

Missouri Western State University

Policy Name: Administrators with Retreat Rights	Date Effective: June 27, 2024
Policy Category: Human Resources	Date Last Revised:
Approving Authority: Board of Governors	Date Last Reviewed:
Responsible Office: Office of the Provost	Recommended Review Cycle: 3 Years

I. Purpose

This policy is intended to provide systemwide consistency in conferring and granting options to retreat to faculty positions in connection with certain administrator appointments. This policy is based on the core values of Missouri Western State University such as commitment to the University mission, collegiality, professionalism, and excellence in teaching and scholarship.

II. Applicability

This policy applies to all Executive and Academic Administrator appointments (defined below) made at Missouri Western State University that include the option to Retreat to a faculty position.

III. Definitions

Executive. The President, Provost, and all others who regularly serve as members of the President’s Cabinet. The President may specifically designate an appointment in special situations.

Academic Administrator. The head of a major academic organizational unit within the University, including Vice Presidents, Assistant Provosts, Associate Provosts, Assistant Deans, Associate Deans and Deans.

Faculty. Positions with formal academic appointments and other positions designated by the President/Provost. Employees in this category are primarily engaged in teaching and research.

Faculty Salary. The salary the individual would earn as a highly-qualified member of the regular faculty, consistent with the salary range of faculty of the same rank in the academic unit, his or her academic experience and expertise, or other relevant salary data for rank and position, the individual’s prior achievements, and the individual’s standing in the academic discipline.

Retreat The option to Retreat means an Executive or Academic Administrator’s ability to be reassigned to a faculty position with or without tenure at a designated rank and within a designated home department at the end of an administrative assignment.

IV. Policy

It is the policy of the University that individuals who return to full-time teaching after successfully serving as executive or academic administrators will receive salaries reflecting their service to the University and adjusted to an appropriate level within their departments or schools at their faculty rank.

V. Procedures/Policy Details

A. Administrative Separation and Return to a Tenured Faculty Position

1. An Executive or Academic 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. If there has been an administrative stipend during the appointment, the administrative stipend, if any, shall be removed. Whenever possible, returns to faculty positions from administrative assignments should be effective on either July 1 or January 1 of each year; consideration will be given to off-cycle appointments and Retreat as needed.
2. At the discretion of the President, the President may provide for up to a one semester research leave for any tenured faculty member who has served in one or more consecutive Executive or Administrative Positions for at least five (5) years in order to provide an opportunity for the faculty member to prepare for teaching and research responsibilities. Prior to the beginning of the research leave, the administrator shall submit a work plan for the leave period to include expected outcomes. The plan will be reviewed and approved by the Provost and Vice President for Academic Affairs and the President. The leave during the semester of research will be paid at a salary commensurate with the salaries of comparable faculty members. Additional research leave may be granted made to recognize extraordinary circumstances including, but not limited to, extended or superior service in executive or administrative roles. Any research leave beyond one semester must be approved by the Board of Governors.
3. In the event that the faculty member does not assume faculty responsibilities for at least a semester after the research leave granted in accordance with this policy, the President is authorized, in his or her discretion, to require repayment of compensation paid during the leave period from the non-returning faculty member.

B. Faculty Salary Adjustment Before and After Administrative Assignment

1. The following principles should be taken into consideration when making the appointment and compensation decisions set out in this policy:
 - Retreat policies should be aligned to the University's purpose to educate students.
 - Compensation packages, including hiring, retreat or severance packages, should reflect good stewardship of University resources.

- It is important to attract capable administrators. They should be compensated according to market value as determined by job descriptions. Missouri Western State University should compensate its employees for the job they have at that time. There should be no automatic link between salaries earned as an Executive or Academic Administrator and the salary earned upon return as a faculty member.
 - Administrative duties and responsibilities should be recognized as valuable to the University when determining salary upon return to faculty. Due recognition should be given to those who serve admirably in an administrative role – particularly when for an extended period of time.
 - An administrator’s post-administrative appointment to a department/cost center should not be a financial burden to that unit.
2. At the discretion of the appropriate unit head and with authorization from the President, an administrative stipend may be added to the converted salary to provide compensation for additional responsibilities and must be commensurate with the duties assigned. This stipend is a temporary supplement to the administrator’s base salary, to be removed upon termination of the Executive or Academic Administrator assignment.
 3. When a salary-based administrative appointment concludes (voluntarily or involuntarily), the administrative salary is relinquished and the Provost will establish a faculty salary within a range that is (a) not more than 120% of the highest salary of all full-time faculty in the department who share the same discipline and academic rank and (b) not less than the average salary of all full-time faculty in the department who share the same discipline and academic rank. If no base salary was established at the time of appointment to the administrative position, a 9-month salary that is consistent with salaries of faculty in the home department of similar rank, time of service, and record of performance shall be established within the range set forth in this section.
 4. Consistent with the principles stated in this policy, Executive and Academic Administrators who serve five (5) or more consecutive years in the same Executive or Academic Administrator position may be eligible to receive a Faculty Salary of more than 120% of the highest salary of all full-time faculty in the department who share the same discipline and academic rank. The President and/or the Board of Governors will assess the individual’s overall performance when determining the base salary.

C. Granting of Tenure and Academic Rank

Tenure or academic rank in an academic discipline may be granted by the President to an Executive or Academic Administrator at the time of appointment. The President may grant tenure or assign rank only after a formal evaluation of the individual’s qualifications. This evaluation shall occur upon receipt of a recommendation to grant tenure or assign rank by the eligible tenured faculty of the appropriate department or program. When considering the granting of an option to Retreat to an Administrator candidate, the campus should seek to do the following:

1. The academic department into which the candidate would potentially Retreat shall assess the candidate's education, background, excellence in teaching, scholarship, and/or research and creative activities, and professionalism.
2. The Provost will ensure that the hiring authority or search committee chair collaborates with the tenured faculty in the department to which the finalist wishes to Retreat, so that they may evaluate the candidate's qualifications including, but not limited to, any obtainment of tenure at a prior institution.
3. The Provost will validate the appropriateness of an Executive's or Academic Administrator's Retreat to a particular academic department or unit through consultation with the department faculty into which the candidate would ultimately Retreat.
4. The Provost will confirm that should the option to Retreat be conferred, the details of the option to Retreat are memorialized in the Executive's or Academic Administrator's appointment letter should they be selected for hire.

In granting the option to Retreat with tenure, serious consideration should be given to all the factors set forth in the above. Executive and Academic Administrator candidates who have earned and held a tenured position as a professor within the Missouri Western State University or another equivalent institution are ordinarily granted the option to Retreat to a tenured faculty position.

D. Reappointment of an Administrator without Faculty Return Rights

An administrator leaving a position that is categorized as "at will" has no claim to a position at the University; however, there may be circumstances in which assignment to another administrative or teaching position would be beneficial for both the University and the employee. In these cases, the new salary should be appropriate to the assignment.

E. Determination of Ineligibility to Exercise the Option to Retreat

An Executive or Academic Administrator who holds a concurrent tenured faculty appointment may return to that appointment with all the rights and responsibilities of faculty in the home academic department, unless an institutional due process or termination proceeding is initiated to discipline, demote, or discharge the administrator. Executive or Academic Administrators will be ineligible to exercise their option to Retreat when under investigation for misconduct or violation of University policy. Allegations for which no adverse findings or determination have been made should not serve as a basis for denying an option to Retreat. However, in the event a complaint or investigation is pending at the time that the administrator announces their intention to exercise their option to Retreat, the Retreat determination shall be held in abeyance until the completion of the investigation and any appeals.

F. Notice of Election to Exercise the Option to Retreat

An Executive or Academic Administrator who has been offered the option to Retreat in their appointment letter must notify the University of their intent to elect to Retreat within the time period set forth in the Administrator's appointment letter. At the time the Administrator notifies the campus of their election to Retreat, and the campus determines the Executive's or Academic

Administrator's eligibility to Retreat, the University and Administrator should discuss the transition plan for Retreat including the date on which the Retreat becomes effective and the Retreating faculty member's work assignment. Absent circumstances that would prevent the Executive or Academic Administrator from doing so, they should normally Retreat and initiate their faculty appointment no later than six (6) months from the date on which the University was notified of the administrator's intent to Retreat.

G. Other Considerations

1. Options to Retreat should always be granted at the time of appointment and memorialized in an Executive's or Academic Administrator's appointment letter.
2. Any unused vacation days will be calculated and paid to the Executive or Academic Administrator at the date of the last working day in an administrative capacity, whenever possible, but in no event later than the next regular payroll period.
3. A returning academic administrator should generally be assigned to the department which granted him or her tenure. Exceptions should only be made in exceptional circumstances and when the returning faculty member has the background and training commensurate with the existing faculty in that department. Typically, this will require approval by the Provost.