

## GUIDELINES ON EXTRA-DEPARTMENTAL ADMINISTRATIVE ASSIGNMENTS – FACULTY RIGHTS AND RESPONSIBILITIES

*Formulated by the Arts and Sciences Senate Faculty Rights and Responsibilities Policy Committee (Spring 2011).  
Adopted unanimously by the Arts and Sciences Senate at its meeting of 25 April 2011.*

These guidelines apply to full-time faculty who hold tenure (continuing appointment) in a Department, Program, or Interdisciplinary Program (DPI) at Stony Brook University. They concern appointments of full-time faculty in a primary department to an **administrative position** in a secondary DPI or Center at the university.

*[details concerning non-administrative affiliated, joint title, and joint appointments to a secondary DPI can be found at the Provost's website: <http://www.stonybrook.edu/commcms/provost/policies/affiliatedfaculty.shtml>]*

- A. Stony Brook faculty members appointed to an **administrative position** in a secondary department, program, interdisciplinary program, institute, or center at Stony Brook University shall continue their ongoing status in their primary DPI. This status shall include Rights and Responsibilities with respect to:
  - (1) Voting and Participation in Departmental Meetings, (2) Teaching and Advising, (3) Research Activity, (4) Office Space, Mailbox, and Staff Support, (5) Academic Title, (6) Inclusion in Faculty and Program announcements on the DPI website, brochures, and related literature, and (7) Departmental Service (which can include contributions to the secondary program).
- B. If a full-time Stony Brook faculty member is appointed to an administrative assignment outside the primary DPI (but **not** in the direct reporting hierarchy of the primary DPI, e.g. Dean, Associate Dean, Provost, Associate Provost or the like), the above normal rights and responsibilities in the primary DPI shall continue as usual.
- C. If a Stony Brook faculty member is appointed to:
  - (1) a full-time administrative assignment outside the primary DPI but **in** the direct reporting hierarchy of the primary DPI, e.g. Dean, Associate Dean, Provost, Associate Provost or the like, then for the term of the appointment, the faculty member shall not participate in any decision-making discussions, including voting or service obligations, at the home DPI level.
  - (2) a part-time administrative assignment outside the primary DPI and in the direct reporting hierarchy of the primary DPI, e.g. Associate Dean, Associate Provost or the like, then for the term of the appointment, the faculty member shall **not** participate at the home DPI level in areas related directly to the faculty member's administrative responsibilities (e.g. an Associate Dean for Curriculum shall not participate in Curriculum issues at the DPI level, or an Associate Dean for Faculty shall not participate in Promotion and Tenure cases at the DPI level). Furthermore, if the administrative purview includes expanded advice or decision-making covering a wider range of issues, the part-time administrator shall also not participate in these areas at the DPI level.