

Memorandum

To: Dr. Michael Summers

From: Ad hoc Assistant to the Dean (ATD) Committee

Through: College Faculty Senate

Date:

The ad hoc ATD committee was formed during the February 1, 2007, Faculty Senate meeting to address a number of questions that were raised regarding the titles, position descriptions, consistency and fairness of release time compensation, and selection of Assistants to the Dean (ATD). The committee met on several occasions and exchanged ideas via e-mail and the College Faculty Senate Blackboard site. The primary focus of discussion was on the selection method, titles, terms, compensation, and evaluations of ATDs. This memorandum documents the findings and recommendation of the committee and has been discussed and approved by the Faculty Senate.

The ATD positions have a long history at TCC and throughout the VCCS. Though ATDs are not official positions in the VCCS policy manual, the manual does allow for additional positions to meet the needs of the college. The ATD positions, called Assistant Division Chair (ADC) prior to 2003, were included in the College's April 2002 Report on Non-funded Reduction in Release Time. With the name change of Division Chairs to Division Deans throughout the VCCS, the title of ADC was replaced with ATD throughout the VCCS in 2003. Based on our findings, the committee makes the following recommendations:

Job Duties / Position Descriptions

The committee found that a formal position description for ATDs does not exist. Most divisions have created a duties and responsibilities list for their respective ATDs. The committee recommends that a standardized position description for ATDs be written.

Titles

The committee found that TCC faculty members holding the position of ATD are currently using the following titles: Coordinator, Program Coordinator, Program Head, Department Head, Department Manager, Department Chair, Program Director, Assistant to the Dean, Program Head and Assistant to the Dean, Program Director, and possibly more. In an effort to achieve clarity and consistency, the committee proposes that a standard title be implemented on all TCC campuses. The College and faculty members should ensure that all forms of printed media—including e-mail, web pages, and formal documentation—reference the appropriate title. This recommendation is in accordance with the Faculty Handbook, which states “All faculty employees shall use the faculty rank and/or administrative titles as recommended by the college president and approved by the VCCS, and the State Board, in all formal or official operations of the college. Appropriate titles of faculty rank and administrative titles are granted to persons on the basis of the requirements of the position and the qualifications of the person holding such position...” If there is a need to make further distinction in job duties based on titles, the

committee recommends using the following series of titles: “Assistant to the Dean,” “Assistant to the Dean and Program Head,” and “Assistant to the Dean and Program Director.”

Selection and Term

The committee found that ATDs are currently selected by the division deans on a semester basis. There does not appear to be any policy or procedure governing how the selection of an ATD is carried out, nor a term length stated. The committee recommends that a formal process be established for the selection of an ATD and that faculty members holding the position of ATD serve two-year terms. At the end of the two years, the division dean should, with specific written criteria cited, solicit faculty for volunteers and nominations to serve as ATD. If more than one faculty member has interest in holding the position, the appropriate faculty members should be given the opportunity to vote. An interview process may need to take place. The decision of the faculty members should be honored. Any deviation of the faculty members’ selection should be for rare and compelling reasons and will require the Dean to provide written justification to the faculty describing the compelling reason or reasons for rejecting their selection. If consensus cannot be reached between the faculty and the Dean regarding the final selection, the supervising Provost will provide resolution. In cases in which only one faculty member expresses the willingness to serve, the division dean can appoint him or her as ATD, with the approval of the campus Provost. A faculty member can serve an unlimited number of terms as long as the process is followed every two years.

Compensation

Most faculty who perform ATD duties are currently compensated on a semester by semester basis by being awarded release time at the rate of thirty hours of work per one hour of release time. There are a few cases in which faculty perform the ATD duties to ensure the continuation of their programs without any compensation. Release time awarded for the Summer 06, Fall 06, and Spring 07 semesters varied from one to fifteen credit hours per semester. There appears to be a trend to reduce the release time in the summer. For example, an ATD that receives three credit hours of release time in the fall and spring semesters might only receive one credit hour of release time for the summer semester. However, some ATDs kept the same level of release time for all three semesters, and in a few cases, the release time actually increased during the summer. The justification for these differences could not be determined from the data submitted to the committee. The committee has also been unable to determine how the amount of release time per semester is determined. The committee recommends that release time be awarded to all faculty performing duties typically preformed by ATDs at the rate of thirty hours of work per one hour of release time. The committee also recommends equity between positions to ensure the release time being award is fair throughout the college. In addition the committee recommends exploration of optional twelve-month contracts for ATDs.

Evaluation

Faculty members currently holding ATD positions are not officially evaluated for the duties they perform as ATDs. The committee agrees that faculty holding the position of ATD should have their role as ATD as part of their annual evaluation process. The committee recommends that the evaluation of ATDs be included in the new Full-Time Teaching Faculty Evaluation Plan currently being developed by the ad hoc Faculty Evaluation Committee.

Summary of Recommendations:

- A formal standardized position description for ATDs is needed.
- A standard title on all TCC campuses is needed to achieve clarity and consistency. The committee recommends using “Assistant to the Dean,” “Assistant to the Dean and Program Head,” and “Assistant to the Dean and Program Director.”
- A formal process needs to be established for ATD selection and terms lengths. The recommended term length is two years, with the understanding that a faculty member can serve unlimited terms provided the process is carried out every two years.
- Release time needs to be awarded equitably to all faculty performing ATD duties at a rate of 30 hours per credit hour and optional twelve-month contracts need to be explored.
- The committee recommends that the evaluation of ATDs be included in the new Full-Time Teaching Faculty Evaluation Plan currently being developed by the ad hoc Faculty Evaluation Committee.