

# CRCD Departments - Faculty Roles and Responsibilities

May 24, 2011

The UAF College of Rural and Community Development (CRCD) has undergone an academic realignment from divisions into Departments with corresponding faculty roles such as Program

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- Faculty Responsibility to Program and Department,
- Workload Acknowledgement, and
- Elections and Terms of Service.

4. When a new position is open within a department program, the Department Chair, in collaboration with the Program Head, will provide input to the respective campus

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**Campus Lead Faculty with oversight from the Program Head** (at another campus)

Designated:

\_\_\_\_\_ Lead Faculty at \_\_\_\_\_ i.e. Rural Human Service Lead Faculty at KuC  
(Program Name) (Campus)

1. Programs offered across multiple campuses will have an on-site “campus lead faculty” for the prog

## **Workload Acknowledgement**

Department chair, co-chair, program head and campus lead faculty duties shall be acknowledged on workloads in the Service component and/or the Teaching/Other instructional activities component and noted on their contract, as agreed upon by the Campus Administrator. (See Workload Guidelines for CRCD Faculty, March 2010.) The executive dean is consulted if either party disagrees.

## **Election and Terms of Service: Department Chair, Co-Chair, Vice Chair and Program Head**

An individual may serve simultaneously as both a Program Head and Department Chair/Co-chair/Vice chair.

### Department Chair and Vice Chair:

1. Full-time faculty who have taught in the department for three academic years are eligible to serve as department chair. Only in exceptional circumstance, where the majority of the department faculty feel that options are severely limited, should there be deviation from this policy.
2. Election for Chair and Vice Chair will take place every two years. The two year term will begin July 1, following the election.
3. The terms of the chair and vice chair can be extended with re-election by the department faculty.
4. If the department Chair's position becomes vacant the department Vice Chair will act as department chair until the next scheduled election.

### Department Co-chairs:

1. Full-time faculty who have taught in the department for three academic years are eligible to serve as department co-chairs.
2. Co-chairs represent the whole department rather than a particular program and/or campus. Therefore all faculty will nominate and vote on candidates from all campuses including CTC.
3. Co-chairs will be elected in alternating years, so that both co-chairs are not elected during the same academic year.

### Program Head:

1. Faculty of each program will elect the Program Head.
2. It is intended that the position will rotate every two years through different qualified program faculty (individual meets accreditation standards and guidelines as appropriate to program), though it may be extended through re-election by the program faculty.

### Procedures for Elections

1. All regular full-time faculty members (tenure track and term funded) who are affiliated with the department (or a program) are eligible to vote.
2. By April 20th of the election year, the faculty in the department who are eligible to vote will establish a list of nominees for department chair. The names of the nominees will be placed