

October 2011

5.315 Academic Unit Head Release Time

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Recommended Citation

"5.315 Academic Unit Head Release Time" (2011). *5.300 Faculty Employment at the University*. 8.
http://aura.antioch.edu/policies_500_3x/8

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Type of Policy <input checked="" type="checkbox"/> University <input type="checkbox"/> <i>Campus</i> <input type="checkbox"/> <i>Department/Unit</i> <input type="checkbox"/> Interim		Academic Unit Head Release Time Policy 5.315	
Academic Policies		Effective date: June 1, 2011	
Policy History:	Approved by:	Resolution #	Date
Approved	Chancellor	N/A	June 1, 2011
Revised			
Responsible Office	Responsible Administrator:	Contact information	Applies to:
Office of Vice Chancellor of Academic Affairs	Vice Chancellor of Academic Affairs	937-769-1890	All Core Faculty

I. Introduction

A. University Expectations of Workload Equity

Antioch University is committed to establishing a workplace that values and recognizes the contributions of its faculty in an equitable manner. Due to the diversity of campus structures and program size and complexity, the university takes special precautions to ensure appropriate levels of system-wide consistency in faculty work assignments and compensation. To this end, the university has established a series of policies regarding faculty rights and responsibilities, including this Faculty Release Time Policy.

B. Purpose

The purpose of this policy is to establish equitable workloads among university faculty through a standard set of release time options. Specifically, these options are relevant to those faculty who, as part of their annual contract, are assigned the following responsibilities:

- Academic administrative responsibilities normally associated with an academic unit head.
- Academic administrative responsibilities that are appropriately assigned to core faculty and that support program development, program review external accreditation or licensure standards, or other duties.

II. Definitions

The term “**Academic Unit Head**” shall refer to individual who has primary responsibility for academic leadership within a program of study. The title of academic unit heads may differ from campus to campus and from program to program. However, for the purposes of this Code, any individual assigned these responsibilities is referred to herein as Academic Unit Head.

The term “**Core Faculty**”, shall refer to those faculty who have responsibility for engaging all four areas of faculty responsibility including engagement with student learning, scholarship, service, and institutional citizenship.

The term “**Release Time Point System**” shall refer to the university’s matrix of scalable academic responsibilities and associated points for which a standard release time formula has been established.

III. Academic Unit Head Workload Release Time

A. Antioch University core faculty who have accepted the role of academic unit head are assigned administrative responsibilities that may require a modification to the core faculty’s typical teaching load.

B. The Academic Unit Head Release Time Point System (Appendix A) allows for campus/program flexibility in the assignment of faculty work while assuring equity across units and campuses, and is hereby incorporated by reference.

C. Calculation of Academic Unit Head release time is based on the complexity of responsibilities and size of program, with greater responsibilities aligning with greater release time.

IV. Maximum Allowable Release Time

A. In accordance with the University Faculty Workload policy, the maximum release time awarded must still allow for compliance with the requirement that all core faculty teach a minimum of the equivalent of one 3-credit course per term (6 semester hours or 9 quarter hours total) per contract year.

B. Any position for which the maximum release time awarded does not allow for compliance with the requirement that all core faculty teach a minimum of the equivalent of one 3-credit course per term (6 semester hours or 9 quarter hours total) per contract year should be considered for evaluation of classification as an administrative position or for a revision of additional assignments that would allow the faculty member the minimum required teaching load.

V. Compensation

A. Instead of stipends, academic unit heads receive compensation for the additional responsibilities beyond that of Core Faculty through the modification of their workload, as specified in the Release Time System.

B. If the Academic Unit Head is assigned a contract that requires more than 9 months of full-time work, the Academic Unit Head will receive compensation for the additional months of full-time work in accordance with the University's Faculty Workload Policy.

Appendix A
 Academic Unit Head Release Time Point System
 Page 1
 July 1, 2011

Category of responsibility	1 Point	2 points	3 points	4 points	5 points
Release Time Points for Unit Head Responsibilities					
Unit Under Leadership				Unit with One or More Degree Programs	
Scaled Unit Head Responsibilities					
Student FTE or HeadCount	Fewer than 100 student annual unduplicated FTE or HC	100-199 student FTE or HC	200 -299 student FTE or HC	300 -399 student FTE or HC	400 or more student FTE or HC
Budgetary Responsibilities	Management (staying within established expense line)	Development & oversight (projecting enrollments and expenses; modifying as needed)	Responsibility for an off-campus operation or auxiliary operation	Responsibility for multiple degree programs or off-campus operations or auxiliary operations	
Number of Core Faculty	1-4 Core Faculty HC or FTE	5-8 Core Faculty HC or FTE	9-12 Core Faculty HC or FTE	13-16 Core Faculty HC or FTE	17 or more Core Faculty HC or FTE
Number of Courses/Sections Taught by Adjunct or Associate Faculty	20 or fewer courses or sections taught by adjunct/ associate faculty per year	21-40 courses or sections taught by adjunct/ associate faculty per year	41-60 courses or sections taught by adjunct/ associate faculty per year	More than 60 courses or sections taught by adjunct/ associate faculty per year	
Number of Degree Programs	Two-Three	Four-Five	Six-Seven	Eight or more	
Number of Concentrations, Specializations, Certificates, or Majors	Two-Four	Five-Seven	Eight-Ten	Eleven or more	
OTHER - CAO recommends					
OTHER - CAO recommends					

Appendix A
Academic Unit Head Release Time Point System
Page 2
July 1, 2011

Quarter System Table		
Unit Head Level	Points	Annual quarter credits released
Level 1	1-4	3
Level 2	5-8	6
Level 3	9-11	9
Level 4	12-14	12
Level 5	15-17	15
Level 6	18-20	18

Semester System Table		
Unit Head Level	Points	Annual semester credits released
Level 1	1-6	3
Level 2	7-12	6
Level 3	13-18	9
Level 4	19 -20	12