

**TEXAS STATE TECHNICAL COLLEGE SYSTEM  
SYSTEM OPERATING STANDARD**

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| <b>No. ES.1.14</b>   | <b>Page 1 of 3</b>   | <b>Effective Date: 01/31/97</b> |
| <b>DIVISION:</b>     | <b>Educational Services</b>                                  |                                 |
| <b>SUBJECT:</b>      | <b>Program Chair/Department Chair Assignments/Increments</b> |                                 |
| <b>AUTHORITY:</b>    | <b>Executive Order</b>                                       |                                 |
| <b>SUBMITTED BY:</b> | <i>Original Signed by Ralph T. Strother</i>                  |                                 |
| <b>TITLE:</b>        | <b>Interim Chancellor</b>                                    | <b>Date: 01/31/97</b>           |
| <b>APPROVED BY:</b>  | <i>Original Signed by Ralph T. Strother</i>                  |                                 |
| <b>TITLE:</b>        | <b>Interim Chancellor</b>                                    | <b>Date: 01/31/97</b>           |

**STATUS:** Approved MC 01/31/97

**HISTORICAL STATUS:** Approved MC 09/21/95  
Revised 09/11/95  
Revised 01/21/95  
Approved by MC 04/10/91

**EXECUTIVE ORDER**

Faculty members serving as Program Chairs/Department Chairs do so as any assignment with specific compensation provided for additional responsibilities.

**PERTINENT INFORMATION**

In 1991, the Management Council entered into considerable discussion regarding the nature of faculty assignments as Program Chairs/Department Chairs. The following operating requirements specify the parameters decided upon relating to Program Chair/Department Chair positions.

**OPERATING REQUIREMENTS**

1. The Program Chair/Department Chair appointment is an assignment, not a position.
2. The Program Chair/Department Chair assignment has no specific time limitation and may be extended or withdrawn at the discretion of campus administration.

3. The teaching load of the Program Chair/Department Chair is typically reduced by 25 percent for each program supervised.
4. Effective September 1, 1991, the Program Chair/Department Chair increment will be \$200 per month for each month for which the assignment is effective.
5. The Program Chair/Department Chair increment will be given a separate object code and will not be included in calculating other raises, such as across-the-board, merit, etc.
6. The Program Chair/Department Chair increment will be discontinued when the faculty member is no longer assigned as chair.
7. A Program Chair/Department Chair may be assigned to function as chair of a second or third program. This (these) additional assignments will provide for an additional increment of \$100 per month for a total increment of \$300 per month.
8. When the number of faculty members in a program exceeds six, a second person may be assigned as an Assistant Program Chair/Department Chair. It is desirable to rotate this position to develop and assess management capability. The Assistant Program Chair/Department Chair may receive a \$100 per month increment (for the period of assignment) and the assistants' teaching load may be reduced by as much as 25 percent.
9. Program Chair/Department Chair salary increment administration will be a part of the faculty compensation section of the Compensation Manual.
10. At colleges where a Program Chair/Department Chair is also filling the position of Cluster Liaison (TSTC Waco only) or Associate Dean, an additional increment of \$200 per month will be provided for Cluster Liaison (TSTC Waco only) or Associate Dean duties. The total increment for this double assignment will be \$400 per month.
11. On campuses where an individual is assigned to perform the duties of Program Chair/Department Chair for four or more programs, the additional compensation for this assignment will be \$400 per month for the term of the assignment.



**COLLEGE OPERATING PROCEDURE**

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| <b>OFFICE OF RESPONSIBILITY:</b> |  |                  |
| <b>APPROVED BY:</b>              |  |                  |
| <b>TITLE:</b>                    |  | <b>Date</b>      |