

**TEXAS STATE TECHNICAL COLLEGE  
COLLEGE OPERATING PROCEDURE**

7.4

<b>CAMPUS:</b>	<b>Marshall</b>	<b>Page 1 of 3</b>
<b>TITLE:</b>	<b>Dual Program Chair and Assistant Program Chair Appointment</b>	
<b>OFFICE OF RESPONSIBILITY:</b>	<b>Instructional Services</b>	
<b>APPROVED BY:</b>	<b>Dr. J. Gary Hendricks</b>	
<b>TITLE:</b>	<b>President</b>	<b>Date: February 22, 2006</b>

**STATUS:** Replaces Policy & Procedures 7.4 "Dual Department Chairmanship and Salary Increments" approved 4/20/93  
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Revised: 02/22/06

**DUAL PROGRAM CHAIRMANSHIP AND SALARY INCREMENTS**

**PRACTICE:**

It is the practice of Texas State Technical College Marshall to allow one person to serve as Program Chair for two departments when the conditions warrant such an assignment. When a person is serving as Program Chair in one instructional department who is qualified for, and assumes all responsibilities incumbent upon a Program Chair in a second department, he or she is entitled to both workload credit for serving in the dual Chairmanship and to the pay increment for both.

The foregoing is not designed to encourage one person to serve as Chair of more than one department. Dual Program Chair is a measure that may be necessary to meet some unusual situations that may arise.

**PROCEDURES:**

- A. To be considered as a Dual Program Chair one of the following criteria must be met:
  - 1. The second department must be designated as "in Development" by the Vice President of Student Learning. This appointment can last a maximum of 1 (one) calendar year.
  - 2. There must be two or more separate and distinct departments, or there should be two or more Specializations or Certificates offered by a single department.
  - 3. In the case of special circumstances, the Vice President of Student Learning can appoint or remove a Dual Program Chair when desired.
- B. The teaching load of the Program Chair is typically reduced by 25% when a Program Chair is assigned to function as a Chair of a second department.
- C. Program Chair salary increment administration shall be a part of the faculty compensation section of the Compensation Manual when a Program Chair is assigned to function as Chair of a second department. This second, dual assignment will provide for an additional one-half (1/2) salary increment for the Program Chair.

**ASSISTANT PROGRAM CHAIR APPOINTMENTS:**

**PRACTICE:**

It is the practice of Texas State Technical College Marshall to allow an instructional department to appoint an Assistant Program Chair when conditions warrant such an assignment. The factors to consider are those that might cause an extra burden on the Program Chair, to the extent that a population of students is adversely affected.

**PROCEDURES:**

- A. One or more of the following conditions must be met before a department may be considered eligible for appointing an Assistant Program Chair.

1. The Department and its Specializations or Certificate Programs must have a total student body (department majors) in excess of 200.
  2. In the case of academic programs or programs that teach a significant number of support courses, where there are no department majors, the unduplicated count of students taking courses must exceed 1,000.
  3. The Department and its Specializations or Certificate Programs must have a faculty/staff of more than 7 people.
  4. In the case of special circumstances, the Vice President of Student Learning can appoint an Assistant Program Chair or multiple Assistant Program Chairs.
- B. The teaching load of the Assistant Program Chair is typically reduced by 25%.
- C. The Assistant Program Chair salary increment will be one hundred dollars (\$100.00) per month.