



Academic Chair Appointment and Stipend Policy	
Responsible Official: Provost	Responsible Office: Office of the Provost

### Policy Purpose

The purpose of this policy is to stipulate the appointment and stipend criteria for department chairs.

### Policy Statement

#### A. Initial Appointments of Department Chairs

1. For externally hired chairs, an initial faculty salary level should be established based on the range of traditional considerations used to determine salary levels.
2. For internally hired chairs, the base salary may be subject to adjustment based on the range of traditional considerations used to determine salary levels.
3. When some faculty members in the department are on annual year (AY) contracts, the base salary for initial appointment of a chair should be established for the academic year.
  - a. For AY appointed chairs, the designated summer stipend should also be established.
  - b. When an AY base salary is to be converted to a fiscal year (FY) appointment, the AY salary is increased by 25% to establish the FY salary.
  - c. The designated administrative stipend is added to either the AY or FY salary.
4. The appointment letter and contract for a department chair should clearly indicate the base faculty salary, term of appointment (FY or AY), summer stipend if appropriate, and administrative stipend to be received as department chair.
5. Stipends receive any across-the-board increases that apply to base salary, thus constantly indexing their value for current chairs. Stipend levels for new appointees should be indexed annually, thus making them consistent with actual increases for existing chairs.
6. When economically feasible and warranted by the size and complexity of the department, chairs should be appointed on a fiscal year basis.
  - a. When an FY appointment is not appropriate or acceptable to the chair or college, a separate summer administrative stipend should be established for the department by the college dean.



- b. Chairs of medium complexity departments would teach a minimum of four courses; and
- c. Chairs of high complexity departments would teach a minimum of three courses per fiscal year.
- d. Generally, summer teaching is expected, but would be a function of the individual department's complexity, summer programs, and summer administrative responsibilities. This decision would be made jointly, on an annual basis, by the department chair and dean.

C. Provision for Retaining of Stipend when Relinquishing Position of Academic Chair

1. Except as provided for in this policy, AY chairs return to faculty status at their AY base salary.
2. When FY chairs return to faculty status, the administrative stipend is removed and the AY base salary is set at 80% of the remaining FY salary unless it is determined to be appropriate for the appointment to continue on a fiscal year basis.
3. Upon positive recommendation by the dean and concurrence of the Provost, a portion of the current chair stipend may be retained in the faculty member's base salary if they relinquish chair duties after having served a minimum of five or more years as chair.
4. The following calculation should be made to determine the portion to be retained:

Years served as chair	Portion of stipend that may be retained based upon resuming faculty ranks
5	50%
6	60%
7	70%
8	80%
9	90%
10 or more years	100%

5. This provision which would permit retaining a portion of the stipend will be phased in, and no chair in the initial 2002-03 year of implementation will receive more than five years of credit for prior service in the position of chair that would be creditable toward determining portion of stipend to be retained.

Definitions

Policy History

Effective Date: 9/17/02

Revision Date:

Procedure(s)

Procedure History

Effective Date:

Revision Date:

Related Form(s)