TITLE:	**Supplemental Pay for Academic Administrators**
PROCEDURE NUMBER:	**8-7-1061.1**
RELATED POLICY AND PROCEDURES:	**8-7-1061 Supplemental Pay for Academic Administrators**
DIVISION OF RESPONSIBILITY:	**Academic Affairs and Human Resources**
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July 17, 2013	**November 18, 2025**	**November 15, 2022**
Date Approved by President	**Date of Last Review**	**Date of Last Revision**

DISCLAIMER

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Administrative Responsibilities

It is the responsibility of the Vice President for Academic Affairs and the Associate Vice President for Human Resources to review and revise this procedure.

Procedure

A. General Guidelines

1. In order to take into account differences in the scope and volume of job responsibilities among the Academic Deans, Department Heads and Academic Program Directors, an approach of differential supplemental pay will be implemented that takes into account various factors which impact the scope and volume of individual job responsibilities.

Faculty serving in administrative roles will receive a reduced teaching load and a monthly supplemental pay differential based on assigned responsibilities of the position.

B. Review and Approval of Supplemental Pay

1. The Vice President for Academic Affairs reviews the list of faculty with academic administrative responsibilities annually and forwards the approved list to Human Resources and Payroll for action.

2. Adjustments in assigned administrative responsibilities may be made as necessary by changes in job requirements or reassignments.