

From: The Professional Right and Responsibilities committee  
Susan Jaworowski, Chair

To: Faculty Senate  
Susan Dik, President

Re: Report on Teaching Equivalency for Faculty Serving as Department Chairs

Date: April 28, 2014

**Background:** The PR&R committee received an Action Request from Prof. Carl Hefner and Estelle Ogawa asking for a review of the current teaching equivalencies (TEs) for department chairs. The Committee previously submitted a report to the Faculty Senate pointing out the many deficiencies of the table used to calculate TEs for chairs.

On reviewing UHCCP policy 9.237, the Committee discovered that the equivalency chart only applied to teaching faculty serving as Department chairs. The committee was aware of the fact that counselors have served as Department chairs in the past, and one was currently serving at the time the action request was received. The Committee therefore found that as the existing policy provides no guidance, the action request needed to be extended to provide a fair and equitable policy for counselors serving as Department chairs.

**Recommendation:** The Committee recommends that all teaching faculty serving as department chairs receive the full 21 credits of release time for chairs as provided in UHCCP Policy 9.237, and that all counseling faculty serving a department chair receive 80% counseling workload release time (an approximation of the same percentage as teaching faculty).

**Rationale:** While departments vary in size, all department chairs have the same or similar baseline duties. These include attending CAC and VCAC meetings and all other special meetings that support faculty and faculty needs; scheduling or supervising the scheduling for their departments for fall, spring, and summer; planning and administering budgets and supervising purchasing, reviewing tenure and promotion documents for their own faculty; working with their discipline coordinators or program coordinators to hire and support lecturers throughout the academic year; and supervising their department secretaries and writing in an annual evaluation. The fact that many of these duties are essentially the same has already been recognized by the administration in the memo of October 13, 2013 by Vice Chancellor Louise Pagotto, approved by the Chancellor Leon Richards, which changed the designation of all departments to "complex."

The Committee is concerned that if the TEs or counseling workload equivalency awarded to chairs are too low that faculty will avoid taking on this duty. It is important for a strong college that department chairs be willing to spend time with the many administrative duties that come with being a department chair. Some of these duties have increased significantly in recent years,

such as department chair responsibilities for ensuring that curriculum is revised every five years, and for ensuring that program and course SLOs are assessed. If anything, these additional duties strengthen the need to allot more TEs to department chairs. Therefore, the Committee finds that each teaching faculty chair should be deemed qualified to receive the full 21 TEs each year, leaving them with six credits in the classroom, and counseling faculty receive at least 80% counseling workload reduction, leaving them performing 20% time in counseling related duties and responsibilities. The department must hire a fill-behind to fulfill the other 80% of counseling duties.

The Committee recognizes that some departments do require more work from their department chairs, or have voluntarily taken on additional duties to support their department that are outside the required scope of department chair duties. In those cases, it would be appropriate to award those department chairs additional TEs from the six credits in the classroom or 20% counseling workload they would otherwise have to make up for that discrepancy.