



THE UNIVERSITY of
NEW ORLEANS

**ADMINISTERED BY: Office of the Vice
President for Academic Affairs**

Policy No: AP-AA-23.3
TITLE: Academic Department
Chairperson/School Director
Responsibilities, Roles, and
Authority
EFFECTIVE DATE: March 15, 2015*
(*Policy Revised, see below)
CANCELLATION:
REVIEW DATE: Spring 2020

PURPOSE

To set forth responsibilities, roles and authority of Academic Department Chairs/School Directors.

AUTHORITY

Part Two, Chapter III, Section IV of the bylaws and rules of the University of Louisiana System.

GENERAL POLICY

Academic Department Chairpersons/School Directors occupy a unique place in the continuum of academic administrators, as the facilitating link among Department/School faculty members, students, and higher administration. All activities and roles of the Department Chairperson/School Director are undertaken in light of furthering the best interests of students and in support of faculty and staff of Department/School for the overall progress of the University of New Orleans in achieving its mission and vision.

Chairpersons/Directors play five essential roles, serving as:

1. academic leaders of Departments/Schools;
2. representatives of their Department/School and faculty and staff members to the rest of the University, especially university administration;
3. representatives of higher administration to their faculty and staff members and Department/School;
4. managers of Department/School resources; and,
5. representatives of the Department/School to external bodies.

These five roles remain constant even though specific responsibilities and duties may vary according to the mission, size and complexity of the Department/School.

The responsibilities of the Chairperson/Director include, but are not limited to

- Working collegially with faculty, staff and administrators throughout the university to accomplish Department/School, College and University Strategic Plans and to ensure that the collective good of the faculty, staff and students is attained

- Providing leadership in department activities and initiatives; serves as department representative and advocate in the College
- Working well with a diverse student population and acting as a spokesperson for student needs;
- facilitating recruitment of students and working toward student success (retention and graduation)
- Articulating a vision for the Department/School to campus and external constituencies
- Managing the fiscal operations of the department to best meet needs while staying within allocations
- Maintaining openness about revenues and expenditures; allocating resources fairly and equitably within the department/school; advocating for department/school needs balanced with effective understanding of college-wide perspective
- Leading and coordinating Department/School strategic planning, curriculum development, and accreditation efforts (if any)
- Scheduling of Department/School course offerings, ensuring that schedule building is completed in a timely fashion and that the schedule addresses the needs of students, faculty and facility availability, and the need to generate SCH efficiently and effectively
- Assigning and assessing the distribution of faculty workload including instructional, research, and service responsibilities, according to approved university and system policies
- Assisting faculty and staff with attainment of their professional development goals; overseeing and leading department retention efforts, tenure and promotion criteria and procedures including post-tenure reviews; establishing a positive and constructive tone in conducting faculty and staff evaluations, completing them in a timely manner
- Uniformly enforcing all university, college and department/school policies; overseeing all department committees to ensure work is completed in a timely fashion; managing department office operations
- Promoting excellence in instruction, scholarly and creative productivity, and service at the University of New Orleans
- Leading the processes of faculty selection and ensuring that the appointment of faculty follows university, college, and departmental policies
- Providing recommendations to the Dean and Provost regarding sabbaticals and other leaves for faculty and staff
- Developing, leading, and encouraging outreach and public service efforts.

PROCEDURE

Academic Department Chairs/School Directors are appointed as follows: The department/school will utilize established selection criteria and procedures to recommend a candidate to the Dean of the college. Based on the department's recommendation and interviews with the candidates, the Dean will make a recommendation to the Provost. Following consultation with the President, the Provost will appoint the Chairperson/Director. Appointments will be for a three-year term subject to renewal based on satisfactory performance and recommendation of the Dean. There is no limit on the number of terms that any faculty member may serve as a Chair/Director; however, it is highly recommended that no person should serve more than two consecutive terms.

Chairpersons/Directors serve at the pleasure of the Dean and the Provost and may be removed from the position at any time by the Provost, upon the recommendation of the Dean. In such an instance, the individual will be reassigned to responsibilities as a full-time faculty member.

FACULTY STATUS

At the time they assume their responsibilities, Chairpersons/Directors selected from among the faculty members in the Department/School should hold the academic rank of Associate Professor or Professor within the Department/School of appointment and possess academic tenure. Chairpersons/Directors hired from outside the University must be employed at the rank of Associate Professor or Professor, and must have credentials adequate for the award of academic tenure at the time of appointment. The recommendation on tenure for an incoming Chairperson/Director will follow the established review procedures for determining tenure, but on a time schedule appropriate for hiring negotiations. Exceptions must be recommended by the Dean of the College and approved by the Provost. During their service as Chairperson/Director, individuals retain their faculty rank and tenure; they continue to have the rights and responsibilities of other faculty.

COMPENSATION

Chairpersons/Directors will receive an administrative stipend (Chair Stipend) determined by the Dean in consultation with the Provost during the term in which they serve as chair/director. Upon the return to full-time faculty assignment, the Chair Stipend is revoked, and the salary reverts back to academic year base salary.

Chairs/Directors are appointed at a specific administrative fraction of up to 100%. The Chairs/Directors fraction of appointment determines the amount of compensation as well as teaching and research duties. For example, a faculty member appointed on a .5 basis must teach half of his or her required teaching load¹ while performing the Chair's/Director's duties. The administrative fraction shall be based on the number of full-time equivalent faculty (FTEF).

FTEF for the purposes of Chair/Director compensation is the total number of tenured and tenure-track faculty, full-time professors of practice, and full-time instructors.

- 5 or fewer FTEF: 0.25 Chair/Director
- 6-10 FTEF: 0.4 Chair/Director
- 11-15 FTEF: .67 Chair/Director
- 16-20 FTEF: 1.0 Chair/Director
- 21-30 FTEF: 1.0 Chair/Director + 0.25 Associate Chair/Director
- 31-40 FTEF: 1.0 Chair/Director + 0.40 Associate Chair/Director
- 41-50 FTEF: 1.0 Chair/Director + 0.67 Associate Chair/Director

¹ Note, required teaching load for UL system campuses is 12 credit hours per semester. Colleges and/or departments may have other minimum teaching requirement based on research or service.

The compensation for Chairs/Directors (and Associates if applicable) shall be based on the academic base salary, administrative fraction, FTEF and full time equivalent students (FTES), which is SCH weighted by number of undergraduate and graduate students. The compensation formula is as follows:

$$\$2,000 + (\text{Base Salary} \times \text{Admin Fraction} \times 9\%) + (\text{FTEF} \times \$75) + (\text{FTES} \times \$10)$$

For example, a faculty member, with an academic base salary of \$80,000 with 9 full-time faculty members in his or her department, with 358 FTES will be appointed at 0.40 Chairperson. The Chair would receive $\$2,000 + (\$80,000 \times 0.4 \times 9\%) + (9 \times \$75) + (358 \times \$10) = \$9,135$ stipend for 9 months of services as Chair/Director.

If the same department had 22 faculty members, then the Chair would be appointed at 100%, and his or her stipend would be \$14,430. This particular department would also be assigned an associate chair at 0.25. The stipend formula for an associate chair is as follows:

$$(\text{Base Salary} \times \text{Admin Fraction} \times 9\%) + (\text{FTEF} \times \$50) + (\text{FTES} \times \$10)$$

In this example, the associate chair, assuming a similar academic base salary would receive: $(\$80,000 \times .25 \times 9\%) + (22 \times \$50) + (358 \times \$10) = \$6,480$ for 9 months of services as Associate Chair/Director.

An Associate Chair/Director is appointed by the Chair/Director, with consultation of the Dean, and works at the pleasure of the Chair and the Dean of the College.

LEAVES AND SABBATICALS

During the course of the term as Chairperson/Director, the faculty member will not be recommended or approved for extended leave or sabbatical, except under unusual circumstances.

DETERMINATION OF A VACANCY

A vacancy will be declared by the Dean when a Chairperson/Director is not reappointed, has elected not to continue in this role, is unable to continue due to health or other reasons, or has been removed by the Provost upon the recommendation of the Dean. A declaration of an anticipated vacancy might also occur with the creation of a new academic Department/School or the merger of two or more existing Departments/Schools.

SELECTION PROCESS

No later than 6 months before the completion of the term of service as the Department Chair/School Director, or as soon as it is clear that the position will become vacant due to any other reason, the Dean shall convene a department meeting to announce the position vacancy and to discuss the process and criteria for Chair/Director selection, including the question of whether an outside search is recommended. At this meeting, the Dean will articulate Chair's/Director's responsibilities, expectations, benefits, delegation, resources such as the administrative fraction required.

- Tenured and tenured-track faculty (hereinafter faculty) will determine the criteria and procedures, such as written statements or oral presentations to the department faculty by the candidates. The selection criteria and procedures shall be approved by the majority of the faculty through confidential balloting.
- The candidate(s) will be interviewed by the Dean as part of the selection process.
- Faculty members (including Chair/Director candidates) shall vote by secret ballot on the nominee(s) to determine who shall be recommended to the Dean of the College. A faculty member may cast an affirmative vote for more than one candidate.
- Based on the Dean's interviews with the candidates and voting results from the department, the Dean will make his/her recommendation to the Provost.
- After consultation with the President, the Provost and Senior Vice President for Academic Affairs, shall appoint one of the candidates as department chair.

ACTING/INTERIMCHAIRPERSONS/DIRECTORS

Acting/Interim Chairpersons/Directors may be appointed by the Provost upon the recommendation of the Dean, when in the Dean's assessment, such an appointment is in the best interests of the Department/School, its programs, students, and faculty members. Acting/Interim Chairpersons/Directors shall have the same responsibilities and authority as all other Chairpersons/Directors, but will not serve more than one fiscal year or parts thereof without the explicit approval of the Provost.

PERIODIC REVIEW OF CHAIRS/DIRECTORS

To ensure quality and effectiveness of Chairs/Directors and to maintain the confidence of the faculty, each chair/director must be formally reviewed during the fall semester of the third year of each term of an academic Department Chair/School Director. The department faculty or an elected department committee, in consultation with the Dean, will develop procedures, criteria, and necessary instruments, such as survey questionnaires and/or feedback forms for evaluating the Chair's performance. A college may elect to use a standard procedure for the review of all its Chairs; The Dean will also provide his or her individual review and shall report the results of the reviews of performance to the Provost by January 15, who will forward his/her recommendation to the President by March 15.



John W. Nicklow
President
University of New Orleans

**Policy Updates:
Revisions: 10/4/2017*