

College of Public Health
Administrative Policy on Stipend Pay for Administrative Duties*

2022-2023

Purpose of the Policy

To ensure uniformity and consistency in purpose, eligibility, and allocation of salary stipends across College of Health and Human Service (CHHS) operating units.

Policy

The purpose of a supplemental salary stipend is to compensate academic faculty (term, tenure track and tenured) for performing additional administrative duties and responsibilities that are *outside of the usual and customary duties of the faculty appointment and requires a substantial level of effort over and above the faculty's regular workload assignment*. Administrative stipends are allocated when administrative duties are determined to be necessary for academic program support, when administrative support work is substantial in volume and impact, and performance of administrative duties requires the individual to have an extended schedule of availability¹. In lieu of the stipend, a faculty member and the chair/school director may decide on a course release during the academic year instead of a stipend.

Stipends may be utilized to compensate faculty for the performance of additional, administrative duties for an administrative role assigned and performed for a 12-month calendar year, regardless of the faculty's academic year appointment (9 or 12 months). Responsibility for determining program necessity and individual eligibility for a stipend based on the scope of academic program operations and workload volume, rests with the Department Chair or School Director, with the approval of the CHHS Dean.

Compensation for *additional duties* is approved each year, subject to fiscal year budget limitations. Salary stipend pay is compensation for performance of necessary administrative duties, allocated for a fixed term not to exceed 12 months in duration per stipend. The appointing official reviews stipends for reallocation annually.

<i>Stipend Pay per Semester (fall, spring and summer)</i>	
<i>Admin. Role/Assignment</i>	<i>Stipend Without Course Release</i>
Division Director	\$4000/sem; \$8000/AY; \$2,000 (sum)
Doctoral Program Director ³	\$2000- \$3000/sem; \$4000-\$6000/AY; \$2000 (sum)
Academic Program Director	\$2000/sem; \$4000/AY; \$2,000 (sum)
Academic Program/Adjunct Faculty Coordinator ²	\$1500-\$2000; \$3000-\$4000/AY; \$2,000 (sum)
Practicum Coordinator or Field Placement Director ³	\$1500/sem; \$3000/AY; \$2,000 (sum)

*Formally titled: CHHS Administrative Policy on Salary Stipends

¹ Please note that a department may not need each of these positions. Department resources are needed to cover the positions (except for new degree programs the Dean's office is supporting). This is a living document as changes will occur with implementation and evaluations.

² Depending on program size and number of adjuncts; upper limit compensates large program operations and span of supervision.

³ Stipend applies to faculty with a full-time academic teaching or teaching/research appointment who assume these additional duties. Faculty employed to work full-time in this capacity who have a reduced teaching workload to accommodate the performance of administrative duties within the faculty workload assignment are not eligible for a stipend.

Appendix A

CHHS Academic Administration Roles

<i>Title</i>	<i>Duties and Responsibilities</i>
Department Chair/Director School of Nursing	Reporting to the CHHS Dean, Department Chairs are officers of the University, with legal and professional administrative responsibilities and duties as specified in the Faculty Handbook. The CHHS Chair is responsible for the leadership and management of the mission and overall performance of an academic unit. They are intellectual and administrative leaders for the faculty, instructional staff, administrative staff, and undergraduate and graduate students in an academic Department. The Department Chair plays a critical role in connecting and integrating the Department/School to the College and University. S/he serves as Department liaison to the Dean of CHHS and represents the Department to central administration and the rest of the University. The chair is responsible for the overall quality and effectiveness of academic programs and effective management of the departments financial and human resources and external accreditations. The Chair oversees implementation of shared governance processes and manages faculty performance procedures faculty and staff promotions (administrative staff, term and tenure-track faculty). Chairs are responsible for assuring the scholarly productivity of the department (faculty and students). External to the department, Chairs manage program stakeholders and support external outreach and fundraising.
Division Director	Reporting to the Department Chair, the Division Director (DD) has Administrative role responsibility for two or more academic programs or concentrations in a defined discipline or area of practice. The DD oversees and manages their day-to-day operations. Duties include responsibility for internal program evaluation and external accreditation reporting and reaccreditation management. The incumbent coordinates alignment of undergraduate and graduate programs and concentrations, minors and tracts. The DD manages course scheduling consistent with program master matriculation plans. The DD manages faculty oversight of program quality and relevance, including annual program evaluation activities (program and student outcome assessment, monitoring and documentation). The DD also monitors student admissions/transfers, retention and outcomes initiating academic actions and student awards as relevant/needed. They participate in and organize student recruitment and outreach events and serve as the principal liaison to program alumni. The DD maintains academic program website content and assures the accuracy of catalog content. The DD assists with recruitment of adjunct faculty and course staffing decisions in the absence of an Adjunct Faculty Coordinator.

Doctoral Program Director	Reporting to the Department Chair, the Doctoral Program Director has oversight of day-to-day management of the PhD program and is responsible for monitoring doctoral student performance and progression toward the completion of the degree. Responsibilities span the following program activities: Oversight of website content (for accuracy and currency), student recruitment, admissions and orientation, maintenance of the Program PhD handbook, allocation and assignment of GRAs and implementation of the GRA performance management system, pre-dissertation student advisement, initiation of student academic actions, organization and oversight of program comprehensive and field exams, dissertation committee approvals, and academic program evaluation and reporting (including annual program and student outcome assessment monitoring, documentation and follow-up related to follow-up plans. The PhD program Director is responsible for timely completion of annual faculty student progress reports and the development and implementation of a scholarly enrichment and professional development program.
Undergraduate or Graduate Program Director	Reporting to the Department Chair, the Program Director has oversight for day-to-day management and performance of the undergraduate/graduate program and is responsible for monitoring students in the program and ensuring their successful progression toward the completion of the degree. In collaboration with the Division Director (DD) or in the absence of a DD is responsible for assuring program website content. The graduate program director is sponsible for student recruitment, admissions, new student orientation and advisement, initiating individual student academic actions and academic action problem solving, as well as all academic program reporting and outcomes assessments (as required by internal and external accreditation). For relevant undergraduate programs, the DD collaborates with CHHS Student Affairs on matters related to centralized student advising, recruitment and student onboarding.
Undergraduate or Graduate Program Coordinator	Reporting to the Department Chair, the coordinator has responsibility for an undergraduate or graduate degree program and related concentrations, tracks and certificates that have a minimum enrollment of at least 25 students. Responsibilities include website content management, student recruitment, admissions, orientation and advisement (or coordination of these functions with Student Affairs personnel for centralized undergraduate recruitment and advisement functions), as well as academic actions and academic program reporting and outcomes assessments. For externally accredited programs, the Coordinator has responsibility for annual quality reporting (internal and external), and the development of the self-studies and external accreditation reviews.
Adjunct Faculty Coordinator	Reporting to the Department Chair, the Adjunct Faculty Coordinator is responsible adjunct faculty recruitment. supervision and course teaching assignments for a large number of adjuncts in the Department or School. Responsibilities include maintenance of the Department's Adjunct Handbook, adjunct onboarding, ensuring compliance with orientation and other requirements. The Adjunct coordinator is responsible to ensure departmental communications with adjuncts and serves as a teaching consultant and problem-solving resource, assuring timely submission of grades. The coordinator is responsible for adjunct performance reviews, evaluating and problem-solving adjunct faculty's student course evaluations and recommending adjunct faculty for awards.

Practicum Coordinator or Field Placement Director	Reporting to the Department Chair, the Practicum Coordinator/Field Placement Director is responsible for securing, managing, scheduling and evaluating practica and field training placement sites for students in professional degree programs, including management of practicum site contracts. The Practicum Coordinator/Field Placement Director works collaboratively with the CHHS Associate Dean for outreach related to the Associate Dean's efforts to expand organizations and placement opportunities for undergraduate and graduate academic programs across CHHS and in managing annual practicum placement contracts and agreements.
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