

ACADEMIC PROGRAM LEADERSHIP COMPENSATION POLICY

PURPOSE:

To provide appropriate and consistent support to faculty appointed to the important role of Department Chair.

DEFINITIONS:

An *Academic Program* is an academic degree program including a major, minor, and/or sequence of courses prescribed for fulfillment of degree or diploma requirements. Faculty lines are identified with Academic Programs that include an academic major or graduate curriculum prescribed for fulfillment of degree or diploma requirements. A *Department* is an academic structure that houses an Academic Program that includes at minimum one academic major or degree program, and therefore has designated faculty lines. Departments may house more than one major, graduate program, as well as minor(s) and/or sequence(s) of courses prescribed for fulfillment of degree or diploma requirements. *Department Chair* is the title assigned to academic program leaders in units with designated faculty lines.

GENERAL POLICY STATEMENT:

The Department Chair role as proactive leader of academic excellence in each academic program is critical to Stetson University's mission and vision. Therefore, Department Chair appointments are a defined part of faculty workload, supported by specific assignment of in-load time. The Department Chair role is important year-round. Summer responsibilities for Department Chairs with a 9-month faculty appointment will be compensated with a stipend. Reassigned time and stipend allocations will be based on total faculty FTE and will vary according to the size of the Department.

APPOINTMENT:

Department Chairs report to the Dean of the host College/School, and work collaboratively with the Dean, Provost, and other academic leaders and faculty to lead academic excellence at the University. The primary responsibilities of Department Chairs typically include strategic planning and leadership of continuous strengthening of academic excellence (including collaboration with faculty across the University to cultivate interdisciplinary opportunity), administration of all academic programs housed in the Department, enrollment management, curriculum planning and course scheduling, communication with key internal and external constituent groups, support of student learning and success, support of faculty development, oversight of faculty and staff personnel processes, partnership in student recruitment efforts, and budget management.

Ideally, Department Chairs are tenured faculty who hold the rank of Associate or Full Professor. Department Chairs are selected and appointed by the Dean of the host College/School, upon the approval of the Provost. Typically, the Department Chair appointment will be a three-year term, although the Dean may recommend replacement of a Department Chair before the three-year term is completed. As general practice, a Department Chair appointment will not exceed two consecutive three-year terms. After serving two consecutive three-year terms, a Department Chair is encouraged to take a sabbatical leave or other one or more year break from the Department Chair role before beginning another term.

The Department Chair appointment is a 12-month appointment, carrying the expectation that Department Chairs are available between semesters and during the summer months for program administration and leadership, with appropriate time for holidays and vacation. The priority summer functions are responding to the academic needs of students and faculty, and facilitating the

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smooth and successful transitioning of our newest students. Other summer functions include normal office management, keeping current with internal and external communication, being available to talk with prospective students and parents and otherwise assist with recruitment efforts, and other duties as assigned by the Dean.

It is expected that the workload of the Department Chair is less during the summer than during the regular semesters, and therefore that the Department Chair may, in consultation with the Dean, set an adjusted work schedule during the summer months. The Dean may work with Department Chairs to define a shared model of summer program administration and leadership, as appropriate to the required summer functions, and with appropriately defined compensation. For Department Chairs on a 9-month faculty contract, compensation will be provided for the summer months in the form of a stipend.

Department Chair compensation is only provided for periods of active service; no Department Chair compensation is provided if the Department Chair takes sabbatical leave or a leave of absence during the term of appointment. The Dean will be responsible for defining an interim or permanent appointment if a Department Chair takes a sabbatical leave or leave of absence during the term of appointment. Faculty appointed as Acting Chair will receive compensation appropriate to the amount of administrative service performed during the year, as determined by the Dean as per this administrative policy.

Typically, the term of appointment of Department Chairs (and therefore, the compensation for the Department Chair responsibilities) will begin and end at the end of each 9-month academic calendar (mid-May). Start and end dates may be negotiated with the Dean between outgoing and incoming Department Chairs, with summer compensation prorated to the portion of the summer served by each Department Chair.

COMPENSATION:

Reassigned time will be allocated using the following basic equation:

Department FTE (FT FTE + Adjunct FTE*)	Reassigned time for Chair per academic year	Summer stipend for Chair summer work (calculated using summer faculty compensation rates by rank)
4 - 6	1 unit/year	1 unit @ summer rate
7 - 12	2 units/year	1.33 units @ summer rate
13 - 18	3 units/year	1.66 units @ summer rate
19 +	4 units/year	2 units @ summer rate

* *Adjunct FTE calculated as one third of average semester adjunct faculty, i.e., # of 1 unit courses taught by adjuncts in Fall and Spring ÷ 2 x .33*

The reassigned time and summer stipend are typically assigned to the Department Chair, but duties may be shared and therefore reassigned time shared with another faculty member, with the approval of the Dean. For example, in large Departments, there may be appointment of an Associate Department Chair who assumes a specific set of Department Chair responsibilities; the Dean, in consultation with the Department Chair, will determine the distribution of allocated reassigned time and summer stipend to the Department Chair and Associate Department Chair.

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In the case of a Department that includes both undergraduate and graduate degree programs, and in which the undergraduate and graduate degree program curricula are functionally separate, the Department Chair will receive one additional unit of reassigned time per academic year, and will receive an increased stipend for summer work in the amount of .66 unit of the summer compensation rate. In unusual circumstances where there is another factor that significantly augments the Department Chair responsibilities, the Dean may make a recommendation for increased compensation.

The Dean may restructure Departments. When Departments are restructured, the total FTE will be recalculated for the new unit, and the chair compensation will be based on the recalculated FTE. Faculty with joint appointments in two Departments will be assigned to a primary and secondary Department. The primary Department will typically be assigned .66 FTE and the secondary Department will be assigned .33 of that FTE for the purposes of determining Chair compensation.

Timing of course reassignment will be determined in consultation with the Dean so as to minimize disruption to the academic program. Any faculty member with course reassignment as part of their defined workload may not also take on an overload assignment. Any exceptions must be approved by the Dean.

Departmental faculty FTE may change over time. Spring projections of Fall adjunct usage and full-time faculty line allocations for the following year will determine the Department Chair compensation, effective May, for the next academic year. Any changes in allocations will become effective at the beginning of the next Department Chair term (May).