

Prepared by the Office of Human Resources and the Office
of the Senior Vice President and Executive Vice Chancellor.
This replaces Administrative Procedure No. A9.235
dated July 1989.

September 1999

CLASSIFICATION AND COMPENSATION

A9.235 ADMINISTRATIVE STIPENDS FOR DEPARTMENT CHAIRS, SPECIAL
PROGRAM DIRECTORS AND CHAIRS OF ACADEMIC SUBDIVISIONS

1. Purpose

To implement Board of Regents Bylaws and Policies Section 9-1a(3), Department Chairman, and Section 9-1a(4), Special Program Directors and Chairs of Academic Subdivisions. Faculty personnel assigned to extra administrative duties and responsibilities, wherein the administrative function is not primary or not permanent, may receive additional compensation in the form of released time from regular faculty responsibilities and/or change from 9 - to 11-month appointments and/or monthly stipends. This administrative procedure promulgates the guidelines for determining the amounts of administrative stipends which may be paid to department chairs, special program directors, and chairs of academic subdivisions.

2. Applicability/Responsibility

This instruction applies to all faculty personnel throughout the University of Hawaii system. Vice Presidents and Chancellors are responsible for ensuring internal equity and consistency with respect to the application of these guidelines. So that there is a central repository of all guidelines and specific criteria, Chancellors and Vice Presidents will submit the implementation plan for each unit for the upcoming academic year to the Office of Human Resources by April 15 of each year.

3. Guidelines

- a. The specific amount of the stipend is determined by the size and complexity of the department, program or institute and the nature of the administrative duties.

The criteria shall include, but not be limited to, the following:

- (1) Faculty FTE or headcount
 - (2) Other FTE (APT, civil service, graduate assistants, lecturers)
 - (3) Levels and numbers of undergraduate and graduate degree programs
 - (4) Student enrollments
 - (5) Complexity of instructional and research services (laboratories, studios, shops, etc.)
 - (6) Program budget
 - (7) Nature and amount of other funds
 - (8) Scope of the administrative duties
- b. The specific stipend rate shall be determined as follows:
- (1) Administrative stipends up to \$150 per month may be paid to chairs, directors, or other administrators of departments or programs of moderate size, scope, and complexity.
 - (2) Administrative stipends up to \$200 per month may be paid to chairs, directors, or other administrators of departments or programs of considerable size, scope and complexity.
 - (3) Administrative stipends up to \$250 per month may be paid to chairs, directors, or other administrators of departments or programs of extensive size, scope, and complexity.
- c. Administrative stipends exceeding \$250 per month may be paid to chairs, directors, or other administrators of departments or programs only under unusual circumstances and with the approval of the President (up to \$500) and/or the Board of Regents (exceeding \$500).

4. Duration of Stipend

Stipends shall be paid to faculty personnel only during the period of assignment of administrative duties and responsibilities which are in addition to those normally expected of all faculty members. Administrative stipends shall not be paid during periods of sabbatical leaves. When such faculty administrators are returned/reassigned to regular faculty duties, their compensation shall revert to what they would have been had they not served as chairs, directors, or in other administrative capacities. Chancellors, Deans and Directors are responsible for discontinuing the stipends when such assignments are terminated.