



KENTUCKY STATE UNIVERSITY POLICIES AND PROCEDURES

POLICY TITLE:

Separation and Retreat Policy for Senior Academic Administrators

VOLUME, SECTION & NUMBER:

5.2.17

ENTITIES AFFECTED:

Faculty Members With Senior Academic Administrative Appointments

ADMINISTRATIVE AUTHORITY:

Office of the President

Office of General Counsel

Office of Human Resources

APPROVED BY:

The Kentucky State University Board of Regents

EFFECTIVE DATE:

January 24, 2023

POLICY STATEMENT:

At Kentucky State University, all voluntary and involuntary separations from senior academic administrative positions are governed by this Separation and Retreat Policy.

Administrative faculty members who primarily perform work related to the management of the educational and operational activities related to the University are categorized as senior academic administrators at Kentucky State University. All senior-level administrative appointments are made at the discretion of the appropriate appointing authority. In the case of the Provost/Vice President of Academic Affairs, he or she serves at the pleasure of the President of the University. As such, a senior level administrative appointment may be terminated at any time, with or without cause. Termination of the administrative appointment, however, does not terminate the underlying faculty appointment.

DEFINITIONS:

Senior Academic Administrators

Faculty members with administrative appointments that typically serves in executive level leadership roles including, but not limited to: Provost/Vice President of Academic Affairs, Vice/Associate/Assistance Provosts, and Deans.

PROCEDURES:

The following conditions apply when senior academic administrators retreat to faculty status, either voluntarily or involuntarily:

Retreat to a Tenured Faculty Position

An administrator who holds a concurrent tenured faculty appointment may return to that appointment with all the rights and responsibilities of faculty in the home department unless an institutional due process or termination proceeding is initiated to discharge or demote the employee from the tenured position pursuant to Kentucky State University's policies and/or any other relevant statutory provisions/policies. In addition, the employee's salary shall be adjusted from a twelve-month administrative salary to a nine-month or twelve-month faculty salary.

Initial appointments:

A tenured faculty member who was initially hired to serve solely in a senior academic administrative role may return to a designated faculty status.

In the absence of a concurrent faculty appointment contract, the employee's salary shall be based on the employee's academic and administrative experience, accomplishments, expertise, academic rank and standing in the discipline, and the function the employee will be expected to perform upon retreating. In addition, the salary range will be within the salary range of other faculty of the same rank in the employee's designated department/school/college.

Traditional appointments:

A senior academic administrator who holds or previously held a tenured faculty appointment may return to that appointment with all the rights, responsibilities, and compensation of a faculty member.

If an administrative stipend was awarded during an appointment, the stipend will be removed upon the termination of the administrative duties.

Discretionary Sabbatical Leave

At the sole discretion of the University President, a retreating Senior Academic Administrator may be granted a reasonable period of time to prepare for teaching and research responsibilities. The reasonable period of time may be calculated in relation to the time spent in the administrative duties, but shall not be for longer than six (6) months without prior approval by the Board of Regents.

Discretionary sabbatical leave shall be granted only if funds are available for specific purposes, when the employee's absence from the University will not hamper the work of his/her designated unit or the University, and when the leave will provide a demonstrated benefit to the University.

The University President may, at his or her discretion, approve full, partial, or reasonable monetary compensation, to be calculated at a continuing rate for the senior administrative role, during the time allowed for the employee to prepare for teaching and research responsibilities.

Prior to the beginning of the leave, the administrator shall submit a work plan for the discretionary sabbatical leave, which must include expected outcomes. The plan will be reviewed and approved by the President. In the

event that the employee does not satisfactorily complete the project at the conclusion of the leave period, Kentucky State University may require full repayment of any compensation paid during the sabbatical leave.

Voluntary Separation From University

In some cases, it may be in the best interests of the University to negotiate a severance agreement with an administrator. In certain circumstances, and without regard to tenure status, these employees are entitled to notice of the discontinuation of their employment, including his or her faculty appointment, with full pay for up to 90 days, or severance pay, depending on their length of service. The President may, at his or her discretion, determine that the circumstances justify continuing full pay for employees for up to 90 days, subject to potential Board Approval pursuant to Article II, Section 2(p) of The Gold Book: Bylaws of the Kentucky State University Board of Regents.

Retirement

Nothing in this policy shall prevent a tenured faculty member from immediately participating in retirement, consistent with existing Kentucky State University policies.
