

## Academic Affairs Restructure

December 20, 2017

The administration appreciates the five restructure proposals that have been submitted to Faculty Senate as part of the shared governance process since the Opening Faculty meeting on August 23. The decision has been made to proceed with four divisions with division chairs effective July 1, 2018 with a transition timeline developed in January. The four division chair structure will address the following concerns:

- 1) Current concern: Due to the flat academic structure and department chairs with no supervisory and evaluation responsibilities, there are limited opportunities for faculty to acquire and advance leadership responsibilities and skills.  
Restructure: Faculty will now have the ability to serve in an administrative leadership role with authority.
- 2) Current concern: The current model with a provost as the only person with supervisory and evaluation responsibilities makes it difficult for all faculty to receive mentoring and ongoing feedback.  
Restructure: The addition of four division chairs will provide greater support at the department level.
- 3) Current concern: Department chairs do not have the authority to request colleagues to meet deadlines.  
Restructure: Division chairs will be able to assist departments with overseeing a number of procedures – budget, annual reports, assessment, syllabi with student learning outcomes, and course schedules.
- 4) Current concern: Department chairs are off contract during the summer.  
Restructure: The 12-month stipend package will allow time during the summer to meet and plan for upcoming year.

### Four Divisions with Division Chairs

The **Division of Business, Technology, Equine Studies and Health and Human Performance** consisting of the Business and Technology Department, Equine Studies Department and Health and Human Performance Department

The **Division of Education** consisting of the Education Department

The **Division of Humanities and Social Sciences** consisting of the English Department, the Fine Arts Department, and the History, Philosophy and Social Sciences Department

The **Division of Mathematics and Natural Sciences** consisting of the Mathematics Department, Biology Department, and the Environmental Sciences Department

Departments will maintain department status within each Division. Each department will have a department lead.

**Division Chairs:**

- each Division Chair will receive a \$1,000 per month/\$12,000 per year stipend
- one course release each semester (teaching load 8 credits a semester)
- will not be approved to teach overload during their terms as chairs
- will be on campus during their professional development blocks
- will be a tenured faculty member with rank of associate professor/professor
- will temporarily be removed from the faculty association while serving as division chair
- will maintain faculty status each year for promotion and sabbatical leave requirements
- will have authority and evaluation responsibility
- will serve a one-year appointment with possible renewal based on annual performance

**Division Chair Selection Process:**

- will be selected by the administration after full and open discussion with division faculty
- no external searches will be conducted for division chairs
- if no faculty member is interested in serving as chair within a division then a division chair will be selected from another division
- if no faculty member from another division is interested in serving as chair then two divisions will be merged for a period of time until there is an opportunity for a faculty member to serve as division chair with a negotiated stipend due to additional responsibilities

**Division Chair Responsibilities:**

1. Oversee curricular reviews and assist departments with development of curriculum proposals
2. Collaborate with departments in developing faculty positions and searches
3. Supervise faculty – review professional development plans, syllabi with student learning outcomes, complete annual evaluations, letters of support for sabbatical leave and tenure/promotion
4. Mentor and support faculty in the areas of teaching, scholarship and service
5. Lead division meetings to discuss highlights, concerns and address MUS/UMW items
6. Collaborate with provost, faculty and staff to complete accreditation-related projects
7. Review department program reviews, and assessment reports and plans
8. Coordinate University course schedule and rotation of department courses
9. Coordinate Division Equipment Fee requests and assist with operating budgets
10. Coordinate Division strategic planning and programming documents
11. Meet regularly with the Provost
12. Create agendas and lead division meetings
13. Serve as the primary division department contact for student recruitment efforts with Admissions Department
14. Communicate with Provost, other affected divisions, and necessary committees regarding division/departmental and interdepartmental curriculum issues