

Guidelines for the Appointment and Selection of Department Chairs Effective 1/1/10

Eligibility

Candidates for department chair positions should be faculty members who

- are tenured at the rank of Associate Professor or Professor;
- have successful records as scholars and teachers; and
- have demonstrated a commitment to leadership through their service activities at the departmental, college, and/or university levels.

Authority and Responsibility

The chair is responsible for providing leadership to the department in the creation and implementation of its strategic plan and academic mission, for facilitating appropriate mentoring of faculty and staff, for managing the department's routine internal affairs including assisting students with academic concerns, for managing departmental resources, for assisting the dean in formulating and implementing college policy, for communicating university policy and processes to faculty, and for establishing links to the community.

In order to accomplish these responsibilities, the chair, with the guidance and approval of the dean, manages faculty workload and the assignment of faculty teaching schedules; maintains departmental records; participates in the university's Department Chairs Council, and prepares reports that reflect departmental activities. The chair also works with the dean on faculty recruitment, retention, evaluation and review, promotion, and termination. Promotion or termination of staff must be coordinated with Human Resources.

Based on the premise of shared governance, chairs will consult their faculty and staff for their recommendations, in accordance with processes established in the department's by-laws (as approved in accordance with college and university policies and regulations), on issues concerning strategic planning, the department's process for assessing individual performance, program development, budget allocations, priorities in the recruitment of new faculty and staff, and internal appointments of faculty or staff who will assist the chair in departmental operations.

Selection Process

The university is committed to making administrative appointments at all levels that will reflect the diversity of the faculty. All deans are strongly encouraged to consider diversity goals when making chair appointments.

Deans may at their discretion determine whether to conduct a national search for a department chair or to solicit nominations for a chair from the department's faculty. When a dean determines that a national search should occur, the faculty will conduct that search in accordance with standard university hiring procedures.

If deans solicit nominations for the chairmanship from the faculty, faculty will normally submit a minimum of two nominees to the dean. If only one candidate is nominated, the dean shall have the discretion to consider other candidates whom s/he feels would be suitable for the position.

- Faculty may self-nominate.
- Nominees must submit a letter expressing a willingness to serve if selected.
- Deans shall publish the list of nominees and their statements to the department's faculty and solicit individual written comments regarding each nominee from all the appropriate faculty.
- Deans will make a recommendation from among the nominations to the provost.
- Normally, a chair will be appointed to a three-year term that is renewable at the discretion of the dean.

Evaluation

Evaluations of department chairs will be based in part upon their record in advancing the department's role in the college's mission. Chairs are also evaluated for their scholarly contributions as faculty members (*i.e.* in teaching and research) in accordance with the normal procedures for annual evaluation in the department, although administrative work is the dominant factor in evaluation. The dean shall be responsible for gathering all pertinent information, including input from department faculty, in formulating the chair's annual evaluation.

In fall semester of the third year of a chair's term the dean will solicit faculty opinion regarding the chair's performance of his/her duties. The faculty will be surveyed regarding the strengths and weaknesses of a chair's record, and will include in their analysis a recommendation to either reappoint the chair for another term or to remove the chair. All comments to the dean will be considered confidential to the extent permitted under law.

The faculty recommendation will be advisory to the dean, who will inform the provost of the results of the survey. The dean will consider this recommendation along with her/his observations of the chair's overall performance (see the section on "Authority and Responsibility" above) in reaching a judgment concerning the reappointment of a chair. If the dean's judgment is to not reappoint the chair, the dean will solicit nominations for chair in the spring semester of the third year of a chair's term or conduct a national search. In the event a permanent chair cannot be appointed or hired for the fall semester, an interim chair will be appointed. The dean will be expected to solicit input from the department faculty in making an interim chair appointment.

Compensation and Length of Term

Deans will determine the compensation and terms of service as a department chair, in accordance with the guidelines for compensating department chairs provided by the Office of the Provost in spring 2009 (memo attached).

The job responsibilities for chairs typically require greater effort devoted to service functions; thus, chairs will receive a reduction in their expected teaching load each academic year during their term as chair. The exact reduction in the teaching load will be determined by the dean: in no case will a chair be altogether exempt from teaching, so the minimum teaching load will be one course per academic year.

Chairs will annually be eligible for merit adjustments to their academic rate based on their administrative performance as well as scholarly performance as determined by the annual university evaluation/merit recommendation process.

The normal term of a department chair is three years; however, all chairs serve at the pleasure of their respective deans and may be removed at the discretion of the dean, with the concurrence of the provost.