



State University of New York

Memorandum

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VICE CHANCELLOR FOR
ACADEMIC PROGRAMS

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MAY 9 1973

Memorandum to Presidents

COMMENTS FOLLOW-UP	RETURN FILE
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Vol. 73 No. 2

Date: May 3, 1973

From: Office of Personnel and Employee Relations

Subject: Inappropriate Use of Budget Lines

It becomes more apparent as time passes that the actual terms and conditions of employment for University personnel are determined by official budget title rather than by local campus title or job function. As I pointed out in my memorandum to you of January 16, 1973, professorial lines are often used for administrative, non-teaching professional assignments. Although this situation may have seemed an appropriate response to pressing needs in the past, we find that the employees who occupy such lines may unnecessarily be suffering a loss in benefits to which they are entitled.

For example, in July of 1972, administrative employees were entitled to the 4% salary increase which was negotiated for NTPs, but otherwise eligible employees who were occupying professorial lines actually received the 3 1/2% increase which had been negotiated for members of the faculty. There were also problems in assigning such employees to proper groups for consideration for merit increases; as a result, some of these employees may have never been considered for such increases.

We now face a similar situation with respect to management and confidential employees. As you know, management and confidential employees are eligible to receive the 1 1/2% productivity increase, effective April 1, 1973. Unfortunately, we are discovering that large numbers of management employees are occupying faculty or NTP lines and, therefore, may well be denied this payment. Further, we have learned that CSEA intends to cancel its insurance for management employees in July of this year. We understand that the State intends to make a similar plan available to management employees. However, official payroll rosters showing budget title will doubtless be used as the official source documents for both transactions.

Another difficulty involves the question of tenure for those people who are serving as NTPs but who occupy faculty lines. Surely, long-term appointment in qualified academic rank for these employees is not appropriate. However, continued service in a series of term appointments or on protracted full time temporary status brings these employees squarely up against a tenure decision, a situation which we are encountering more and more often in

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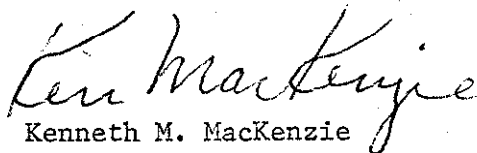
the grievance procedure. Although campus needs must be appreciated, the rights of these employees pursuant to the Policies and the SPA Agreement must be observed.

Lastly, a member of the faculty who holds continuing appointment but who serves in an NTP position in the bargaining unit should be given a term appointment to that position and should actually occupy the NTP line which corresponds with the function he performs. This is an appropriate action, even though the faculty member retains his continuing appointment.

Similarly, a faculty member who holds continuing appointment but performs management-confidential functions should actually occupy the management line which corresponds with his function, although he, too, retains his tenure status.

Given the speed with which developments in the salary and benefits areas seem to occur, it has become obvious that a solution to this long-standing problem is essential. The Division of the Budget shares this perception, and has agreed to assign titles which are consistent with the functions which are actually being performed in this University. Accordingly, we must receive the data that I requested in my memorandum of January 16 (copy attached) no later than May 15, 1973. If you have already submitted this information, you should supplement the previous data with updated information on professorial-NTP lines as well as a list of those of your management-confidential employees who do not hold proper management-confidential titles. Please indicate the proper title for each of these employees using function as the determining criterion.

Although we must apologize for the suddenness of this deadline, I'm sure you will agree that the time has come when an employee's function and his budget title must be made to coincide, not only to protect the rights of our employees, but also to safeguard the accountability of the State University with the Division of the Budget and other agencies.


Kenneth M. MacKenzie

Attachment

cc: Chancellor Boyer
bc: Executive Staff

bbc: Ms. Novotny



State University of New York
99 Washington Avenue
Albany, New York 12210

Office of the Vice Chancellor
Personnel and Employee Relations

January 16, 1973

To: Presidents, State University of New York

Subject: Utilization of Professorial Lines for
Administrative Assignments

In the administration of a campus these days, particularly since the fiscal difficulties began in December 1970, certain degrees of flexibility and improvisation are necessary in day-to-day operations.

However, recently it has come to our attention through campus audits, that significant numbers of professorial lines are being used for administrative (NTP) assignments, whether or not charged to the student-faculty ratio.

The Budget Division has taken the position recently that it will approve reclassification of these professorial items to appropriate administrative titles and grades and will "save harmless" the salary of the individual involved, even if it exceeds the extraordinary maximum of the Professional Rank grade. In these cases, however, the position will be earmarked with the intent of bringing the next incumbent's salary in line with the NTP Memorandum of Understanding. The reclassification action will, of course, result in the position being properly classified or titled in the NTP area.

The Budget representatives will agree to the above conversions if we indicate that the University will discontinue the assignment of professorial lines to administrative tasks, except in special situations and with advance approval. A major criticism of continued use of faculty lines for administrative purposes is that it makes the student-faculty ratio an inaccurate reflection of present campus circumstances.

In order that we may propose these reclassifications to the Division of the Budget, will you please send me a listing of the professorial positions, if any at your campus, in which the incumbents are performing administrative work on a full-time basis or for 75% of the time or more. Please identify these positions by item number, name of incumbent, present faculty rank, and 10 or 12 month salary of the position. If the incumbent is working 12 months annually and

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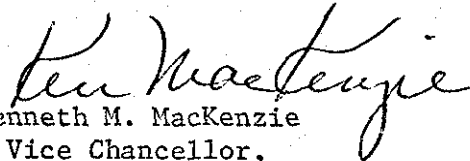
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receives summer supplementation beyond the annual 10 month salary, please advise me of the 10 month salary, the added summer salary, and the total annual salary. We would also like to have a brief description of the responsibilities of the position and the title, salary and Professional Rank grade you would suggest for the position. Also, it would be helpful to know whether the position is currently charged to the student-faculty ratio and its budget functional area assignment.

If your campus has no faculty positions so assigned, a statement to this effect would be appreciated. We hope that in working out these matters, it will still be possible to preserve the initiative and discretion for campus administration at the campus level.

Thank you for your assistance in this matter.



Kenneth M. MacKenzie
Vice Chancellor,
Personnel and Employee Relations

cc: Chancellor Boyer
Business Officers
Personnel Officers