointee using the appropriate academic title series. Recruitment for available positions shall be in accordance with the Policy and Procedure Manual, Section 310, *Filling Vacant Positions*.

4. Compensation

Academic appointees with an administrative assignment may be paid a stipend.

5. Advancement

Advancement cases for academic appointees with administrative assignments shall follow regular review procedures used for all other academic appointments (see Policy and Procedure Manual, Section 315: *Advancement*), with due allowance made for the administrative responsibilities associated with each assignment.

6. Performance

- a. Supervisors shall conduct annual administrative performance evaluations of the academic appointee's administrative responsibilities. As part of the evaluation process, position descriptions are updated to reflect changes in responsibility and authority. Supervisors are responsible for ensuring the acceptable performance of Assistant Vice Provosts, Directors, Associate Directors, and Assistant Directors, and for recommending appropriate disciplinary actions.
- b. The Associate Vice President shall conduct a review for each academic appointee with an administrative appointment concurrently with the academic's normal advancement schedule, and at least every five (5) years.
- c. Administrative review is separate and distinct from the academic review procedures outlined in the Policy and Procedure Manual, Section 315, *Advancement*. Scholarly activity is expected at a proportionate level that would

allow for normal progression in the academic appointee's title series as specified in the academic position description.

7. Outreach/Diversity

All academic appointees with an administrative appointment are required to follow and implement nondiscrimination policies and procedures. They are also expected to demonstrate a commitment to outreach diversity programs to the staff for whom they are responsible. Performance assessments of administrative personnel must include evaluations of outreach efforts.

B. Stipends

Within UC ANR, stipends may be added to established salaries of academic appointees in recognition of added administrative responsibilities.

1. Positions That Qualify for Stipends

The following academic appointee positions qualify for stipends: Assistant Vice Provost, Directors, Associate Directors, and Assistant Directors. Exceptions must be approved by the Associate Vice President.

2. Compensation for Administrative Appointments

Individuals receiving a stipend shall continue to be compensated based on their underlying academic position. Any additional compensation for administrative responsibilities shall be allocated in proportion to the percentage of the administrative assignment, if a stipend is deemed appropriate, and if funds are available.

3. Funding

Funding for stipends is part of the base budget of a unit. Stipends may be adjusted consistent with these guidelines and with established administrative parameters. All stipends are subject to the availability of funding.

4. Calculating Stipend Amounts

- a. To maintain consistency and equity in establishing stipends for all eligible academic appointees, the following criteria shall be considered:
 - i. The size and complexity of the unit, including total projected funds and total number of academic appointees and staff.
 - ii. Total programmatic scope, including efforts to establish new collaborative programs with partnering organizations and/or with campuses.
 - iii. Relevant administrative experience and academic leadership.
- b. The Vice Provosts and the Associate Vice President shall meet periodically to review categories of stipend compensation based on the above considerations and establish an appropriate range of stipends.

IV. COMPLIANCE / RESPONSIBILITIES

A. The UC ANR Vice President (VP)

The Vice President (VP) has overall authority and responsibility for administrative appointments, salary stipends, and related matters as they apply to UC ANR-based academic appointees.

B. The UC ANR Associate Vice President (AVP)

The VP has re-delegated overall authority for administrative appointments, salary stipends and related matters to the AVP. In turn, the AVP has re-delegated this authority to the Vice Provosts.

C. The UC ANR Vice Provosts

The Vice Provost of Research and Extension has authority for administrative appointments and salary stipends for the Cooperative Extension and Research and Extension Center programs. The Vice Provost of Strategic Initiatives and Statewide Programs has authority for administrative appointments and salary stipends for the Statewide Programs and Institutes.

D. Exceptions to Policy

The VP and the AVP also have authority and discretion to make exceptions to this section of the PPM as they deem appropriate, congruent with any applicable provisions of the UC Academic Personnel Manual and/or other UC personnel policies.

V. PROCEDURES

Not used – see item III., *Policy Text* above.

VI. RELATED INFORMATION

- [UC Office of the President Senior Management Group *Personnel Policies*](#)
- [UC Office of the President *Personnel Policies for Staff Members*](#)
- [UC Office of the President *Personnel Policies for Staff Members \(PPMM\), Section 30, Compensation*](#)
- [UC Office of the President *Academic Personnel*](#)
- [UC Academic Personnel Manual, Section 633, *Administrative Stipends: Academic Appointees*](#)
- [UC ANR Policy and Procedure Manual Section 310, *Approving and Recruiting Academic Positions*](#)
- [UC ANR Policy and Procedure Manual Section 315, *Advancement*](#)
- [UC ANR Policy and Procedure Manual Section 336, *Annual Evaluations*](#)

VII. FREQUENTLY ASKED QUESTIONS

Not used.

VIII. REVISION HISTORY

November 2017:

Format updated.

March 2021:

Revised for current practices, consistency and clarity, titles and links updated and gender-neutral language incorporated.

Combined former PPM Section 326 for readability and conciseness.

September 2022:

Format updated.