



## **33.99.99.C0.03 Academic Department Chairs**

Approved: April 30, 2007  
Revised: September 28, 2017  
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### **Procedure Statement**

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Academic department chairs hold mid-level administrative positions in the university. Appointed by the college deans and subject to approval of the Provost, chairs represent their respective departments in college and university matters and act as liaisons between departmental faculty and the college dean.

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### **Reason for Procedure**

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This procedure addresses the appointment, regulation, and evaluation of academic department chairs across the university.

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### **Procedures and Responsibilities**

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#### **1. GENERAL**

With the active engagement of their faculties, academic department chairs oversee the curricular, personnel, financial, and functional aspects of the departments. They also keep their departmental faculties informed of issues facing the college and university. The academic department chairs work under the supervision of the dean and are responsible for such duties as assigned by the dean. They provide a major leadership role in the academic mission of the university.

#### **2. APPOINTMENT**

2.1 Chairs may be selected internally or through an external search. In all but exceptional cases, internal candidates must be tenured in the department for which they will chair. For external searches, candidates internal to the university as well as those outside the university may be considered.

2.2 The internal search process will follow accepted practice for academic positions within the institution. External searches will include advertising the position so a range of interested candidates may apply. In the event of an external search, search

committees must contain at least three (3) members from the respective chair's department, and entire departments may function as a search committee. Departmental faculties will be given the opportunity to provide feedback on all viable candidates. Faculty assessments will be used as a factor in the final selection. Normally, the dean and the Provost will appoint the candidate whom a majority of the full-time faculty support.

- 2.3 There may be instances during which an interim chair must serve. If this occurs, the dean, with the approval of the Provost, will appoint the interim chair. In exceptional cases, the interim chair may be chosen from outside the department.

### 3. WORKLOAD AND LENGTH OF TERM

- 3.1 Department chairs will receive a 9- to 12-month appointment based upon departmental need and the discretion of the college dean. The nature of the appointment will be specified in the appointment letter and may change over time. In most cases, during fall and spring semesters, a department chair's appointment is at minimum, half-time administrative and the remainder academic. Department chairs currently serving appointments upon any revision of this procedure are grandfathered in under their current appointment specifications but reserve the option to continue their current appointment as defined under the revised procedure.

- 3.2 A chair has the prerogative of resigning the position at any time with reasonable notice to the dean. The dean has the prerogative to end the term of a chair at any time with reasonable notice and approval of the Provost. Normally, the dean and the provost should not reappoint a department chair deemed unacceptable by a majority of the departmental faculty and relevant staff.

### 4. PERFORMANCE EVALUATION

Academic department chairs will be evaluated annually by the dean. For department chairs who carry teaching loads, their student evaluations and other documentation of teaching effectiveness, scholarship/creative activity, and service will be considered as well. The dean will consider all appropriate input, including a formal annual feedback assessment from departmental faculty, when reappointment is being determined. The Office of the Provost is responsible for initiating the survey of collect feedback from faculty and relevant staff. Additional requirements for the performance review of academic administrators can be found in University Procedure *33.99.03.C0.02, Performance Reviews of Academic Administrators*.

### 5. LEAVE

Department chairs, regardless of the length of appointment, are expected to maintain work schedules mutually agreed upon with the dean. Work schedules are assigned and vacation dates will be approved by the dean according to the needs of the college.

## 6. COMPENSATION

Department chairs will receive a monthly flat rate stipend over the fiscal year in addition to their regular pay. This stipend is clearly identified as compensation for the administrative duties they perform and is payable only for the period one serves as a department chair.

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### **Related Statutes, Policies or Requirements**

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University Procedure [33.99.03.C0.02, Performance Reviews of Academic Administrators](#)

This procedure supersedes:

- *31.99.99.C1.01, Academic Department Chairs*
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### **Contact Office**

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