*References:*

[Compensation Handbook](file:///C%3A%5CUsers%5CS00021333%5CDownloads%5C2018_Compensation_Handbook.pdf)

[Special Projects Request](file:///C%3A%5CUsers%5CS00021333%5CDownloads%5CSpecial_Project_Request_Fillable%20%283%29.pdf)

**DEPARTMENT CHAIR**

1. **Position**

The Department Chair shall work under the direction of the Division Dean and/ or Associate Dean, and shall assist the Dean by providing instructional leadership, and by supervising instructors and programs as assigned by the Dean. The Department Chair is usually a member of the regular faculty of the college. Teaching remains the primary responsibility of the Chair whose teaching assignment must equal 50 percent of the assigned load at a minimum. Exceptions must be approved by the Dean and VPI. Department Chair duties are a non-teaching activity as described in the Compensation Handbook. For summer compensation, see section E below.

1. **Job Description**

A complete list of responsibilities is found in Appendix C-92.

1. **Position Allocation**

Department Chair positions are appointed by the Division Dean each academic year. The Department Chair shall be a regular faculty member whenever possible.

The VPI may approve, on a case-by-case basis, the addition of a Department Chair position with Division Dean recommendation.

1. **Position Compensation**
	1. When appointed, a Department Chair’s compensation will be determined by the Division Dean and approved by the VPI, using the following criteria:
		1. Whenever possible, Department Chairs will be compensated as an overload contract.
		2. Payment is to be based on the overload hourly rate. (See Compensation Handbook)
		3. If the Division Dean can justify the need for release time, it must be approved by the VPI.
		4. A Department Chair will remain classified as a regular faculty member or instructor as appropriate.
		5. Allocation will be determined by criteria noted in the chair formula template (EP 150 Appendix A).
	2. If Department Chair allocation is authorized for a summer term, the summer duties must be comparable to a regular academic term.
2. **Summer Allocation**
	1. Department Chair duties for the summer are not mandatory, however release and/or compensation is based on the annual department chair calculation (EP 150 Appendix A) and adjusted accordingly. Refer to Faculty Workload (EP 185) for more information.
	2. Department Chair duties are a non-teaching activity as described in the Compensation Handbook.
	3. Department Chair duties for the summer are exclusive of any teaching accepted or assigned.
	4. Department Chair compensation will be exclusive of other pay for teaching classes in the summer.
	5. The fact that classes within the discipline may or may not be offered during the summer term does not necessarily determine the need for a Department Chair during that term or the level of compensation.
	6. The supervising Division Dean and/ or Associate Dean and the Department Chair will negotiate the amount of compensation for a particular summer based on the following procedures:
		1. Number of hours required to coordinate the activity/discipline
		2. Hourly rate will be in accordance with the rate for non-teaching activities described in the Compensation Handbook. There will be no increase in the allocation of the budget pool from which such activities are paid. Deans must use their discretion to allocate fiscal resources to provide for instructor teaching assignments and full-time faculty overload teaching assignments first, then to provide for compensation for chairs in any of the three academic terms and finally for other non-teaching duties of the faculty.
3. **Allocation and Compensation**

Compensation and allocation is derived from formula inputs in EP 150 Appendix A and the annual Compensation Handbook. The Dean will finalize the allocation by the end of the Spring semester for the next academic year. Data is derived from the current academic year for the following year. The Dean will work with each Department Chair for both semester allocations and questions or concerns. The Dean will provide a copy of the completed EP 150 Appendix A formula to each Department Chair. A copy will also be provided to FLAC for records.

If additional duties or allocations are determined, the Dean will prepare a Special Projects Request for VPI approval.