DEPARTMENT CHAIRS

A. Position

The Department Chair shall work under the direction of the Division Dean or Associate Dean, and shall assist the Dean by providing instructional leadership, and by supervising adjunct instructors and programs as assigned by the Dean. The Department Chair is usually a member of the regular faculty of the college. Teaching remains the primary responsibility of the Chair whose teaching assignment must equal 50 percent of the assigned load at a minimum. Department Chair duties are a non-teaching activity as described in EP-170 and EP-220. For summer compensation, see section E below.

B. Job Description

A complete list of responsibilities is found in Appendix C-8.

C. Position Allocation

Department Chair positions are allocated by the VPES for a maximum of one academic year. The Department Chair shall be a full-time faculty member whenever possible.

Justification Criteria: Recommendations that a Department Chair position be established must include the following:

1. Number of Faculty and/or
2. Number of disciplines and/or
3. Number of sites and/or
4. Number of sections and/or
5. Other duties – As determined by the Division Dean.

The VPIS may approve, on a case-by-case basis, the addition of a Department Chair’s position when needed.

D. Position Compensation

1. When appointed, a Department Chair’s compensation will be negotiated with the Division Dean and approved by the VPIS, using the following criteria and paid by a separate contract:

   a. Whenever possible, Department Chairs will be compensated as an overload contract.
   b. Payment is to be based on an adjunct hourly rate. (See EP-170)
   c. If the Division Dean can justify the need for release time, it must be approved by the VPIS.
   d. No Department Chair will have more than one-half of his/her normal load assigned to Department Chair duties. A Department Chair will remain classified as a full-time faculty member or adjunct instructor as appropriate.
e. Compensation will be determined by criteria noted within this procedure.

2. If compensation as a Department Chair is authorized for a summer term, the summer duties must be comparable to a regular academic term.

E. Summer Compensation

1. Department Chair duties for the summer are not mandatory, however release and/or compensation is based on annualized FTE and adjusted accordingly. Refer to Cross Divisional Policies for more information.

2. Department Chair duties are a non-teaching activity as described in EP-170 and EP-220.

3. Department Chair duties for the summer are exclusive of any teaching accepted or assigned.

4. Department Chair compensation will be exclusive of other pay for teaching classes in the summer.

5. The fact that classes within the discipline may or may not be offered during the summer term does not necessarily determine the need for a Department Chair during that term or the level of compensation.

6. The supervising Division Dean or Associate Dean and the Department Chair will negotiate the amount of compensation for a particular summer based on the following procedures:

   a. Hourly pay based on the number of hours required to coordinate the activity/discipline (e.g. work more-pay more) and/or a flat amount regardless of hours spent (e.g. three credit hours at the base rate).

   b. Hourly rate will be in accordance with the rate for non-teaching activities described in EP-170 and EP-220. There will be no increase in the allocation of the budget pool from which such activities are paid. Deans must use their discretion to allocate fiscal resources to provide for part-time faculty teaching assignments and full-time faculty overload teaching assignments first, then to provide for compensation for chairs in any of the three academic terms and finally for other non-teaching duties of the faculty.

F. Factors Affecting Compensation (All)

1. Number of full-time faculty in a discipline area (One person department, non-probationary and probationary faculty)

2. Number of adjuncts in a discipline area (new hires, instructors in their first three years, and post three year employment)

3. Number of sections offered in a discipline area (multiple disciplines, many sections of the same course, every section a different course)

4. Number of student FTE generated in a discipline area (impacts the number of contacts with students re: concerns or complaints related to the departments or its faculty, advising when faculty are absent, and scheduling additional sections when needed)

5. Number of off campus sites (military and special offerings)

6. Number of campuses needing supervision

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7. State and/or Federal, accreditation or recertification regulations re: program or course compliance (ADA, ABA, SBN, AMA, ASE, DHS, AYES, NATEF, etc.)

8. Supervision of discipline area through the summer term

9. Curriculum changes and updates (CCCNS, GE 25, etc.)

10. Variety of delivery methods in use in the discipline area (Open-entry, ITV, Hybrid and Internet)

11. Amount of teaching/Department Chair experience (first year vs. well-seasoned Department Chair)

12. Amount of equipment/labs needing to be maintained or enhanced to keep up with industry

13. Marketing disciplines and programs

G. Additional Factors Affecting Compensation (Career and Technical Programs)

1. Fluidity of industry or how much the curriculum needs to be changed in order to keep up with industry

2. Program Reviews

3. Advisory Committee meetings

4. Coordination and placement of students in internship, practicum, clinical, etc.