



Operating Protocol & Procedure

Details:

Number: 211
Title: Faculty Department Chair
Category: Employees
Office of Primary Responsibility: Human Resources
Approval Date: 3/16/15
Effective Date: 3/16/15
Revised: N/A

Purpose:

The purpose of this operating protocol is to establish guidelines for Faculty Department Chairs and Coordinators.

Applicability:

All regular faculty as defined by SBCCOE Policy 3-10 (Administration of Personnel)

Definitions:

SBCCOE – State Board for Community Colleges and Occupational Education. Also referred to as “the Board.”

References:

SBCCOE Policy 3-31, [Evaluation of Job Performance](#)
SBCCOE Policy 3-10, [Administration of Personnel](#)

Attachments:

None

Operating Protocol:

Eligibility, selection, and assignment of department chairs as well as appointment of assistant department chairs and faculty coordinators will follow the procedures listed below.

Procedure:

Department Chairs

Eligibility and Selection

All regular faculty are eligible to apply for the position of department chair of their department. Faculty members interested in the position of department chairperson should submit letters of application to the appropriate Dean during March/April of each year. Nominations for these roles will be forwarded to the President by May 1.

In selecting persons for nomination to the role of department chairperson, the appropriate Dean will consider the following factors in weighing the merits of each candidate:

1. The candidate's academic preparation and/or occupational experiences.
2. The candidate's successful teaching experiences and/or prior experiences in instructional administration.
3. The candidate's rapport with faculty and administrative colleagues.
4. The candidate's demonstrated leadership ability.
5. The special needs of the department and its programs for administrative leadership at that point in time.

A chairperson may be re-appointed at the discretion of the appropriate Dean, with the President's approval. A department chairperson will receive notice in the annual Salary/Status Notification Letter confirming his or her appointment, the amount he or she is to be paid, and dates of payment for the additional Chair days as identified below.

In lieu of eligible faculty, a search may be done to hire a department chair.

Department Chair Assignment

An appointment to the position of department chairperson is for ten (10) months; nine (9) months plus one (1) month in the summer, commencing with the beginning of the new academic year. Department Chairs will receive a six (6) credit release time per academic year for chair duties. The appropriate Dean may approve an additional load reduction for specialized or extenuating circumstances. This will be considered on a case-by-case basis.

Department chairperson shall be paid a \$1,000 stipend during the regular academic year for duties beyond his/her regular teaching load plus one ninth of his/her salary for twenty working days during the summer. The summer working days will be paid as additional pay in the summer.

With approval of the appropriate Dean and the President, an assistant chair may be appointed or adjustments may be made according to the following guidelines:

- Over 150 annualized FTE –With an assistant chair, both the chair and assistant will receive 3 credits release time per semester and the chair retains full stipend. With no assistant chair, the chair will receive 6 credits of release time per semester and retain full stipend.
- Over 200 annualized FTE –The chair will receive 6 credits of release time and retain the full stipend and the assistant chair will receive 3 credits of release time per semester.
- Over 250 annualized FTE –The chair and assistant chair will each receive 6 credits of release time per semester and the chair will retain the full stipend.

Department Chair Overloads

While serving as department chairperson, overload teaching assignments should be avoided unless deemed necessary by the appropriate academic dean.

Faculty Coordinators

In certain departments, it may be necessary to appoint a Faculty Coordinator in addition to the Department Chair. This will be determined by the Department Chair and Dean in conjunction with the President. This policy will apply in cases, for example, where it becomes necessary due to accreditation requirements, where there is a specialized laboratory to maintain, where the program is offered at one of the campus centers, or when there is an on-going instructional project tied to a program such as theatre production, etc.

The Coordinator's assignment will be defined by the job description. The official job description will be maintained in the Office of Human Resources. Coordinators may be granted three credit hour release time each semester. In addition, Coordinators may receive a maximum of up to \$250 stipend each semester during the academic year, provided there are sufficient funds in the budget. An appointment to the position of coordinator is for nine and a half (9.5) months; nine (9) months plus one half of a (0.5) month in the summer, commencing with the beginning of the new academic year. Compensation for summer work will be 1/18 of their current salary for 10 working days in the summer. The summer working days will be paid as additional pay in the summer. Coordinators will be responsible to the Department Chair for scheduling summer work days and the Department Chair will determine and approve the work plan for summer.

The need for the Coordinator's position and compensation will be re-evaluated yearly by the appropriate Dean, with the President's approval. An appointment to a Coordinator position and amount of pay will be documented on the employee Salary/Status Notification Form.