



**Coordination of Academic Units by Faculty Leads
Policy Statement**

In accordance with SACSCOC Principle 6.2.c, and the corresponding *Resource Manual for The Principles of Accreditation*, which states:

For each of its education programs, the institution assigns appropriate responsibility for program coordination. . . . there is an expectation that persons responsible for overseeing the curricular content aspects of program coordination are qualified in fields appropriate to the curricular content (and degree level) of the program. The importance of ensuring the quality of educational programs is the essence of this standard.;

And, VCCS Policy 3.5.0.1, which states:

9. Reassigned Time - a portion of a faculty member's total workload expressed in workload credits and measured in clock hours that represents a temporary assignment of non-teaching administrative, professional, or other special duties, calculated into the workload as one credit hour of released reassigned time equals one workload credit and a total of 40 clock hours devoted to the assigned duties. (See VCCS Policy 3.5.2);
10. Overload - A faculty member's workload that, for an academic year, is a) greater than 30 credit hours, b) greater than 40 contact hours, or c) greater than 30 workload credits -whichever figure results in the greatest amount of overload credit hours. (See VCCS Policy 3.8.4); or a faculty member's workload that, for a Summer term, is a) greater than 10 credit hours or b) greater than 10 workload credits - whichever figure results in the greatest amount of overload credit hours.

and, VCCS Policy 5.5.0.2, which states:

Regular nine and twelve month teaching faculty may be temporarily assigned non-teaching duties (released time) for administrative/professional activities of more than 50% of an individual's full-time teaching load for a maximum of two academic years by the college president. Faculty assigned more than 50% released time for non-teaching duties for more than two years must be classified as administrative faculty unless an extension beyond two years is approved by the Chancellor. The college shall maintain a record of all released time for audit purposes.:

Purpose

Each academic unit within the Academic Affairs division at the college shall ensure appropriate coordination of its unit via the appointment of a faculty lead. Faculty who serve as academic lead collaborate with the appropriate faculty and school dean to implement the educational mission and goals of the college by (a) participating in the planning and management of instructional and personnel services; (b) representing the students and faculty of the academic unit; (c) engaging in problem solving at the academic unit level; (d) directing, coordinating, and managing within the academic unit, with other programs, and with other college departments to achieve educational goals.

Definitions

An *academic lead* is a faculty member who is responsible for facilitating the educational goals of an academic unit within a school division at the college in consultation with the Dean.

An *academic unit* consists of applied or transfer areas of study with one or more degree and/or certificates (i.e., Education, Cybersecurity, Science); or a general education discipline area that does not have either degrees or certificates (English and math). Note, some academic units are comprised of both degrees, certificates, and general education discipline(s) (i.e., Science, General Studies).

Assumptions

Reassigned time is provided to an academic lead for carrying out responsibilities beyond their teaching and other faculty responsibilities. The intent of reassigned time is to “release” faculty from teaching to dedicate time to these responsibilities, not to add overload beyond the required teaching workload. Though teaching remains the primary responsibility of academic leads, the value that faculty bring to the college in coordinating the work of academic units is critical to the success of the institution. The work of each academic unit looks different and making direct comparisons across units is not always possible. This policy/procedure statement is intended to provide guidance for the typical circumstances of academic unit coordination, while acknowledging that special circumstances and/or exceptional cases may arise that require professional judgment and negotiation between academic leads and deans.

Procedures

See 51009P

Responsible Office:

Authority for interpretation of this policy rests with the Vice President of Academic and Student Affairs.

Other Information:

The policy statement was developed through a yearlong collaborative process engaging an ad hoc committee of faculty leads, deans of the college’s academic schools, and the Vice President of Academic and Student Affairs. Iterative phases were carried out with communication periodically to faculty serving as leads during the development phase. The final document was shared for feedback to all full-time faculty. Existing college process documents and historical processes were considered, as well as benchmark comparisons to peer colleges with comparable organizational structures.

Document History

Approved: Kim Blosser: March 1, 2022