CHAIR EMOLUMENTS POLICY

PURPOSE

The purpose of initiating a review of chair emoluments was to:

(1) address concerns about inequities in duties and compensation that existed among department chairs;

(2) develop a model that would help alleviate inequities;

(3) identify changes which would enhance the terms and conditions of chair positions.

THE DEVELOPMENT PROCESS

From a nearly year-long study by a committee of deans, several interactions with chairs regarding various plans, and recommendations developed by a committee and various interested parties, the VCAA has formulated the following objectives for a modification to the existing emolument/duty structure at IPFW.

OBJECTIVES

1. The size of a department is related to the range and intensity of duties a chair must perform. Emoluments should be based on factors which recognize the size of the department.

2. There is a critical need for administrative coverage in program areas during the summer period. Campus visitations by prospective students and their parents, general advising, and department oversight responsibilities have all increased. Departments without adequate administrative coverage in the summer are neither well represented nor adequately served during these months.

3. Modifications to the existing system must preserve flexibility and options, while simultaneously creating greater equity.

4. The implementation of an alternative chair emolument system should allow for a transition period.
THE PLAN

1. The plan is based on the departmental administrative FTE allocations shown below:

   - 1-6 faculty members in dept. = .25 FTE
   - 4-20 faculty members in dept. = .50 FTE
   - 18+ faculty members in dept. = 1.00 FTE

   The overlap shown in this table is intended to allow for some flexibility in emoluments in order to recognize unique factors affecting the administration of some departments. Additional salary for chairs not now on twelve-month appointments is prorated by the FTE devoted to administration for the year, adding the summer months to the current salary.

2. Departments currently served by a twelve month chair should recognize the summer teaching and administrative responsibilities which accompany this position.

3. All departments without twelve month chairs will move to administrative coverage for the full twelve-month period. Each chair and dean will identify a preferred approach and funding for implementation. The approach may be to appoint the chair for the administrative FTE for the summer, to appoint an interim summer chair, or some other arrangement which will assure that summer administrative needs are met.

4. Chairs who are not now serving on a twelve month basis may request of their deans to move to full year responsibilities. Full time summer duties are expected to include summer teaching responsibilities. Specific arrangements are to be worked out with the chair's dean and be approved by the VCAA.

IMPLEMENTATION CONSIDERATIONS

1. Within overall budgetary limitations, the VCAA will work with the deans to identify funding for (a) implementation of model arrangements, (b) chairs who express interest in moving to full-time twelve-month appointments, and (c) newly-hired chairs. Priorities will be established in cooperation with the deans when required to balance requests and available funds.

2. Chairs whose current emolument arrangements are not consistent with this policy, and who do not propose a change in emoluments, will not be affected by this policy for at least three years.

3. Changes in department size, which would otherwise lead to changes in administrative FTE for the department, will not adversely affect continuing chairs for at least three years.

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