



KENTUCKY STATE UNIVERSITY

Policies and Regulations

POLICY TITLE:

Separation & Retreat

APPLIES TO:

Tenured and Tenure-Track Faculty Members with Senior Academic Administrative Appointments

ADMINISTRATIVE AUTHORITY:

Office of the President

Office of the Provost

Office of General Counsel

Office of Human Resources

APPROVED BY:

Kentucky State University Board of Regents

EFFECTIVE DATE:

August 8, 2025

NEXT REVIEW DATE:

August 8, 2028

POLICY STATEMENT:

This Separation & Retreat Policy governs all voluntary and involuntary separations from senior academic administrative positions by faculty members who hold tenured or tenure-track appointments. Senior academic administrators are administrative faculty members who primarily perform work related to the management of the educational and operational activities of KSU. Nearly all senior-level administrative appointments are made at the discretion of the appropriate appointing authority. Consequently, most senior-level administrative appointments may be terminated at any time, with or without cause. However, the termination of a senior academic administrative appointment does not automatically terminate an underlying tenured or tenure-track faculty appointment held by the administrator. This policy outlines the procedures and conditions for such transitions.

DEFINITIONS:

Administrative Stipend

A supplemental payment provided to a faculty member for taking on administrative duties, which is in addition to their base faculty salary.

Home Department

The academic department or unit in which a senior academic administrator holds or is assigned their underlying faculty appointment.

Senior Academic Administrators

Faculty members with tenured or tenure-track appointments who also hold administrative appointments and who typically serve in executive-level leadership roles, including, but not limited to the President, the Provost and Vice President of Academic & Student Affairs, Vice/Associate/Assistant Vice Provosts, and Deans.

Severance Agreement

A contractual agreement that may be negotiated between KSU and a separating administrator, which outlines terms of separation and may include severance pay.

Tenure Clock

The probationary period for a tenure-track faculty member leading to a tenure review.

PROCESS:

The following conditions and procedures apply when senior academic administrators with underlying tenured or tenure-track faculty appointments transition from their administrative roles, either voluntarily or involuntarily.

Retreat to an Underlying Faculty Appointment

An administrator holding a concurrent tenured or tenure-track faculty appointment may return to that underlying faculty appointment within their home department.

For Tenured Faculty:

- The administrator returns to their tenured faculty appointment with all the rights and responsibilities of faculty in the home department.
- This return is contingent upon no institutional due process or termination proceeding being initiated to discharge or demote the employee from their tenured position, in accordance with applicable statutory provisions and KSU policies.

For Tenure-Track Faculty:

- The administrator returns to their tenure-track faculty appointment with all the rights and responsibilities associated with their rank and status in the home department.
- The status of the tenure clock (e.g., whether time spent in the administrative role counts towards the probationary period, or if the clock was paused) will be determined in accordance with KSU's policies on tenure and promotion and any specific written agreements made at the time of the administrative appointment. Barring any specific agreement, the administrator will return to their existing tenure-track status, and the standard departmental and KSU tenure and promotion policies and timelines will apply.
- This return is contingent upon no separate cause for non-reappointment or termination from the tenure-track position arising.

Salary Adjustment:

- Upon returning to a faculty position, the employee's salary shall be adjusted from their twelve-month administrative salary to a nine-month or twelve-month faculty salary, as appropriate for the faculty role. The specific faculty salary will be determined based on the faculty rank, experience, and equity with other faculty of the same rank in the designated department/school/college.

Retreat Conditions for Specific Appointment Types

Initial Appointments (Administrators Hired Externally with Tenure or on the Tenure Track):

- A faculty member who was initially hired from outside KSU to serve primarily in a senior academic administrative role, and who was concurrently granted tenure or appointed to a tenure-track position, may return to that designated faculty status.
- If a concurrent faculty appointment contract detailing retreat rights and salary was not executed at the time of hiring, the employee's faculty salary upon retreat shall be based on:
 - The employee's academic and administrative experience.
 - The employee's accomplishments and expertise.
 - The employee's academic rank and standing in their discipline.
 - The function the employee will be expected to perform upon retreating to the faculty role.
- The salary will be set within the salary range of other faculty of the same rank in the employee's designated home department/school/college. For tenure-track faculty, the initial tenure-track conditions (e.g., years toward tenure, expectations) should be documented upon hiring.

Traditional Appointments (Internal Faculty Appointed to Administrative Roles):

- A senior academic administrator who holds or previously held a tenured or tenure-track faculty appointment at KSU may return to that faculty appointment.

- Upon return, they will assume all the rights, responsibilities, and compensation of a faculty member at their specific rank (tenured or tenure-track) in their home department.
- If an administrative stipend was awarded during the administrative appointment, this stipend will be removed upon the termination of administrative duties.

Discretionary Sabbatical Leave for Retreating Administrators

Granting of Leave:

- At the sole discretion of the President (or the Board of Regents, if the President is retreating), a retreating administrator (whether previously tenured or on the tenure track) may be granted a discretionary sabbatical leave. This leave provides a reasonable period to prepare for resuming teaching and/or research responsibilities.

Duration:

- This period may be calculated in relation to the time spent in administrative duties but shall not exceed six (6) months without prior approval from the Board of Regents.

Conditions for Leave:

- Such sabbatical leave shall only be granted if:
 - Sufficient funds are available for this specific purpose.
 - The employee's absence will not unduly hamper the work of KSU or their designated unit.
 - The leave will provide a demonstrated benefit to KSU.

Compensation During Leave:

- The President may, at his or her discretion, approve full, partial, or reasonable monetary compensation during this leave. This compensation may be calculated at a continuing rate for the senior administrative role or another determined rate.
- The Board of Regents must approve the full, partial, or reasonable monetary compensation for sabbatical leave granted to the President, as well as for all other employees if their leave shall exceed six (6) months.

Work Plan:

- Prior to the commencement of the leave, the administrator must submit a detailed work plan for the discretionary sabbatical. This plan must include expected outcomes and deliverables. The work plan requires review and approval by the Provost and the President.

Non-Completion of the Work Plan:

- In the event that the employee does not satisfactorily complete the objectives outlined in the approved work plan by the conclusion of the leave period, KSU reserves the right to require full repayment of any compensation paid during the sabbatical leave.

Request Process:

- A senior academic administrator wishing to be considered for discretionary sabbatical leave should submit a formal written request and proposed work plan to the Provost and the President. The formal written request should include detailed rationale for the sabbatical leave and requested compensation.

Voluntary Separation from KSU Employment

Negotiated Severance Agreements:

- In some cases, KSU may determine it is in its best interests to negotiate a severance agreement with an administrator who is voluntarily separating from all KSU employment (including their underlying tenured or tenure-track faculty appointment).

Notice or Severance Pay for Certain Employees:

- In certain circumstances, as determined by KSU, and without regard to tenure or tenure-track status, employees willing to negotiate a separation from their administrative and any underlying faculty roles may be entitled to:
 - Formal written notice of the discontinuation of their employment (including faculty appointment) with full pay for up to ninety (90) days; or
 - Additional severance pay, which may be contingent on additional terms and conditions. The amount of the severance pay will depend on an employee's length of service and other factors.
- The President has the discretion to determine if circumstances justify continuing full pay for such employees for up to 90 days.

Retirement

Nothing in this policy shall prevent a senior academic administrator holding a tenured or tenure-track faculty appointment from choosing to participate in retirement options, consistent with their eligibility under applicable laws and policies.

REFERENCES AND RELATED MATERIALS:

- KSU Faculty Handbook
- KSU Academic Policies

CONTACTS:

Subject	Office	Telephone	E-mail
Policy Questions	Provost	(502) 597-6238	Michael.Dailey@kysu.edu
Policy Questions	Human Resources	(502) 597-6667	Human.Resources@kysu.edu

HISTORY:

Revision Type	Date of Issuance/Revision	Drafter(s)/Editor(s)
Issued (New Policy)	January 2023	Shuo Han and Zach Atwell
Substantive Revisions	June 2025	Zach Atwell
