

Summer Session Department Administration

Academic Affairs – Administration

CWU Policy 504-12

Effective: June 12, 2019

Policy Review Date: YEAR

Policy Executive: Provost and Executive Vice President of Academic Affairs

Responsible Office/Unit: Provost Office

Policy Statement:

Applicability:

Content:

Policy

- (1) Department chairs holding ten to eleven month contracts: It is recognized that department administration in the summer is essential to effective programming and teaching. In addition to compensation for teaching, department chairs may, with the approval of the appropriate dean, receive compensation for administrative activities during the summer. This compensation is based on two calculations: (a) a fixed stipend (see chart); and (b) re-assigned faculty contact hours based on number of FTE faculty (see chart). To calculate the re-assigned faculty contact hours, add the total number of credits taught by department faculty (excluding 490's, 496's, 590's, and 596's), then divide by 10. If, for example, the result is 3 FTE, then the department chair will be paid for 2 comparable re-assigned faculty contact hours $2/45$ of academic year salary). In the event a current department chair is not available for summer, the school/college dean, in consultation with the department/department chair will appoint a person to serve as acting chair for the summer.

(2) Schedule:

Department Chair Salary Calculation	
Summer Session FTEF	Stipend PLUS Comparable Re-assigned Faculty Workload Units
0 — 1 FTE	\$600 + 0 FWU

1 — 2 FTE	\$600 + 1 FWU
3 — 4 FTE	\$600 + 2 FWU
5 — 6 FTE	\$600 + 3 FWU
7 — 8 FTE	\$600 + 4 FWU
9 — 10 FTE	\$600 + 5 FWU
11 — 12 FTE	\$600 + 6 FWU
13 — 14 FTE	\$600 + 7 FWU
15 — 16 FTE	\$600 + 8 FWU
17 — 18 FTE	\$600 + 9 FWU
19 — 20 FTE	\$600 + 10 FWU

- (3) College deans will ensure that a list of primary and secondary contacts for the entirety of the summer months between spring and fall terms is compiled for each department and for the main office of the college. Additionally, each department will develop a communication plan to ensure that student-related questions/issues are resolved in a timely manner. This contact list and communication plan is to be provided to the office of the provost for distribution across the university.

History:

Responsibility: Provost; Authority: Cabinet/UPAC; Reviewed/Endorsed by: Cabinet/UPAC; Review/Effective Date: 07/2009; 06/12/2019; Approved by: James L. Gaudino, President
Reformatted and Assigned new Policy Number - Previous Policy CWUP 5-110-030, June 2025