

## Policy Title: SBS Head and Director Appointments

**Effective:** March 8, 2018

### PURPOSE/INTENT

The purpose of this policy is to clarify SBS appointments, stipends, and leave allowances for administrators as part of service as a Head or Director (H/D) of an SBS unit. The policy also clarifies the allocation of H/D administrative stipends in those cases where a Head or Director takes a sabbatical or research leave during an H/D appointment.

### UNIVERSITY OF ARIZONA POLICY

See [UHAP 5.2 Annual Performance Reviews of Administrative Personnel](#) for review goals

See [UHAP 5.3 Five-year Reviews of Administrative Personnel](#) for review timelines and procedures

See [UHAP 8.3.2 Sabbatical Leave](#) for eligibility guidelines

### COLLEGE OF SOCIAL AND BEHAVIORAL SCIENCES POLICY

#### Appointments and Reviews

Heads and Directors in SBS are appointed by the Dean on a year-to-year basis (Heads to departments, Directors to Schools and Centers). Typically, H/Ds in SBS at 1.0FTE have the following distribution of effort:

- 60% administrative, for leadership of their units
- 10% teaching, 20% research, and 10% non-administrative service

Per [UHAP 5.2, Annual Performance Reviews of Administrative Personnel](#), all administrators complete annual performance reviews. In SBS, these are evaluated by the Dean and the Associate Dean for Academic Affairs. Annual performance reviews include an administrative self-assessment plus peer evaluation for the faculty component (40%) of workloads. The timing of these reviews aligns with annual performance reviews for all faculty in the college.

All H/Ds are appointed year-to-year. H/Ds interested in continued administrative service after five years participate in 5-year administrative reviews ([UHAP 5.3](#)). These reviews are overseen by the SBS Dean's office. Procedurally, unit faculty anonymously elect three members from the unit to serve on the review committee, and the Dean typically appoints two additional faculty members from other units (either in or outside of the college). Reviews involve both qualitative and quantitative components, the latter utilizing a standard SBS survey that can be customized by the review committee as appropriate.

## Stipends and Professional Development Funds

For the duration of their service, all H/Ds receive an administrative stipend of \$10,000 for the academic year (\$5,000 per semester), and \$7,500 for summer duties.. In addition, H/D receive 5,000 annually for professional development; they also have the option of using these funds for operations if they wish (computer refresh, signage, etc.).

## Sabbaticals and Leaves

Heads and Directors may take sabbaticals for which they become eligible while serving as Heads and Directors, following normal University sabbatical processes. These leaves may either be for one semester at full pay, or for two semesters at .60FTE, following established sabbatical compensation practices. Forms and deadlines are available on the UA's Faculty Affairs site as well as on the faculty section of the college's website.

The SBS Dean's office recognizes that unit leaders often slow their research activities in order to serve their units. For this reason, the Dean will provide a one-semester leave to H/Ds after a minimum of 5 years of service. This leave may be used to extend a sabbatical from a semester to a year (thus maintaining full pay), or can be independent of a sabbatical if one was taken contemporaneously to H/D service or if sabbatical eligibility is otherwise not met.

Additional considerations:

- Up to one year of sabbatical may be completed during the period of H/D service without affecting leave eligibility.
- Time served in excess of 5 years may not be accumulated toward future leaves unless by prior arrangement.
- H/D are expected to go through the normal sabbatical request process to request their research leaves, including the completion of a sabbatical application and the submission of a post-leave report through the college's online reporting system.
- Stipends are suspended during semester- or year-long leaves or sabbaticals, when Acting Heads or Directors serve as unit leaders and the stipend moves to them accordingly.

## CONSIDERATIONS

Head and Director responsibilities are noted separately, on the SBS Faculty Affairs webpage at <https://sbs.arizona.edu/heads-directors>.