

FACT Training: Department/Division Leadership Dr. Frank Wilson

District Director Human Resources

| | |
|---------------------------------------|----------------------------------|
| Faculty representative on FACT (2018) | |
| Meet and Confer Team | |
| | Analytical support (2016 - 2018) |
| | Team Chair (2012 - 2016) |
| | Team Member (2011 - 2012) |

Brief History

- Work on the updated supervision model began in 2014 – 2015
- The 2017 – 2018 RFP (Appendix D) defined additional department/division leadership roles.
- The 2018 – 2019 RFP was to contain policy related to remuneration for these leadership roles. This document was never created.
- The 2021 – 2022 Faculty Agreement further refines department/division leadership roles, remuneration, and associated policies.

Supervision Policy Enhancements

- Simplified process for determining faculty supervision budget (7.2.7) •

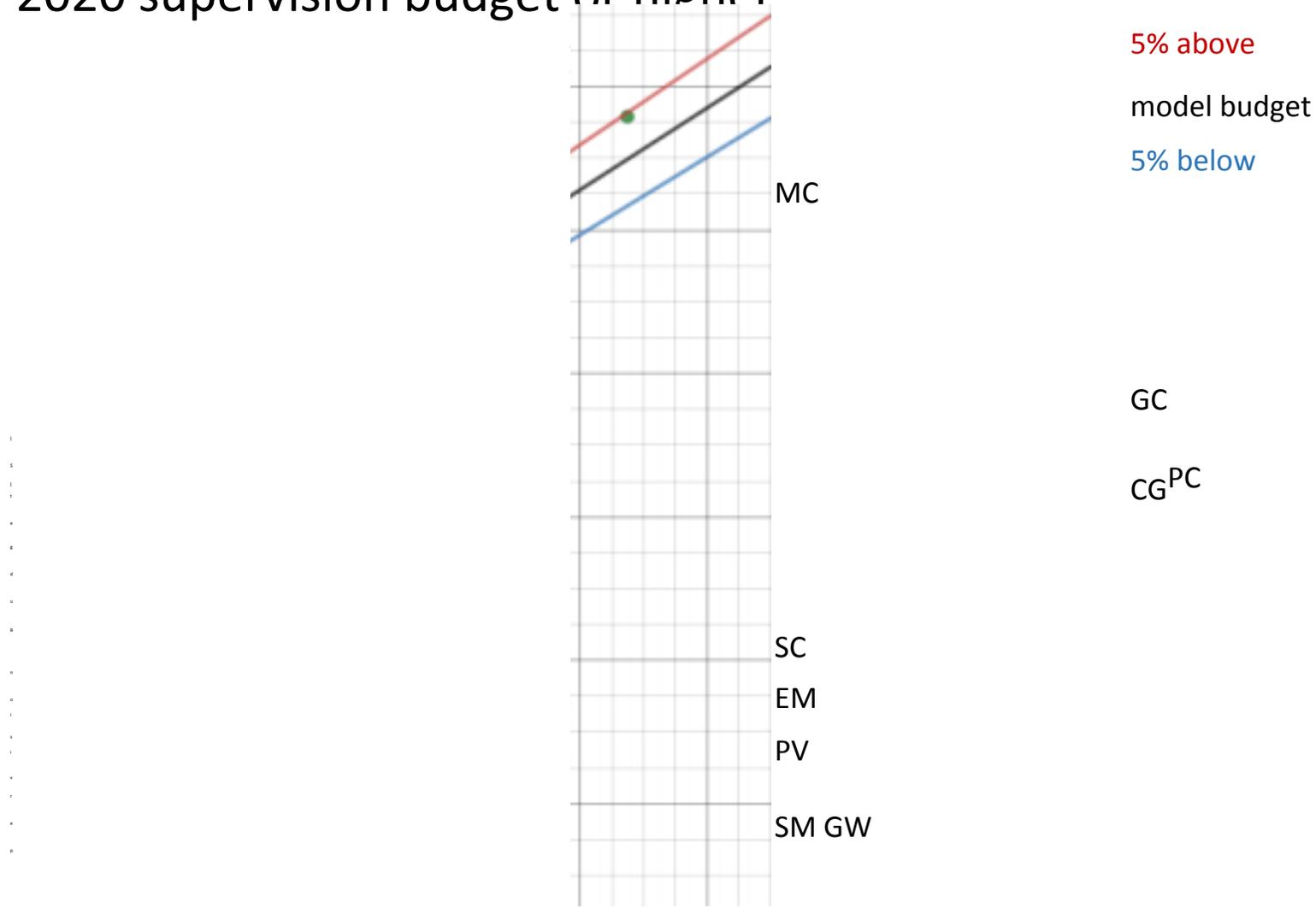
Increased flexibility for departments/divisions to identify the leadership roles needed (7.2.4)

- Clear process for compensating faculty who are delegated Chair duties (7.2.5)
- Increased clarity surrounding summer compensation for faculty filling supervisory roles (7.2.7.7)
- Professional development training for Chairs (Faculty Leadership Academy) (7.2.3)
- Charters document processes used within the Department/Division (7.2.11)

College Faculty Supervision Budget (7.2.7)

- Base allocation of \$230,000
- \$57 per load hour (from previous Fall and Spring semesters)

- Supervision Budget = \$230,000 + \$57/load hour x load hours
- Colleges may adjust budget by up to ±5%
 - For 2021 – 2022, the supervision budget will be at the same level as the 2019 – 2020 supervision budget or higher



Instructional Load (Spring & Fall 2019)

Budget Distribution to Departments/Divisions

- Up to 10% of college supervision budget may be set aside for program variability such as oversight of libraries and labs, number of Faculty Service Areas within Department/Division, and so on. (7.2.7.1)

- At least 90% of budget distributed based on quantitative factors (7.2.7.2)
 - Fall 45th-day FTSE (for Counseling/Library faculty supervision) • Fall & Spring instructional load (for instructional faculty supervision) • Instructional Faculty Department/Division budget distribution (7.2.7.5) • Base allocation 30% - 40%
 - Instructional load allocation 60% - 70%

Conceptual Example

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Conceptual Example

5% of total

3.85% of Quantitative Factors

92.31% of Quantitative Factors

| | Department/Division | Base Alloc | Prop Alloc | Total Dep/Div Allocation | % of Quant Factors Budget | Instructional Load | Excluded Inst Load |
|----|--|------------------|------------------|--------------------------|---------------------------|--------------------|--------------------|
| 1 | Library, Learning Center, & Counseling | \$56,766 | none | \$56,766 | 7.69% | | 132 |
| 2 | Aviation & Applied Technology | \$21,674 | \$28,024 | \$49,699 | 6.73% | 599 | |
| 3 | Biological Sciences | \$21,674 | \$38,458 | \$60,132 | 8.15% | 822 | |
| 4 | Business & Computing Studies | \$21,674 | \$60,166 | \$81,840 | 11.09% | 1286 | |
| 5 | Communication & Fine Arts | \$21,674 | \$50,902 | \$72,577 | 9.83% | 1088 | |
| 6 | Comp., Creative Writing, & Literature | \$21,674 | \$53,756 | \$75,431 | 10.22% | 1149 | |
| 7 | Health Sciences | \$21,674 | \$20,305 | \$41,979 | 5.69% | 434 | |
| 8 | Mathematics | \$21,674 | \$66,295 | \$87,969 | 11.92% | 1417 | |
| 9 | Modern Languages & Humanities | \$21,674 | \$23,907 | \$45,582 | 6.18% | 511 | |
| 10 | Physical Science & Engineering | \$21,674 | \$40,844 | \$62,518 | 8.47% | 873 | |
| 11 | Social & Behavioral Sciences | \$21,674 | \$38,645 | \$60,319 | 8.17% | 826 | |
| 12 | Nursing | \$21,674 | \$21,474 | \$43,149 | 5.85% | 459 | |
| | Total | \$295,184 | \$442,777 | \$737,961 | 100.00% | 9464 | 132 |

Library/Counseling Faculty Quantitative Factors allocation Base allocation is 35% of Instructional Faculty budget Proportional allocation based on instructional load

Compensation for Delegated Duties

- The Chair receives 60% of the Department/Division supervision budget

as compensation for non-delegable duties (7.2.7.5). This compensation may be paid out as reassigned time and stipend (7.2.7).

- The Chair may retain or delegate some or all of the delegable duties (7.2.4). If all delegable duties are retained, the Chair receives 100% of the Department/Division supervision budget (7.2.7.5).
- Delegated duties will be fairly compensated based on agreement between the Chair, the faculty assuming the duties, and the VPAA or designee (7.2.5).

Organizational Options

- Departments/Divisions are empowered to identify needed leadership roles (7.2.4) in the Department Division Charter (7.2.11.) • Possible options include but are not limited to:

Option 1

- Division Chair (1)
- Assistant Division Chair (1)
- Adjunct Faculty Evaluators (8)

Option 2

- Division Chair (1)
- Program Directors (5)
- Lead Faculty (2)

Option 3

- Division Chair (1)
- Course Coordinators (12)
- Clinical Coordinator (1)
- Lab Tech Supervisor (1)

Supervision Compensation Example 1

- A division with a supervision budget of \$40,000 has a Division Chair, two (2) Program Directors, and eight (8) Adjunct Faculty Evaluators
- The Chair, faculty supervisors, and VPAA (or designee) agree the supervision budget will be divided as follows.

| | | | | |
|--------------------|-----|----------|---------------------|----------|
| Chair | 70% | \$28,000 | 18 hours (\$16,830) | \$11,170 |
| Program Director A | 15% | \$6,000 | 3 hours (\$2,805) | \$3,195 |

| | | | | |
|--------------------------------|-------------|-----------------|----------------------------|-----------------|
| Program Director B | 10% | \$4,000 | 0 hours | \$4,000 |
| Adjunct Faculty Evaluators (8) | 5% | \$2,000 | 0 hours | \$2,000 |
| Totals | 100% | \$40,000 | 21 hours (\$19,635) | \$20,365 |

Supervision Compensation Example 2

- A division with a supervision budget of \$40,000 has a Division Chair who performs 100% of the supervision duties.

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|-------|------|----------|---------------------|----------|
| Chair | 100% | \$40,000 | 30 hours (\$28,050) | \$11,950 |
|-------|------|----------|---------------------|----------|

Chair increases reassigned time to ensure sufficient time to perform 100% of supervision duties

Questions from Faculty

- Is compensation for delegable duties limited by load or is it separate from other compensation?
 - *Consistent with current practice for Chairs, supervisory stipends are not considered part of load. Reassigned time is part of load. Maximum load per semester is 25.0 load hours. (8.1.5)*
- If Chair supervision is paid out of the 40% delegable money to a PD to supervise adjuncts, what about the fact that in PTE programs, the PD is already expected to supervise adjuncts, and is getting paid for that role?
 - *The supervision budget is to cover the cost of all supervisory roles inclusive of reassigned time and stipends. Any stipend a Program Director is paid is funded from the supervision budget. (7.2.7)*
- What constitutes compensation. Just money or also reassigned time? •
 - *Compensation includes reassigned time and stipends. Subject to the minimum amounts of required reassigned time for Chairs (7.2.9), a faculty member in a supervisory role in may request to receive their supervisory compensation as reassigned time, stipend, or both.*

Questions from Faculty

- Will the adoption of the Division Charter preclude college administration from granting reassigned time for occupational or other program directors?
 - *Colleges have flexibility to increase their supervision budgets by up to 5% from the formulaic baseline if required to meet organizational needs. All supervisory reassigned time, including that of Program Directors, is to be funded from the college supervision budget. (7.2.7)*
- To clarify, if a Chair has 4 Academic Coordinators or Program Directors in their division, the maximum compensation each could receive is 10% while the Chair gets 60%? • *The amount of compensation each Academic Coordinator/Program Director receives should be commensurate with the supervisory work performed. If the work is evenly distributed, it would be appropriate to compensate each supervisor 10%. If the work is not evenly distributed, a different distribution of funds would be appropriate (e.g. 20%, 10%, 5%, 5%). (7.2.5)* • Currently we use evening supervision money to compensate lead faculty - will chair compensation go down if lead faculty are now being compensated out of the chair compensation?
 - *The supervision budget formula was developed taking into account evening supervision pay, reassigned time, summer pay, and stipends of Chairs, Program Directors, Evening Supervisors, and other faculty supervisory roles. Lead faculty are to be compensated from the supervision budget of the Department/Division. (7.2.5)*

Questions from Faculty

- As an Occupational Program Director, I often have to work recruiting students for my program during the summer months. How will I be compensated?
 - Each Department/Division Chair (or designee) is expected to work 40 hours between the end of accountability in May and the beginning of accountability in August and is compensated at a rate of \$49.00 per hour. When the Chair (or designee) and VPAA (or designee) reach consensus on the need for additional summer work, the person performing the supervisory work will be compensated at a rate of \$49.00 per hour. In no case will a supervisor (including a Program Director) be expected or required to perform summer work without appropriate compensation. (7.2.7.7). The first 40 hours of summer supervision is funded from the College Supervision Budget. Additional hours are funded from other college resources.

Questions?