University of Cincinnati

Guidelines for Academic Director Positions

(Director, Associate, Assistant)

Purpose: This document provides general guidelines and procedures for determining an appointment within the "Academic Director" job title classification.

Guidelines:

□ Essential Functions:

- Duties must be directly related to leading or assisting with the leadership of an academic program, academic unit, or advising center. The position must have primary responsibility for the administration of the academic program or unit (these duties must comprise at least 80% of the work assigned to the position).

- Administrative work elements (financial, office/personnel management, administrative support) are considered secondary, non-academic, and must not exceed 20% of the work assigned.

- Academic director positions located in an academic department or academic unit may use this title as a secondary appointment for faculty members serving as Directors. Such appointments would remain secondary to the faculty appointment.

- Faculty members holding this title as a secondary appointment are subject to those policies and procedures applicable to their primary appointment and retain faculty benefits.

□ ADA Qualifications**:**

- Frequently communicates (verbally and written) with students, faculty, staff and external stake holders; direct or assist in program planning, implementation, and assessment.

□ Minimum Qualifications**:**

- Academic positions will require specific educational credentials and experience related to the program for which the position is responsible.

□ Job Classification Title:

- All non-faculty Academic positions are classified as exempt positions in the unclassified, unrepresented employee group. All university policies, procedures and benefits that apply to unclassified, unrepresented, exempt employees will apply.
- Academic positions and their classifications will be reviewed periodically, at the discretion of Provost HR, to determine if they remain appropriately titled.

□ Compensation Information:

- The Academic classification is assigned to a pay grade with no minimum or maximum salary amounts. Salary levels are determined by a combination of factors including but not limited to academic discipline, market factors, job description, an individual's background and qualifications, and other equity factors.

- Consideration for annual salary reviews follow the University Rules and Guidelines established for the unclassified, unrepresented employee groups. These positions are eligible for Broadband review and promotional opportunities at 18 month minimum intervals. Special salary adjustments may be recommended in situations where the employee's contributions are outstanding and clearly above and beyond those typically recognized through a merit increase program. These recommendations, with appropriate documentation, are to be submitted to the rank of Department Head and/or Dean. If approved, the recommendation is then forwarded to the Provost Office-HR Director in the Office of the Executive VP for Academic Affairs & Provost for final review.

- Recommendations to match a bona fide offer from a non-UC employer or to correct salary inequity may also be submitted. Such recommendations, with appropriate documentation, are to be submitted to the rank of department head or above. If approved, the recommendation will be forwarded to the Provost Office-HR Director/VP Designee for final review.

- Administrative stipends are allowed to be processed on an Academic Director position only with pre-approval from Provost HR. These stipends are generally for administrative duties performed by faculty on a secondary appointment or to annualize a 9-month faculty salary.

- See attached skill level elements to assist in matching department and unit needs with position requirements.

Procedures:

□ Originating Department/Office

1. Contact the appropriate Administrative Authority for your college/unit/department (Business Administrator, Dean, VP/VP Designee) to discuss the needs of the college/unit and the availability of funding sources for the Academic position.
2. Review the above guidelines for establishing an Academic position. The Provost Office HR Director is available for consultation to provide guidance, answer questions and clarify the next steps in the process.
3. Contact the appropriate Administrative Authority for your college/unit/department to obtain final approval to proceed with the creation of a new Academic position. This discussion must also include a final decision on the source of funding for the position.
4. Complete the OM PCR to create the position and include the justification.
5. Complete the position description and job posting, outlining the specific job duties. Submit the position through SuccessFactors to obtain the required approvals from the Hiring Manager, Provost Office, and HR.

□ Provost Office

1. The Provost Office reviews the information in the SuccessFactors. If it is confirmed to be an Academic position, the position continues on to the next level within the approval process. If the position is determined **not** to be an Academic position, the position is returned to the Hiring Manager with a new suggested classification for resubmittal.

Skill Level Elements:

Assistant Director		**Associate Director**		**Director**	
Position Attributes	Know-How Attributes	Position Attributes	Know-How Attributes	Position Attributes	Know-How Attributes

• Are of minimal to moderate complexity; • Limited responsibility for interpretation and communication of information, ideas and instructions	• Assist with leading or directing an academic program or academic unit; • Assist with the direction of an academic advising office or center • Ability to work independently and collaboratively within a team environment. • Ability to multi task, set priorities and meet deadlines.	• Have the majority of the job functions in one or more area(s); • Need minimal to moderate supervision	• Assist with leading or directing an academic program or academic unit; • Assist with the direction of an academic advising office or center • Ability to work independently and collaboratively within a team environment. • Ability to multi task, set priorities and meet deadlines.	• Require advanced and comprehensive knowledge of the academic program, unit, advising office or center; • Require development of solutions that combine information and ideas in new and unprecedented ways; • Work assignments include strategic planning, project planning, training functions, or other activities to expand and promote the academic area; • Involves working highly independently	• Conduct or direct an academic program or academic unit; • Primary responsibility for the administration of the academic program, unit, advising office or center • Ability to manage staff and personnel in area • Be fiscally responsible and have strong ethics.