

APPLICATION FOR SENATE COMPENSATION FOR SERVICE

COURSE RELEASE

On March 7, 1995, the Legislative Assembly added one duty to the responsibilities of the Executive Board. Bylaw 60 (B) (3) states that the Executive Board:

- (3) with due attention to equity among and uniformity within committees, determines compensation and released time including any summer ninths, for Senate service out of a pool of resources negotiated annually between the Chair and the Chancellor or the Chancellor's designated representative. [En 7 Mar 95]

The Chancellor and the Senate Chair agreed to develop a "negotiated fund" for Senate compensation in the form of summer ninths, departmental reimbursements for teaching releases, and other forms of compensation for demanding Senate service. This negotiated fund would be discussed each year during the Senate's budget hearing. The purpose of this form is to determine who is eligible for course release and how the Board will process and approve annual requests.

I. Eligibility

Senate service is part of each faculty member's responsibility in shared governance. Often chairs of standing committees or special *ad hoc* committees are given release time from departmental service, and they are often given a reduction their teaching workload (usually 1 lecture course). This reduction in departmental workload is at the discretion of the Department Chair. The responsibilities of some offices, however, are so demanding that the usual teaching workload reduction (i.e., 1 lecture course) is insufficient. The guidelines below suggest the *maximum* compensations for departments in terms of FTE (beyond the usual 1 lecture course release), to be paid at a base rate for temporary faculty for the unit. Department FTE compensation for teaching workload reduction requires the completion of this petition, approval by the Executive Board, and ascertainment by the Senate Chair that neither the Department Chair nor responsible Dean will cover additional course release.

If needed the Senate Chair will negotiate with the Vice Chancellor for Academic Personnel to ascertain that departments are reimbursed for teaching reduction. This will be done normally when the reduction is greater than one course, but will be done as required.

1. Departmental compensation for elected leaders
 - a. Chair Senate – 0.33 FTE
(expected course release=3 courses; Senate compensates for two = 0.33 FTE)
 - b. Vice Chair – 0.17 FTE
(expected course release=2 courses; Senate compensates for one = 0.17 FTE)
2. Department compensation for major Senate committee chairs
 - a. Council on Academic Personnel (CAP) – 0.17 FTE
(expected course release = 2 courses; Senate compensates for 1 = 0.17 FTE)
 - b. Undergraduate Council – 0.17 FTE
(expected course release = 2 courses; Senate compensates for 1 = 0.17 FTE)

- c. Graduate Council – 0.17 FTE
(expected course release = 2 courses; Senate compensates for 1 = 0.17 FTE)
- 3. Departmental compensation for Vice Chair of CAP – 0.17 FTE
(expected course release = 2 courses; Senate compensates for 1 = 0.17 FTE)
- 4. By petition (max. compensation 0.17 per applicant; a total of 0.33 FTE available to the Senate each year)

II. Application and Funding Processes

- 1. Each Senate member eligible for departmental reimbursement for course release will complete the application and submit it to the Chair of the Senate by the end of Spring Quarter.
- 2. The Executive Board shall make recommendations to the Senate Chair.
- 3. The Senate Chair will be responsible for negotiating with Department Chairs and Deans to insure course release for the Senate member.

III. Declaration of Compensation

According to Bylaw 45 (L) – Conflict of interest:

- (1) Every member who receives a stipend, released time, or any other form of remuneration in connection with Senate service shall at the earliest opportunity disclose that fact to the Executive Board, which may require further relevant information; and the Executive Board shall, at least annually, report fully to the Legislative Assembly, by name, the details of each such case, including compensation granted under the provisions of 60.B.3 [En 7 Mar 95]

The annual Report of the Board, to be reported at the first Legislative Assembly of the fall quarter, shall have a full accounting of compensation for Senate Service.

Senate members receiving compensation, in any form will be required to file a Declaration of Compensation (Form 3) by the end of Spring Quarter (or earlier if possible).

FORM 2 – COURSE RELEASE

This form must be completed by anyone requesting compensation to his or her department.

If you are requesting Departmental FTE Compensation other than that described in Section I. points 1, 2, and 3, you must also attach a separate page explaining the request. The explanation should cover (as pertinent) either or both why your service will require more release time than usual and why your department requires more compensation than usual.

Name: _____

Department: _____

Senate Committee: _____

Position on Committee: _____

Academic Year: _____

Please indicate the name and phone number of your Dean and Department Chair:

Dean's name

Office phone

Chair's name

Office phone

Your signature and the date

Action of the Executive Board:

_____ Departmental FTE Compensation approved in the amount of _____ (0.17, 0.33)

_____ Departmental FTE Compensation disapproved

Comments:

Signature of the Senate Chair _____ Date _____