


Name of Policy: Administrator assuming a faculty position			
Policy Number: 3364-72-12		Effective date: May 5, 2025	
Approving Officer: President		Original effective date: July 1, 2016	
Responsible Agent: Provost and Executive Vice President for Academic Affairs			
Scope: All University of Toledo Campuses			
Keywords:			
	New policy	X	Minor/technical revision of existing policy
	Major revision of existing policy		Reaffirmation of existing policy

(A) Policy statement

A full time University of Toledo administrator (as defined by Ohio Administrative Code 3364-1-07) with a concurrent faculty appointment may transition to a full-time position as a member of the university faculty in accordance with this university policy and the letter of appointment for the administrative position.

(B) Purpose of policy

This policy addresses the terms and conditions which govern the transition to a faculty position upon completion of an administrative assignment, voluntary election, and termination without cause which should be documented and placed in personnel file with the Provost's Office or Human Resources.

(C) Scope

This policy applies to the officers and deans of the university as specified in rule 3364-1-07 of the Ohio Administrative Code titled "Administration of the university," including but not limited to additional officers as the president and board may from time to time select.

(D) Faculty status for administrators

- (1) Administrators who are recruited by the university to serve exclusively or primarily in an administrator position may also be granted an appointment at academic rank in the academic unit most closely associated with their discipline. They may also apply for tenure in that faculty position.
- (2) Upon completion of the administrative assignment, voluntary election to move to faculty status, or termination without cause, administrators who are recruited by the university to serve exclusively or primarily in an administrator position will assume a faculty position in a department that will be determined in consultation with the president or provost, as appropriate, the dean, and the department chairperson(s).
- (3) Faculty members of the university who assume administrative positions within the university will retain their academic appointment within the college from which they were appointed.

(E) Salary upon return to faculty appointment

- (1) Beginning July 1, 2016, the base faculty salary for the return of new administrators (deans level and above) to a faculty appointment must be established at the time of the administrative assignment. The salary assigned for the faculty position must be approved by the president or provost.
- (2) After a former administrator assumes a faculty position, the faculty member will be eligible for adjustments to their return salary that occurred throughout the duration of their

administration appointment consistent with university policies or applicable collective bargaining agreements.

- (3) Funding for the salary of an administrator in their faculty role will be based on a determination made by the provost.

(F) Transition support

The provision of other resources, such as research support or funding for professional development activities, may be considered. Such support will be consistent with that provided incoming faculty of similar rank and length of service and will be funded by the college or department.

(G) Leaves

Administrators with appointments of at least one calendar year in duration may be granted a leave with pay from the end of their appointment, through the end of the following semester, to resume scholarly activities and permit the former administrator to prepare for their faculty assignment. Administrators on leave will be compensated during the leave based on their return to faculty salary as described in section (E) above. In the event said person does not remain as University of Toledo faculty for at least two semesters following return from their leave, the salary paid during the leave must be repaid to the university.

(H) Exceptions

The president may grant exceptions to this policy. Such exceptions will be in writing.

Any administrator with an existing contract or letter of appointment fully executed prior to July 1, 2016 is grandfathered into the provisions of his or her appointment. This policy applies to new administrative appointments effective July 1, 2016 or thereafter.

<p>Approved by:</p> <p><i>/s/</i></p> <hr/> <p>Matthew J. Schroeder Interim President</p> <p>Date: May 5, 2025</p> <p>Review/revision completed by: <i>Provost and Executive Vice President for Academic Affairs Office of Legal Affairs</i></p>	<p>Policies superseded by this policy:</p> <ul style="list-style-type: none">• <i>None</i> <p>Original effective date: <i>July 1, 2016</i></p> <p>Review/revision date: <i>May 5, 2025</i></p> <p>Next review date: <i>May 5, 2028</i></p>
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