

## Requirements for Appointment and Compensation of Supplemental Administrative Assignments for Faculty

### Associate Deans:

#### Appointment:

The appointment of Associate Deans will follow the corresponding UTRGV HOP policy.

#### Compensation & Release Time:

The compensation for an Associate Dean is \$12,000 over the 9-month academic year, and a 1/6 summer salary stipend determined by their base salary, which is standard across all Colleges. Associate Deans may be granted up to a maximum of six semester hours of workload credit per semester.

### Faculty Director:

#### Appointment:

The appointment of a Faculty Director should only be used for either (1) an established University office, organization, or center that serves institutional priorities or (2) a graduate program that serves the College and is not solely encompassed in a specific department or school.

#### Compensation & Release Time:

Faculty Directors must be self-funded from the corresponding University office, organization or center. The amount of compensation may vary across University offices, organizations or centers, depending on the actual workload. However, their compensation and release-time should not exceed the model for Associate Deans. These appointments, with their compensation plan, must be pre-approved by the Executive Vice President and Provost.

## Department Chair, Director of a School, & Academic Program Director\*:

### **Appointment:**

The appointment of a Department Chair, Director of a School, or Academic Program Director will follow the corresponding UTRGV HOP policy.

### **Compensation:**

The 9-month compensation for a Department Chair, Director of a School, or an Academic Program Director will follow the UTRGV compensation plan for academic administrators. This 5-variable model considers each department or school and factors in the degrees awarded, headcount, SCHs, amount of Full-time faculty equivalents (FTFEs) from the Fall of the previous academic year, and graduation rates, to determine the amount of compensation for the Chair or Director. In addition, they will receive a 1/6 summer salary stipend determined by their base salary.

### **Release Time:**

According to the Regents' *Rules and Regulations*, Series 31006, "a faculty member who is head of a department or head of a comparable administrative unit [may be granted] up to a maximum of six semester hours of workload credit per semester."

\*Academic Program Director: To be used only for the head of a program not encompassed in a department or school, with dedicated faculty who may hold tenure in the program.

## Assistant/Associate Chair or Assistant/Associate Director:

### **Appointment Determination:**

To determine the need of an Assistant/Associate Chair/Director, the School Director/Department Chair stipend must equal or exceed the median of the 5 variable compensation model, **or**, the department or school must have multiple academic disciplines or programs **and** both an undergraduate and graduate program.

**Compensation:**

If the department or school merits and is eligible to receive the additional assistance of an Assistant/Associate Chair/Director, the department will be allotted an additional 35% of the Chair/Director stipend solely for the purpose of compensating the Assistant/Associate Chair/Director during the 9-months. Summer compensation is not recommended and must be pre-approved by the Executive Vice President and Provost.

**Release Time:**

Release time may be granted to the Assistant/Associate Chair/Director in accordance with Regents' *Rules and Regulations*, Series 31006:

When justified by the department/unit head and approved by the institutional head, three hours of credit may be given to faculty members who provide non-teaching academic services to the department/unit head. In no case will the total for departmental administration, including the head, exceed nine workload credits per semester unless the institution's organizational structure includes academic units composed of more than one academic discipline.

Therefore, if the Department Chair or Director of a School is already receiving six (6) workload credits per semester (stated previously), the Assistant/Associate Chair/Director may receive up to three (3) credits per semester.

**Description of Duties:**

An Assistant/Associate Chair/Director provides assistance to the Department/School Chair/Director by supporting the following responsibilities:

1. Work with the Department Chair/Director to monitor and promote student success.
2. Promote faculty development in teaching, creative work, and public service within the limits imposed by administrative duties, providing leadership by example in these activities.

3. Supervise the instructional, scholarly, creative and service activities of the department/school, and maintain and improve their quality.
4. Articulate and implement University policy within the department.
5. Recruit faculty and students.
6. Assist Chair/Director in college fundraising and outreach efforts.
7. Maintain an environment of collegiality and shared governance.
8. Promote the University's vision and strategic goals.
9. Prepare department/school personnel evaluations and recommendations associated with appointment, reappointment, tenure, promotion, and merit for professional and clerical staff.
10. Collaborate with the Academic Advising Center and the Career Center to support high quality advisement of students, orientation of prospective majors, robust student mentoring by faculty including career path mentoring, and enforcement or adjustment of academic requirements and regulations within the existing guidelines.
11. Assess needs within his or her discipline; developing appropriate new curricula and revising existing curricula.
12. Develop effective professional relationships with relevant community organizations and agencies in conjunction with related academic departments/schools at other institutions in the State.

## Academic Program Coordinator:

### **Appointment:**

The appointment of an Academic Program Coordinator should only be used for a program without dedicated faculty that is encompassed in an established department or school.

### **Release Time:**

It is recommended for Academic Program Coordinators to only be granted release time, especially if a majority of their duties falls into one of the categories below in accordance with Regents' *Rules and Regulations*, Series 31006:

With the approval of the institutional head, limited faculty workload credit...may be granted for **major academic advising responsibilities**, for **basic and**

**applied research** following a research work plan approved pursuant to institutional policy, for **preparing major documents** in the fulfillment of programmatic needs or accreditation requirements, or for **duties performed in the best interest of the institution's instructional programs** as determined by the head of the institution.

**Dates Reviewed and Revised**

Revised: June 26, 2019

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