



Salary Administration, Leaves, Research Assistance and Professional Development for Deans, Associate Deans and Assistant Deans

Human Resources & Organizational Development (HROD)

Policy

1.0 Purpose

- 1.1 The University of New Brunswick will compare its pay practices for this group with its pay practices for other University of New Brunswick groups and with other Canadian Universities. It is the intention of the University to be competitive in its pay practices.

2.0 Applicability

- 2.1 University-wide
- 2.2 This policy applies to Deans of Faculties, the Dean of Graduate Studies, Associate Deans and Assistant Deans.

3.0 Definitions

- 3.1 PROFESSORIAL SALARY : The Dean's professorial salary will be the salary for his or her rank and credited experience. The salary would be determined in a manner analogous to that of a faculty member.

4.0 Implementation

- 4.1 MARKET DIFFERENTIAL ADJUSTMENT : The Dean's professorial salary may be adjusted by an add-on of a market differential. This would be determined in a manner analogous to that of a faculty member.
- 4.2 PRESIDENT'S DISCRETIONARY ADJUSTMENT : Under exceptional circumstances, the Dean's professorial salary may be adjusted by an add-on of a President's Discretionary Adjustment.
- 4.3 ADMINISTRATIVE STIPENDS : Appointments to the positions of Dean, Associate Dean, and Assistant Dean carry an administrative stipend by category where the respective amounts are 30%, 20%, 10% of the floor of the rank of Assistant Professor as of July 1st of each year.
- 4.4 CHANGE IN PROFESSORIAL SALARY : The Dean's professorial salary will change by the economic adjustment (EA), and if eligible, by the progress through the ranks (PTR) adjustment for his or her rank. The effective date for any such salary change will be the same as the faculty.
- 4.5 SALARY LETTER : Each Dean will receive a letter from the President showing his or her salary and salary range when a change occurs. The letter will also show the professorial salary, salary add-on (if any), and the administrative stipend.
- 4.6 LEAVE (DEAN)

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- 4.6.1 A Dean of a Faculty or the Dean of Graduate Studies who has completed a minimum of 5 years of continuous service as a Dean may make written application to the appropriate Vice-President(s) for a period of up to and including 1 year for the purpose of an administrative leave at 100% of his or her professorial salary (excludes administrative stipend). The application should be supported with appropriate information concerning the leave recognizing that the purpose of the leave is to provide an opportunity for the Dean to prepare for re-entry to the professoriate; that is, to prepare for teaching and to pursue research and scholarly activity.
 - 4.6.2 A faculty member who is appointed Dean of a Faculty or Dean of Graduate Studies will normally not retain the service accumulated towards a sabbatical to the date of appointment as Dean. Service after the completion of the term as Dean would accumulate towards eligibility for a sabbatical leave should the Dean return to faculty ranks.
 - 4.7 **SABBATICAL LEAVE (ASSOCIATE AND ASSISTANT DEANS):** An Associate or an Assistant Dean may apply for a sabbatical leave where the benefit will be similar to that provided to department chairpersons.
 - 4.8 **PROFESSIONAL DEVELOPMENT ALLOWANCE (PDA) :** A Dean of a Faculty, the Dean of Graduate Studies, an Associate Dean, or an Assistant Dean is eligible for a Professional Development Allowance (PDA) equivalent to the amount and similar in purpose to that provided to a faculty member.
 - 4.9 **RESEARCH ASSISTANT:** In addition to the PDA, a Dean of a Faculty or the Dean of Graduate Studies may apply to the appropriate Vice-President for financial assistance (for example, to appoint a research assistant) to assist him or her in conducting research in his or her discipline. The application should be supported with appropriate information concerning the research activity.

5.0 Interpretation and Questions

- 5.1 The Department of Human Resources & Organizational Development is located in Room 102 of the Physics and Administration Building in the Integrated University Complex on the Fredericton Campus. Questions concerning this policy may be directed to the Human Resources Consultant (Benefits & Pensions) at 453-4648.