

**University of Georgia - College of Education**  
**COE POLICY-4 ADMINISTRATIVE COMPENSATION**

*BACKGROUND:* Within the previous structure of 19 departments there was tremendous variance in how much time was assigned to administration. Although all departments have had a department head, that was virtually the only consistent assignment across departments. Some departments had multiple coordinators, while others had none. Compensation in the form of release time and summer salary for coordinators was also highly variable. The administrative assignment of department heads was inconsistent and arose as a function of the school in which the department resided. The reorganization process needed to move toward standards that are understood by all, to hold down administrative costs across the college (i.e., compensation across all administrative roles including the department head, graduate coordinator and program coordinators), and to enable departments to meet their unique departmental needs. These guidelines are the beginning of that process.

Several contextual issues are important to keep in mind in determining the appropriate amount of time to be assigned to administration. The only resource that is available to support administrative roles and that can be allocated to units is EFT. The administrative costs in the College of Education need to be reasonably consistent with other colleges on campus. Under the previous organizational structure, the COE administrative costs exceed those of other colleges on campus.

*POLICY :* Goals

1. Increase efficiency by reducing the percentage of administrative cost per student credit hour. The administrative cost per student credit hour will have to be determined annually for each new department.
2. Maintain equitable allocation of administrative resources proportionate to EFT across the college. Ultimately, establish a college-wide maximum standard for the percentage of administrative cost per student credit hour.
3. Ensure departments have flexibility in making administrative assignments to accommodate differences in workloads due to CHP, EFT, field supervision, number of program majors or faculty preferences for different types of compensation.
4. Annually review the administrative compensation described here to ensure equity across the college and revise as needed as implementation problems become apparent.

Department Head Compensation

1. All department heads will be employed on an academic year (9 month) contract.
2. Department heads can earn up to 23.3% of their base salary for administration during the summer. They can earn as much as an additional 10% of their base salary from external contracts or grants, by teaching a summer course from those

- resources allocated to the department for summer instruction, or by applying to the dean for additional administrative funds for special projects requiring summer work.
3. All department heads will receive a base administrative supplement of \$4,000. For departments with more than 20 state and externally funded faculty lines, the compensation would increase by \$100 for each additional state funded faculty line where the individual is employed for more than 50% time in the contract period.

#### Guidelines for Administrative Assignments

1. Because the department head is an official signator and the graduate coordinator is an official representative, departments will have only 1 department head and 1 graduate coordinator.
2. Departments may assign up to 4% of the overall EFT for the department to administration during the academic year. A new personnel form must be submitted annually for each person with administrative assignments.
3. Within their overall administrative allocation for the academic year, department heads, in consultation with the department's faculty, will make administrative assignments for all administrative duties within the department. In addition to the department head and graduate coordinators, these assignments may include, for example, program coordinators, undergraduate coordinators or others as deemed appropriate by the faculty and consistent with college and university policies.
4. Administration of departments during the summer sessions will be handled by the department head who will earn 23.3% of their base salary for this purpose. If other administrative assignments are needed during the summer, funding for these duties must come from the summer budget. Given that the summer budget is to be dedicated to instruction, such administrative assignments must have strong justification and be approved by the dean in advance of implementation.

*POLICY APPROVED: 6/24/04 by the Academic Cabinet*

*LAST REVISION: June 23, 2006*