

Administrative Title /Supplement Changes

Note: Please make sure the status of any existing compensated / uncompensated administrative roles is addressed in the letter.

Administrative title change only

If the administrative title is only a change in title and no administrative supplement will be given for additional duties, a letter should be completed by the chairman to the employee that states their new title (e.g., Program Director and Professor)/duties, the effort associated with role and the effective date. No recruitment/advertisement is required.

1. Submit the letter to Administrative Affairs for review.
2. Submit the APT and letter to Administrative Affairs for processing.

To delete an administrative title, a letter should be completed by the chair to the employee which states the effective date of the change and the title they will be appointed to (i.e., Chief & Professor to Professor).

Administrative title and supplement

If an administrative title and supplement will be given for additional duties, a letter should be completed by the chairman to the employee that states their new title (e.g., Program Director and Professor)/duties, the effort associated with role, dollar amount of the supplement and the effective date. The letter should also state that the administrative supplement will end if the employee steps down or is removed from the administrative role. Please note that the administrative appointment letter requires acknowledged signature receipt from the employee.

A. If the administrative effort associated with the role is 15% or below, following these steps.

1. Submit the Hiring form and the DRAFT administrative title/supplement letter to com-recruitment-1@lists.ufl.edu for review / approval.
2. Submit the APT and the signed letter to Administrative Affairs for processing.

B. If the administrative title and administrative supplement will be given for additional duties, an internal search is required if the effort associated with the role exceeds 15%.

1. Complete and submit the [Recruitment Waiver Request Form](#) and the Hiring Form to com-recruitment-1@lists.ufl.edu for review / approval.

2. Administrative Affairs will sign the waiver for the Dean and submit it to the Associate Provost for approval after the Hiring form is approved by the recruitment committee.
3. If the waiver for the “Internal Search” is approved by the Associate Provost, Administrative Affairs will forward you the approved waiver.
4. Initiate recruitment in Careers at UF. See [Creating Job Requisition – Faculty Administrative Role](#).
5. Submit the DRAFT administrative title/supplement letter to Administrative Affairs for review.
6. Submit the APT and the signed letter to Administrative Affairs for processing.

To delete an administrative title and removed the associated supplement, a letter should be completed by the chair to the employee which states the effective date of the change and the dollar amount of the administrative supplement to be removed. Please note that the administrative appointment letter requires acknowledged signature receipt from the employee.