



UNIVERSITY OF NORTH FLORIDA

Policy Number	Subject	Effective Date	Revised Date
2.0330P	Transfer of a Chair or Associate Dean from his/her Administrative Position to a Faculty Position	02/05/08	
Responsible Unit/Division: Division of Academic Affairs			
<input checked="" type="checkbox"/> New Policy Proposal <input type="checkbox"/> Major Revision of Existing Policy <input type="checkbox"/> Minor/Technical Revision of Existing Policy <input type="checkbox"/> ReAffirmation of Existing Policy			

I. OBJECTIVE & PURPOSE

To establish a policy concerning the transfer of a Chair or Associate Dean from his/her academic administrative position to a faculty position.

II. STATEMENT OF POLICY

Professional Development Leave

A Chair or Associate Dean, who has served a minimum of six consecutive years, shall be provided a one-semester professional development leave to prepare to assume new responsibilities when he/she transfers from his/her administrative position to a faculty position. The departing administrator shall provide his/her supervisor with a written description of the professional activities to be undertaken during the leave and, upon completion of the leave, a report of his/her accomplishments. While on leave, the departing administrator may receive reimbursement from sources other than the University for expenses such as travel and housing to assist in accomplishing the activities associated with the professional development leave. Receipt of funds for such purposes shall not result in a reduction of the departing administrator's University salary. If, however, financial assistance is received in the form of salary, the University's salary shall normally be reduced by the amount received from the external source, unless the Provost has granted an exception.

Salary Adjustment

Upon the transfer of the Chair or Associate Dean from his/her administrative position and prior to the Professional Development Leave, his/her salary shall be adjusted as follows:

- a. reduce the administrator's salary by his/her stipend and then convert the adjusted salary by 9/12ths;

- b. add back to the 9-month salary all or a portion of the prior stipend as noted below:
1. an administrator who has completed less than four years of service shall retain none of his/her former stipend;
 2. an administrator who has completed four or five years of service shall retain 60% of his/her stipend;
 3. an administrator who has completed six or more years of service shall retain 100% of his/her stipend;
 4. the amount of the stipend retained by the administrator shall not exceed \$12,000, except with the written approval of the Provost.

At the end of the professional development leave described above or upon return to a 9-month faculty position if no professional development leave is provided, the terms and conditions of employment for the departing administrator will be consistent with the applicable collective bargaining agreement if the departing administrator is appointed to a bargaining unit classification or consistent with the University's rules governing out-of-unit faculty if he/she is appointed to a non-bargaining unit classification.