

BOWDOIN COLLEGE

SENIOR VICE PRESIDENT AND DEAN FOR ACADEMIC AFFAIRS

Compensation for Academic Department Chairs and Program Directors

Effective July 1, 2011

Updated April 2022, effective July 1, 2022

Faculty members who serve as department chairs or program directors are eligible for special compensation in addition to their regular faculty salaries in recognition of the additional work these positions entail. The compensation plan for department chairs and program directors has two components: time released from teaching, based on the size of the department, and additional financial compensation.

The financial compensation may be taken in one of two ways: (1) as an annual stipend paid to the faculty member during their term of service, or (2) as a leave salary supplement banked until their next sabbatical to support extension of a one-semester sabbatical to a full year's leave. Chart 1 in the Appendix lays out the compensation options and amounts for varying terms of service.

This compensation plan seeks to acknowledge and reward the valuable service that all chairs and directors give to the College, while recognizing that chairs' and directors' workloads differ among departments and programs.

The normal duties and workload required of a chair/director may vary from year to year depending on such factors as reauthorizations and tenure-track searches, reappointment and tenure reviews, decennial self-studies and external reviews, etc. However, in certain exceptional circumstances, where a chair/director has been called upon to perform significant service above and beyond the normal course of duties for a departmental chair or program director, the Dean may authorize supplemental recognition or compensation commensurate with the additional work.

The normal full term of service is four years. A term of service consists of *consecutive* years as chair, not interrupted by sabbatical, professional leaves, or other breaks in chair service. Departments and programs are expected to plan sabbatical schedules strategically to enable chairs and directors to serve full terms where possible.

Faculty with questions on any aspect of this policy or who wish to discuss their options are welcome to contact Saari Greylock, associate director of academic budgets & financial planning, at x5110 or s.greylock@bowdoin.edu.

Financial Compensation: 2 Options

All chairs and directors may select one of the following options for financial compensation. If a specific choice is not communicated to the dean's office by the appropriate deadline at the start of a term of service, compensation will default to the extended leave salary supplement option.

Option 1: Annual Stipend

Department Chairs or Program Directors may be paid a stipend of \$8,000 for each full academic year of service. The stipend is a non-recurring supplement to the individual's regular salary and is taxable income, paid out during the academic year when the service takes place. Faculty who serve for only one semester of the academic year would receive \$4,000.

In addition, chairs/directors who serve a full four-year term will, at the end of the fourth year, also be awarded a \$6,000 chair/director enrichment grant, which will be available for 6 years and which may be used for professional development and scholarly or artistic work.

A faculty member who serves as chair/director for 1 or 2 years and selects the stipend option may apply to the FDC for a leave supplement for their next sabbatical as usual: any such grant, if awarded, would be at the standard 37.5% of annual salary (= 75% of one semester's salary). If a faculty member serves as chair for 3 or 4 years and selects the stipend option, they may still apply to the FDC for a leave supplement for their next sabbatical but any such grant, if awarded, would be capped at a maximum of 25% of annual salary (= 50% of one semester's salary).

Option 2: Extended leave salary supplement

Recognizing that time for research may be what is most impacted for faculty while carrying out the duties of department chair or program director, the College has developed a policy that provides research time as well as the ability to plan for future sabbaticals through a guaranteed leave supplement. The leave supplement is intended to enable an individual to extend their next one-semester paid sabbatical leave to a full year by providing guaranteed funding for a percentage of their regular teaching salary in that year during a second (normally unpaid) semester of leave in combination with a semester's regular sabbatical. Leave supplements for chair service will be used in conjunction with the next sabbatical and may not be banked beyond the next sabbatical.¹

A department chair or program director who selects this option earns credit toward supplemental sabbatical salary for each year served. Chairs will be credited with 10% of annual salary in each of the first two consecutive years served as chair, and 15% in each of the third and fourth consecutive years. Compensation for individuals who serve for only one semester of the academic year will be prorated. A chair who serves a three-year term of service therefore accrues 35% supplemental sabbatical salary, equivalent to a leave supplement awarded by the Faculty Development Committee, while a chair who serves a full four-year term will accrue 50% of

¹ Exceptions may be made to this policy, with the Dean's approval, if (1) the next full-year sabbatical is granted after having served a full term as associate dean, or (2) if the faculty member receives external sources of sabbatical salary (e.g. external fellowships, grants, etc.) that provide for a fully-funded second semester of leave. In these cases, leave supplements from chair/director service will be banked until the faculty member's next sabbatical.

annual salary, enabling them to take a second semester of sabbatical leave at guaranteed full pay. See Chart 1 in the Appendix.

In addition, chairs/directors who serve a full four-year term will, at the end of the fourth year, also receive a \$6,000 chair/director enrichment grant, which will be available for 6 years and may be used to support professional development and scholarly or artistic work.

The maximum sabbatical salary that may accrue for chair service is 50% of the full-time annual salary, or one fully-paid semester's leave. Should a faculty member continue as chair for more than four years, or serve as chair again before their next sabbatical, their compensation for subsequent years of service automatically reverts to Option 1 (stipend) for the remainder of the term and until the leave supplement has been expended.

If a faculty member has accrued less than 50% of their salary in the chair leave supplement, they may apply to the Faculty Development Committee for the remaining increment that would bring them to the full 50% salary for one semester.

Faculty may not receive more than 100% of their regular base salary from all sources during a full-year sabbatical leave; accordingly, no more than 50% of supplemental pay from all sources may be applied towards a second semester. If multiple sources are awarded, external grant funding (if any) will be counted towards the leave first; chair compensation funding (if any) will be counted second; and FDC leave supplement funding (if any) will be counted third, with the total not to exceed 50%.

Faculty may not use chair compensation leave supplements, FDC leave supplement awards, or any combination of the two, with or without external grant funding, to enable them to take three consecutive semesters of paid leave.

All provisions in the *Faculty Handbook* and other policies requiring application for and approval of sabbatical leave and establishing minimum periods of teaching between leaves will apply.

Time Compensation: Course Release

In addition to the choice of stipend or leave supplement, all chairs/directors of academic departments and programs who serve a full four-year term will receive one course release during their term of service; chairs/directors of larger departments/programs will receive two course releases. The differentiation is intended to recognize the greater workload that chairing these departments or programs typically entails.

Departments/programs with an allocated permanent staffing headcount of 10 or more people are categorized as Group A: their chairs/directors will be eligible for two course releases during a four-year term, typically one in the first two years and one in the second two years of service.

Departments/programs with an allocated permanent staffing headcount of 9 people or fewer are categorized as Group B: their chairs/directors will be eligible for one course release during a four-term term, typically to be taken in the second two years of service.

Chairs/directors who serve fewer than the full four years will be eligible for a reduced number of course releases or no course releases, depending on departmental group and length of term. Please see Chart 1 in the Appendix.

Headcount is calculated as all persons – faculty, staff, and lab instructors – who are formally part of that department/program in permanent/ongoing allocated positions. Affiliated and visiting faculty are not included in the count, while formal joint appointments are credited to both departments/programs. Whenever the permanent allocated staffing for a department/program changes, the Office of the Dean for Academic Affairs will adjust the calculations and, if necessary, the compensation group for that department/program. See the Groupings by Department chart in the Appendix.

Chair/director course releases are not replaced. The timing of course releases should be discussed and agreed upon with the department/program and the dean's office at least one full semester in advance, in order to minimize any disruption to the curriculum. The expectation is that released courses will not be lab courses (where applicable).

APPENDIX

Chart 1: Compensation Structure for new chairs/directors beginning 2022-23

For chairs/directors who serve full 4-year terms:					
	Compensation	Year 1	Year 2	Year 3	Year 4
Choice of:	Leave supplement	10%	10%	15%	15% + \$6K grant
	Stipend	\$8,000	\$8,000	\$8,000	\$8K + \$6K grant
Plus:	Group A:	1 course release		1 course release	
	Group B:	--	--	1 course release	

For chairs/directors who serve for 3 years:				
	Compensation	Year 1	Year 2	Year 3
Choice of:	Leave supplement	10%	10%	15%
	Stipend	\$8,000	\$8,000	\$8,000
Plus:	Group A:	--	1 course release	
	Group B:	--	--	--

For chairs/directors who only serve for 1 or 2 years:			
	Compensation	Year 1	Year 2
Choice of:	Leave supplement	10%	10%
	Stipend	\$8,000	\$8,000
Plus:	Group A:	--	--
	Group B:	--	--

Groupings by Department/Program Permanent Headcount - 2022-23

Dept/Program	Headcount	Group	# Course Releases
Biology	27	A	2
English	18	A	2
Chemistry	17	A	2
Government & Legal Studies	16	A	2
History	16	A	2
Romance Languages & Literatures	16	A	2
Asian Studies	14	A	2
Theater & Dance	14	A	2
Economics	13	A	2
Music	13	A	2
Physics	12	A	2
Mathematics	11	A	2
Environmental Studies	9	B	1
Earth & Oceanographic Science	9	B	1
Computer Science	8	B	1
Neuroscience	8	B	1
Visual Arts	8	B	1
Biochemistry	7	B	1
Psychology	7	B	1
Sociology	7	B	1
Anthropology	6	B	1
Art History	6	B	1
Classics	5	B	1
Education	5	B	1
Africana Studies	4	B	1
Cinema Studies	4	B	1
Digital & Computational Studies	4	B	1
German	4	B	1
Gender, Sexuality, & Women's Studies	4	B	1
Middle Eastern & North African Studies	4	B	1
Philosophy	4	B	1
Religion	4	B	1
Latin American, Caribbean, & Latinx Studies	3	B	1
Russian	2	B	1

Updated 21 March 2022 for 2022-23 data