

Creighton College of Arts & Sciences

Policy on Associate Chairs

Rationale:

For many of the departments in the College, particularly those that are large or have unique circumstances, an associate chair may be supported by the College. In order to maintain consistency and equity, all associate chairs in the College will normally perform a standard set of duties for the Department.

Scope:

This policy pertains to all Departments in the College of Arts and Sciences.

Definitions:

Departments are the academic division where faculty appointments are made.

Stipends are a monetary disbursement above and beyond a faculty member's normal salary, which are given as compensation for duties outside the scope of a faculty's academic responsibilities or "ordinary duties" (as described in the Faculty Handbook), such as administrative tasks.

Policy:

Eligibility.

Because associate chairs will normally help ease the workload of chairs with regard to student requests, departments that have averaged at least 5000 student credit hours a year (which is generally the mid-point for all departments across the College) for the past three years are eligible to have the College support an associate chair. Departments that meet this bar, are, however, not required to have an Associate Chair. Student credit hour generation will be reported by the Dean's office to all departments each year, and the number of credit hours will be reviewed for associate chair eligibility every three years. Student credit hours will be generated for the prior academic year (for instance, the eligibility for an Associate Chair in AY 19-20 will be determined by the 3-year average of AY 15-16/16-17/17-18).

Duties.

All departments with Associate Chairs shall have a comprehensive list of duties that has been vetted by the appropriate associate Dean, in order to insure a degree of equity across departments. The suggested duties of associate chairs in the college of Arts and Sciences can include, but are not limited to, some combination of the following

1. Course scheduling within the department (schedules should still be submitted by the Chair)
2. Student override requests
3. Catalog maintenance
4. Coordination of TA's and Department Student groups
5. Delegation of faculty service for the department
6. Assessment coordination

Compensation.

Associate chairs will normally receive a stipend of \$3000 per year.

Appointment.

Associate chairs will be appointed by the Dean, in consultation with the Department Chair.

Tenure.

Associate chairs will normally serve the same term as Department Chairs, but may be eligible for renewal with agreement of the Chair and the Dean.

Procedure:

Departments that have not previously had an associate chair and who believe they are eligible for College support for one must have their Chair submit a request for an associate chair by September 1st of the previous AY to their respective Associate Dean. This request will be considered by all of the Associate Deans, as well as the Director of Finance and Assistant Dean for Operations for the College, and the Chair will be informed by November 1st whether they are approved for a supported associate chair the next academic year.

Departments that currently have an associate chair will be reviewed for eligibility every three years by all of the Associate Deans, the Director of Finance and Assistant Dean for Operations for the College. If the College finds that a department no longer meets the requirements to have an associate chair, the Chair will be informed by November 1st that the College will no longer support an associate chair for their department, beginning with the next academic year. Departments that qualify for an associate chair may choose not to have one, so long as the needs of the department are met.

Course releases for Associate Chairs will not normally be given. Request for a course release, in lieu of stipend, should be submitted to the appropriate Associate Dean by Sept. for consideration for the following academic year. These requests will be reviewed by a group consisting of all Associate Deans, the Director of Finance and Assistant Dean for Operations for the College. If a course release is granted, it will be reviewed every two years or as needed.

Exceptions:

Any exceptions to the above policy or procedures must be requested and granted by the Dean in consultation with the Associate Deans, the Director of Finance, and Assistant Dean for Operations for the College.