

## Oklahoma State University Policy and Procedures

<b>ACADEMIC ADMINISTRATOR ADMINISTRATIVE INCREMENT</b>	<b>2-0301 ACADEMIC AFFAIRS OCTOBER 1985</b>
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### POLICY

1.01 A faculty member appointed to an academic administrator position<sup>1</sup> in one of the colleges is responsible for various administrative duties while possibly still active in teaching, research and/or extension. Because of the responsibility and accountability associated with the position, an administrative salary increment will be added until such time as the person no longer holds that administrative post.

### PROCEDURES

2.01 When an appointment is made to an academic administrator position, a portion of the salary will be an administrative increment. The amount of the increment will be determined by the responsibility of the position and/or the size and complexity of the department, including the scope of both the internal and external budgets. Such increment will be proposed and justified by the college dean and must be approved by the academic vice president. A statement explaining this increment shall be included in the formal letter of offer. This policy includes all new appointments or promotions to academic administrator positions.

2.02 The “interim” appointment of a faculty member to an administrative position (as defined in P&P 1-1201, Appointment of Interim or Acting Administrators) would also result in the addition of an increment during the period of appointment to that position.

2.03 In the event an administrator relinquishes the position, a recommendation will be made by the dean to the academic vice president outlining the recommended salary transition to the appropriate level. A similar salary transition will be recommended by the dean to the academic vice president in the case of an “interim” appointment.

Approved by President Boger: October 2, 1985

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<sup>1</sup> Defined as academic department heads; associate dean; or other academic administrator in the dean’s office.