

## CADC Academic Administrator Step-Down Policy

Full-time twelve month administrative academic positions in the College of Architecture, Design, and Construction include the following:

Dean  
Associate Dean  
Head, School of Architecture  
Head, Department of Industrial Design  
Head, Department of Building Science

Should an individual in one of these positions desire to return to his/her home department in a nine month teaching position, the following policy shall apply with regard to determining the nine month salary.

If the individual has served in the administrative position for three full years, they can return to a nine month faculty position at a salary that is 80 per cent of the twelve month salary that they received in the last year of their administrative appointment.

If the individual has served in the administrative position for less than three years, and they elect to return to a nine month faculty position, their salary will be based upon the following calculation:

They will be paid at the rate of the average of the individuals in the department who hold the same rank and with the same amount of time in that rank (ie, full professor in rank for four years).

The individual will be eligible for any merit pay increase that is made available by the university. The base for the raise will be the twelve month administrative salary (since the merit pay is for performance while the individual was in the administrative position). As an example, if the individual's twelve month salary was \$120,000 and the merit pay equaled 5%, the amount of raise would be \$6000. Therefore, the new nine month salary would be 80% of \$126,000, or \$100,800.

Any accrued vacation must be taken prior to the nine month academic year which follows the resignation (it must be taken between the time that the resignation is announced and the immediately following academic year).

CADC academic administrators are eligible for sabbatical leave. The policy regarding sabbatical leave is outlined in the Auburn University Faculty Handbook. The timing of a sabbatical leave can be negotiated as a part of the step down process.