

**MSCA Bargaining Proposals**  
2021-2024 Successor Negotiations  
June 1, 2021

CHAIRS PROPOSALS		
VI.A	Chairs Workload	To address the increasing workload and expanding duties of the chair over the years.
VI.F	Reduction of Instructional Workload	To better account for the time necessary to adequately discharge the duty of the chair.
VI.G	Chairs Stipends	Increase the stipend for chairs to better capture the work realities of the position and incentivize interest in serving.

## ARTICLE VI - SELECTION AND RESPONSIBILITIES OF DEPARTMENT CHAIRS, PROGRAM AREA CHAIRS, AND DEPARTMENTAL AND LIBRARY PROCEDURES

### A. RESPONSIBILITIES OF THE DEPARTMENT CHAIR

Each Department Chair shall exercise professional leadership in the department, shall conduct the routine operation of departmental affairs and shall take appropriate initiative in recommending the development of the curricular and resource requirements of the department. Where applicable, ~~his/her~~ the Department Chair's responsibilities shall more specifically include but shall not be limited to the following:

1. in accordance with the other applicable provisions of this Agreement, providing for the scheduling of courses assigned to the department and classes, academic advising, independent and intra-departmental and interdisciplinary learning programs, student practica, fieldwork and internships, faculty research, and other student and faculty activities within the department;
2. making recommendations regarding the extension or modification of the curriculum structure within the department to strengthen the University's programs and to endeavor to provide students with maximum accessibility to the University's offerings;
3. assisting in the conduct of periodic academic program reviews and outcome assessments to strengthen and update the curriculum;
4. assisting in the recruitment of faculty;
5. periodically submitting requests for supplies, equipment, library holdings and other needs of the department;
6. maintaining communication with students, prospective students and other faculty at the University relative to departmental matters;
7. assigning on a fair and equitable basis student advisees to members of the faculty of the department; operating and monitoring the advising program of the department to provide for the quality of such program and, where appropriate, its proper interaction with the advising program of the University; and evaluating each faculty member in the department with respect to the quality of advising as it is rendered ~~by him/her~~ to students;
8. supervising members of the faculty in the department and conducting faculty evaluations;
9. advising faculty members of the receipt of any substantial complaint of a student or member of the faculty which the Department Chair believes may affect the employment status of the faculty member;

10. seeking, where appropriate, to resolve informally complaints made against faculty and to resolve conflicts between a student and a faculty member or between one member of the faculty and another;

11. preparing annual and long-range academic and budgetary plans for the department;

12. maintaining an inventory of academic and instructional equipment assigned to the department and developing a long-range plan for the replacement of equipment;

13. meeting regularly with the Vice President and/or Dean or Deans and from time to time with members of the department and with the appropriate departmental committees in order to coordinate the interaction of departmental programs and activities with one another and with the programs and mission of the University and to facilitate the discharge of the responsibilities set forth above;

14. making recommendations concerning class sizes;

15. supervising clerical and other non-unit staff where appropriate; and

~~16. carrying out such other assignments as may be made from time to time by the Vice President.~~

F. REDUCTION OF INSTRUCTIONAL WORKLOAD OF DEPARTMENT CHAIR

In order to permit a Department Chair to function effectively as a teacher and at the same time permit ~~him/her~~ them to fulfill ~~his/her~~ their administrative obligations, ~~his/her~~ the Department Chair's teaching load shall, ~~upon request~~, at Universities other than Framingham State University, be reduced as follows:

<b><u>Number of Faculty Members Employees<sup>1</sup> in the Department</u></b>	<b><u>Reduction Per Year (semester hours of credit of instruction)</u></b>
Up to 3	3
4 to <del>8</del> 6	6
<del>9 to 12</del>	9
<del>13 to 19</del>	12
<del>20 to 25</del>	15
7 to 17	number of employees in the department
<del>26</del> 18 or more	18

At Framingham State University the teaching workload of each Department Chair shall, ~~upon request~~, be reduced as follows:

<b><u>Number of Faculty Members Employees in the Department</u></b>	<b><u>Reduction Per Year</u></b>
1 to 3	one course
4 to <del>10</del> 8	two courses
<del>11</del> 9 to <del>19</del> 13	three courses
<del>20</del> 14 or more	four courses

At all Universities, Chairs of departments having three (3) or fewer ~~faculty members~~ employees shall be granted the reduction above in the academic semester during which the Department Chair is required to conduct faculty evaluations pursuant to the provisions of Article VIII of this Agreement.

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<sup>1</sup> "Employee" means faculty, administrative assistants, lab technicians, etc., on a head-count basis.

For the purposes of this Section, the number of employees of a department shall be calculated by the number of full-time and part-time faculty, any administrative assistants, lab technicians, or others who report to, and/or must rely on the chair to complete their work. ~~membership of a department shall be calculated by the number of equivalent full-time teaching members of such department (which phrase shall be deemed to include any full-time member of such department part of whose workload has been assumed pursuant to Article XII, Section D, of this Agreement and shall be deemed to exclude any full-time member of such department who is then on a leave of absence on a full-time basis that is not to expire sooner than the expiration of the then-current semester) who are teaching on October 1 of the academic year preceding the academic year for which the reduction is granted.~~

~~Twelve (12) semester hours of credit of instruction, when taught in any department by part-time members of the faculty, shall for these purposes be the equivalent of one (1) full-time teaching member of such department; and every full-time member of the faculty shall, for the purposes of this paragraph, be counted as a full-time member of his/her home department as defined in Article I, Section D(21).~~

At the discretion of the President, upon recommendation of the Vice President, and where circumstances so require, the workload of a Department Chair may be further reduced.

Every reduction granted pursuant to the provisions of this Section is granted on the express understanding that the Department Chair to whom such reduction has been granted has undertaken to and will discharge those obligations and duties that are set forth in the other provisions of this Agreement and with the further express understanding that the President is charged with the responsibility for evaluating such Department Chair pursuant to Article VIII of this Agreement for the purpose, among others, of ascertaining whether such Department Chair is discharging such obligations and duties in accordance with the terms of this Agreement.

G. WORK YEAR AND STIPEND FOR DEPARTMENT CHAIRS

2. Stipends

In consideration of the foregoing, every Department Chair shall be paid a stipend for each academic semester in the following amount; provided, however, that any member of the bargaining unit who, in respect of any academic semester, shall serve as Department Chair for less than the whole thereof shall be paid a pro ration of such stipend for such academic semester:

<u>Effective Date</u>	<u>Stipend per Semester</u>
July 1, <del>2017</del> 2021	<del>\$2,754</del> \$5,000
July 1, <del>2018</del> -2022	<del>\$2,809</del> \$5,000
July 1, <del>2019</del> 2023	<del>\$2,865</del> \$5,000

The cost at each University of all stipends required to be paid to Department Chairs in each fiscal year pursuant to this Section G shall be paid from moneys other than those that are (a) pooled for the purpose of paying salary increases or bonuses to members of the bargaining unit pursuant to Article XIII of this Agreement or (b) pooled for the purpose of supporting professional development for members of the bargaining unit pursuant to Article XIV of this Agreement.