**Senate Chair Workload AA/PPS No. 01.02.21 (1.05)**

**Issue No. 3**

**Effective Date: 06/23/2021  
 Next Review Date: 11/01/2025 (E4Y)**

**Sr. Reviewer: Associate Provost**

**POLICY STATEMENT**

Texas State University provides workload credit to the chair of the Faculty Senate in recognition of the responsibilities and time commitment required of the role.

**01. WORKLOAD CREDIT FOR CHAIR OF THE FACULTY SENATE**

01.01 The chair of the Faculty Senate will receive twelve workload credits as assigned time for administrative activities over the course of the academic year (fall, spring, and summer). The workload is typically distributed as three credits in fall, three credits in spring, and six credits in summer and documented with the administrative activity adjustment workload code. The distribution of this release will be negotiated with the department chair or school director subject to approval by the provost and vice president for Academic Affairs (VPAA).

01.02 The Senate, following the annual elections each April, will inform the appropriate departmental chair of the identity of the new Senate chair so that necessary adjustments to the class schedule can be made. The Senate will send a copy of this memorandum to the appropriate college dean and to the provost and VPAA.

**02. REVIEWER OF THIS PPS**

**02.01 Reviewer of this PPS includes the following:**

**Position Date**

**Associate Provost** **November 1 E4Y**

**03. CERTIFICATION STATEMENT**

This PPS has been approved by the following individuals in their official capacities and represents Texas State Academic Affairs policy and procedure from the date of this document until superseded.

Associate Provost; senior reviewer of this PPS

Provost and Vice President for Academic Affairs