

Description of Proposed Compensation for Graduate Program Directors, Effective Summer 2024

MTSU currently has almost sixty graduate programs with varying enrollments from a low of four (4) to a high of four hundred (400) in Fall 2023. Each program must have one program director appointed by a department chair/school director or dean. There is no common rationale for providing reassigned time or summer compensation for these directors. Further, summer pay, when provided, is funded from varying sources.

To systematize this process, provide more equitable compensation, and clarify expectations for program directors, I am suggesting the following approach:

- 1) Divide the current programs into five quintiles based on enrollment as follows:
 - Q1 – enrollment exceeding 90
 - Q2 – enrollment from 50-89
 - Q3 – enrollment from 30-49
 - Q4 – enrollment from 20-29
 - Q5 – enrollment less than 20

- 2) Provide consistent reassigned time and summer pay differentiation among the quintiles while also differentiating between master’s and doctoral levels.

	Reassigned Time per Term	Summer WU Pay
Quintile 1 – Master’s	3WU	3.0
Doctoral	4.5 WU/or 9 per AY	3.0 or \$6,000, whichever higher
Quintile 2 – Master’s	3 WU	2.0
Doctoral	4.5 WU/or 9 per AY	2.0 or \$6,000, whichever higher
Quintile 3 – Master’s	3 WU	1.5
Doctoral/MFA	4.5 WU/or 9 per AY	1.5 or \$6,000, whichever higher
Quintile 4 – Master’s	3 WU	1.0
Doctoral	4.5 WU/or 9 per AY	1.0 or \$3,000, whichever higher
Quintile 5 – Master’s	3 WU	0.5
Doctoral	4.5 WU/or 9 per AY	0.5 or \$3,000 whichever higher

As we move towards standardizing this process,

- 1) There will be one (1) graduate program director per degree program. If additional graduate program directors are desired, the department chair/director or dean will be responsible for this compensation which must equal the new model.
- 2) Directors may currently receive more reassigned time or summer pay than the model provides. Those individuals will remain at the current pay structure. When the director changes, the standard model will be applied.
- 3) The model only applies to program directors. Deans and chairs may approve and fund reassigned time for concentration coordinators.
- 4) Academic Affairs, working with the College of Graduate Studies, will update the quintiles based upon enrollment changes in the fall of each year. If a program moves to a higher quintile, the summer pay for that academic year will be applied.
- 5) For summer pay currently paid by other sources, we will expect that funding stream to continue. This plan does not provide resources to replace the current funding models.
- 6) The summer compensation based upon workload units anticipates the graduate program director to work specific clock hours as noted. Chairs should review these expectations with program directors. All summer pay is subject to the summer pay cap established in policy. Directors who are unable to serve in the summer due to the maximum pay allowance or other personal reasons may, in consultation with a chair/director and dean, assign summer work and pay to another faculty member in the program.

<u>Clock Hour Conversion (50 per 1 WU)</u>	
3.5	175
3	150
2.5	125
2	100
1.5	75
1	50
0.5	25

- 7) All summer pay will be paid using the S6B session calendar (July 1-August 9) with a pay date of August 30. If EPAFs have already been submitted, we will correct those for an August pay date. For those who have not received graduate director summer pay previously, please charge the expense to 214100-132810. For those who have received this payment previously, please charge to the same index as previously paid.
- 8) For directors who hold fiscal year appointments, there is no additional summer pay for this work.
- 9) This standard model will cost approximately \$105,000 in new recurring funds but will hopefully provide consistent compensation for these valuable program directors.

Responsibilities of Undergraduate Academic Program Coordinators/Graduate Program Directors

Academic program leadership is an essential academic responsibility that extends across fall, spring, and summer terms. While most faculty serving as program coordinators or directors are full-time tenured or tenure-track faculty, a few are full-time, non-tenurable faculty holding coordinator-track appointments. Undergraduate program coordinators and graduate directors work with faculty and collaborate with department chairs/school directors, college deans, and curriculum committees at the department, college, and University levels. They also collaborate with administrators and staff in Academic Affairs and other University divisions. Program coordination is part of the faculty evaluation process (annual, renewal, tenure, promotion), including the evaluation of department chairs/school directors who serve in this role.

Undergraduate degree program coordinators are responsible for developing, reviewing, and updating curricula, identifying program and student learning outcomes, working with college advisors, and coordinating assessment processes for annual institutional effectiveness reporting, as well as for program management. They also engage in student recruitment, yield management, and enrollment activities, and may produce or review content for print and electronic publications. They lead program faculty in preparing documents required for external program reviews or specialized accreditations and implementing measures adopted in response to institutional assessment activities or external reviewer or accreditor recommendations.

Graduate degree program directors are responsible for all aspects of graduate administration, including student recruitment, admissions, yield management, advising, scheduling, retention and persistence, and assistantship selection and assignment. They are also responsible for developing, reviewing, and updating curricula, identifying program and student learning outcomes, coordinating assessment processes for annual institutional effectiveness reporting, and developing content for print and electronic publications. They lead faculty in preparing required documents for external program reviews or specialized accreditations and implementing measures adopted in response to reviewer or accreditor recommendations. These responsibilities are more extensive for terminal programs, including Ed.D., Ph.D., and M.F.A, due to both duration and complexity, and in the case of research doctorates, they have additional implications for the University's Carnegie classification.

Coordination of certificate programs involves curriculum oversight in consultation with the related degree program's coordinator and department/school curriculum committee and annual institutional effectiveness reporting. Deans, department chairs, and school directors should recognize these responsibilities in workload.