1. The size and/or the nature of the business of an academic department may indicate that the appointment of an associate chair is appropriate.

2. The department chair of an academic department desiring the appointment of an associate chair must submit a written request of the Dean explaining the rationale for the appointment.

3. The Dean possesses the authority to approve or deny the request for the appointment of an associate chair.

4. Associate chairs must hold the minimum faculty rank of tenured associate professor, and be a regular 1.00 FTE nine month faculty person.

5. The position of associate chair must be described in the department Pattern of Administration, including the procedure by which the associate chair is selected.

6. The appointment of an associate chair must be to the University classification of “Associate Chair,” at the appropriate FTE. The department is responsible for funding the appointment.

7. During the regular academic year, August 15 through May 10, an associate chair is to be appointed for not less than 0.25 FTE and not more than 0.75 FTE.

8. During the summer, an associate chair appointment cannot exceed a cumulative total of two months at 1.00 FTE.

9. The ending date of an associate chair appointment cannot extend beyond that of the appointment of the incumbent chair of the department.

10. The associate chair of the department serves at the pleasure of the department chair.

11. Associate chairs may receive a 10% administrative supplement for their service as an associate chair (the supplement will be added to the FTE associated with the associate chair appointment only, including any summer stipend).

12. The duties and responsibilities of an associate chair are to be adjusted by the department chair to accommodate the administrative nature of the associate chair’s appointment.