

**CAL POLY HUMBOLDT  
University Senate**

**Resolution on Department Chair Assigned Time Policy**

24-22/23-FAC — March 28, 2023 — First Reading

**RESOLVED:** That the University Senate of Cal Poly Humboldt recommends to the President that the attached policy regarding Department Chair Assigned Time (AT), Compensation and year round availability be approved and implemented;

**RESOLVED:** The proposed model establishes minimum Department Chair timebase allocation (assigned time and overall chair-related salary) to help ensure equitable, fair, and transparent compensation across the University;

**RESOLVED:** That when departments have extraneous complexities (e.g., accreditation reports and visit preparation, additional responsibilities related to facilities, or other special circumstances) and additional workload not captured in the allocation model calculations, the chair and Dean will negotiate additional compensation above this minimum as appropriate;

**RESOLVED:** This policy does not establish compensation for Program Leads, who do not have primary responsibility for the duties of Department Chairs and departments should work to ensure that Program Leads are not performing work that they are not compensated for;<sup>1</sup>

**RESOLVED:** The allocation model calculations for chair compensation for each department be updated annually and that the 3-year rolling average be used in determining compensation to provide stability as department size expands or contracts;

**RESOLVED:** This compensation model should be re-evaluated by FAC as needed or no later than the 2027/28 AY – the calculations and/or other aspects of the policy may become quickly outdated as Cal Poly Humboldt continues to grow and transform;

**RESOLVED:** The timeline established in this policy be followed to ensure transparency of data, inform current and prospective Chairs, and provide ample time for Chairs and Deans to negotiate beyond the model allocation minimum;

**RESOLVED:** During the implementation of the this new allocation model, if the calculated AT is below the current chair AT, there will be a one-year embargo on changing that department's AT compensation – in such cases, the proposed model calculation will go into effect for the 2024-25 academic year; and

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<sup>1</sup> Three main documents outline the responsibilities and duties of department chairs, and are posted on [the APS webpage](#): Responsibilities of Department Chairs, Duties for Department Chairs Outside of Academic Year, and the Department Chair Handbook. Specifics pertaining to the expectations of Program Leads are included in the proposed policy.

**RESOLVED:** That these changes become effective immediately upon approval.

**RATIONALE:** *The Department Chair Compensation Equity Policy establishes a formula that predicts a minimum Full Time Equivalent (FTE) appointment based on metrics such as number of FTE Tenure Line Faculty, number of FTE and Headcount (HC) lecturers, HC number of majors, FTE students served by the department, and FTE and HC numbers of staff. As no one formula can capture the work that all chairs do across our campus, it also establishes the idea of chair duty complexity and expects Deans to negotiate with chairs for increased assigned time based on those extra duties.*

*This policy provides an option for 12-month appointments, as well as academic year appointments (currently in use). The 12-month appointment option allows for some potential benefits, such as more stable chair compensation during the summer, for departments that have more summer activity.*