

Guidelines for Establishing an Associate Director position within units and centers.

Effective Date: December 2020

Subject: Process for Appointing an Associate Director

Introduction

Unit heads should consult with Deans and Vice President to request the appointment of an Associate Director to fill a vacant appointment or establish a new appointment. Once approval has been received the effective date, stipend amount and title change need to be consistent across IFAS to ensure that:

- The action is auditable
- The standard salary amounts ensure equity
- There is an incentive/reward for the extra work

Unit head consults with IFAS HRD&I to ensure appropriate forms are completed, standard letter is used with correct effective date and stipend, based on attached guidelines. Note that forms are approved by Provost and effective date cannot be established without approval first.

For consistency among all units, the title of Assistant Director is not used.

Requests for two or more Associate Directors for one unit, is based on budget size and FTE of unit. See attached table.