

WILLIAM PATERSON UNIVERSITY

ROLES AND RESPONSIBILITIES DEPARTMENT CHAIRPERSONS

The Department Chairperson is a faculty member with assigned responsibility to provide academic and administrative leadership to an academic department. Slhe is elected and recommended by the department faculty to the President or hislher designee (Provost and Executive Vice President) for appointment consideration. During an individual's tenure as chair, slhe retains all the rights and privileges of a faculty member as contained in the union (AFT/State) Agreement. The Chairperson reports to the College Dean. Slhe provides appropriate leadership for the advancement of academic excellence and the effective functioning of the department which includes the implementation of university, college and department policies.

In cooperation and consultation with his or her faculty members, the Department chair:

- 1) leads the department in developing and implementing immediate and long-range departmental goals and objectives (in concert with faculty input) to meet university and college goals and objectives;
- 2) leads the department in coordinating the development of a yearly plan of course offerings, including the development of the annual course (teaching) schedule for each faculty member, based on the academic needs of students and in consultation with the faculty;
- 3) leads the department in coordinating the development and enhancement of departmental curricula and initiatives for the improvement of instruction;
- 4) encourages and assists faculty to improve professionally through study, research, creative activity, service and participation in professional activities;
- 5) leads the department in promoting inter-departmental cooperation and interdisciplinary initiatives;
- 6) coordinates activities within the department that go beyond the delivery of instruction, such as assessment, writing, critical thinking, and diversity initiatives;
- 7) maintains active communication with university administration, the WPU community, alumni, and related external bodies (e.g., for purposes of certification practica and internships);
- 8) participates in college and university deliberations and contributes to policy formation in hislher role as faculty;
- 9) monitors, with faculty advisors and program coordinators, the academic progress of student cohorts;

- 10) coordinates and supervises departmental advisement, registration, and other retention initiatives in collaboration with the faculty;
- 11) in consultation with the faculty recommends the appointment of departmental graduate coordinators to the College Dean and supervises their activities;
- 12) in his or her role as a faculty member, assures that the provisions of the union (AFT/State) Agreement at the departmental level, including those relating to recommendations for retention, tenure, and promotion, be followed.
- 13) co-ordinates all search and screening committee processes, including the selection of the search committee, works closely with the Office of Employment Equity and Diversity and the Office of Human Resources to ensure conformity to the WPU Employment Process Guidelines and Diversity Plan;
- 14) forwards departmental recommendations to the Dean for hiring full-time, part-time and adjunct faculty;
- 15) serves as fiscal officer for the department; prepares and monitors the departmental budget, and reports to the department on the status of the budget at least twice a year, minimally in September and May;
- 16) oversees the maintenance of accurate and up-to-date faculty and student records;
- 17) prepares reports in cooperation with the department faculty, including the annual departmental report, as requested by the President or his/her designees, and appropriate outside agencies;
- 18) hires and monitors the evaluation of adjunct faculty per the union (State/AFT) Agreement and university policy (i.e., Faculty and Professional Staff Handbook);
- 19) supervises and evaluates civil service staff, student workers, and graduate assistants;
- 20) reviews and forwards requests for permission to travel for professional purposes and for allocation of departmental 1-vel funds per departmental by-laws and guidelines and University policy;
- 21) reviews and forwards all faculty proposals for awards and leaves as per the union (AFT/State) Agreement and University policy;
- 22) supervises the resolution of student grievances and grade appeals, following established departmental, college, and university-wide procedures;
- 23) convenes department meetings on a regular basis (approximately once a month during the academic year);

24) arranges for representation for the department at official university functions such as convocation and commencement ceremonies; and

25) performs other traditional duties and responsibilities as assigned by the President or his/her designee in conformance with the union (State/AFT) Agreement.

Department Chairpersons are appointed to serve three-year terms and can be reappointed based on the recommendation of the faculty to the President or his/her designee. No departmental by-laws shall limit the tenure of a chair to one term only. Regular elections for department chairs shall be conducted in a timely manner in anticipation of the expiration of the existing term and recommendations forwarded to the President or his/her designee by March 31 of that year. The initiation and verification of the completion of the process shall be the responsibility of the College Dean. The election in each department shall be conducted by according to the terms of departmental by-laws and with the union (State/AFT) Agreement. -

The President or his/her designee may ask a chairperson to resign (i) for cause or (ii) if the President or his/her designee has received a petition, with written reasons for removal, from 2/3 of the department faculty, requesting the chairpersons' resignation. If the request is denied, the President or his/her designee shall give the department his or her reasons for the rejection within 30 days. Before removal, a Chairperson shall be accorded due process according to determined procedure. Chairpersons wishing to resign may do so by informing in writing the department faculty and the President or his/her designee.

Agreement Re: Academic Chairpersons' Duties and Compensation

WILLIAM PATERSON UNIVERSITY

In order to build amicable relations between the Union and the University and to foster a highly professional environment for our employees, the Union and the University hereby agree to the following with regard to Chairpersons of Academic Departments:

The "Duties and Responsibilities of Chairpersons," (See Attachment A.) is the foundation of the work responsibilities expected of chairpersons of academic departments. Accordingly, based on the formula stated below (See Attachment B.), compensation has been determined for each department.

The formula added the number of full time faculty plus 1/4 of the adjunct faculty and weighted it by multiplying it by the number of major plus graduate students. [Example: Music Department - 17.5 full time plus 1/4 of 45 adjuncts = 28.75 times 238 undergraduate majors and zero graduate students for a weighted factor of 7,080.5.] All departments received a rank order from one (highest weight) to 27 (lowest weight). See the "Compensation for Departmental Chairpersons" chart for a full list of departments and their weighted scores.

The use of adjunct faculty in this formula is specifically for the purpose of helping to determine a weighted workload for each department and is not to be used as a precedent for any other negotiations.

The Union and the University agree that the following department chairpersons (Group A) will receive 21 credits each academic year for being department chairperson:

Curriculum and Instruction
Communications
English
Psychology
Sociology

Each semester, each department chairperson in Group A will teach at least one course of three credits or greater. No more than nine credits per semester can be taken as released time. The balance will be awarded as overload compensation.

The Union and the University agree that the following department chairpersons (Group B) will receive 18 credits (nine in each semester) each academic year for being department chairperson:

Art
Nursing
Music
Biology
Exercise and Movement Science
Accounting and Law
Special Education
History

Each semester, each department chairperson in Group B will teach at least one course of three credits or greater. No more than nine credits per semester can be taken as released time. Any balance will be awarded as overload compensation.

The Union and the University agree that the following department chairpersons (Group C) will receive 15 credits (six in one and nine in the other) each academic year for being departmental chairperson:

Marketing and Management
Mathematics
Computer Science
Economics and Finance
Languages and Cultures
Political Science
Community Health

Each semester, each department chairperson in Group C will teach at least one course of three credits or greater. No more than nine credits per semester can be taken as released time. Any balance will be awarded as overload compensation.

The Union and University agree that the following department chairpersons (Group D) will receive 12 credits (six credits each semester) each academic year for being departmental chairperson:

- Communication Disorders
- Environmental Science and Geography
- Philosophy
- A.A.A.C.S.
- Anthropology
- Chemistry and Physics
- Women's Studies

Each semester, each department chairperson in Group D will teach at least one course of three credits or greater. No more than nine credits per semester can be taken as released time. Any balance will be awarded as overload compensation.

Chairpersons, under this agreement, retain all faculty rights privileges and responsibilities, including voting in departments and the right to serve on personnel committees, as provided for in The Agreement.

For William Paterson University

Shirley Sesay

Date August 13, 1998

[Signature]

Date 8/13/98

For AFT Local 1796

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COMPENSATION FOR DEPARTMENTAL CHAIRPERSONS (Attachmen~ B)

Category	Department	Full Time Faculty + 114 Adjunct Faculty	Majors & Matriculated Graduate Students	Weighted Factor
A	Curriculum & Instruction	32.50	1125	36,562.50
A	Communications	27.50	725	19,965.00
A	English	31.75	449	14,255.75
A	Psychology	18.00	656	11,808.00
A	Sociology	17.25	670	11,557.50
B	Art	26.50	333	8,824.50
B	Nursing	22.75	363	8,258.25
B	Music	29.75	238	7,080.50
B	Biology	24.25	287	6,959.75
B	Exercise & Movement Science	15.25	349	5,322.25
B	Accounting & Law	15.25	341	5,201.25
B	Special Education	10.75	445	4,783.75
B	History	18.75	226	4,237.50
C	Marketing & Management	13.00	181	2,353.00
C	Math	17.25	124	2,139.00
C	Computer Science	9.50	212	2,014.00
C	Economics & Finance	11.75	147	1,609.75
C	Languages & Cultures	16.25	88	1,430.00

COMPENSATION FOR DEPARTMENTAL CHAIRPERSONS (Attachment B)

C	Political Science	11.25	106	1,192.50
C	Community Health	10.5	97	1,018.50
D	Communication Disorders	7.75	119	903.5
D	Environmental Studies & Geography	5.25	54	283.50
D	Philosophy	9.75	13	126,75
D	AAAC.S	7.50	14	105.00
D	Anthropology	5.00	18	90,00
D	Chemistry & Physics	9.25	9	83.25
D	Women's Studies	3.25	0	X