33.99.99.C0.03 Academic Department Chairs

Revised: September 11, 2023
Next Scheduled Review: January 17, 2028
Revision History

Procedure Summary

Academic department chairs (chairs) hold mid-level administrative positions in the university. Appointed by the dean/director of the academic units (e.g., college, school, library) and subject to approval of the Provost and Vice President for Academic Affairs (Provost), chairs represent their respective departments in academic unit and university matters and act as liaisons between departmental faculty and the academic unit dean/director. This procedure addresses the appointment, workload, and evaluation of academic department chairs across the university.

Procedure

1. GENERAL

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

2. APPOINTMENT

2.1. Chairs may be selected through an internal or external search.

2.2. In all but exceptional cases, internal candidates must be tenured in the department for which they will chair. Internal searches will include advertising the position within the department so internal candidates can express interest in the position. Finalists will be given the opportunity to interact with the department faculty regarding the position (e.g., presentations, interviews).

2.3. For external searches, candidates internal to the university as well as those outside the university may be considered. 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 prospective chair's department, and entire departments may function as a search committee.

2.4. For both internal and external searches, all department faculty will be given the opportunity to provide evaluative feedback on all finalists. Faculty feedback will be used as a factor in the final selection. Normally, the academic unit dean/director and the Provost will appoint the candidate whom a majority of the full-time faculty support.

2.5. There may be instances during which an interim chair must serve. If this occurs, the academic unit dean/director, 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. Normally, chairs will receive a 9- or 12-month appointment based upon departmental need and the discretion of the academic unit dean/director. 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, the appointment is at minimum, half-time administrative and the remainder academic. Upon revision of this procedure, current chairs will remain under their current appointment specifications but may choose to continue their current appointment as defined by the revised procedure.

3.2. A chair has the prerogative of resigning the position at any time with reasonable notice to the academic unit dean/director. The academic unit dean/director has the prerogative to end the term of a chair at any time with reasonable notice to the chair and approval of the Provost. Reasonable notice is typically at least 30 days in advance. Normally, the academic unit dean/director and the Provost should not reappoint a chair deemed unacceptable by a majority of the departmental faculty and relevant staff.

4. PERFORMANCE EVALUATION

Chairs will be evaluated annually by the academic unit dean/director. For chairs who carry academic responsibilities, their student evaluations and other documentation of teaching effectiveness, librarianship, scholarship and creative activity, and service will be considered as applicable. The academic unit dean/director 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

Chairs, regardless of the length of appointment, are expected to maintain ork schedules mutually agreed upon with the academic unit dean/director and themselves. Work schedules are assigned, and vacation dates will be approved by the academic unit dean/director according to the needs of the academic unit.

6. COMPENSATION

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 they serve as a chair. If administrative duties are performed during the summer, compensation will be provided.

Related Statutes, Policies, or Requirements

University Procedure *33.99.03.C0.02, Performance Reviews of Academic Administrators*

This procedure supersedes:

- *31.99.99.C1.01, Academic Department Chairs*

Contact Office

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