UC DAVIS

ACADEMIC ADMINISTRATIVE STIPEND PRINCIPLES

for

Associate Vice Chancellors, Associate Vice Provosts, Associate Deans, Department/Graduate Group/Graduate Program Chairpersons and Vice Chairpersons,
Organized Research Unit (ORU) Directors, and Others

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ACADEMIC ADMINISTRATIVE STIPEND PRINCIPLES

EXECUTIVE SUMMARY

The revision of the UC Davis principles for the payment of administrative stipends to academic administrative leaders with positions less than 100% (APM 241) highlights the following aspects:

1. Deans and Vice Chancellors will determine the appropriate stipend level for their academic leaders within set limits established by the campus administration (Provost/Executive Vice Chancellor and Vice Provost for Academic Affairs [VPAA]).

2. Determination of appropriate stipend levels should be based upon the following criteria:

    A. The value, importance, scope, complexity, and level of responsibility of the additional assigned duties.
    B. The percentage of appointment assigned to these administrative duties and the role.
    C. For reappointments, consider the quality and impact of the previous administrative service when determining successive stipend amounts.
    D. A comparative analysis of other positions with similar responsibilities.
    E. Complexity of fiscally related responsibilities; e.g., revenue generation, extramural grant or contract acquisition, etc.
    F. A new, first-time appointment, compared to a reappointment or highly experienced appointee.

3. The Provost's office will not determine individual stipends for the administrative appointees. Instead, as defined in this principles document, the campus has established stipend minimums and maximums for specific titles, allowing deans and other unit heads to determine the appropriate stipends for each administrator. Any stipend requests that fall outside the campus limits, outlined in these principles, are exceptional and require additional justification, review and approval by the Vice Provost for Academic Affairs.

4. No other form of temporary salary augmentation is allowed for service in an administrative capacity. However, faculty administrators also remain eligible for summer salary or teaching relief (course buyouts).

I. Background

The policy of the University of California (UC) provides for the payment of a supplementary administrative stipend to those individual academic appointees who accept specific, time-limited (e.g., five to ten years) positions of academic leadership in addition to their normally assigned professorial duties. Stipends are not used for salary compensation for faculty administrators with 100% positions.

A. The UC Office of the President (UCOP) systemwide policy, Academic Personnel Manual (APM) 633, and specifically APM 633-80, notes that each campus shall develop local guidelines for the establishment of administrative stipends. These local principles recognize that UC campuses have differing considerations in offering administrative stipends. Thus, the systemwide policy provides autonomy to the campuses to recognize and reward academic leadership.

B. A revision of the Davis campus stipend principles is warranted given:

   (a) the need to appropriately recognize campus academic leadership,
   (b) the need for updated stipend amounts to appropriately compensate academic appointees engaging in administrative leadership work, and
   (c) the need to ensure a fair, equitable, and consistent application of stipend applications across all academic units.

C. Finally, the campus administration wishes to continue to decentralize authority concerning budgetary matters, and deems the appropriate locus for budgetary responsibility of most stipends to be the School, College, or Division, or other reporting unit of the stipend recipient. Therefore, these updated principles should allow the deans and vice chancellors to decide what budgetary priority they assign to these stipends and the associated work and how they wish to allocate stipend funds within their unit.

D. These academic administrative stipend principles do not preclude faculty administrators from being recognized for outstanding research, teaching, and university/public service under Step Plus. Although holding a compensated part-time administrative position itself does not qualify someone for having their university/public service during an overlapping period of advancement review be automatically designed as “outstanding” for Step Plus purposes, it can in conjunction with other significant university and public service activities lead to a holistic evaluation of “outstanding.” It is also important to recognize that periodic evaluation of faculty administrative service is performed separately from faculty advancement reviews for the accompanyingprofessorial (or equivalent) title.

E. Stipends are one form of overall remuneration available to deans to encourage faculty to take on faculty administrator roles at less than 100%. Deans/Vice Chancellors/Vice Provosts retain flexibility to balance this salary compensation with other non-salary incentives, such as provision of course buyouts, academic enrichment funds, graduate

student and laboratory personnel support, etc. Stipend salary ranges follow the principle of ensuring consistent application across the campus, and exceptions to them may be requested from the VPAA.

Revised campus stipend principles should calibrate the levels of responsibility for positions that carry stipends as compensation. These include the relative leadership and management responsibilities of department and graduate group/program chairs, associate deans, vice-chairs, directors of organized research units, and directors. The stipend principles that follow attempts to recognize the differing levels and forms of leadership and management that individuals provide, defining an appropriate hierarchy of academic administrative responsibilities across the campus, and calibrating these positions to specific maximum stipend amounts.

II. Stipend Amounts

As of July 2025, the annual stipend range for each of the categories of academic leadership is as follows:

Administrative Title	**Stipend Range*§**
Executive Associate Deans	$25,000 to $40,000
Associate Deans	$20,000 to $40,000
Associate Vice Chancellors	$25,000 to $40,000
Associate Vice Provosts	$25,000 to $40,000
Chairpersons (department)	$10,000 to $30,000
Chairpersons (graduate group/program)	$5,000 to $20,000
Vice Chairpersons (department, graduate group, graduate program)	Limited to half of the stipend amount of the Chair
Directors of Organized Research Units#	$12,000 to $30,000
Associate Directors of Organized Research Units (ORU)	Limited to half of the stipend amount of the Director of that ORU
Faculty Assistants to the Dean/Vice Chancellor	$3,000 to $30,000
Directors (program and non-ORU)	$6,000 to $25,000
Associate Directors (program and non-ORU)	Limited to half of the stipend amount of the Director

*The stipend ranges will be reviewed periodically and may be updated in this document.

§ These stipends will typically be lower for members of the Health Sciences Compensation Plan, who can receive equivalent compensation through appointment to the appropriate Academic Programmatic Unit.

For list of ORUs, see: https://research.ucdavis.edu/research-programs/or-research-units/

Deans/Vice Chancellors/Vice Provosts and other appointing officers should consider the following criteria when determining where a position stipend falls within the range:

1. The value, importance, scope, complexity, and level of responsibility of the additional assigned duties.
2. The percentage of appointment assigned to these administrative duties and the role.
3. For reappointments, consider the quality and impact of the previous administrative service when determining successive stipend amounts.
4. A comparative analysis of other positions with similar responsibilities.
5. Complexity of fiscally related responsibilities; e.g., revenue generation, extramural grant or contract acquisition, etc.
6. A new, first-time appointment, compared to a reappointment or highly experienced appointee.
7. Current salary.
8. Consistent with the terms of the Health Sciences Compensation Plan, where applicable. When faculty administrators are moved to higher APU Scales so they can receive higher administrator salaries while holding that title, this salary augmentation can also be considered a form of stipend, provided it falls within the stipend range above.

When reviewing and considering adjustments to stipends, deans/vice chancellors/vice provosts and other appointing academic authorities should consider quality of service and level of responsibility as well as the length of time that the candidate has served in the position. Stipends at the upper end of the ranges should be reserved for highly labor intensive and high percentage appointments or reappointments/appoints of highly experienced appointees.

Stipend amounts should be explicitly specified in all academic administrator offer letters from the dean/vice chancellor/vice provost. Any exceptions to the stipend ranges must be requested from the Vice Provost – Academic Affairs *prior* to the start date of the administrative appointment for consideration and final decision. Requests for any exceptional amount must be submitted for approval to the VPAA accompanied by strong justification (e.g., temporary equity). These exceptional requests can only be applied upon receiving final approval from the VPAA. The consistent application of stipend ranges is in the best interest of the university, and requests to bypass such limits must be accompanied by detailed justification.

III. Goals of Academic Administrative Stipend Principles

It is in the best interests of the Davis campus to have *Academic Administrative Stipend Principles* that achieve the following:

A. Recognizes and rewards the contributions of those academics who take positions of academic leadership and management, and encourages others qualified to do so.

B. Following campus-wide communications about this new policy, establishes a campus-

wide basis for the awarding of fair and consistent stipend amounts across the schools and colleges and among the different job responsibilities and titles.

C. Sufficiently defensible and consistent across the university to discourage requests for exceptional amounts.

D. Recognizes and rewards the traditional and core academic leadership positions, i.e., associate dean, associate vice chancellor, associate vice provost, department/graduate group/program chairperson, ORU director, etc., while providing for academic leadership positions as they develop, i.e., graduate group and graduate program chairpersons, academic assistants, faculty assistants, directors, etc.

E. Is thorough and consistent, but minimally bureaucratic and intrusive.

F. Defines guidelines for approval and the amount of stipends that are consistent with a decentralized management system.

IV. Standards Governing Stipends

The Academic Personnel Manual will continue to provide guidelines concerning the payment of academic administrative stipends. Essential features of these guidelines are:

A. Delegations of Authority are to be followed for approvals when appointing chairs, vice-chairs, ORU directors, associate and assistant directors, associate deans, and individuals acting in these titles. Refer to the Delegation of Authority webpage found on the Academic Affairs website: https://academicaffairs.ucdavis.edu/delegations-of-authority.

B. Academic administrative stipends are paid in recognition of added responsibility and service beyond traditional academic duties. Traditional forms of academic service are appropriately acknowledged and rewarded within the academic advancement review process and are outside these principles; academic administrative reviews are conducted through a separate evaluation unrelated to advancement.

C. No individual may simultaneously receive more than a single administrative stipend as a salary supplement without *prior* approval from the Vice Provost – Academic Affairs.

D. Stipends will be paid on an academic year (nine-month) basis or a fiscal year (twelve-month) basis, depending on the administrative title, the college/school, and the period of administrative responsibility.

    a. A faculty member on an academic-year appointment may receive additional summer salary for administrative service rendered between the end of the Spring Quarter and the beginning of the following Fall Quarter. If summer salary is combined with other forms of compensation, such as grant funds or an organized research agreement, the total summer compensation may not exceed

three months of salary.

b. Additional support for stipend recipients will be limited to course buyouts academic enrichment funds[1], graduate student and laboratory personnel support, etc. and will not be used for academic year salary augmentations (by means of off-scale salaries).

c. Administrative stipends are not included in the periodic general range or COLA adjustments of academic salary scales, but they are considered covered compensation for retirement purposes (UCRP Regulation 2.13 – Covered Compensation).

d. Administrative stipends will not normally be paid during periods of sabbatical leave or other extended leaves of absence. If the administrative service compensated by the stipend will continue, the leave request should include this information and an exception request for prior approval should be submitted ahead of time to the VPAA for decision. If necessary, an acting administrator may be appointed during the term of leave. Acting and Interim appointments should follow the standard appointment process for part-time administrators.

e. Vice Chairs' stipends are limited to 50 percent of chairs' stipends.

f. Stipends for associate directors are limited to 50 percent of directors' stipends.

V. Authority

Decisions to appoint academic appointees in titles listed below are outlined in the Delegations of Authority. Deans or vice chancellors, in recommending the appointment of any of the following titles, should forward the request as outlined in the Delegation of Authority for that administrative title.

- Associate Vice Chancellors, Acting or Interim titles
- Associate Vice Provosts, Acting or Interim titles
- Associate Deans, Acting or Interim titles
- Chairs, Vice Chairs, Acting or Interim titles
- Organized Research Unit (ORU[2]) Directors, Directors, Associate Directors, Assistant Directors, Acting or Interim titles

Neither additional funds from central campus accounts, nor locally derived additional funds to support stipend recipients in their research, will be used to increase the actual stipend beyond the limits set in this principles document.

1. See the guidelines for Academic Enrichment Funds, on the Academic Affairs website, here: https://academicaffairs.ucdavis.edu/academic-enrichment-fund-aef-accounts
2. For a list of ORUs see: https://research.ucdavis.edu/research-programs/or-research-units/

Non-stipend support, used for research assistance and course releases, will be funded from the offices that benefit from the leadership positions. Hence, in the case of faculty assistants to the Dean, the Dean's office is responsible for the stipend, as well as any course coverage that may be offered.

All compensation offered to Associate Deans, Associate Vice Chancellors, Associate Vice Provosts, Chairs, Vice Chairs, Academic Program Directors and Faculty Assistants to the Deans or Vice Chancellors will be funded by the relevant deans' or vice chancellors' offices. All compensation offered to directors and associate directors of ORUs will be funded by the Office of Research.

VI. Tracking and Reporting

At the end of every academic year, Academic Affairs will run a year-end report on stipends to review for compliance with the principles. Any cases of non-compliance will be reviewed with the corresponding dean or vice chancellor.