Administrative Responsibilities
It is the responsibility of the Vice President for Academic Affairs and the 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 faculties 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.