

Department/Program Chairs Workload Policy

Recognizing Chair Leadership

Department and program chairs provide critical leadership to the College, managing overlapping but distinct responsibilities. Across disciplines, chairing requires careful planning and development of curricula; managing course offerings and encouraging student success; mentoring colleagues; coordinating with the Office of the Provost and Dean. Organizational differences between departments and programs also shape specific duties attached to each role. Departments are charged with delivering a curriculum of majors, minors, and/or certificates. Faculty may be appointed to departments in a primary or secondary capacity. Because departments contain at least one full-time faculty member, department chairs oversee personnel reviews. Programs tend to be interdisciplinary and are also charged with delivering a curriculum of major(s), minor(s), and/or certificate(s). Faculty are not appointed to programs but may contribute to them.

The Office of the Provost and Dean is committed to compensating chairs in a manner that reflects the department or program they lead, as well as the review responsibilities anticipated during their three-year term. Department chairs earn three course releases (or equivalent stipend) per three-year term and program chairs earn one course release (or equivalent stipend) per three-year term. This time reassignment frees up space for their leadership roles. The Chair Workload Policy extends that structure by taking account of department characteristics and workload specific to individual chair terms to assign additional relief, where appropriate.

This policy affirms core principles outlined in recommendations to the Provost's Office made by the Faculty Salary and Workload Task Force in May 2025. These include:

- Faculty workloads should be sustainable
- Faculty workloads should be fair and equitable
- Faculty contributions should be understood and credited by the College

A chair workload policy acknowledges that undercompensated chair labor diminishes faculty members' capacity to devote important energies to their work as teacher-scholars.

Understanding Chair Workload

This policy recognizes two dimensions of chairs' workload across their three-year term, creates a score for each component (a *stable* score and a *term* score), and uses these scores to assign additional course releases (or equivalent stipends). Course releases and stipends will be compensated at the current adjunct rate.

Stable Score—takes account of department characteristics that increase chair workload in predictable ways each year.

Components of Stable Score:

- # of permanent and visiting full-time faculty
- # of majors (rolling 3-year average)
- # of minors (rolling 3-year average)
- # of adjunct and contributing faculty
- # of students enrolled in classes (rolling 3-year average)

Stables scores fall between 0 and 100. Departments with scores over 65 receive an additional chair course release (or additional stipend) per three-year term.

Stable scores are weighted—permanent faculty factor most, then majors, then contributing faculty and enrollment, then minors.

Term Score—takes account of the number of personnel or program reviews that increase chair workload in predictable ways over a three-year term.

Components of Term Score:

- # of personnel reviews for tenure- or lecturer-series faculty (one point each)
- presence of external review (five points)

Departments earn additional course releases (or equivalent stipend) for every eight points in their term score.

Implementation and Assessment

This Chair Workload Policy went into effect on July 1, 2026. Each April, chairs will receive appointment letters that identify the number of course releases (or equivalent stipends) the incoming chair can expect to receive over their three-year term. Extra course releases (beyond one per year of chairing) assigned through the workload policy will be funded through the faculty salary pool. Chairs need not request adjunct funding for instructors funded through the workload policy—this funding is guaranteed.

The Office of Provost and Dean will assess this workload system each year to ensure that it appropriately recognizes chair labor. Any adjustments to these practices will be communicated to faculty and updated in this document.