Factors 1 through 4, Number of Full-Time Faculty, Number of Part-Time Faculty, Classified Personnel (FTEC), and Department TLUs/15 (FTEF). These will be calculated early each Fall semester by the Administrative Secretary for the Office of Educational Programs and verified by the department chair.

Factor 5, Curriculum. This factor is based on the degree of involvement of the department chair with the Curriculum Advisory Committee (CAC). Most departments do not regularly submit changes of their curriculum to the CAC and therefore receive a 1 in the number column next to the Minimum change unit. Some departments have the need to submit changes in some of their courses to the CAC on a regular basis and as such have a 1 by Moderate change. A few departments need to submit to CAC changes in major portions of their curriculum annually to keep up with the changing nature of their fields. They would have the number 1 placed in the Heavy change unit column. This factor has to do with the involvement by the department chair with the Curriculum Advisory Committee on an on-going basis. Department chairs that change their curriculum once in response to a redesign process do not receive credit for that one-time activity.

Factor 6, Assigned Facilities. Points assigned to this factor reflect the involvement of the department chair in the maintenance of specialized facilities managed by that department. Department chairs, at the very least, have some minimum involvement in maintaining facilities. Many department chairs have a moderate-sized facility that needs constant attention and some department chairs have a large facility to manage. If a department chair receives credit for supervising classified employees and if these employees assist in the management of the assigned facility, this lessens the department chair’s role in the maintenance of the facility and lowers the number assigned to the department chair for this factor.

Factor 7, Complexity of Department Budget. Points assigned to this factor reflect the involvement of the department chair in the budget. The rating is dependent on the complexity of the budget and on the actual involvement in managing the budget. If the department has a classified assistance who helps track the budget, then the department chair has a smaller role even if the budget is larger.

Factor 8, Program Advisory Committee. Any department that has a formally established Program Advisory Committee and whose meetings and activities are coordinated by the department chair receives a 1 in the number column. If there is no program advisory committee, the number 0 is recorded.

Factor 9, Program Accreditation/Certification. A small number of departments have mandatory accreditation or certification to maintain compliance with existing laws or board regulations. If such a requirement exists, the department chair receives a 1 in the number column; if not the number 0 is recorded.
Factor 10, Performance/Community Programs. As part of the operation of the department some chairs have responsibility for organizing performances or community programs. This is a responsibility outside of the regular classroom teaching assignment. A number 1 is recorded in the number column that reflects the level of involvement by the department chair.