

BOWDOIN COLLEGE

DEAN FOR ACADEMIC AFFAIRS

Compensation for Academic Department Chairs and Program Directors

Effective July 1, 2011

Updated July 1, 2019

Faculty members who serve as department chairs or program directors are eligible for special compensation in addition to their regular faculty salaries. The compensation plan for department chairs and program directors allows a choice from two options: (1) an annual stipend, or (2) extended sabbatical leave in the form of a partial salary supplement to support extension of a one-semester sabbatical to a full year's leave.

Both options recognize a normal term of service of at least three years. In all cases a term of service consists of *consecutive* years as chair, not interrupted by sabbatical or professional leaves. Compensation for individuals who serve for only one term of the academic year will be prorated.

Option 1. Stipend. Department Chairs or Program Directors may be paid a stipend of \$4,000 for the first year of service as chair, \$5,000 for the second, and \$6,000 for each subsequent consecutive year. The stipend is a non-recurring supplement to the individual's regular faculty salary and is taxable income.

Option 2. Extended leave. 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. A department chair or program director may earn credit toward supplemental sabbatical salary for each year served as chair. The supplement is intended to enable an individual to extend the next one-semester sabbatical leave to a full year. Chairs will be credited with 10% of annual salary for each of the first two years served as chair, and 15% for each subsequent *consecutive* year.

Leave supplements for chair service will normally be used in conjunction with the next sabbatical. The supplemental salary represents salary paid in addition to an individual's regular sabbatical salary (normally 50% of the full-time annual rate) during a full-year sabbatical leave. The dollar value of the supplement will be determined by applying the total credit earned (calculated as a percentage of full-time-equivalent base salary) to the individual's base salary in the year the sabbatical is taken.

The supplemental sabbatical salary accrued from a normal three-year term of service as chair is the equivalent of a leave supplement awarded by the Faculty Development Committee (35% of the full-time annual salary). The maximum sabbatical salary that may accrue for chair service is

50% of the full-time annual salary. Should a faculty member continue as chair beyond this point (i.e. four years), his/her compensation for subsequent service automatically reverts to Option 1 for the remainder of the term and until the leave supplement has been used.

Chair leave supplements provide guaranteed funding for a second semester of leave during a sabbatical. If a faculty member has accrued less than 50% of his/her salary in the chair leave supplement, s/he may apply to the Faculty Development Committee for the increment that will bring him/her to full salary for one semester (that is, any award of an FDC leave supplement will presume first expending fully any accrued chair compensation).

The maximum supplemental salary that can be applied to a full-year sabbatical leave will be the lesser of (a) 50% of annual base salary or (b) that amount which, when added to any other *external* sources of sabbatical salary (including that derived from external fellowships and grants), would yield 100% of the individual's annual base salary. In the instance of external funding, unused supplemental salary credit can be "saved" and applied to a subsequent full-year sabbatical leave.

The provisions in the Faculty Handbook requiring application and approval of sabbatic leave and establishing minimum periods of teaching between leaves will apply.

Without regard to the election of Option 1 or 2 above, the chairs of the Departments of Biology, Chemistry, Economics, English, Government, and History receive release from one course during a three- or four-year term of service as chair. The timing and type of this single course release is determined in consultation with the department and the Dean's office, in order to minimize any disruption to the curriculum. No replacement is provided to the department for this course release.

For departments or programs other than those listed above, in certain exceptional circumstances, the Dean may authorize a single course-release within a continuous three- or four-year term of service as chair or director. Such exceptional service will normally be determined on the basis of a combination of factors including the following: multiple reauthorizations and tenure-track searches in a single year; multiple faculty personnel actions (e.g. reappointment and tenure reviews) in a single year; major building renovation; and decennial self-study and external review.

Department Chair Compensation Election Form

Name _____

Department _____

I choose the following form of compensation for my term of service as department chair:

_____ Stipend

_____ Extended leave

Signature _____

Date _____