

## Chair/Head Compensation Plan

May 6, 2019

Compensation for Chairs/Heads for the performance of additional assigned administrative responsibilities may be provided through three award mechanisms based on the size and organizational complexity of the unit they serve and the needs of the institution.

**Non-Instructional Assignments:** The University recognizes that department chairs are required to engage in a variety of tasks that range from daily and routine to special projects. The number of Non-Instructional Assignments (NIAs) for this assigned professional service will vary depending upon the size and organizational complexity of the academic unit and the needs of the institution. The following ranges of NIAs shall be awarded to the department each academic year based on the recommendation of the Dean:

Small Department (2-6 faculty FTE): 0-1 NIA per academic year.

Medium Department (7-11 faculty FTE): 1-2 NIAs per academic year.

Large Department (12+ faculty FTE): 2-3 NIAs per academic year.

Deans may, at their discretion, award one additional NIA to department chairs or heads based on consideration of criteria appearing in the Faculty Personnel Policy, Article 9, Section 6, B. Chairs and Heads may not teach an overload in any semester in which they are receiving an NIA for administration.

**Chair Summer Stipends:** Chair Summer Stipends (CSS) are based solely on the needs of the unit, college, and institution and will be considered on a case-by-case basis prior to the beginning of the summer semester. The Chair of each unit will prepare and submit a proposed work plan for the summer to the Dean. Each work plan must have a work schedule for the summer and demonstrable and measureable outcomes aligned with the needs of the unit, college, and/or university. The CSS will have a monetary value up to 1/9<sup>th</sup> of the individual's base salary, and is dependent upon the nature of the work and the time needed to complete the work. The Dean will submit recommended work plans and proposed stipend to the Provost. The Provost has final decision authority.

It is expected that Chairs will be in residence, on campus and available for duties, as agreed upon in the summer work plan. Chairs awarded a CSS may also teach one course during the summer. Chairs awarded a CSS and who teach a course in the summer are allowed to be away for 4 weeks during the period between May 16 and August 15.

**Administrative Academic Year Stipends:** Administrative Academic Year Stipends (AYS) are currently provided to Department Heads to support the department head's performance of assigned administrative roles and responsibilities performed during the course of the regular academic year. The amount of the AYS should reflect the size and complexity of the academic department in question.

Chair compensation using NIAs, CSS, or AYS are all subject to negotiation with the college dean prior to annual appointment and subject to annual review and/or revision. **NOTE:** Special circumstances (ex., accreditation requirements, special projects) may result in Deans recommending that a chair/head receive more support (CSS, AYS, NIAs) than identified in this document. These special arrangements must be approved annually by the Provost.

Effective: May 16, 2019.