DUS/DGS and other administrative payments (not including Chair or unit director)

The College created a model for allocating administrative funds to departments beginning in 2012-13. Departments have been notified about the funding available for their administrators.

In cases where a commitment was made to an individual for an administrative post, and approved by the dean’s office, this commitment will be honored, and funds will be transferred to the department for disbursement as approved. When that arrangement expires, then the department will receive funding according to the new model.

Payments

Funds to cover administrative pays will be transferred to the Department Discretionary account/“DIR” sub-acct when the department has completed the steps below:

a) Notify Alicia Swafford (email: aswaffor@indiana.edu ) who will occupy the role(s), and how they will be compensated

   Examples:
   Role (e.g., DUS) – John Smith – Research Support - $XX;
   Role (e.g., DUS) – Jane Smith – Summer Salary - $XX and Research Support $XX

b) Dept will need to process an administrative post edoc for each person (if the faculty member will receive compensation, this can be included in the compensation edoc, as described below):
   a. Post: director,
   b. Description: what type of director – Undergraduate, Graduate, Assoc Chair, etc.
   c. Date: Appointee’s term

c) If the funds will be distributed as Compensation:
   a. Administrative Supplement: The department will need to process an edoc for additional pay (administrative supplement) for the academic year; the College will cover FICA that this pay will generate
   b. Summer Salary: Follow the “non-teaching” appointment information on the faculty summer pay guidelines. Note that the amount paid must be within the range of the commitment provided by the college for this purpose and include summer benefits (but not FICA). So, take the amount available and divide by 1.2041 (summer fringe rate minus FICA), and that is the amount of pay the faculty member should receive.
   c. Use the Department Discretionary Account – Sub account “DIR” for all payments!

d) If the Administrator will receive Research Funds: in most cases, transfer to the person’s faculty research account (22-xxx-xx), or a sub-acct set up for his/her use.

If you have any questions on this process, please contact Alicia Swafford (aswaffor@indiana.edu) Linda Holman (lgreenewo@indiana.edu) or Sue Weaver (weavers@indiana.edu) .