



**THE UNIVERSITY of
NEW ORLEANS**

**ADMINISTERED BY: Office of the Provost
and Senior Vice President for Academic
Affairs**

Policy No: AP-AA-37.1
TITLE: Transfer of Faculty to/from
Administrative Appointment
EFFECTIVE DATE: March 1, 2018
CANCELLATION:
REVIEW DATE: Spring 2020

PURPOSE

To establish a consistent and equitable policy, as well as a clear pathway, for the retreat rights of tenured faculty from administrative appointments back to sole faculty status.

AUTHORITY

Part Two, Chapter III, Section III of the Bylaws and Rules of the University of Louisiana System.

RESPONSIBILITIES

The Provost and Senior Vice President for Academic Affairs has the responsibility for administering this policy.

PROCEDURE

Any faculty member who holds tenure at the University of New Orleans and who is to be, appointed to a 12-month administrative position is, after appropriate concurrences, to be assigned a salary rate that is based on the individual's experience and on the assigned administrative responsibilities and level of duties.

In addition, any faculty member who holds tenure and serves in a 12-month administrative position is subject to reassignment to an academic-year appointment for teaching, research, or service duties within the University. In cases of reassignment from the administrative position, either by request of the tenured faculty member or by administrative action, the following guidelines will apply:

- I. The effective salary rate will be recommended by the appropriate administrative officers after consultation with the individual to be reassigned. The recommendation is subject to approval of the President.
- II. In determining the amount of the yearly salary, the following should be carefully considered:
 - A. the nature of the reassignment position;

B. the individual's academic discipline, experience, academic qualifications, service to the profession and university, and similar factors;

C. the salary range within the University for the academic rank within the college, school or department to which reassignment is made.

III. Appropriate temporary adjustments to teaching assignments may be negotiated as part of the package.



John W. Nicklow
President
University of New Orleans