



Indiana University  
Purdue University  
Fort Wayne

## Chair Emoluments

### Purpose

1. A review of chair emoluments was initiated in order to:
2. review the status of chair emoluments in light of significant changes in chair responsibilities and duties since the previous policy was put in place in 1998;
3. address concerns about inequities in duties and compensation that have occurred since 1998;
4. develop a revised methodology for determining emoluments that address inequities;
5. identify changes necessary to enhance the terms and conditions of chair appointments.

### Policy Development Process

During the spring term of Academic Year 2013-2014 an ad hoc committee of Deans and Chairs was established to review the terms of OAA 98-1, identify changes in Chair duties and expectations, and make recommendations for a revised Chair Emoluments policy.

### Policy Recommendations

1. The implementation of a revised chair emolument policy should allow for a transition period and consideration given for retention under conditions of the previous policy until current chair terms expire. At the time of each chair appointment or reappointment the emoluments associated with the position should be reviewed and revised as necessary.
2. It is recognized that there must be sufficient flexibility in the Chair Emoluments Policy in order for the FTE administrative assignment allocation to be based upon a chair activities. The Dean of the College, in conjunction with the VCAA, will establish the FTE administrative assignment allocation based upon all the factors affecting the administrative duties of the department.
3. The FTE administrative assignment allocation shall be based upon the following factors:
  - a. Metrics that in part define the scale and scope of chair duties in each department.

The number of faculty members in the department (Tenured, Tenure Track, Clinical, Continuing Lectures, and other full time instructors)

Number of Faculty	Chair Admin FTE Assignment
1 to 8	0.25
9 to 18	0.50
19+	0.75

The number of majors in the department, both undergraduate (primary and secondary) and graduate students:

Number of Majors	Chair Admin FTE Assignment
1 to 200	0.25
201 to 500	0.50
501+	0.75

The number of credit hours the department generates:

AY Credit Hours	Chair Admin FTE Assignment
1 to 5,000	0.25
5,001 to 10,000	0.50
10,001 to +	0.75

In the event that these factors disagree on a suggested administrative FTE, the administrative allocation will be determined by the Dean in collaboration with the VCAA after considering all relevant factors impacting chair work load. Consideration can be given to "mixed loads" where a chair has different levels of administrative FTE assignment in fall and spring terms.

- b. Other department factors contribute significantly to the Chair's workload and responsibilities. As such, administrative FTE allocation should also be based upon:
    - The number of LTLs and GTA in the department
    - Disciplinary accreditation
    - Departmental clinical or student teaching programs
    - The number of summer course offerings and their role in the departmental curriculum
    - Significant ongoing projects such as exhibitions, performances, or regional engagement activities
  - c. Chairs of small departments may have complex workloads due to the absence of established faculty committees to which some administrative tasks could be assigned.
  - d. All departments must have administrative coverage for the full twelve-month period. The Dean and VCAA determine if the position of chair is a twelve-month appointment. If the chair is on a shorter contract, or when a twelve-month chair is absent over the summer, arrangements must be made to assure continuity of coverage.
  - e. Twelve-month Chair appointments may include summer teaching responsibilities. Chairs can, with the approval of their Dean, load shift this responsibility to the fall or spring academic term. Chairs with less than twelve-month appointments do not have a summer teaching expectation.
  - f. The nature of the Chair's administrative FTE assignment must be considered within the context of other administrative investments in the department including, but are not limited to, Associate Chair, Program Coordinators, Graduate Director, and student advising assignments.
4. Conclusion: A Chair's administrative FTE assignment is the result of many different factors as described above. The Dean and VCAA, with input from the academic department, define the terms of all Chair emolument structures. It is the responsibility of the VCAA to ensure that assignments are equitable, with consideration of the scale and scope of duties within the department and among comparable departments across campus.



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