

57.10 Executive Management Employees

The Board delegates to the Chancellor or President as applicable, the authority to make interim appointments for executive management employees as well as for deputy, associate or assistant provosts. The Board further delegates to the Chancellor or their designee, the authority to approve all other faculty, professional, and administrative actions. Executive management employees are considered administrative employees, and conditions of service are governed by policies relating to administrative employees. In the case of off-cycle hires of executive management employees, (other than for the positions of provost, deputy, associate or assistant provost), the Chancellor may consult with the Chair to approve the hires which will be submitted to the Board for ratification at the next regular meeting of the Board.

57.10.1 Executive management employees include persons serving in the following positions: Chancellor, Vice Chancellor, General Counsel, President, Vice President, Dean (Academic), Chief Audit Executive, and their equivalents (e.g., an administrative head of a recognized department reporting directly to the Chancellor or President).

57.10.2 Executive management employment agreements will contain the following elements, where applicable: Period of Service, Base Salary, Benefits, Deferred Compensation, Perquisites, Separation, Appointments of Tenured Faculty Members, and Performance Incentives.

57.10.3 For those executive management employees who also hold tenured faculty positions, the following additional provisions apply:

- A. The determination of the *administrative rate* to be paid to an executive management employee is based on the traditional criteria of scope of responsibility, marketplace, and individual qualifications, provided, however, that the rate falls within the salary range paid to individuals holding comparable positions at similar institutions. In addition to the administrative rate, an *academic rate* is also determined for a tenured faculty member who serves in an executive management position, to be used as the original basis for establishing the salary of the individual at the time they return to their regular faculty position. This academic rate is based on an assessment of current salary rates for comparably ranked faculty in the faculty member's discipline and the relative qualifications of the faculty member within that discipline. Though the academic rate is initially set at the time of the appointment to the executive management position, it is subject to adjustment based on the length of time the individual serves in the executive management position, and will reflect an increment not less than the average increment of the faculty members in their discipline and at their rank.
- B. If provided in the employment agreement, a tenured faculty member may be eligible for a paid leave assignment for a period of up to one year in order to prepare to return to academic duties. The duration of the paid leave assignment should be reasonably related to the length of time that the individual has served in administrative position(s) and therefore removed from normal academic

responsibilities. Eligibility for the paid leave assignment is contingent upon an expressed intention to resume academic duties and is grounded in recognition of the need to support an individual during the time they are retooling for the purpose of returning to faculty duties. A faculty member terminated for cause from an executive management position is not eligible for a paid leave assignment. If a faculty member accepts other employment during the period of the paid leave assignment, all salary entitlement will cease.

57.10.4 This policy is effective for all appointments made to executive management positions after the time of approval of the policy, June 20, 1996.

(Policy last reviewed 8/24/2023)

Related Statutes, Policies, or Requirements

[Texas Education Code §§ 51.101- 51.108 – *Faculty Development Leaves of Absence*](#)

[Texas Education Code § 51.948 – *Restrictions on Contracts with Administrators*](#)

[Texas Education Code § 111.19 – *Personnel: Appointments, Salaries, Etc.*](#)

[Texas Education Code § 111.20 – *University of Houston System*](#)

[Texas Education Code § 111.21 – *System Central Administration Office; Chief Executive Officer*](#)

[UH System Board of Regents Bylaw 2.4](#)

[UH System Board of Regents Bylaw 2.6](#)

[UH System Board of Regents Policy 02.02 – *Executive Officers*](#)

System Administrative Memoranda (SAMs)

[06.A.09 – *Academic Personnel Policies*](#)