

Center Director Guidelines

Revised November 15, 2016

College Center Director Appointments

- Leadership appointments will be made in accordance [with OAA Guidelines for the Establishment and Review of Academic Centers](#)
- Appointment type will be 9-month
- In accordance with the college [Pattern of Administration](#), terms will be for four years, subject to annual performance evaluation and optional midterm review, and are renewable. With approval of the executive dean, in some cases a four year term can be shortened or extended by a year in order to facilitate succession planning, review processes, and/or to support the needs of the unit.
- Appointment start and end dates will generally mirror those for department chairs and school directors, typically beginning on July 1 and ending on June 30.
- Equipment costs (e.g., new computer or furniture) to be covered by the center's budget
- Course release can be offered, to be approved annually by divisional dean based on complexity of duties (e.g., number of staff and of faculty affiliates; scope of program management; implementation of significant structural changes; grants activity and management); generally no more than 25% reduction. Course reductions in centers do not count against the overall target 85% teaching deployment in the faculty member's academic unit (tenure initiating unit) and may not be held over/banked from one academic year to the next.
- Financial support can include the following:
 - 5-8% administrative attachment based on the complexity of the center. The percentage is calculated using 100% FTE of the 9-month salary; is paid out over the 9 month academic year; and is removed upon step down from position.
 - One month off-duty support (summer salary) based on the 9-month base salary, which is removed upon step down from position. In years in which a new director is appointed on July 1, outgoing and incoming directors will each receive .5 month of off-duty support.
 - Off-duty support can also be used to buy out a course, as specified in the college's course buy-out rate guidelines.
 - Any adjustments to base salary upon appointment will be made on a case by case basis with approval by the executive dean, based on an analysis of individual performance and equity within rank within TIU
 - Adjustments to base salary made at time of appointment will be covered by the college and will be included in the AMCP pool, unless an exception is granted by OAA
 - Annual adjustments, as set by divisional dean, will be covered by the college and will be included in the AMCP pool, unless an exception is granted by OAA

Center Associate Directors and Other Faculty Administrative Appointments

- Appointed by the center director
- Financial support is set in consultation with and requires the approval of the divisional dean, and should be based on the scope and complexity of the role and size of the center. Such support can include one or more of the following: graduate associate or staff support, supplemental compensation for specific project, awarding of a special assignment, reallocation of space, administrative attachment, course release, research funds, off duty support. Any financial support would come from the resources provided in the center's budget.
- Any course releases granted for administrative roles in centers will not count against the overall target 85% teaching deployment in the faculty's TIU. Such releases may not be held over/banked from one academic year to the next.

