

RIDER UNIVERSITY
DEPARTMENT CHAIR POLICY

THE ROLE OF THE CHAIRPERSON

The Chairperson at Rider University, together with the Dean of the College, is responsible for the administration of a department and its programs in accordance with the policies, rules and objectives of the College and the mission and objectives of Rider University.

The Chairperson is an academic leader, representing the general interests of the department, helping to shape its goals and interpreting these to appropriate campus and off-campus individuals and groups. By example and by instruction the Chairperson encourages faculty to excel in teaching and scholarly activity and students to excel in learning.

As a colleague, the Chairperson provides support and assistance to faculty to enable them to achieve their educational and professional goals.

Finally, the Chairperson is expected to participate in the total life of the institution, clarifying its goals, supporting its efforts to recruit, retain, and educate students, and working to make campus life a rich and varied intellectual, social and cultural experience for all members of the University community.

I. Job Description

- A. Leads the department in the development of its academic program; e.g., proposes, and implements curricular changes
- B. Leads faculty orientation and professional development for the department
- C. Leads all departmental planning activities, including external review and/or program accreditation
- D. Manages members of the department concerning their responsibilities under Department, College, and University policies and the faculty contract
- E. Supports excellence in teaching the department's curriculum
- F. Coordinates and provides direction for scholarly activities in the department
- G. Mentors department members in the development of their department, College, and University service
- H. Normally teaches six contact hours in-load per semester; performs other non-teaching responsibilities of full-time members of the Rider University faculty
- I. Chairs all meetings of the department

- J. Writes the chairperson's evaluation of all candidates for annual reappointment and for promotion and tenure from the department and, in the case of the latter, serves on the Promotion and Tenure Committee for all such candidates
- K. Assures the performance by department members of their contractual responsibilities concerning student evaluation of courses, and evaluation of departmental candidates, including adjunct members of the department, for annual reappointment, and for promotion and tenure
- L. Implements department policies and programs
- M. In collaboration with the dean, plans and manages the departmental budget
- N. Supervises departmental workload, in cooperation with the dean's office; manages staffing of department courses
- O. Serves as liaison between the dean and members of the department, advising the dean concerning matters of interest to the department, reporting information from the dean to members of the department, and submitting reports to the dean as requested
- P. Manages and assures that:
- catalog material is revised in accordance with curricular changes,
 - new departmental faculty are recruited, including identifying and hiring adjunct faculty
 - departmental majors and minors are advised,
 - student records are reviewed and appropriate offices are notified concerning student status,
 - the department is represented at internal and external functions,
 - the department's academic interests are represented in meetings with parents and students,
 - the department is represented at orientation sessions for new students, and, as appropriate, placement, proficiency, and validation examinations are coordinated
- Q. Serves as liaison between the Admissions Offices and the department
- R. Maintains department records and department equipment and supplies (or supervises others who are assigned to these tasks)
- S. Supervises the department office staff, where appropriate
- T. Performs all functions designated for department chairpersons under University policy (such as grade appeals)
- U. Serves as liaison between members of the department and other offices of the University
- V. Confers with other members of the University administration regarding matters of mutual concern, such as development and implementation of appropriate academic policies, student recruitment and retention programs, and faculty contract issues

II. Compensation Policy

A. Terms of service

The responsibilities of department chairpersons normally extend through the calendar year, September 1 through August 31. Appointments run on a three-year contract.

B. Salary Supplements and Workload Adjustments for Department Chairpersons

1. Salary Supplements and Workload Adjustments

a. Basic Salary Supplement and Workload Adjustment

In addition to the base salaries appropriate to full-time members of the Rider University faculty, faculty members assuming the position of department chairperson receive an annual stipend. The amount of this stipend is determined by the Provost after consultation with the dean. Such department chairpersons also receive one course release per semester, thereby teaching six-hours in load per semester.

b. Additional Salary Supplement and Workload Adjustment for Acting Appointments

Persons assuming the position of acting department chairperson, (i.e., replacing a regular chair on leave or one who has stepped down from their position prior to the three-year term), shall receive compensation commensurate to a chairperson, prorated for the time period in which the acting department chairperson serves in this role. Course release(s) will be determined, dependent on the timing of the acting department chairperson's appointment.

C. Leaving the Position of Department Chair

The University shall not deduct the salary supplement(s) of department chairpersons who leave the position temporarily (as when taking a paid research leave or sick leave). When a department chairperson leaves his/her position to return to the bargaining unit, the University shall deduct an amount from his/her salary equal to the salary supplement(s) pertaining to that chairperson. Department chairpersons who return to the bargaining unit shall assume the same teaching load as other full-time faculty members in the bargaining unit.

III. Due Process for Department Chairs Regarding Discipline

While serving as chairperson, you retain your tenure, and, subject to the conditions set forth in this Section III, you also retain the right to return to the bargaining unit at the faculty rank most recently held if either you or the university administration no longer wish you to be the chair or if the chairperson position is eliminated due to restructuring.

Any discipline imposed upon a department chairperson is subject to the due process provisions in this Policy, including, if applicable, submission to arbitration. Discipline of a department chair involving an unpaid suspension of greater than one week or discharge shall be supported by "just cause." The University will not dismiss or suspend (with or without pay) a department chairperson prior to the completion of the procedures set forth herein unless the University determines that there is a potential for immediate harm to any person or the University.

In the event discipline is imposed upon a department chairperson, the department chairperson may file a written dispute with the Dean of the respective college within seven (7) calendar days after receiving notice of the pending disciplinary action. A meeting regarding the dispute will be held within seven (7) calendar days from the date of filing of the written dispute between the department chairperson and a representative designated by the Provost. A decision shall be rendered within 48 hours.

In the event the department chairperson is not satisfied with this decision, they may file a written appeal with the Provost within 48 hours after receipt of the initial decision of the Provost's representative above. Upon appeal, a meeting shall be held with the department chairperson and the Provost within ten (10) business days after receipt of the written appeal by the Provost. The decision of the Provost will be rendered within ten (10) business days after the meeting. Decisions of the Provost that do not involve an unpaid suspension of more than one week or discharge shall be considered final.

In the event the Provost imposes discipline that includes an unpaid suspension or more than one week or discharge, the department chairperson may request arbitration. Any request for arbitration must be made in writing to the Provost within 48 hours of receipt of the Provost's decision above. The arbitration will be conducted under the AAA Labor Arbitration Rules, and the arbitrator shall be selected in accordance with such rules unless the department chairperson and the University mutually agree upon an arbitrator outside of the AAA process. Arbitration hearings may be held on the Rider University campus, and shall be limited to a single day. While the University will pay the cost of the arbitrator, the department chair will be responsible for any other costs they incur related to the arbitration.

The decision of the arbitrator shall be final and binding on the department chairperson and the University.

Notwithstanding anything stated above, this Section III shall not apply to any complaints relating to appointments, reappointment, annual evaluations, academic governance, promotion and tenure. Any time period set forth herein may be extended by mutual agreement between the department chairperson and the Provost.