

OFFICE OF THE CHANCELLOR
LOUISIANA STATE UNIVERSITY AT ALEXANDRIA

SUBJECT: DUTIES, RESPONSIBILITIES, COMPENSATION AND TEACHING LOADS
FOR ACADEMIC DEPARTMENT CHAIRS AND THE ASSISTANT VICE
CHANCELLOR

PURPOSE: To establish duties, responsibilities, compensation and teaching loads for the
academic department chairs and the Assistant Vice Chancellor.

GENERAL POLICY

Academic department chairs hold their administrative positions at the pleasure of the Vice Chancellor for Academic and Student Affairs, the Chancellor, the President of the LSU System, and the LSU Board of Supervisors. An academic department chair reports to the Vice Chancellor for Academic and Student Affairs.

I. TERM OF APPOINTMENT

Initial appointments will be made for one fiscal year. Additional appointments beyond the initial term may be made based on an annual performance review and on the needs of the university.

II. SALARY SUPPLEMENT

In addition to their salaries as faculty members, individuals designated as academic department chairs or as the Assistant Vice Chancellor are to receive a salary supplement for administrative duties in association with a 12-month fiscal appointment. This supplement is to be discontinued if the individual ceases to serve in his/her administrative position..

The salary supplement to be provided to academic department chairs and to the Assistant Vice Chancellor is \$4,500 per fiscal year.

III. TEACHING LOAD

The usual teaching load for an academic department chair will be nine (9) contact hours per year (fall, spring, summer). The department chair may distribute this teaching load to best meet the needs of the department and University.

In order for an overload to be earned for teaching any class, the class must be taught outside of the normal 8:00 a.m. to 4:30 p.m. business day, or approved schedule of work hours beyond the normal 8:00 a.m. to 4:30 p.m. hours must be arranged with the Vice Chancellor for Academic and Student Affairs. Courses taught beyond the normal number of credit hours during the summer session will be paid according to the summer salary schedule.

Exceptions to the normal teaching load may be made based on the needs of the University with prior written approval from the Vice Chancellor for Academic and Student Affairs and the Chancellor.

IV. DUTIES AND RESPONSIBILITIES¹

- 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 for 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 Vice Chancellor for Academic and Student 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 Vice Chancellor for Academic and Student Affairs.
- I. Teach in the field of expertise as appropriate.
- J. Plan, prepare and submit budgets to the Vice Chancellor for Academic and Student Affairs. Control expenditures once budgets are established.
- K. Assist in the coordination of the programs for recruiting and retaining students.
- L. Provide for academic advising in cooperation with the campus advising system appropriate to each student's educational and career plans.

¹ A copy of the job description for academic department chairs is available in the department office, dean's office, the Office of Academic Affairs, and in Human Resource Management.

- M. Assure that faculty participate in formally recommending candidates for degrees within their respective departments.
- N. Interview, select, employ, train, retrain, transfer, dismiss, and approve leave for classified personnel within the department according to established guidelines.
- O. Participate in the Academic and Student Affairs Leadership Team to consider academic issues, priorities, and other items brought to the Council.
- P. Assist in the promotion and coordination of public relations programs of the University.
- Q. Assist in the planning for and use of educational media, including the computer, in existing and future courses.
- R. Assist in planning, developing, implementing, and promoting continuing education programs.
- S. Serve as building supervisor of designated buildings if requested.
- T. Maintain an equitable distribution of teaching, advising, service, and other duties among the faculty within the respective departments.
- U. Coordinate the completion of the departmental annual report and ensure completion of annual LSUA Assessment forms. Provide other department information as needed for assessment and planning.
- V. Perform other duties as assigned by the Vice Chancellor for Academic and Student Affairs.