

---

## **Guidelines for Appointing and Compensating Department Heads**

---

The role of the department head:

- Provide leadership in setting departmental vision and goals
- Promote excellence in instruction, research, scholarship, creative work, and engagement by faculty
- Provide budget planning, oversight, and allocation of resources
- Lead faculty hiring, mentoring, and retention efforts and conduct annual reviews of faculty consistent with department, college, and university guidelines
- Hire, support, and evaluate department staff members
- Assure compliance with federal, state, system, university, and college rules and regulations
- Engage in and support development efforts as appropriate in coordination with college development staff
- Handle misconduct, grievances, and appeals for students, faculty, and staff
- Foster inclusive and welcoming workplaces and learning environments
- Serve on the college Executive Council
- Accept responsibility for all department functions across the 12-month fiscal year

In compensation, newly appointed department heads may expect:

1. Reduced teaching load (typically teach one course per year)
2. Two months of summer salary (in addition to 9-month base salary), paid over 2 or 3 months as preferred
3. An additional administrative stipend as follows: \$1,500 per month for departments with 40 or more faculty, \$1,000 per month for departments with fewer than 40 faculty members
4. An annual research bursary of \$2,500, paid by the college
5. Release from teaching and service duties for one academic year (9 months) at full pay immediately following the end of your final term, either through the FDL program or similar, for which an application is mandatory, or, if an FDL is not awarded, through the college's PDL program or similar