

Summer/Winter Break Pay for Academic Year Chairs
CFA- Academic Affairs Agreement

Description

- The Chair Summer/Winter Break duties will follow those normally required of the Dept. Chair.
- Summer duties & # of days will be agreed upon between Chairs & Dean but will be reviewed by Faculty Affairs per this agreement.
- Department Chairs will be paid for not less than two (2) and no more than ten (10) days over summer; one (1) to five (5) days for routine Chair Department work during the winter break.
- Chairs will be paid through Special Consultant Appointment form for chair work; The form does not have to detail the scope of work beyond "Summer/Winter Break Chair Appointment" as long as it is within the approved duties.
- Chairs will be paid with notification that duties have been performed and the Special Consultant form has been filed.
- Any special/unique work which is outside approved chair duties or beyond the maximum days allowed by the guidelines requires a separate Special Consultant Appointment form and a specific documented scope of work. (**See description below)

Compensation

- Department Chairs will be paid for this work as "special consultants" at their daily rate.
- Chair Summer/Winter Special Consultant work is determined and funded at the School level.
- Schools can use funds within the Deans' budget, the individual Department/School budgets, or by "sweeping up" funds from across the School that are not going to be expended for other purposes prior to the end of the fiscal year.
- For summer work, since funds are being used from the current budget, as many work days as possible should be in June; any work completed in July and August will be applied to the next year's budget.
- The actual number of days will be determined by the Dean after consultation with the Chair and is dependent upon:
 - Available funding; size of the department; number of staff requiring supervision; number of classes offered and faculty working during the summer; amount of year-end and planning work to be completed; scope and complexity of the summer activities and projects.
- The individual Deans will determine, in consultation with the Department Chair, the manner in which this work will be accomplished.


****OTHER (non-Chair) SPECIAL/UNIQUE "CONSULTANT" WORK**

Department Chairs, like other faculty, may be hired as "special consultants" to complete special projects during the summer months/winter break beyond the routine duties assigned to them and in addition or instead of their work as a Department Chair during winter/summer break. A scope of work, deliverables, time line, and the manner in which this work will be done will be prepared and processed separately from the Department Chair's regular summer or winter assignment. The compensation for special project assignments will be determined by the Dean.

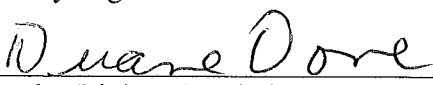
Associate Vice President for Faculty Affairs



CFA Chapter President



CFA Faculty Rights Co-Chair



CFA Faculty Rights Co-Chair

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