

Department Chair Assigned Time Policy [XXX]

Office of the Provost

Applies to: All academic department chairs, academic Deans and Provost

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The role of the department chair occupies a singularly difficult roll on University Campuses. Chairs have enormous responsibilities, but nearly zero authority. A thorough report written for the Chancellor's Office in 2002 on Department Chair Duties¹ concluded, "*Chairs are expected to shuffle mounds of paper and respond to a multitude of requests from all levels, the administration, faculty and students. Chairs are expected to guide their departments in the present and help plan for the future, yet often they do not have the fiscal authority to distribute resources to best support these expectations...Chairs not only do not have the authority to do more than 'respond' to the requests of others, they do not have the time.*" This report acknowledged the increased workload expected of chairs at the time. Without question the expectations and complexity of CSU chair workload has only increased over the last decade and a half. Likewise, HSU has also seen a dramatic increase in Chair Duties over the last 15 years. In particular the frequency and number of reports due through PREP far exceeds the expectations of a once every 7 years program review. Likewise, as the tenure track density has fallen on our campus, chairs spend a significant portion of their time finding and evaluating temporary faculty. While the duties of department chairs has evolved over the years, the way in which assigned time for those duties is allotted on our campus has not. At HSU, each chair must negotiate with their Dean an FTE percentage of their chair duties. Some chairs (and deans) may not even realize that these appointments are negotiable and simply agree to the historical assigned time allotted to previous chairs for that department. This type of historical compensation model clearly leads to inequity amongst chairs, particularly those who are willing to negotiate and those who don't know that they can.

Purpose of the Policy (required; include regulatory or legislative references)

The purpose of this policy is to eliminate the inequity amongst department chairs by establishing a method to determine the base assigned time for department chair duties. The FTE percentage of a faculty member workload for chair duties shall be based on a 15 wtu/semester workload and be calculated using simple metrics obtained from the office of Institutional Effectiveness. This model uses both FTE and headcount data for faculty, students and staff and is based upon the relative size of each measure to that of the largest department on campus for that measure, e.g., if the largest department has 35 Tenure line FTEF, then the FTEF TT score for a department with 15 tenure line FTEF would be $15/35 = 0.429$.

¹ *The California State University Department Chair Survey Report*, Chu & Veregge, 2002.

Definitions:

FTE TT: Relative Full Time Equivalent number of Tenure Track Faculty.

HC Temp Faculty: Relative Headcount number of temporary faculty.

FTEF Temp Faculty: Relative Full Time Equivalent number of Temporary Faculty.

HC Majors: Relative Headcount number of Majors served by department.

FTES: Relative Full Time Equivalent number of students served by department.

HC Staff: Relative Headcount number of staff.

FTE Staff: Relative Full Time Equivalent number of Staff

Policy Details (optional)

- I. To calculate base department chair FTE assignment, a composite score based on seven relative measures of department size are weighted by the following expression:

$$\begin{aligned} \text{Composite Score} = & 50[0.7*\text{FTEF TT} + 0.3(0.5*\text{HC Temp Faculty} + 0.5 \text{ FTEF Temp Faculty})] \\ & + 35[0.6* \text{HC Majors} + 0.4*\text{FTES}] \\ & + 15 [0.5*\text{HC Staff} + 0.5 \text{ FTE Staff}] \end{aligned}$$

Once a composite score has been calculated, the base FTE assigned time shall be determined from the following Minimum Chair Support Chart:

Minimum Chair Support

<i>Composite Score range</i>	<i>Time Base</i>
Less than 15	0.375 AY
16-25	0.5 AY
26-35	0.625 AY
36-45	0.75 AY
46-55	1.0 AY
more than 55	1.0 12 mo

- A. The office of Institutional Effectiveness will determine the composite scores for each department based on the prior three year averages.
 - B. The composite scores will be reevaluated every three years to ensure that each department chair's assigned time is regularly adjusted to changes in their metrics.
 - C. The initial evaluation shall be completed by OIE during the Spring 2018 term such that chair appointments based on this policy will be assigned for a three year period, beginning with the Fall of 2018 term.
- II. It is critical to note that this method of determining chair support simply establishes a minimum assigned time FTE. Additional assigned time may be negotiated by each chair and should be supported by evidence of additional complexity, e.g., chairing a department with more than one program (majors, not concentrations), housing a graduate program, external accreditation, having more than 400 majors, FTES above 500, running a facility or institute,

having more than 50 faculty members (both temporary and tenure line), chairing a department that is not your home department, etc.

History (required)

All changes must be listed chronologically in the format below, including all edits and reviews. Note when the policy name or number changes. Note if an edit or revision date is exclusively for the policy section or the procedure section: Issued: MM/DD/YYYY

Revised:

MM/DD/YYYY

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