

# Classification of Faculty Who Also Hold Administrative Appointments

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This document clarifies and explains various employee class and employee group designations. A new employee group designation is created for **Academic Administrators**. This new group contains faculty members on a 12 month appointment with substantial administrative responsibilities. While classified as faculty, they accrue leave and are under the 180 day long term medical leave system. Faculty members included in this group are members of the collective bargaining unit.

## Faculty and Exempt Classifications

- **Regular Faculty Member: Employee class F1** – Regular faculty members have a nine month appointment with teaching, research, and service duties. They do not accrue leave and are under the 180 day long term medical leave system. They are members of the collective bargaining unit.
- **Department Chair: Employee class F1** – Department Chairs are faculty members with administrative oversight of an academic department. They receive a stipend and/or release time as compensation for chair duties and are members of the collective bargaining unit. They do not accrue leave and are under the 180 day long term medical leave system.
- **Academic Program Director: Employee class F1 or F3** – Academic Program Directors (APDs) are faculty members who have administrative oversight of an academic program. APDs are similar to department chairs except that they oversee programs not departments. They are members of the collective bargaining unit APDs can be tenured, tenure track or non-tenure track faculty members. They are compensated for administrative duties with stipends and/or release time. NTT APDs may have their administrative duties specified as a portion of their FTE appointment. They do not accrue leave and are under the 180 day long term medical leave system if .5 or more annual FTE. They usually have a nine month appointment.
- **Administrator: Employee class E1** – Full time administrator, twelve month appointment. The members of this group are not part of the collective bargaining unit. Leave accrues and is requested and reported as described in the Professional Staff Organization (PSO) Employee Handbook, <http://www.acadweb.wvu.edu/hr/eelr/employeeservices/PoliciesandProcedures/Exempt/PSOHandbook/PSOHandbook.pdf> They are under the 180-day long-term medical leave system.
- **Academic Administrator: Employee Class F1, Employee Group AA** – Academic Administrator, is a new classification. These are faculty members on a 12 month appointment with substantial administrative responsibilities.
  - These individuals are credentialed as faculty in the field and are usually tenured faculty; they also may teach. These positions tend to have more extensive budgetary and supervisory authority, and are responsible for the development of final policy

recommendations and implementation. Similar to APDs, Academic Administrators (AAs) are faculty members responsible for leadership of a program, institute or center “including planning, curriculum, staff development and evaluation, managing the program’s resources; and developing and maintaining program records, providing information to the supervisor (Provost or Dean) in a timely manner for use in personnel and program resource decisions, and facilitating the harmonious functioning of the program.” However,

- AAs are on 12-month appointments,
  - AAs are essentially administrators with return rights to faculty positions; the scope of AAs’ programs and administrative duties are significantly more than those of APDs.
- AAs report to a full time administrator in the academic division (e.g., Provost, Dean) and have varying degrees of primary responsibility for budgetary and administrative authority and responsibilities. The AA has the academic direction of the research, program or institute.
  - In some departments, institutes or academic programs, an AA may supervise faculty, professional staff, classified staff, and research staff and therefore be subject to WWU policies and state and federal laws surrounding supervision. These faculty members are members of the collective bargaining unit and are eligible for faculty-based pay increases. They have working conditions typical of faculty; except that leave accrues and is requested and reported in a manner similar to professional staff (*see Appendix A for details*). They are under the 180-day long-term medical leave system.
  - The supervisor of an AA conducts an annual performance evaluation of the AA and review of the position and job expectations. Input from faculty and staff related to the program are sought regularly. Based on the evaluation, the supervisor and AA jointly develop goals for the following year. An AA may be removed by the supervisor.
- **Split Appointments** – Some employees have split appointments.
    - For example, 50% administrator, 50% faculty member. These employees have an employee class of F2 and a job class of E2. Many associate deans have this type of appointment.
    - Or, an employee could be split as 50% academic administrator, 50% faculty, which results in the classification, F1-AA/F2 or F2-AA/F2 (F1 = 100% combined appointment; F2 = 50% - 99.99% combined appointment).
    - Split appointments can be any percentage split based the percentage of time spent on various job duties. Leave is accrued proportional to the administrative appointment, if the administrative appointment is 50% or greater. For example, if 50% E2 or F2-AA, then leave is accrued at 50% of the full-time amount.
    - Employees who have split appointments, where a part is administrator (E2) such as the associate deans, will now have a new Employee Group, which will report leave accrual. Leave accrues and is requested and reported as described in the Professional Staff Organization (PSO) Employee Handbook,

## The CBA language:

- 17.2 *Responsibilities: The responsibilities of the academic program directors vary depending on the size and complexity of the program. Academic program directors are responsible for leadership of the program, including planning, curriculum, staff development and evaluation, managing the program's resources; and developing and maintaining program records, providing information to the Provost or dean in a timely manner for use in personnel and program resource decisions, and facilitating the harmonious functioning of the program.*
- 17.3 *Evaluation: With input from the faculty and staff related to the program, the Provost or dean conducts a periodic performance evaluation of the director and review of the position, including workload and job expectations, and meets with the director to discuss the results of the evaluation and position review. Based on the evaluation, the Provost or dean and the director jointly develop goals for the following year. When warranted, a director may be removed by the Provost or dean.*
- 17.4 *Academic program directors who are currently partially or fully compensated as exempt staff will not be covered by the academic program directors' compensation section of this Agreement.*
- 22.6 *Academic Program Directors (in Compensation section)*  
*The Provost or dean will determine the appropriate stipend and/or release time in accordance with the responsibilities of each position. A stipend shall be at least \$1000 in each quarter, including summer session, for which there are program responsibilities. In no case will the compensation given to program directors for the current level of responsibilities decrease.*

The faculty bargaining unit includes:

Section 1.1 All full time and regular part time employees of Western Washington University who are either designated with faculty status or perform faculty duties as defined in the faculty governance documents of the Employer, *excluding casual or temporary employees (as defined in WAC 391-35-350(2)), **administrators**, confidential employees, graduate student employees, postdoctoral and clinical employees, and all other employees of the Employer.* (Bold emphasis added)

## Appendix A Leave Guidelines

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These guidelines apply to faculty who are members of the “Academic Administrators” employee group, which includes faculty on a 12-month appointment with substantial administrative responsibilities. In addition to leave provided under the UFWW contract with WWU, the following leave will be provided to Academic Administrators

### Vacation Leave

#### **Employees Will Accrue Vacation Leave.**

Beginning with the first month of employment, the employee will accrue vacation leave at the rate of 2 days (16 hours) per month. An employee working between 0.5 to 1.0 FTE will accrue vacation leave on the pro rata basis that the appointment bears to a full-time appointment.

Vacation leave will not accrue during a leave of absence without pay which exceeds the equivalent of 10 working days in any calendar month. The commencement of employment on any date during the month will be deemed sufficient for 2 days (16 hours) leave accrual for that month.

The employee is encouraged to take at least 2 weeks of continuous vacation per year depending upon the amount of accrued leave available.

#### **Vacation Leave Requires Prior Approval.**

All requests to use accrued vacation leave require supervisor approval prior to the scheduled vacation leave. Accrued vacation leave may be used for leave granted under the Taking Family And Medical Leave policy.

#### **Vacation Leave Balances May Not Exceed 240 Hours.**

Vacation balances in excess of 240 hours (30 working days) on the employee’s anniversary date will be extinguished unless the appropriate Vice President has given prior written approval for additional balances. All requests for approval to exceed the maximum must include a plan to reduce the balance below the maximum by the beginning of the next anniversary year.

#### **Cash Out For Vacation Leave May Be Available.**

A cash payment is provided for accumulated vacation leave under the following circumstances

- The employee resigns with a minimum of 2 weeks notice after 6 months of continuous employment, or
- Upon the employee's separation, retirement, termination, or death.

### Personal Holiday

#### **Employees Will Accrue One Personal Holiday Per Calendar Year.**

A personal holiday may be used any time after the commencement of employment with supervisory approval. An eligible employee may use the personal holiday for leave time granted under the Taking Family And Medical Leave policy.

Unused personal holidays will not carry over to the next calendar year and cannot be cashed out upon separation, resignation, retirement, termination, or death. Personal holidays are not to be taken in portions but are to be taken equivalent to the employees FTE.

### **Winter Break Day**

Subject to operational and staffing needs, the employee is permitted one paid winter break day to be used between the end of Fall Quarter and the beginning of Winter Quarter. Employees are expected to coordinate their use of the winter break day with their supervisors. The day may not be carried forward and may not, under any circumstances, be converted to cash.