

Department Chair Expectations and Guidelines

Metropolitan State University of Denver

Additional information and details regarding Department Chair expectations and guidelines can be found in the *Faculty Employment Handbook* (Section II.L).

1. The Department Chair term is a 12-month appointment renewable annually for successive three year-terms at the discretion of the University.
2. Department Chairs are only eligible for the 12 month pay option and will be paid proportionally for the additional three months. (Thirty percent of faculty members base salary.)
3. During the contract period, Chairs must be available for University business, in case of emergency and when classes are not in session, unless taking approved leave or a campus scheduled holiday. Chairs may take up to 20 days of annual leave. Annual leave must be negotiated with the Dean and reported to Human Resources monthly. Annual leave days must be used within the contract year or they will be forfeited with the following exception: Chairs can accrue a maximum of 5 days annual leave days for cash out if they no longer hold the chairs' position and return to their 9-month faculty contract. Sick Leave for Faculty is 4 calendar weeks (20 days) per year granted July 1 of each year with no carryover year to year. The amount of annual sick leave granted is prorated based on employee hire and separation dates.
4. Chairs are not eligible to receive additional pay for teaching summer session classes or to receive supplemental pay from the University for extra-duties; the only exception to the latter is for work on externally funded work.
5. When a Department Chair returns to a faculty-only position after successful completion of at least two consecutive three year terms completed after 2010, the Chair's returning salary will be set as 5/6 of his/her Department Chair pay effective with the start of the Fall Term, to include any other salary increases due (e.g., increases related to promotions, post tenure review, across-the-board increases, etc. Successful completion is defined as receiving meets standards ratings in two thirds of the evaluation categories throughout each term of service.
 - a. When a Department Chair begins a new term of service within a newly created department, the prior years' terms of service count towards the completion of terms.
6. Department Chairs are eligible to apply for a sabbatical per the faculty guidelines.
 - a. For a one semester sabbatical the Chair's three-year term does not stop.
 - b. For a full year sabbatical the Chair's three year-term does stop.
 - c. During a sabbatical the Department Chair pay is reduced to Faculty Salary only.
 - d. The sabbatical dates for a Department Chair are negotiated with the Provost. Options discussed are:
 - i. August 15th through December 15th for Fall Semester OR
 - ii. August 1st through December 31st for Fall Semester
 - iii. January 15th through May 15th for Spring Semester OR
 - iv. January 1st through May 31st for Spring Semester
 - v. May 15th through August 15th for Summer Session OR
 - vi. June 1st through July 31st for Summer Session
 - e. Department Chairs will need to work with Human Resources to have a new Personnel Action Form (PAF) completed for the sabbatical time period once the dates have been negotiated with the Provost.
7. Policies and Procedures pertaining to Department Chairs are located in the Handbook for Professional Personnel. These are located at: <https://www.msudenver.edu/trustees/policies/>