



Oregon Institute of Technology Academic Release Time & Stipend Model

1. Background & Complexities

Differences among academic departments and programs affecting Program Directors include: 1) number of students in the program, 2) number of full-time faculty available, 3) number of adjuncts to manage, 4) administrative support available at the location of delivery, 5) student services available at the location of delivery, 6) whether the program has an admission process in addition to the university admission requirements, 7) program specific accreditation requirements, 8) quantity of equipment and labs to manage, 9) availability of laboratory technician(s), 10) whether the program has an externship/internship requirement to manage, 11) level of education of the program (AAS, BS, MS), and 12) whether the program is new or established. These differences among degree programs and departments make creating a single uniform Program Director stipend/release model that is equitable and fair challenging.

2. Program Director Responsibilities

Depending on the discipline and location, Program Directors are typically responsible for 5 or more of the following 10 activities:

Program Design & Curriculum Coordination (e.g., program updates, CPC).

Program Assessment (e.g., program specific accreditation, PSLOs, ISLOs).

Program Marketing and Recruiting (e.g., website, program marketing materials, open houses).

Program Outreach (e.g., IAB coordination, professional meetings, industry contacts).

Program Course Scheduling.

Student Advising Coordination.

Program Graduation Petitions.

Recruitment and Management of Adjunct Faculty for the Program.

Admission Selection to the Professional Program.

Development and Management of Internships, Externships, and/or Partnerships.

3. Academic Release Time & Stipend Model

Given the aforementioned differences among departments and programs, the Program Director/Academic release time model needs to be flexible enough to accommodate such idiosyncrasies affecting the workload. Department Chairs are in a unique position to ascertain the particular workload involved for a program, option, or any other academic enterprise in their department and award the appropriate release time subject to general guidelines. This enables the department to make dynamic decisions regarding the release time awarded while taking into consideration the stage of the program (e.g., new launch versus established), accreditation requirements (e.g., a new accreditation or reaccreditation self-study is forthcoming, etc.), and other considerations.

Model Summary: A department with a single degree program (major) is entitled to award 0.25 release time for academic functions for each 50 students (headcount) and \$3000 in stipends (for Chair, PD, special academic duties or for professional development).

As an example, a department with 300 students in a single major (across one or more locations) has 1.5 FTE of release time to be awarded among departmental faculty (e.g., Department Chair, Program Directors, Program Coordinator, Special Assignments, etc.) and \$18,000 in stipends.

4. Model Specifications

Floor for non-general education departments: 0.5 FTE + \$5,000.

Floor for general education departments: 0.75 FTE + \$5,000.

AS terminal degrees: 0.25 FTE + \$3,000 stipend for each multiple of 25 students in the major (HC).

BS programs: 0.25 FTE + \$3,000 stipend for each multiple of 50 students in the major (HC).

MS programs: 0.25 FTE + \$3,000 stipend for each multiple of 15 students in the major (HC).

General education departments with program(s) with 50 or more students:

0.5 FTE + \$5,000 + (0.25 FTE + \$3,000) for each multiple of 50 students in the major (HC).

Departments undergoing accreditation receive an additional 0.25 FTE release.

Departments offering programs in 3 or more physical locations receive an additional 0.25 FTE release.

Departments with startup/new programs negotiate release and/or stipends with the Dean or Associate Provost. Startup funding is provided for a maximum of 3 years. After 3 years, the model above is applied.

The headcount (HC) does not include online programs, contract programs (e.g., Boeing, ODS), and pre-years. Given the significant differences among contract courses and distance education programs, the release time and stipend negotiations for these initiatives must be negotiated by the Department Chair with the Provost based on the idiosyncrasies associated with each case.

Given the educational mission of the university, the maximum release time any faculty member can receive is 0.75 FTE.

Departments have the option of “cashing in” their release time at adjunct rates to be used as PD stipends or professional development (no other uses are allowed).

Any other educational initiative, external service, etc., not contemplated by the model above (which grants direct authority to the Department Chair), will be negotiated on a case-by-case basis by the Department Chair and the Provost. This includes distance education programs/initiatives, contract programs, programs delivered at a new location, or release time for special service assignments.