

COORDINATED BY: Office of Academic Affairs

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SUBJECT: Department Chairs

Effective leadership by the department chair is essential to the delivery of fundamental University services.

1. As full-time administrators, all chairs hold office at the pleasure of the Dean, the Provost, the Chancellor, and the Louisiana State University Board of Supervisors.
2. Chairs, as administrative officers, may hold an academic appointment. Stipends, of \$1,500 (fewer than 5 members), \$3,000 (5 through 11 members), and \$4,500 (more than 11 members) per academic year, are recommended at first appointments of new chairs. The stipend is allocated to the position and must transfer to the successor upon vacating the chair appointment.
3. As an administrator, the chair position shall have a six-hour teaching load for a regular semester.
4. During the entire summer session, a full-time chair shall have a three-hour teaching load in addition to administrative duties. Chairs shall be compensated at 2/9 of the academic year salary (with the stipend included) for full-time employment during the summer session. The summer salary shall be assigned as follows:
 - 7.5% of academic year salary for teaching 3 hours; and
 - 14.722222% of academic year salary for administration of department.
5. The chair of an academic department is a unique position, an administrative officer with an academic appointment, and the time and effort of the chair are expected to reflect this. As the primary administrator of the department, the chair is expected to make the appropriate commitment of time and energy required to assure smooth functioning of all department operations in compliance with the University policies and regulations. Therefore, the chair shall be regularly available to conduct University business during each semester, summer session, and at such other times (i.e., between semesters) as the dean may deem necessary to ensure the efficient functioning of the department, college, or University.
6. The Dean of the College shall annually review the performance of each chair. This annual review shall include input from the faculty in the department.

AUTHORIZED

Stuart E. Mills
Stuart E. Mills
Provost and Vice Chancellor
for Academic Affairs

1-03-00
Date

APPROVED

Vincent J. Marsala
Vincent J. Marsala
Chancellor

1-3-00
Date