

College of Natural and Agricultural Sciences
Academic Administrator Position Summary

	ACADEMIC ADMINISTRATORS
Title Codes	001061, 001062, 001063, 001064, 001065, 001066, 001067, 000961, 000962, 000963, 000964, 000965, 000966, 000967
Policy Reference	APM 370
Academic Senate Membership	No
Titles/Levels	Academic Administrator I (001061), II (001062), III (001063), IV (001064), V (001065), VI (001066) VII (001067) I-NEX (000961) II-NEX (000962) III-NEX (000963) IV-NEX (000964) V-NEX (000965) VI-NEX (000966) VII-NEX (000967)
Definition	The Academic Administrator series is used principally in organized activities other than organized research units for appointees who administer programs which: provide service to academic departments, but not as totally or exclusively research or teaching activities; or are intended to serve the general public and may be either research or educational in nature.
Terms of Service	Appointments may be for one year or less, for longer periods, and/or for an indefinite period; they are appointed on a fiscal-year basis.
Duties	The duties are more in administration than in teaching and/or research, although the administration may include participation in as well as the overseeing of programs involving teaching, research or academically-based public service.
Degree Requirement	Should have the terminal or top degree in his/her field.
Criteria for Appointment	Must have professional and academic qualifications similar to those of academic appointees in the organized activity with which the appointee is to be concerned.
P.I. Status	No
Merit Review/Performance Review Criteria	Merit increases and promotions are based on administrative experience, professional competence and activity, and University and public service. Reviewed every 2 years for merits/promotions (can defer); every 4 years for a performance review.
Approval Authority	Appointments, promotions, merits and performance reviews are Dean's final.
Salary Scale Range	Fiscal Year - see salary scale Table 34 - Non Exempt - see salary scale Table 34N
Off-Scale Allowed	Yes
Vacation Leave	Appointed for 6 months or more at 50% time or more accrue vacation.
Sick Leave	Appointees accrue sick leave provided the appointment is at 50% or more time.
8-Year-Rule	No
Subject to Layoff	Appointments which have specific ending dates are subject to APM - 137. When appointment in this series is terminated due to budgetary reasons, lack of work, or programmatic needs, APM - 145 applies. Dept. will notify the Dean's office and Labor Relations; Affirmative Action will review/approve before the action can occur. Once approved, dept will give to employee a 30-day written notice of action.
Funding	May be supported by State funds and/or non-State funds. (If 19900 funds, Dean must pre-approve.)
Sabbatical Leave	Not eligible.
Leave with Pay	Eligible - when the leave is in the interest of the University and if funds are available. Dean's approval; use UPAY 573.
Affirmative Action Search or Waiver Needed for Appointment	Affirmative Action Search - Yes. Use Guideline One from the Faculty Recruitment & Hiring Toolkit - "Affirmative Action Recruitment Guidelines for Academic Positions." Request for Waiver of Search - submit Affirmative Action Search waiver through AP Recruit.
Faculty Vote for Appointment/Reappointment	Yes
Extramural Letters Needed for Appointment	Yes - minimum requirement of 3
Job Description	Required - must include supervisor's name and title; no signatures needed.
Visiting Titles	No
Bargaining Unit	Non-represented
APPOINTMENT FILE - INCLUDE THE FOLLOWING:	Dept. Letter of Recommendation with faculty vote; in the letter include proposed appointment level and step, term of appointment, % FTE, and an explanation of funding sources and funding stability for the position; Job Description (include designation of supervisor); waiver of search or AP Recruit search report; APSU Biography, Curriculum Vitae; 3 Letters of Recommendation (Please submit electronically.)