

# UNIVERSITY *of* NORTHERN COLORADO



*Office of the Provost*

May 5, 2010

To: Academic Deans  
From: Abe Harraf  
Subject: Selection & Evaluation of Department Chairs

The advent of restructuring efforts in some programs and colleges necessitates establishing a coherent procedure for selection and evaluation of Department Chairs. To move forward and insure that newly established departments have ample opportunity to solicit and recommend their chairs to the deans, the following procedures are to be followed.

## **Selection and appointment of chairs**

Chairs will be selected and appointed in a manner consistent with University Regulation 3-3-1101 relating to school director policy.

Normally the chair will be appointed from tenured or tenure-track faculty within the department. Upon completion of the following process, the dean of the college shall recommend a department chair to the Chief Academic Officer (CAO) for approval. If the chair is to be selected from the current faculty of the department, an agreement between the dean and a majority of the faculty of the affected department, outlining the recommendation process including faculty involvement, will be required prior to initiating the search for a chair. Faculty involvement may include department faculty vote, conferences with the department faculty, and/or interviews with potential candidates. Evaluations from persons external to the department may also be considered. When no qualified faculty member is willing to accept appointment as chair and/or the department and dean agree it is in the best interest of the department not to recommend a chair from present faculty, or when the department and dean cannot reach agreement on the appointment of a chair, procedures (a) or (b) below will apply:

(a) The dean may request and receive authorization from the CAO to advertise externally for a department chair. Selection of off-campus candidates for the position of department chair will follow established University procedures for the hiring of full-time tenure-track faculty.

(b) The CAO, in consultation with the dean and the department, will appoint a chair from among the faculty of the University for an appointment of no more than one year.

## **Evaluation of chairs**

Evaluation of the chair's Instruction, Professional Activity, and Non-Administrative Service activities will be conducted by faculty in the unit and recommended to the dean in accordance with approved departmental faculty evaluation procedures. Evaluation of the chair's Administrative Service (Leadership and Management) as chair will be conducted by the dean with input from the faculty for purposes of performance assessment and determination of reappointment. Salary increases related to leadership and management and separate from merit pay that is determined by approved faculty merit pay distribution plans will be at the discretion of the dean.

In order to reflect the workload distribution of the department chair while also establishing the available weighting levels for chair evaluation, the following ranges will apply to the evaluation of department chairs:

<b>Evaluation Category</b>	<b>Range of Weighting Factor</b>
Instruction	20%-60%
Professional Activity	10%-20%
Service (Non-Administrative)	10%-20%
Service (Leadership & Management)	20%-60%

The individual workload and precise weighting factor for each category will be agreed upon annually by the chair and the dean and will be included in a written memorandum to the chair from the dean.

In no case may a department chair's overall work load exceed 1.0 FTE.

## **Term of appointment (including summer duties)**

The provost's memo of Dec. 8, 2009 covers the conditions of employment for department chairs relative to tiers. The period of service will be determined in consultation with the dean in view of unit complexity and summer responsibilities.

## **Responsibilities and authority of chair and dean**

The chair reports to the dean and serves at the will of the dean, who may remove a chair from his/her position. The dean has responsibility for recommending appointment of the chair.

## **Compensation of chairs**

Compensation for chairs for the period of service beyond 9 months will be linked to the 9-month base faculty salary. Any additional monthly stipend for chairs applies to the entire period of service, including any months of service beyond 9 months. The stipend will be determined by such factors as program size (number of faculty, SCH, courses offered) and accreditations.

Compensation for faculty chairs in summer 2010 will be a prorated amount based on the approved compensation model for chairs whose appointments commence in summer 2010 and on the length of time served during summer 2010.