

**ASSOCIATE DEAN/ DEPARTMENT CHAIR/CHAIR-EQUIVALENT
PROCESS AND APPOINTMENT FORM**

1. Follow appropriate procedure to elect a chairperson/chair-equivalent. For election procedures, refer to Article III, Section 4 of the Faculty Governance Guidelines (<https://www.pdx.edu/academic-affairs/sites/www.pdx.edu/academic-affairs/files/FGG.pdf>) and the Departmental Bylaws and Departmental Guidelines. For associate deans, follow school/college guidelines.
2. When the department has elected a faculty member to serve as the chairperson/chair-equivalent, the department sends recommendation to the appropriate dean.
3. After review, dean sends the following to the Provost's office:
 - a. Departmental recommendation;
 - b. Dean's recommendation in hardcopy or electronic form;
 - c. Approved/signed Associate Dean/Department Chair/Chair-Equivalent Process and Appointment Form <https://www.pdx.edu/academic-affairs/policiesreferences>.
 - d. For associate deans, departmental recommendation is not required.
4. When received in the Provost office, the Vice Provost for Academic Personnel in concurrence with the Provost will review recommendations.
 - a. If appointment is approved, OAA will create the appointment letter.
 - o All appointment forms require Provost/Vice-Provost signature.
 - o Per the faculty constitution, all Chair and Chair Equivalent appointment forms and letters **also** require the President's signature.
5. When Chair/Chair Equivalent forms are received in the President's office, the President will review the recommendations.
 - a. If appointment is approved, the President will sign both the form and the letter and return them to OAA.
 - i. Originals are sent to HR and scans are sent to the faculty member, HR, Dean's office, and department.
 - ii. HR will use signed appointment form to document any salary changes.
 - iii. OAA keeps scans for their records.
 - b. If appointment is denied, a notification will be sent to the dean and department from OAA on behalf of the President.

REVIEW PROCESS: Department → School/College Dean → Provost/Vice-Provost → President

APPROVED APPOINTMENT LETTERS ARE SENT TO: Faculty Member, Human Resources, Dean's Office, Department and OAA

Associate Dean/ Chairperson/Chair-equivalent: _____

Employee ID Number: _____

Appointment Type: Chair Director Assoc. Dean Other _____

Is this a Chair Equivalent Position: Yes No (If Yes, Please also use Chair Equivilant Criteria Memo attached)

Appointment period beginning: _____ and ending: _____

Current 9-month Annual Salary Rate: _____ Associated Stipend: _____

Month Annual

Converted 12-month Annual Salary Rate (9 month rate x 1.22): _____

Existing Position #: _____ Replacement for: Name _____

Department/Area: _____ School/Administrative Unit: _____

Union Representation: AAUP PSUFA Excluded

Prepared by Name: _____ Phone: _____ Email: _____

Signature Queue:

1.

Dean Signature Date

2.

Employees Signature Date

3.

Provost/Vice Provost Date

4.

President Signature Date
(Per Faculty Constitution, President
must sign for all Chair/Chair
Equivalent Positions)

cc:

Human Resources

Dean

Current Chair/Chair Equivalent/Associate Dean

New Chair/Chair Equivalent/Associate Dean

Office of Academic Affairs

Post Office Box 751 503-725-3422 tel
Portland, Oregon 97207-0751 503-725-5262 fax

Date: June 3, 2019

To: PSU Academic Leadership Team
 PSU Academic and Associate Deans

From: Susan Jeffords, Provost and VP of Academic Affairs



Subject: Department Chair/Chair-Equivalent
 for the Purposes of AAUP Salary Increase Eligibility

Beginning immediately and through June 30, 2020, at least six of the following criteria are required to be met in order to be considered a department chair/chair-equivalent for the purposes of AAUP salary increase eligibility. **On July 1, 2020 it will be required that all seven criteria be met.**

- _____ 1. The position is temporary with a beginning and ending date that may be renewed;
- _____ 2. AND the position may be either elected or appointed;
- _____ 3. AND the individual holding the title has a faculty line to return to at the end of their term;
- _____ 4. AND the administrative duties are outside the normal scope of work of the employee's primary faculty position and do not equal 1.0 FTE with the remaining portion of FTE related to instructional and/or research duties;
- _____ 5. AND accrued administrative, instructional and/or research duties do not exceed 1.0 FTE;
- _____ 6. AND the individual is offered a stipend or additional salary specific to this title that will end with the ending date of the appointment;
- _____ 7. AND the individual supervises ranked faculty and other personnel.