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**Presenter:** Mr. Speaker, I move that the Faculty Assembly endorse the document entitled “Duties of a Department Chair and a Director of a Graduate Program: A Proposal Prepared by the Joint Administration-Faculty Commission on the Faculty Manual.”

**Speaker:** It has been moved that Faculty Assembly endorse the document entitled “Duties of a Department Chair and a Director of a Graduate Program: A Proposal Prepared by the Joint Administration-Faculty Commission on the Faculty Manual.” Is there a second?

[seconded]

**Presenter:** Mr. Speaker, may I speak in support of the Motion?

In many ways this proposal is the formal beginning of a long and much needed process to codifying what is meant by faculty workload – in this case a unit of work for a Chair and a Program Director. Much needs to be done about the many challenges that are unique to a department or program – the number of advisees, students, and faculty in a department or program, the extra work required by outside agencies, maintaining laboratories, supervising students, and so forth. But the proposal is a solid beginning.

The Proposal has gone through the Undergraduate and Graduate Councils. In 2004 it came to the joint administration-faculty Commission on the Faculty Manual to be edited and developed for inclusion in the Manual.

Here is a list of the members of the Commission who have worked on it in the last year and a half: [alphabetical order]

Lance Carluccio, Lois Eveleth, Jay Lacouture, Theresa Madonna, John Salesses, Thomas Svogun, Stephen Trainor, Anthony Walsh, and myself.

Last December the Proposal came to the Faculty Assembly for presentation. Two concerns came up during that meeting: (1) The Proposal seemed to imply that the Chair's discipline and the Director's discipline were the same as the subject taught in the department or program. [ business, art, music, languages] (2) It was pointed out that department and program faculty played no role in the annual evaluation of the Chair or Director. Both of these concerns have been addressed in the version you have in front of you.

There is a typo at line 264. It says the Dean of Undergraduate Studies undertakes the annual evaluation of a Graduate Program Director. This should be changed to the Dean of Graduate Studies.

I would be happy to answer any questions but