

# SAP 31.99.99.T0.03 Administrative Salary Differentials for Non-Academic Interim Positions



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Revised:	October 1, 1999
Revised:	March 2, 2015
Reviewed:	November 1, 2019
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## Procedure Statement

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Tarleton State University (Tarleton) acknowledges the assignment of interim administrative responsibilities for certain non-faculty positions to qualified employees and agrees to appropriately compensate these employees for such assignments.

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## Reason for Procedure

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This Standard Administrative Procedure (SAP) sets forth criteria and guidelines for the appointment of individuals to certain non-academic administrative positions on an interim basis.

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## Procedures and Responsibilities

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1. It is recognized that members of the non-teaching staff may be asked, from time to time, to assume administrative responsibilities above and beyond the normal scope of their position on an interim basis. The assumption of such responsibilities is usually in an "acting" role, pending the selection and appointment of an individual to assume these responsibilities permanently, but may be a longer-term arrangement.
2. A non-teaching staff member's assumption of interim responsibilities does not preclude, in general, an application for the permanent position, assuming stated minimum qualifications are met. Conversely, an interim appointment does not obligate a non-teaching staff member to apply for the permanent position, should he or she not wish to do so.
3. The size and complexity of the operating division, department, sub-division, or other unit will dictate the amount of an administrative differential, which may be recommended.

4. The following schedule of annualized interim differentials represents the minimum adjustments, which may be given for interim administrative assignments. The divisional vice president may approve a larger adjustment, if the pay decision can be justified.
  - Operating division of the university (vice president level): \$15,000
  - Major sub-division of the university and large complex departments (associate vice president, executive director or director level): \$10,000
  - Medium-sized departments of moderate complexity (director level): \$5,000
  - Smaller, less complex departments (director level): \$2,500
  - Sub-divisions within larger, more complex departments (manager level): \$1,500
  - Specific programs within departments or divisions (coordinator level): \$1,000
5. Salary negotiations with candidates for permanent positions, whether internal or external, shall be based upon the credentials of the individual candidate, the requirements of the position in relation to similar positions within the university, and the university's ability to pay. Such salary negotiations will not necessarily be predicated upon any direct (or indirect) relationship between an interim administrator's salary and that of the candidate selected for the permanent position.
6. Any salary recommendations made under circumstances other than outlined above must be recommended by the appropriate department administrator to the divisional vice president for approval.

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## **Related Statutes, Policies, or Requirements**

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[System Regulation 31.01.01, Compensation Administration](#)

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## **Contact Office**

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