



Academic Chair Appointment and Stipend Policy

Responsible Official: Provost

Responsible Office: Office of the Provost

Policy Purpose

The purpose of this policy is to stipulate the appointment and stipend criteria for department chairs.

Policy Statement

A. Initial Appointments of Department Chairs

1. For externally hired chairs, an initial faculty salary level should be established based on the range of traditional considerations used to determine salary levels.
2. For internally hired chairs, the base salary may be subject to adjustment based on the range of traditional considerations used to determine salary levels.
3. When some faculty members in the department are on annual year (AY) contracts, the base salary for initial appointment of a chair should be established for the academic year.
 - a. For AY appointed chairs, the designated summer stipend should also be established.
 - b. When an AY base salary is to be converted to a fiscal year (FY) appointment, the AY salary is increased by 25% to establish the FY salary.
 - c. The designated administrative stipend is added to either the AY or FY salary.
4. The appointment letter and contract for a department chair should clearly indicate the base faculty salary, term of appointment (FY or AY), summer stipend if appropriate, and administrative stipend to be received as department chair.
5. Stipends receive any across-the-board increases that apply to base salary, thus constantly indexing their value for current chairs. Stipend levels for new appointees should be indexed annually, thus making them consistent with actual increases for existing chairs.
6. When economically feasible and warranted by the size and complexity of the department, chairs should be appointed on a fiscal year basis.
 - a. When an FY appointment is not appropriate or acceptable to the chair or college, a separate summer administrative stipend should be established for the department by the college dean.

- b. This summer stipend is established in credit hours and is paid at the same rate as summer instruction from the summer budget.
 - 7. Chairs on FY contracts are expected to fulfill all employment obligations and receive all benefits stipulated in Board of Trustees policy for fiscal year employees.
 - 8. Transitions to FY appointments and stipend adjustments will not be employed to decrease the current administrative stipend of any department.
- B. Determination and Implementation of Administrative Stipend and Teaching Load for Academic Chair**
- 1. Administrative stipends for departmental chairs reflect three differing levels of administrative workload. The system is based on the following factors:
 - a. Faculty: Total FTE faculty based on the average of fall/spring figures to address faculty size, graduate teaching assistants, and part-time instructors;
 - b. Students: Total student credit hour production to address service components, majors, and graduate students; and
 - c. Complexity: Based on number of academic concentrations, laboratory/studio/clinical components, grants, off-campus program, specialized accreditation/licensure/regulatory, equipment and support personnel, and extensive community service requirements.
 - 2. Each factor carries one-third weight and will be assigned a number between 1 (low) and 5 (high), based on a subjective assignment by the academic dean in consultation with the Provost.
 - 3. The administrative stipend for each department chair is set to reflect an assessment of workload that is classified as High, Moderate, or Low.
 - a. Documentation of which departments are assessed in each workload level and the associated stipend received by the chair is available in the Provost's Data Warehouse and is communicated periodically to the Deans' Council and the Chair of the Council of Chairs.
 - b. Determination of whether departments are assessed in appropriate categories will be reviewed periodically to respond to significant departmental changes in size and complexity.
 - 4. The number of courses to be taught by a chair is determined by the chair and college dean based upon the anticipated administrative workload.
 - a. Guide for teaching responsibility: As a guideline, but intended only as a guideline, chairs of low complexity departments would be expected to teach a minimum of five courses per fiscal year;

- b. Chairs of medium complexity departments would teach a minimum of four courses; and
- c. Chairs of high complexity departments would teach a minimum of three courses per fiscal year.
- d. Generally, summer teaching is expected, but would be a function of the individual department's complexity, summer programs, and summer administrative responsibilities. This decision would be made jointly, on an annual basis, by the department chair and dean.

C. Provision for Retaining of Stipend when Relinquishing Position of Academic Chair

1. Except as provided for in this policy, AY chairs return to faculty status at their AY base salary.
2. When FY chairs return to faculty status, the administrative stipend is removed and the AY base salary is set at 80% of the remaining FY salary unless it is determined to be appropriate for the appointment to continue on a fiscal year basis.
3. Upon positive recommendation by the dean and concurrence of the Provost, a portion of the current chair stipend may be retained in the faculty member's base salary if they relinquish chair duties after having served a minimum of five or more years as chair.
4. The following calculation should be made to determine the portion to be retained:

Years served as chair	Portion of stipend that may be retained based upon resuming faculty ranks
5	50%
6	60%
7	70%
8	80%
9	90%
10 or more years	100%

5. This provision which would permit retaining a portion of the stipend will be phased in, and no chair in the initial 2002-03 year of implementation will receive more than five years of credit for prior service in the position of chair that would be creditable toward determining portion of stipend to be retained.

Definitions

Policy History

Effective Date: 9/17/02

Revision Date:

Procedure(s)

Procedure History

Effective Date:

Revision Date:

Related Form(s)