

## Guidelines: Department Chair Work outside the Academic Year

**Work Assignment:** Duties consist of those normally required of the Department Chair (further outlined on page 3). The individual Deans will determine, in consultation with the Department Chair, the manner in which this work will be accomplished.

**Appointment:** Faculty assigned to Department Chair Work outside the Academic Year are appointed in each home department using the 2357 Self-Support Summer Class Code. Department Chair costs are charged directly to the home department, unless otherwise specified by the College. All appointments are reviewed and approved by the Dean, Provost and Academic Personnel.

**Workload:** When assigning WTUs for Department Chair Work Outside the AY through summer appointments, WTUs are assigned based on time needed to cover any academic breaks beginning with summer through the end of the next academic year (i.e., coverage needed for summer and for Thanksgiving, Winter, and Spring breaks should be included in the assigned WTUs). The number of WTUs assigned will be determined by the Dean and be dependent upon: available funding, size of the department, number of staff requiring supervision, number of classes offered and faculty working during the summer, amount of year-end planning work to be completed, scope and complexity of the summer activities and special projects.

**Pay Calculation:** Salaries are calculated based on a full-time Dept Chair appointment rate. This provides an equitable method of appointing all faculty to Department Chair Work Outside of the Academic Year, including those who normally do not have Department Chair assignments.

$$\text{Monthly AY DC FTSR} = \text{Monthly Faculty FTSR} \times 1.07 + \text{DC stipend}^*$$

Pay for Department Chairs appointed through the 2357 Self-Support Summer Class Code is calculated using a per Wtu rate, as follows:

$$\text{Per Wtu DC pay through 2357 Class Code} = \text{Annual AY DC FTSR} [= \text{Monthly AY DC} \times 12] / 30$$

**Pay Date:** Department Chairs will receive one payment for their work outside of the academic year. Pay will be issued using the Full Session summer pay date, generally on or around August 15 of each year.

**Splitting Department Chair Duties:** When significant Department Chair work will be performed by two or more faculty within a department (e.g., outgoing and incoming chair), each faculty member should be appointed using the 2357 Class Code. In cases where a faculty member will take on

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\* Initial stipend amount is \$80 or \$120 in accordance with CBA Article 31.27. Some faculty stipends may be higher, depending upon past DC work. APS/Payroll can provide exact stipend amounts for selected faculty.

occasional duties in support of Department activities (e.g., serving in lieu of the Chair at a single HOP session), such assignments should be through a Special Consultant appointment.

**FERP Department Chairs:** Due to FERP employment limits, FERP faculty may not be appointed to perform Department Chair Work outside the Academic Year through the 2357 Self-Support Summer Class Code.

**Request to Appoint:** Department Chair Work outside the AY is submitted annually each Spring to APS for processing using the provided template.

**Appointment Processing:** After receipt of appointment information from the colleges, APS will calculate full-time Department Chair rates in consultation with Payroll. APS will create summer contracts for DC work and will provide final salary costs to Colleges based on the WTUs assigned.

#### **Other Work Outside of the Academic Year Assignment Considerations:**

To maximize the efficient use of resources, it is possible that Department Chair appointments outside of the academic year may include any of the following arrangements:

- Closing /consolidating academic offices during the break to share workload of departments
- Shared supervision of staff when no department chairs are present
- Coordination and communication of open offices to ensure students seeking assistance/advising know where to go

#### **Other (non-Chair) “Special Consultant” Project Work**

Department Chairs, like other faculty, may be hired as “special consultants” to complete special projects during and outside of the academic year beyond the routine duties assigned to them and in addition or instead of their work as a Department Chair outside of the academic year. A scope of work, deliverables, time line, and the manner in which this work will be done will be prepared and processed separately from the Department Chair’s assignment. The compensation for special project assignments will be determined by the Dean.

## Routine Duties to be handled by Department Chairs outside of the Academic Year

In order to ensure that there are equitable and consistent practices related to the hiring of Department Chairs to work outside of the academic year, the following description of expected routine Department Chair responsibilities are provided for use by the Deans in approving appointments.

### SUPERVISION OF 10-month/11-month/12-month STAFF

- Supervise Department staff
- Assign and monitor staff work and projects
- Complete staff performance appraisals
- Handle staff personnel issues
- Interview and hire to fill staff vacancies

### ACADEMIC YEAR-END ACTIVITIES

- Approve budget transactions
- Ensure temporary faculty periodic evaluations are completed
- Ensure faculty grade reports are submitted on time

### DEPARTMENT SUMMER/WINTER ACTIVITIES AND PROJECTS

- Oversee Summer Session classes and faculty
- Oversee projects to refresh, repair, reequip, redesign lab and studio spaces and technology
- Oversee relocation of faculty offices

### STUDENT SUPPORT

- Consider student grade appeals
- Meet with students who have complaints or concerns
- Advise incoming and prospective students

### NEW ACADEMIC YEAR PLANNING

- Manage last minute course schedule additions or revisions, such as: course changes and cancellations, instructor assignments and/or classroom assignments.
- Conclude interviews and hiring of part-time faculty
- Plan Opening Week Department activities and meetings
- Meet with new full-time and part-time faculty as needed
- Be available to answer questions and respond to inquiries
- Continue planning for faculty recruitment and manage search process

*If a Department Chair is unable or unwilling to fulfill these responsibilities outside of the academic year, the Dean may appoint another faculty member to do so.*