



<b>Policy Owner:</b>	Provost			 <p>جامعة حمد بن خليفة HAMAD BIN KHALIFA UNIVERSITY عضو في مؤسسة قطر Member of Qatar Foundation</p>
<b>Responsible Unit:</b>	Provost Office			
<b>Policy Name:</b>	FACULTY ADMINISTRATIVE APPOINTMENT			
<b>Policy ID Code:</b>	AC FA.02.017	Rev. 02	Page 1 of 3	

## FACULTY ADMINISTRATIVE APPOINTMENT POLICY

Ver.	Approval Date	Effective Date	Type of Change	Approved by
00	06/04/2017	06/04/2017	Initial Release	Board of Trustees
01	02/05/2021	02/05/2021	Revision	Board of Trustees
02	28/02/2023	28/02/2023	Revision	President

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## 1. Purpose

This policy articulates the guidelines for administrative appointments of faculty and return to faculty appointment at colleges.

## 2. Scope


This policy governs the appointment of a faculty member to an administrative position. Such administrator may return to their full-time faculty position upon completing an administrative term.

## 3. Terms, Abbreviations, and Definitions,

Term/Abbreviation	Definition
Interim Appointment	The temporary appointment of a faculty member to a vacant administrative position, i.e., where there is no regular incumbent.
Acting Appointment	The temporary appointment of a faculty member to a temporary vacancy on existing administrative position when the incumbent is absent for a period of up to six months.
Administrative Appointment of a Faculty	An appointment of a faculty member that carries administrative responsibilities
Associate Dean / Assistant Dean	Academic Administrative positions to support the dean in managing and overseeing certain functions and duties within the college. These positions may have specific administrative authorities as per the defined terms of reference upon appointment.
Department Chairs, Division Heads	Senior faculty members who head and manages an academic department or division and who may be responsible for managing multiple academic programs under similar disciplines
Program Coordinator	A faculty member who is appointed to manage and administer an academic program.
Ranked Faculty	Refers to regular faculty at the Assistant, Associate, or Professor rank without modifiers

## 4. Policy

- 4.1. Ranked faculty members may concurrently hold faculty and administrative positions and titles; however, the primary and continuous appointment shall be the faculty appointment.
- 4.2. The following administrative titles at different levels may be held concurrently by ranked faculty:
  - Level 1: Associate Provost, Interim Dean, Acting Dean;
  - Level 2: Associate Dean;
  - Level 3: Assistant Dean;
  - Level 4: Division Heads, Department Chairs;
  - Level 5: Program Coordinators.
- 4.3. Ranked faculty may held administrative positions with different titles following endorsement by the Provost and approval by the President of the proposed positions and titles with a compensation rate not to exceed 15% of the basic salary to be approved by the President at the time of appointment.
- 4.4. All administrative appointments at levels 2, 3, and 4 shall be endorsed by the respective Dean and approved by the Provost.
- 4.5. All administrative appointments at levels 1 shall be endorsed by the Provost and approved by President.
- 4.6. Each college shall establish a "Terms of Reference" for each new position at levels 2, 3, and 4 to determine the roles, responsibilities, and authority.

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4.7. Generalized responsibilities associated with the appointed positions are to be available in the HBKU HR Guidelines.

4.8. All faculty administrative appointees may be entitled to a monthly administrative stipend, if approved by the Provost or the President as appropriate, as per the following table:

Level of Appointment	Title	Compensation Rate
Level 1	Associate Provost, Interim Dean	15% of basic salary
Level 1	Acting Dean	10% of basic salary
Level 2	Associate Dean	15% of basic salary
Level 3	Assistant Dean	10% of basic salary
Level 4	Division Heads, Department Chairs	7% of basic salary
Level 5	Program Coordinators	7% of basic salary

4.9. A ranked faculty holding an administrative full-term appointment (other than an Interim or Acting appointment) may be temporarily appointed to another administrative position with a different title. In such cases, the faculty is entitled to only one additional compensation with a compensation rate to be approved by the President and not to exceed 15% of basic salary.

4.10. An appointee shall be provided a letter by the Dean or the Provost as appropriate that shall include:

- The administrative title, role, responsibility and authority;
- The administrative stipend;
- Length and type of appointment.

4.11. An appointee who completes a full term with a minimum of four years of administrative services may be provided with any of the following options:

- 6-12 month sabbatical leave limited to administrative services at level 1 or 2 and subject to President's approval;
- 50-100% teaching reduction for the following year;
- Administrative and services reduction;
- Internal research grant;
- Seed fund; or
- Other as endorsed by the Provost and approved by the President.

4.12. The Provost must consult with the College Dean in order to appoint faculty member(s) to a university level administrative appointment. The appointment will be made by the Provost following appropriate approval. The appointment will have a fixed period of time with the appropriate monthly financial compensation.

## 5. Associated Procedures, Guidelines, and Supporting Documents

NA

## 6. References and Related Policies

AC FA.02.001 - Faculty Employment Policy

## 7. Source, Responsible Office, Authority

This policy and accompanying procedures were developed by the Office of the Provost in coordination with HBKU HR, reviewed and endorsed by the University Policy Officer and the Provost and approved by the University President. The HBKU Provost office is responsible for the implementation of this policy.