
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.