

SENATE ACTION FORM

No. 1204

Subject: Step Back Policy Revisions (revision of SA #1199)

Reference to Senate Minutes: 01/19/2021

Senate Action:

Attachment to Senate Action #1204  
Approved by the Faculty Senate  
01/19/2021

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Revision to 3-3-1301 approved by the Faculty Senate on 11/23/2020 (Senate Action #1199)  
See highlighted additions and strikethrough deletion noting the changes from the prior version.

3-3-1301 Administrators Moving to or Returning to Faculty.

3-3-1301(1) Purpose This policy ensures equitable and consistent transitions for administrators with faculty status as defined below, who commence or return to a faculty position after their assignment in an administrative position ends for whatever reason.

3-3-1301(2) Definitions For the purpose of this policy,

- (a) ~~an~~ "Administrator with Faculty Status" is:
  - (i) A new employee hired initially in an administrative position (including an interim or temporary administrative position) who receives their time of hire; or
  - (ii) A faculty member hired initially in a faculty position who, thereafter, is employed in an administrative position (including those who do so as an interim or temporary assignment) and who retains their faculty status while in the administrative position.
- (b) "Stepback" is an employee's change from an administrative position to a faculty position.
- (c) "Stepback Faculty" is an administrator with faculty status who begins or returns to a faculty position.
- (d) "Interim Assignment" is an administrative position filled by an administrator with faculty status while a search is conducted for a permanent replacement, or while a department/unit's reorganization occurs.
- (e) "Temporary Assignment" is an administrative position filled by an administrator with faculty status in order to meet a temporary University need.

3-3-1301(3) Transition from Administration (Not Temporary or Interim Positions) to the Faculty.

- (a) A plan prepared by the CAO shall specify any transition period, the specific date that the employee will begin to be paid in the ~~Step~~ faculty position, and any additional transitional details.
- (b) For the tr



(iv) If the administrative assignment is less than fulltime, the faculty member,

(a) At Stepback, unless negotiated at the time of hire or a transition period to permit the Stepback faculty to prepare to return to the faculty may be authorized.

(d) Interim Assignment An administrative position filled by an administrator with faculty status while a search is conducted for a permanent replacement, or while a department/unit's reorganization ~~is~~ ~~is~~.

(e) Temporary Assignment An administrative position filled by an administrator with faculty status in order to meet a temporary University need.

3-3-1301(3) Transition from Administration

their administrative position, and they shall return to the academic area of their discipline.

- (ii) Their salary shall be the same as their faculty salary when they commenced their administrative position, plus any faculty salary increases that would have been received during the period employed in an administrative position. If the Stepback faculty has not served in a faculty position for ten (10) years sequentially at UNO or more, the faculty Stepback pay shall be 90% of the CUPA Doctoral Median salary for the specific rank and discipline upon Stepback
- (iii) Stepback faculty without tenure or who have not attained the rank of full professor may not be considered for tenure, promotion, or sabbatical during their employment as an administrative 0 Tw -24d 3 Tw [(r)Tj [(pe)-TT2 1 Tfaculty

position, and they shall not undergo evaluation in their department for the duration of their administrative assignment.

- (iii) If the administrative assignment is less than ~~title~~, the ~~faculty~~ member, CAO and academic area will adjust the faculty member's ~~load~~ and develop an agreement, in writing, that addresses tenure, promotion and sabbatical so that all parties are clear as to the terms of the agreement. In such cases, ~~the~~ faculty member would continue to undergo evaluation by the academic area.
- (iv) At the end of the interim or temporary appointment as an administrator  
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