

\* - indicates a required field.

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<b>* POLICY NAME:</b>	<b>DEPARTMENT CHAIR COMPENSATION POLICY</b>
<b>* POLICY TYPE:</b>	Choose an item.
<b>POLICY #:</b>	To be completed by University Policy Manager
<b>*STATUS:</b>	Choose an item.
<b>*CONTACT OFFICE:</b>	Academic Affairs/Office of the Provost
<b>*OVERSIGHT EXECUTIVE:</b>	Provost
<b>*APPLIES TO:</b>	Department Chairs.
<b>*PURPOSE:</b>	To provide a consistent and workable approach for providing compensation for the faculty members who serve as Department Chairs.
<b>DEFINITIONS:</b>	
<b>*POLICY STATEMENT:</b>	Chairs receive a reduced teaching load and a salary supplement, approved annually by the Board of Visitors. Both the release time and the salary supplement vary according to the size of the department. The Office of the Provost calculates the stipend and course release amounts. Chairs are expected to be available throughout the calendar year for departmental duties and responsibilities as required.
<b>PROCEDURES:</b>	
<b>* General Procedures for Implementation:</b>	<p>Department chairs are nominated by their respective departments by means of a majority vote. The nominee must be tenured, unless the President makes a specific exception to this general rule. The nomination requires the concurrence of the Dean and the Provost, and constitutes a recommendation to the President who shall make the final decision and formal appointment.</p> <p>The term of office for a department chair is three years. Chairs are not usually appointed for more than two consecutive terms (six years); exceptions may be requested of the President by majority vote of the department.</p> <p><u>The procedure for calculating the chair stipend is as follows:</u></p> <ul style="list-style-type: none"> <li>• Chairs receive a \$7,000 stipend plus an additional \$200 per each faculty FTE in their department (the FTE calculation includes all full-time and part-time faculty teaching in the department)</li> <li>• Stipend amounts are annually recalculated, in order to account for changes in departmental size</li> </ul>

	<ul style="list-style-type: none"> <li>FTE calculations are based on department FTE as of June 30 each year (in other words, FTE on June 30, 2010 is the basis for the stipend that takes effect for the 2010-11 academic year)</li> <li>Chair stipends are add-on salary amounts and do not change the person's base faculty salary</li> <li>Stipends end when the chair's term of service is concluded</li> </ul> <p><u>The procedure for calculating the chair course releases is:</u></p> <table border="1"> <thead> <tr> <th>Department FTE</th><th>Course Releases per Year*</th></tr> </thead> <tbody> <tr> <td>1 – 7 FTE</td><td>2</td></tr> <tr> <td>8 – 10 FTE</td><td>3 (3-credit) or 2 (4-credit) courses released</td></tr> <tr> <td>11 – 15 FTE</td><td>4 (3-credit) or 3 (4-credit) courses released</td></tr> <tr> <td>16 – 20 FTE</td><td>5 (3-credit) or 4 (4-credit) courses released</td></tr> <tr> <td>21 or more FTE</td><td>6 (3-credit) or 4 (4-credit) courses released</td></tr> </tbody> </table> <p>* Course releases are the same regardless of whether the department chair is on a 9-month or a 12-month contract.</p>	Department FTE	Course Releases per Year*	1 – 7 FTE	2	8 – 10 FTE	3 (3-credit) or 2 (4-credit) courses released	11 – 15 FTE	4 (3-credit) or 3 (4-credit) courses released	16 – 20 FTE	5 (3-credit) or 4 (4-credit) courses released	21 or more FTE	6 (3-credit) or 4 (4-credit) courses released
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* Process for Developing, Approving, and Amending Procedures:	Provost's Academic Affairs Council would develop and implement changes to this policy.												
* Publication and Communication:	This policy shall be published in the digital repository of university policies. The Office of the Provost is responsible for ensuring that this information is distributed to department chairs.												
* Compliance Monitoring and Reporting: <small>(How is compliance with the policy monitored and reported?)</small>	The Office of the Provost is responsible for ensuring that the terms of this policy are followed when department chair stipends are calculated and then placed on the list of "Special Salary Actions" that is approved each year by the Rector and Visitors of the University of Mary Washington. College Deans are responsible for ensuring that department chairs' teaching loads are consistent with the teaching load reductions established by this policy.												
<b>RELATED INFORMATION:</b>													
Policy Background:													
* Policy Category:	Choose an item.												
Category Cross Reference:	Leave Blank – this will be filled in by the University Policy Manager.												

Related Policies:	Department Chair Responsibilities policy.
<b>HISTORY:</b>	
* Origination Date:	June 2007
* Approved by:	Provost
* Approval Date:	December 2010
* Effective Date:	Has been in effect since August 2007; December 2010 was the date of the approval of the current wording of the policy statement.
* Review Process: <i>(How is this policy reviewed to ensure that it is effective? By whom? How often?)</i>	Reviewed by the Provost's Academic Affairs Council as needed.
* Next Scheduled Review:	Ongoing
Revision History:	June 2007; December 2010; February 2022