

CAL POLY HUMBOLDT

Department Chair Appointments Task Force Provost's Council of Chairs Update 10/20/22

Provost's Department Chair Appointments Task Force Charge (Updated on 9/21/22 for AY 2022-23)*

- A. Explore options for how Department Chairs can be available 12 months a year (with opportunity for time away from work) for planning, advising, supporting students and faculty, implementing critical projects assigned by the provost's office and/or dean's office, and interacting with a variety of campus stakeholders as well as the community, along with other duties outlined in the: [HSU Chair Handbook; Guidelines: Department Chair Work Outside the Academic Year; and the HSU Responsibilities of Department Chairs.](#)
- B. Ensure compensation (assigned time and overall chair-related salary) is equitable and fair, and that the criteria and/or metrics that guide the compensation level is transparent so that there is continuity within and across the colleges.
 - a. Consider the relationship between Department Chairs and Program Leads/Directors/Coordinators and the compensation (such as assigned time and any additional salary) for those positions and their respective duties.
 - b. Consider the distinction between the roles and responsibilities of Department Chairs and Department Coordinators, and the time base of the Department Coordinator assigned to the department.
- C. In consultation with appropriate governance bodies, develop and propose a draft policy for the compensation of Department Chairs.
- D. Aim to have a policy in place for implementation by the end of Spring 2023 at latest, earlier if possible.

*Note: The 9/21/22 updates include removal of the department chair evaluation component of the original charge, update of the timeline, and elimination of stopgap measures. Emphasis is on getting the policy developed and approved as soon as possible.

Membership 2022-23

Erik Jules, Department Chair - Biological Sciences

Jamie Jensen, Department Chair - Social Work

Rosemary Sherriff, Chair - Anthropology; Geography, Environment & Spatial Analysis; and
World Languages & Culture

Monty Mola, University Senate Chair

Tim Miller, Faculty Affairs Committee Chair

Kenna Kay Hyatt, Administrative Support Coordinator, English and Philosophy

Kimberly White, Interim Associate Vice President for Faculty Affairs

Shawna Young, Dean, College of Professional Studies (Task Force Chair)

Highlights of Task Force Work Conducted in 2021-22

- Conducted listening sessions and a survey in each of the college COCs and in CAHSS the Program Leads who had been part of the college reorganization to get a sense of perceptions regarding clarity on roles, responsibilities, alignment between compensation and workload
- Based on extensive feedback from the colleges, examined/considered variables identified that contribute to chair workload throughout the year (AY and during summer) and how they relate to workload - reviewed existing models, and conducted a preliminary statistical analysis to examine effect of the variables

Task Force Work In-Progress and Next Steps 2022-23

- Currently preparing data (IRAR is responding to data request) to apply the model approved by Senate in 2017-18 to test it on current department chairs to see alignment with current assigned time - **2017-18 Resolution on Department Chair Compensation Equity Policy:**
 - [15-17/18-FAC](#)
 - [Policy](#)
 - [Refused by the President, March 25, 2019](#)
- Posting the current assigned time of Department Chairs (see attached) on the APS website, and will post Department Chair assigned time annually moving forward
- Prior to developing a recommendation for a chair compensation model, the Task Force needs to make a decision, informed by feedback from Chairs, on the appointment mechanism used for Chairs for year-round work requirements: 12-month contracts; the currently utilized non-AY/non-green day additional appointments issued during the summer that capture all non-AY/non-green days throughout the year including summer, fall, winter, and spring breaks; or variable based on workload by department
- Aiming to develop the recommendation for Senate review by late fall 2022/early spring 2023, with the objective of having an approved policy in place prior to summer 2023 so that the new model can be used immediately following the conclusion of the current AY appointment

Discussion

- Consider and describe the work (in scope and volume) required of Department Chairs during non-AY days (summer, fall, winter, spring breaks).
 - Which mechanism (12-month contract or current non-AY additional appointments) best suits the workload in your department?
 - What criteria should be used to determine whether a 12-month contract or a non-AY additional appointment should be used in a department?
- Open questions/comments....