Guidelines for Departmental Administrative Appointments

Departmental administrative appointments (e.g., Vice Chair, Director) are granted in addition to one’s primary faculty appointment. An administrative appointee serves at the discretion of his/her immediate supervisor. In all cases, an appointment letter should be issued by the supervisor detailing the title, key responsibilities, effective date, duration (if limited), associated compensation (if any), and other terms of the appointment. The proposed appointment letter and any relevant supporting information should be submitted for approval to the Office of Faculty Affairs in advance of the appointment. Reappointments may, but are not required to, be confirmed in writing at the beginning of each academic year. In the absence of an annual re-appointment letter, the position is considered as renewed. Final, fully signed copies of all appointment and re-appointment letters should be provided for the faculty member’s Dean’s Office file.

Notice of termination or resignation of an administrative appointment should be given as far in advance of the termination date as is practical under the circumstances. An individual should not expect to remain indefinitely in an administrative capacity, and continuation of an administrative appointment should be based on the needs of the Department or the School. Any special terms of continuation should be described in the appointment letter. The Emory University Policy on Compensation of Faculty Leaving Administrative Positions is incorporated herein and states:

“Compensation of faculty holding administrative positions is based primarily on the responsibilities of the particular administrative position held and whether the position is full or part time. When a faculty member ceases to hold such an administrative position and is serving solely as faculty, an appropriate salary adjustment will be made. The primary factor for such an adjustment will be the compensation received by other faculty of equivalent rank, experience, and stature in the faculty member’s department or school.”

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