



## Policy on Converting 12-Month Faculty Appointment to 9-Month Faculty Appointment

### Rationale

The purpose of offering faculty the opportunity to convert from 12-month appointment to 9-month appointment originates from two concerns: faculty salary levels and the nature of faculty assignments. The request to convert from 12-month to 9-month appointment should be in the best interest of the faculty member, the department, and the college.

It is essential that the College of Family and Consumer Sciences retain highly talented, productive faculty members. The creation of an environment in which faculty work is facilitated and appropriately rewarded is an important component of retention. Enhancing faculty salaries at The University of Georgia have fallen below regional and national averages.

A policy that would allow the 12-month faculty member convert salary at 75% offers the faculty a unique opportunity for potential salary enhancement. For example, a faculty member on 9-month appointment could supplement his/her salary with summer salary from an externally funded grant or summer school teaching at higher monthly rate. The 9-month conversion opportunity may offer some faculty a schedule more compatible with their family needs and their professional development.

### Eligibility

Faculty in the College of Family and Consumer Sciences who are tenured or on tenure-track 12-month appointment is eligible for conversion to 9-month appointment. The conversion opportunity does not apply to those faculties with Cooperative Extension Service appointments.

### Provisions

Conversion will be voluntary. Faculty who wish to convert will prepare their request in writing and present it to their department head. The department head will assess the impact of the conversion on the department's teaching, research, and public services and present this information to the Dean in writing. The department head also will make an assessment of the benefits/costs to the faculty member and present this information to the Dean in writing.

EFT distribution to teaching, research, and public service will be reviewed at the time conversion is requested and will be adjusted if appropriate.

In the University a 9-month academic appointment is considered a full-time appointment. Conversion from a 12-month to 9-month will not affect eligibility for the retirement system, health, or life insurance plans.

If funds are available in the College and it is in the best interest of the department, conversion to a 12-month appointment will be at the rate of 1.3333 the 9-month salary. Conversion back to 12-month appointment could be considered after 5 years have elapsed from the time of conversion to 9-month appointment.

There will be no guarantee of summer school funding for faculty who convert to 9-month appointment.

#### Period of Appointment

The 9-month appointment must coincide with the academic year at the University of Georgia. The Academic year begins on the first day of late registration in the Fall semester and continues through Commencement in the Spring semester.

#### Effective Dates

The change to a 9-month appointment must be requested to commence the fiscal year on July 1.

#### Salary Administration

Funds released through the process of 9-month conversions will automatically revert to the Dean's office. The department heads may request these funds be used toward salary equity and the resolution of salary compression within their departments.

#### Employment for Summer Salary

A faculty member on a 9-month appointment will be eligible for an additional appointment based on funds from grants and contracts, or other outside funding sources. Summer compensation for the period of appointment will be based on the new salary. Faculty may receive supplemental compensation for up to three months.

In determining the allocation of summer school funding, consideration of the teaching needs in departments will be a major factor in the decision.

### Annual Leave

No annual leave will accrue to faculty on 9-month appointment. A faculty member anticipating a change to a 9-month appointment will be asked to use a major portion of his/her accumulated annual leave before the effective date of the appointment.

Compensation will be paid for a maximum of 21 days of unused accumulated vacation at the fiscal year rate in the year prior to the conversion. The College plans to make these payments during the year conversion is effective, however, if the college does not have the resources to make these payments at that time, an equitable agreement will be reached for payment over time for no more than 21 unused vacation days.

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