

SUBJECT: TERMS OF APPOINTMENT, COMPENSATION, TEACHING LOADS,  
AND DUTIES FOR ACADEMIC DEPARTMENT CHAIRS

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### PURPOSE

To establish terms of appointment, compensation, teaching loads, and duties for academic department chairs.

### GENERAL POLICY

Academic department chairs are appointed by the Provost and Vice Chancellor for Academic Affairs, in consultation with the Chancellor. All academic department chairs report to the Provost. Chairs are appointed for a period of four years, and there is no limit on how many four-year “terms” may be served. Early in the second semester of the chair’s fourth year, the provost will consult with the department faculty for the purpose of: (1) obtaining feedback about the operations of the department under that chair; and (2) assessing whether others might have an interest in serving as chair. Based on these and other considerations (e.g., feedback from others at the university, the degree to which interested departmental faculty are prepared), the provost, in consultation with the chancellor, will reappoint the current chair, select a different faculty member to serve the next four-year term, hire a new chair from outside the university, or appoint an interim chair.

During each year of his or her term of appointment, an academic chair will undergo a performance review, conducted by the Provost and Vice Chancellor for Academic Affairs. An unsatisfactory review may result in the termination of a chair’s appointment before its normal date of expiration.

### SALARY SUPPLEMENT

An academic department chair’s appointment is a 12-month fiscal appointment; thus, before the chair’s term of appointment begins, his or her academic salary will be adjusted to reflect additional months worked. In addition, for each year of his or her term of appointment, the chair will receive a \$4,500 salary supplement. The supplement will be discontinued once the chair’s term of appointment is over.

### TEACHING LOAD

The typical teaching load for an academic department chair is 12 contact hours per academic year. Chairs whose departmental responsibilities are more onerous, however, may be eligible for a lower teaching load, but no lower than nine hours. Chairs whose departmental responsibilities are less onerous may be required to teach additional hours but no more than 15 hours. The determination of whether a reduced or increased load is appropriate is made by the Provost and Vice Chancellor for Academic Affairs and is based on but not limited to consideration of the number of academic programs housed in the department, the number of students enrolled in those programs; the number of courses and sections offered by the department each semester, the number of faculty supervised by the chair; and additional work required by specialized accreditation.

An academic department chair has the discretion to distribute his or her teaching load so that it meets the needs of both the academic department and the university.

#### DUTIES OF DEPARTMENT CHAIR

- a) Be thoroughly familiar with the current Bylaws and Regulations of the LSU Board of Supervisors, Presidential Memoranda (PM's) and Policy Statements (PS's) of LSUA, and the Constitution and Bylaws of the LSUA Faculty Senate.
- b) Provide leadership in planning, developing, and implementing academic programs and curricula in cooperation with the department faculty.
- c) Review and approve all personnel actions (selection, retention, promotion, tenure, annual review, termination, salary increases) relating to faculty and other members of the department staff with recommendations concerning such to the Provost and Vice Chancellor for Academic Affairs.
- d) Work with the faculty and administration to plan, supervise and coordinate faculty development and evaluation.
- e) Provide working conditions under which faculty can exercise and improve their competencies such that the educational mission of the University will be accomplished most effectively.
- f) Provide open communication at all times with faculty and administration.
- g) Disseminate appropriate information from the administration to the faculty and from the faculty to the administration.
- h) Plan and prepare class schedules and faculty teaching assignments in coordination with the Provost and Vice Chancellor for Academic Affairs.
- i) Teach in the field of expertise as appropriate.
- j) Plan, prepare and submit budgets to the Provost and Vice Chancellor for Academic Affairs. Control expenditures once budgets are established.
- k) Provide assistance as requested to programs for recruiting new students.
- l) Provide leadership in the development and implementation of programs for retaining departmental students.

- m) Ensure that effective academic advising is provided by departmental faculty to the department's students.
- n) Provide assistance with academic advising, especially during the summer months.
- o) Be present and available on campus (8.00 AM to 4.30 PM) through each year of term of appointment.