I. Proposal Name:

Proposal to amend the Faculty Handbook to make the reassignment time for Assistant Chairs/Assistant Directors relative to the size of the Department/School.

II. Stated Proposal:

The UCO Faculty Handbook states, in section 1.5.7.3 COMPENSATION: “The department chair/school director receives reassigned instructional time for leadership and management activities and stipend based upon the departmental FTE, including FTE generated by adjunct faculty. The department chair/school director will receive 50% reassigned instructional time (six hours) unless the departmental FTE exceeds 40. Chairs/directors whose FTE is greater than 40 may be considered for a total of nine (9) hours of reassigned instructional time per semester for leadership and management activities. Affected chairs/directors should request the additional reassigned time (from six to nine hours) through their respective deans. Upon the dean’s approval, nine hours of reassigned instructional time will become effective the following fall or spring semester.”

Because this FTE categorization is already established, and because the Department Chairs’/School Directors’ administrative reassignment time for workload is based on it, the Senate proposes to allocate Assistant Chair and Assistant Director reassignment time using the same FTE criterion. Upon the dean’s approval, Assistant Chairs and Assistant Directors in departments or schools with a faculty FTE greater than 40 would be eligible for a maximum of six hours of reassignment time per fall and spring semesters.

III. Justification

The university already acknowledges that Chair/Director workload and compensation is affected by Department/School size. Likewise, the duties assigned to Assistant Chairs/Assistant Directors by college administration also are affected by the size of the Department/School. Jobs like Assessment Data Collection, Assessment Reporting, Class Schedule Build, and Faculty Loads are all relative to the size of the Department/School faculty, curricula, and student enrollment. Assistant Chairs/Assistant Directors should be granted adequate reassignment time in relation to FTE to accomplish the goals and directives assigned by college deans and department chairs. At this time (Spring 2018), this policy would potentially affect only the largest areas on campus: the School of Music and the Department of English. In the future, as Departments and Schools continue to develop and grow, the option for additional reassignment time would make it possible for
leadership to assume essential responsibilities and duties within expanding programs across the university.

IV. Budget Implications

There will be additional instructional costs associated with increased reassignment time for Assistant Chairs/Assistant Directors of the larger departments/schools that utilize this option. According to estimates figured by the committee, only the School of Music and English Department have FTE greater than 40 and would be affected, leaving each area up to 3 hours of instructional time to be covered by other faculty.

Submitted by: Brian Lamb

Sponsored by: Senator Bramlett and Senator Geib

Recommended for Approval by Personnel Policies & Adjunct Affairs Committee.

Passed by Unanimous Consent on March 8, 2018.

Kristi L. Archuleta, Faculty Senate President
Supporting Evidence for Faculty Senate Proposal 2017-2018-001

Duties and Responsibilities for Assistant Director of the School of Music from Assistant Director Dr. Glaubitz:

"My duties as assistant director have changed as it became apparent that I didn’t have time to do all the duties assigned to me. My duties according to the CFAD Release Time policy:

- Evaluate adjunct faculty
- Coordinate assessment for the Department/School and serve on the College Assessment Committee
- Develop the schedule for each semester

But, considering the amount of things to do in the School of Music, here are my real duties in an ideal world:

- Build and manage the schedule for fall, spring, and summer classes
- Manage faculty loads (this takes much longer for music than for most departments because of the continually changing loads)
- Coordinate all assessment for all music degrees (for 22 degree programs versus 4 or 5 for other departments)
- Coordinate curriculum for all music degrees (again, for 22 degree programs)
- Observe, evaluate, and aid in hiring adjunct faculty
- Coordinate School of Music master schedule
- Attend weekly meetings with Director and division heads
- NASM accreditation coordinator (which will continue for the next couple of years)
- Take the place of the director when he is out-of-town, etc.

Realistically, I haven’t ever had time to observe and evaluate adjunct faculty and my curriculum and master scheduling responsibilities have been shifted away from me since I don’t have enough time for that (although I still advise on all curricular decisions and oversee scheduling)."

Duties and Responsibilities for Assistant Chair in the Department of English from Chair Dr. Hollrah:

"I would say that the list of duties for our assistant chairperson would tentatively be as follows if the proposal were approved:
• Help observe and evaluate the department’s 30 adjunct faculty members
• Coordinate assessment for the department’s eight programs
• Write the departmental assessment report
• Represent the department at college-level assessment meetings
• Help coordinate faculty searches
• Act as chairperson when the chairperson is away from campus
• Help write the department’s five-year SSCI (self-study for continuous improvement)
• Aid in the hiring and supervision of full-time, non-tenure-track lecturers

(Note: Some of these duties are currently very difficult to cover since they require volunteers from the faculty to do them without compensation for the significant addition to work load. With the increased reassignment time proposed in Faculty Senate Proposal 2017-2018-001, these duties would be regularly assigned to the Assistant Chair)

Summary: These lists of responsibilities demonstrate the need for sufficient reassignment time for the Assistant Director and Assistant Chair to lead effectively in the School of Music and the Department of English.

This information was gathered and compiled by Faculty Senator KaDee Bramlett, Chair of Personnel Policies Committee, Spring 2018.