
Process: Two Term to Three Term Chair Assignment Agreement

Overview of Two Term to Three Term Chair Assignment Agreement:

Purpose: The purpose of the Two Term to Three Term Chair Assignment Agreement is to temporarily change two term assignments to three term assignments in order to provide consistency and continuity in the Chair duties which are performed the entire academic year.

Coordination: The completed/signed form should be sent to the Senior HR Representative and Labor Relations Officer who will then forward to the Human Resources Department for processing.

Definitions:

Faculty Chair - Provides leadership and management for assigned academic areas in collaboration with Dean and Associate Deans. Has responsibility for all items listed in the essential job duties. Consults with the faculty in assisting the Associate Dean and Dean in the performance of these responsibilities. The Chair will report directly to the Dean of the academic school.

Two Term Faculty Assignment - A full-time faculty member hired to work two terms (Fall and Spring).

Three Term Faculty Assignment - A full-time faculty member hired to work three terms (Fall, Spring, and Summer).

Academic Year - the customary annual period of instruction at a college, university, etc., running approximately from September to June.

Forms:

Two Term to Three Term Chair Assignment Agreement

Process:

1. After the Chair has been elected, the Dean of the Academic School discusses the temporary conversion of the faculty member's assignment from a two term to a three term assignment in order to align the Chair's assignments with the duties of the Chair position.
2. The Dean obtains the acceptance or rejection and signature on the Two Term to Three Term Chair Assignment Agreement.
3. The Dean then forwards the Agreement as stated in the signature process below.

4. HR Representative and Labor Relations Officer forwards to the Human Resource Department.
5. Human Resources Department will prepare a PDF and forward to the Payroll Department.
6. Payroll Department will adjust pay and leave accrual accordingly.

Signature Collection

Faculty Member

- Faculty Member signs
- Form to the Academic School Dean

2. Academic School Dean

- Academic School Dean signs
- Directs Form to the Vice President for Academic Affairs

3. Vice President for Academic Affairs

- Vice President for Academic Affairs signs
- Directs Form to the Senior HR Representative and Labor Relations Officer

File Distribution

1. Original – HR/Official Personnel Record
3. Copy – Academic School
4. Copy – Employee

Activity Tracked

If for any reason, the term is not completed as a Three Term Faculty Chair, the assignment will revert back to being a Two Term Faculty Member at that time.

End of Process

Upon the conclusion of the service in the position of Chair, the faculty member is returned to his/her regular two term faculty assignment and his/her pay and leave accruals will be adjusted accordingly to that of a two term faculty member.