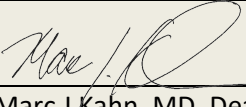


<b>Responsible Administrator:</b>	Joann Strobbe, M Ed	Senior Associate Dean
<b>Responsible Office:</b>	Finance & Administration	
<b>Originally Issued:</b>	October 1, 2019	
<b>Approved by:</b>	 Marc J Kahn, MD, Dean	4/1/21 Date
<b>Revision Date:</b>	February 24, 2021	<input type="checkbox"/> Training Needed

## DEFINITIONS

Term	Definition
<b>Base Salary</b>	The term used for the total salary amount to be paid to an employee over the applicable base salary period for a particular fiscal year. Base salary amounts are those found in the UNLV School of Medicine (SOM) budget and/or the appointment contract for the employee.
<b>Base Salary Period</b>	The period of time during which an employee is under contractual obligation to the SOM and for which the employee receives a base salary for the SOM fiscal year. For "A" Contract employees the base salary period is the full 12 months of the fiscal year. For the purpose of calculating salary rates, the base salary period of "B" Contract employees is 9 months, even though the actual number of days of contractual obligation may vary each year.
<b>Stipend</b>	A fixed regular sum paid as a salary or allowance. Stipends may be removed at any time by the Dean, if the individual is no longer in the leadership role. However, the SOM reserves the right to vary from the stipend amount set forth herein due to budgetary constraints or with express authorization from the Provost.
<b>SOM Division Chief</b>	Administrative appointment where an academic faculty member is requested to provide clinical or academic duties in relation to a SOM department sub-specialty (e.g. the Division Chief for Orthopedic Surgery oversees the sub-specialty of Orthopedic Surgery within the Department of Surgery). <b>Note: the term "division" as used at the SOM is not meant to denote a separate organizational unit as the term is used in the Nevada System of Higher Education Procedures and Guidelines Manual.</b>

## STATEMENT OF PURPOSE

To clarify the base and stipend criteria for leadership positions held by faculty or faculty administrators. These leadership positions serve at the pleasure of the Dean.

## ENTITIES AFFECTED BY THIS POLICY

This policy applies to all SOM community of students, residents, faculty and staff.

## REQUIRED ACKNOWLEDGEMENT

This is relevant to all SOM faculty and faculty administrators.

### POLICY REQUIREMENTS

<b>Vice Dean</b>	<p><b>A stipend may be provided at the time of recruitment as negotiated by the Dean between \$30,000 and \$60,000 per year.</b></p> <p>In the event an individual takes on additional duties, or is assigned Vice Dean responsibilities on an acting or interim basis, or in a re-organization, <b>the temporary stipend should be between \$30,000 - \$50,000 per year</b> depending on the complexity of the unit, the size of the budget, the duration of the additional duties or interim assignment, the number of direct reports, and consequence of error.</p>
<b>Senior Associate Dean</b>	<p><b>A stipend may be provided at the time of recruitment as negotiated by the Dean between \$25,000 and \$40,000 per year.</b></p> <p>In the event an individual takes on additional duties, or is assigned Senior Associate Dean Responsibilities on an acting or interim basis, or in a re-organization, <b>the temporary stipend should be between \$25,000 and \$35,000 per year</b> depending on the complexity of the unit, the size of the budget, the duration of the additional duties or interim assignment, the number of direct reports and the consequence of error.</p>
<b>Associate Dean</b>	<p><b>A stipend may be provided at the time of recruitment as negotiated by the Dean between \$20,000 and \$35,000 per year.</b></p> <p>In the event an individual takes on additional duties, or is assigned Associate Dean Responsibilities on an acting or interim basis, or in a re-organization, <b>the temporary stipend should be between \$15,000 and \$30,000 per year</b> depending on the complexity of the unit, the duration of the additional duties or interim assignment, the size of the budget, the number of direct reports and the consequence of error.</p>
<b>Assistant Dean</b>	<p>Typically, a stipend will not be provided for an Assistant Dean position.</p> <p>However, in the event an individual takes on additional duties, or is assigned Assistant Dean Responsibilities on an acting or interim basis, or in a reorganization, <b>the temporary stipend should be between \$5,000 and \$10,000 per year</b> depending on the complexity of the unit, the duration of the additional duties or interim assignment, the size of the budget, the number of direct reports and the consequence of error.</p>
<b>Department Chair</b>	<p><b>The stipend for the Chair at the time of a recruitment should be between \$50,000 and \$130,000 per year</b> depending on the size of the department, the complexity and missions within the department, the number of faculty in the department, the size of the budget, and the medical school experience of the individual's previous positions and considering the individual's discipline and national benchmarks.</p>

**Department  
Chair**  
(Continued)

In the event an individual takes on additional duties, or is assigned Chair responsibilities on an acting or interim basis, or in a re-organization, **the temporary stipend for the non-permanent Chair should be between \$30,000 and \$80,000 per year** depending on the size of the department, the complexity and missions within the department, the number of faculty in the department, the duration of the additional duties or interim assignment, the size of the budget, and the medical school experience of the individual's previous positions. The minimum expectations associated with a Department Chair stipend are set forth in FN009.1 (Department Chairs - Roles, Responsibilities, Resources). FN009.1 is meant to clarify, but not replace, the scope of responsibilities delineated in an individual's existing offer letter, PDQ, and/or notice of chair appointment.

**Department  
Vice Chair**

The stipend for a Department Vice Chair may be provided for clinical or academic duties that are in addition to the current faculty or faculty administrator duties. These **stipends range from \$2,500 to \$10,000 per year** depending on the size of the department, the complexity and missions within the department, the number of faculty in the department, the size of the budget, and the amount of time commitment.

**SOM Division  
Chief**

The stipend for a SOM Division Chief may be provided for clinical or academic duties that are in addition to the current faculty or faculty administrator duties. SOM Division Chief duties must be documented and approved by the Vice Dean of Clinical Affairs and the Chair of the department under which the associated division is housed. No stipend may be authorized for a SOM Division Chief unless the division he/she oversees consists of at least six employees. **These stipends range from \$10,000 to \$15,000 per year** depending on the amount of time commitment, and in some instances, the contract with the outside clinical partner where the service is provided. These stipends must be variable and flexible to allow for these accommodations, however; justification will be required from the unit to support the amount of the stipend.

**Director**

The stipend for the Director level may be provided for clinical or academic duties that are in addition to the current faculty or faculty administrator duties. These **stipends range from \$5,000 to \$80,000 per year** depending on the amount of time commitment, and in some instances, the contract with the outside clinical partner where the service is provided. These stipends must be variable and flexible to allow for these accommodations, however; justification will be required from the unit to support the amount of the stipend.

**Chief Resident  
/ Chief Fellow**

**The stipend for the Chief Resident/Chief Fellow range from \$800 to \$5,000 annually** depending on the size of the residency and the program requirements for the residency. This is determined annually by the DIO of the school and is a part of the resident's annual contract renewal.

### RELATED DOCUMENTS / PROCEDURES

The below stipend matrix is built on the assumption that there is a desire for strong academic leadership at the SOM and a need for consistency and equity in administrative stipend. Such stipends are assigned a cell or level based on the complexity of the unit or program and the level of management responsibility and authority of the administrator. The horizontal dimension represents the complexity of a unit or program with "X" being the least complex and "Z" being the most complex.

Management Responsibility & Authority*	Complexity		
	X	Y	Z
Vice Dean	\$30,000 - 40,000	\$40,000 - 50,000	\$50,000 - 60,000
Senior Associate Dean	\$25,000 - 30,000	\$30,000 - 35,000	\$35,000 - 40,000
Associate Dean	\$15,000 - 25,000	\$25,000 - 30,000	\$30,000 - 35,000
Assistant Dean	\$5,000 - 6,500	\$6,500 - 8,000	\$8,000 - 10,000
Department Chair	\$30,000 - 60,000	\$60,000 - 90,000	\$100,000 - 130,000
Department Vice Chair	\$2,500 - \$5,000	\$5,500 - \$7,500	\$7,500 - \$10,000
Division Chief	\$10,000 – 11,000	\$11,000 - \$13,000	\$13,000 – 15,000
Director	\$5,000 - 25,000	\$25,000 - 50,000	\$50,000 - 80,000
Chief Resident/Chief Fellow	\$800 - 1,500	\$1,500 -3,500	\$3,500 - 5,000
*Includes acting and interim status			

In support of this Policy, the following attachments are included:

FN009.1 Roles, Responsibilities, Resources – Department Chairs

### CONTACTS

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