

DEPARTMENT CHAIRS

Department Chairs serve as non-negotiated administrative and professional employees ([Section II.A.4.b](#) and [II.B.2.](#) of the Board Regulations).

APPOINTMENTS

Each Chair shall be appointed by the Dean, subject to the approval of the Provost and the President, in accordance with established College procedures.

TERM OF APPOINTMENT

The Department Chair shall be appointed on a twelve-month basis, normally for a three-year term. A chair may be reappointed for successive terms consistent with Board Guidelines issued pursuant to [II.A.4.b.](#) and [II.B.2.](#) of the Board Regulations.

SELECTION PROCEDURES

The Dean shall consult with the Director of the Office of Civil Rights prior to initiating the process for appointment and before recommending appointment to the Provost and the President.

There are four options for selecting a Department Chair: (1) reappointment of the incumbent, (2) appointment through a national search process, (3) appointment from within the department following an advisory nomination, and (4) appointment by the Dean of an acting chair for a specific term.

All nominations, recommendations, and decisions made by the department members concerning these appointments are advisory to the Dean.

1. Procedures for Reappointment of the Incumbent Department Chair
 - a. No later than November 1 of the last full year of the term of office, the incumbent must notify the Dean whether or not reappointment is desired.
 - b. If the incumbent wants to be considered for reappointment, the Dean shall conduct a review of the incumbent's performance prior to December 15 of the final year of the incumbent's term of office.
 - c. According to established College procedures and [IGP 31](#), the Dean shall consult with eligible members of the department concerning the Chair's performance.
 - d. The Dean shall use the Administrative Appraisal Instrument as one source of the Chair's performance evaluation.

- e. By January 1, the Dean shall make a recommendation regarding the reappointment of the incumbent chair to the Office of the Provost.

2. Procedures for Appointment of a Non-Incumbent

- a. If the incumbent will not be reappointed, the Dean shall determine if there is budgetary support for a national search.
- b. If a national search is feasible, the department may advise the Dean of its preference for a national search or an internal search. An advisory vote should be sought from tenured and tenured-track faculty members. If the Dean selects a national search, the Dean and department then follow the procedures outlined in Section 3 below.
- c. If the incumbent will not be reappointed and the Dean does not select a national search, the Dean and department then follow the procedures outlined in Section 4 below.

3. Procedures For Appointment of a Non-Incumbent Through a National Search

- a. If the Dean Selects a national search, the Dean will appoint a Search and Screening Committee and select its chair.
- b. University employment procedures will be followed.
- c. Internal candidates may apply.
- d. Department faculty may participate in interviewing candidates invited for interviews.
- e. If the search process does not yield a candidate acceptable to the Dean, the Dean may reopen the search with the same committee or name a new committee, or authorize the Department to nominate candidates from within the department according to procedures outlined in Section 4.

4. Procedures For Appointment of a Non-Incumbent From Within the Department

- a. The Dean will set the date, time, and place for an advisory ballot through which the department will nominate candidates from among tenured and tenure track faculty members.
- b. Candidates and all participants in advisory balloting must be tenured or tenure track faculty members.
- c. Permission of nominees must be received prior to tendering their nomination.

- d. Nominations may be made on the first, or any succeeding ballot, by tenured and tenure track faculty. Nominations and votes will be by secret ballot.
 - e. Any nominee may withdraw at any time by personal request.
 - f. Any tenured and tenure track faculty member who cannot be present at the meeting for an acceptable reason may participate by arranging with the Dean prior to the election to vote absentee. Absentee ballots must be received on or before the stated election time.
5. Procedures for Appointment of an Interim (Acting) Chair

An Acting Department Chair is appointed by the Dean in accordance with procedures established by the College, and with the agreement of the Provost and the President.

COMPENSATION

1. Initial Salary Determination
- a. Interim (acting) Chairs appointed internally from faculty ranks will have an administrative attachment added to their monthly salaries. The amount of the administrative attachment will be determined by the Dean in consultation with the incoming chair and will be clearly identified on the personnel authorization and appointment forms.
 - b. When appointing a Chair on a continuing appointment from within the existing faculty ranks or when appointing a chair on a continuing appointment from a national search with faculty rank and/or tenure, the monthly base salary will be established relative to the individual's qualifications and the market for chairs at the rank in the discipline. The administrative attachment must be specified and be clearly identified on the personnel authorization and appointment forms.
2. Base Salary and Adjustments for Chairs
- a. For interim (acting) Chairs, the monthly base salary plus the monthly administrative attachment will be used in calculating percentage-based annual administrative salary adjustments.
 - b. For continuing Chairs, the monthly base salary plus the monthly administrative attachment, if separately identified, will be used in calculating percentage-based annual administrative salary adjustments.
 - c. Chairs who receive a promotion will also receive an appropriate base salary adjustment.

3. Salary for Chairs Returning to or Assuming Faculty Status

- a. For an interim (acting) Chair hired internally, the administrative attachment will be removed and the salary adjusted to 9/12ths of the then current annual salary. In no case will the adjusted salary be less than the salary would have been had the Chair remain in the bargaining unit and received non-discretionary negotiated base salary increases.
- b. If/When a Chair assumes or returns to faculty status, the administrative attachment will be identified and removed prior to adjusting the final salary. The final salary will be no less than 9/12ths of the then current annual salary and, if applicable, will be increased to be commensurate with the department faculty of comparable rank and experience.

TENURE AND PROMOTION

In accordance with [Board Regulation II.B.3.](#), Department Chairs shall be eligible for consideration for tenure or promotion during the term of service as Chair if they hold at least the rank of Assistant Professor and meet the educational requirements and years of service outlined in Board Regulations. A Chair hired from outside the University may be granted tenure at the time of employment in accordance with [Board Regulation II B.3.](#)

PROCEDURES FOR REMOVAL OF DEPARTMENT CHAIR

A Department Chair may be removed by a Dean after consultation with the department faculty and agreement by the Provost and the President and in accordance with [Board Regulation II.B.4.](#)

ADMINISTRATIVE ROLE AND RESPONSIBILITIES

The Department Chair is the chief administrative officer of the department who represents the faculty of the department and the administration and who is responsible for the execution of University policies which concern the department. More specifically, with the counsel and advice of the faculty, the Chair is responsible for:

1. Developing and reviewing long-range department goals and objectives;
2. Providing leadership in curricular matters, improvement of instruction and academic advisement;
3. Facilitating communication and coordination of activities between the department and the college, the administrative offices, the community, and the alumni;
4. Recruiting and making recommendations for hiring high quality faculty and staff;
5. Encouraging professional development of faculty members through study, research, and participation in professional organizations;

6. Facilitating actions which support and promote diversity and providing leadership regarding compliance with federal and state laws prohibiting discrimination;
7. Supervising and evaluating departmental faculty and staff;
8. Preparing class schedules and assignments of department faculty and staff;
9. Reviewing grade appeals and other student concerns;
10. Preparing and administering the department budget;
11. Convening department meetings on a regular basis, at least once each term;
12. Overseeing the preparation of Board of Higher Education program reviews, as well as annual departmental planning documents, accreditation, and other appropriate administrative reports and;
13. Performing such other responsibilities as assigned by the Dean and Provost.

TEACHING RESPONSIBILITIES

With the approval of the Provost, the Dean may set the teaching load of a Department Chair commensurate with administrative duties. The Chair's teaching load may be reduced or eliminated dependent upon the number of faculty, scope and complexity of the undergraduate and graduate program, research, community and public service, and co-curricular activities.

Approved by:
President
September 1, 2004

Monitor: Vice President for Academic Affairs