

# Charting the Future Mandated Changes Due to Restructuring

SENATE ACTION FORM #877

## Department Chairperson Policy

Title 3: University Regulations

Article 3: Faculty

Part 3: Academic Rank and Titles

Approved by the President 8-26-05

**3-3-302 ~~Department Chairperson~~ School Director Policy.** This document sets forth the ~~roles and responsibilities of department chairpersons school directors as well as~~ policies and procedures to governing their selection and evaluation of school directors, ~~assignment, reassignment and compensation.~~ For the purposes of this document, the term “~~department chairperson school director~~” shall include the division directors in the college of education and the ~~department chairperson school director~~ in all other schools and colleges except the School of Music and the School of Nursing.

**3-3-302(1) ~~Department Chairperson~~ School Director Selection.** ~~Chairpersons~~ Directors are at-will employees in their capacity as ~~chair~~ directors.

- (a) Normally they director will be appointed from tenured or tenure- track faculty within the ~~department~~ school.

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

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

or

- (c) (b) The ~~chief academic officer (CAO)~~, in consultation with the dean and the ~~department~~ school, will appoint a ~~chairperson~~ director from among the faculty of the University for an appointment of no more than one year.

- ~~(e) On-Campus Selection.~~ Upon completion of the following process, the dean of the college shall recommend a ~~department chairperson~~ school director to the CAO for approval. If the ~~chairperson~~

~~director is to be selected from the current faculty of the department school, an agreement between the dean and a majority of the faculty of the affected department school, outlining the recommendation process including faculty involvement, will be required prior to initiating the search for a chairperson director. Faculty involvement may include department school faculty vote, conferences with individual faculty and/or the department school, and/or interviews with potential candidates; evaluations from persons external to the department school may also be considered.~~

~~(d) **Off-Campus Selection.** Selection of off-campus candidates for the position of department chairperson school director will follow established University procedures for the hiring of full-time tenure track faculty.~~

~~**3-3-302(2) (e) Term of Service.** Chairpersons Directors normally will be appointed for a three five-year term, beginning on August 16 and ending on August 15.\* the selection process normally will commence no later than the beginning of spring semester prior to the appointment for the following fall semester. All tenured or tenure track faculty, including the present chairperson director, are eligible for appointment. Appointment should take place prior to August 16 the year of appointment.~~

~~\* Summer term employment for department chairpersons school director is not guaranteed and shall be negotiable in accordance with each unit's policies and procedures for summer term assignments. The two semester assignment of department chairpersons school director will be the academic year unless the dean designates otherwise.~~

~~**3-3-302(3) (f) Temporary and/or Permanent Vacancies.** In all cases of an unanticipated vacancy due to causes such as illness, resignation, or leave, the dean, after seeking faculty involvement, may appoint an acting chairperson director who will assume responsibilities immediately. If necessary, the procedures for selection of a permanent chairperson director will commence immediately.~~

~~**3-3-302(4) (g) Reassignment Evaluation of Chairperson Director.** (H) The dean will evaluate all chairpersons directors annually under the University evaluation system. Faculty in the unit school must be involved in the evaluation. (See \*reference to the Deans Evaluation\*.) If that evaluation demonstrates an unacceptable level of performance, the dean, in consultation with the faculty of the department school and the CAO, may relieve the wish to relieve the individual of chair director responsibilities on the grounds of poor performance not reflected in a previous annual evaluation, the dean may initiate a non-scheduled evaluation of the chair director performed by all those who participate in the regular annual evaluation of the chair director.~~

~~(H) If for any other reason the dean believes a change in departmental school leadership is necessary, the dean may, in consultation with the CAO, relieve the individual of chair responsibilities. Unless circumstances prohibit, such action will not be taken except after consultation with the departmental school faculty.~~

~~**3-3-302(2) Roles and Responsibilities.** The department chairperson school director role is essential to the role and mission of the university. Chairpersons director are responsible for development and maintenance of program quality, setting program directions, and promoting an academic climate within the unit that is conducive to intellectual inquiry. Above all, the chairperson director exemplifies the academic standards~~

~~of the discipline in the university. Chairpersons director serve as liaisons between the department school and the university and represent and interpret the goals and needs of both. In their administrative role, they are both managers and leaders. The responsibilities of this dual role include, but are not limited to, the following:~~

~~(a) **Managerial Responsibilities.**~~

- ~~(I) — Develop and implement departmental school goals and objectives congruent with those of the University.~~
- ~~———— (II) — Prepare a departmental school budget request based on departmental school goals and objectives.~~
- ~~———— (III) — Manage allocated budgets.~~
- ~~———— (IV) — Develop faculty teaching and other departmental school assignments.~~
- ~~———— (V) — Implement policies and procedures for the recruitment, selection, evaluation, promotion and retention of faculty and other personnel most qualified to achieve departmental school and university goals.~~
- ~~———— (VI) — Schedule and evaluate departmental school programs to ensure that all programs are academically sound and responsive to student demands.~~
- ~~———— (VII) — Prepare documents required for university planning, evaluation, and accreditation.~~
- ~~———— (VIII) — Inform faculty of their responsibilities to students, the department school and the university as outlined in personnel policies and regulations.~~
- ~~———— (IX) — Accomplishing the evaluation of faculty under appropriate university procedures.~~
- ~~———— (X) — Observe affirmative action and equal opportunity guidelines and promoting equal opportunity in all departmental school activities.~~

~~———— (b) **Leadership Responsibilities.**~~

- ~~(I) — Initiate activities to achieve departmental school goals and objectives.~~
- ~~———— (II) — Resolve conflicts detrimental to the functioning of the department school.~~
- ~~———— (III) — Initiate, implement and manage change for the achievement of departmental school goals and objectives.~~
- ~~———— (IV) — Promote faculty development and professional growth.~~
- ~~———— (V) — Delegate authority and responsibilities to individuals or groups appropriate to the achievement of departmental school goals and objectives.~~

~~Chairpersons directors will confer with college administration and faculty in regard to the most~~

effective and efficient strategies for achievement of departmental ~~school~~ goals and objectives. Department chairpersons ~~school directors~~ will be responsible for achieving goals and objectives and for making and implementing necessary independent judgments.

The roles and responsibilities listed here supplement and clarify but do not supplant the performance standards in the university evaluation document.

~~3-3-302(3) Administrative Assignment/Compensation for Department Chairs.~~ During the academic year (or two semester assignment where applicable), department chairpersons will receive a reassignment of time for administrative duties and a non-base administrative stipend in addition to their academic year teaching base salaries. Differences in the reassignment of time for administrative duties and differences in the non-base administrative stipends should reflect differences in the size of departments and differences in the complexity of duties required of the chairperson.

The level of appointment and stipend are set by the dean on the basis of the academic year FTE (including tenure track, tenured, and term faculty and graduate teaching assistants), the complexity of programs, number of students, number of additional staff, evaluation of chair performance or other significant factors. The dean may move the department chair assignment up or down one level based on those factors. Stipend ranges will be reviewed at least every three years and adjusted as necessary.

The following guidelines are recommended for determining the administrative assignment and the administrative stipend:

<del>LEVEL</del>	<del>ACADEMIC YEAR DEPARTMENT FTE</del>	<del>MAXIMUM ADMINISTRATIVE ASSIGNMENT *</del>	<del>MINIMUM TEACHING ASSIGNMENT</del>	<del>STIPEND RANGE</del>
<del>I</del>	<del>6.0 FTE and below **</del>	<del>.2 FTE</del>	<del>.4 FTE</del>	<del>\$1,300-1,999</del>
<del>II</del>	<del>6.1-12.0 FTE</del>	<del>.3 FTE</del>	<del>.3 FTE</del>	<del>\$1,800-2,499</del>
<del>III</del>	<del>12.1-18.0 FTE</del>	<del>.4 FTE</del>	<del>.2 FTE</del>	<del>\$2,300-2,999</del>
<del>IV</del>	<del>18.1-24.0 FTE</del>	<del>.5 FTE</del>	<del>.1 FTE</del>	<del>\$2,800-3,499</del>
<del>V</del>	<del>25.0 FTE and up</del>	<del>.5 FTE</del>	<del>.1 FTE</del>	<del>\$3,300-4,000</del>

~~(a) Calendar.~~ The academic year calendar for department chairpersons will be as follows:

~~Fall and Spring Semesters:~~ From one week prior to the start of the semester classes through the day grades are due at the end of the semester.

~~(b) Summer Term Employment for Chairpersons.~~ The amount of summer term employment available for chairpersons will depend upon departmental need for teaching and/or administration during that term. The amount of summer term administrative FTE assigned to each department will be determined by the dean in consultation with the chairperson. No non-base administrative stipend will be awarded for summer term chairperson responsibilities. Chairpersons will be paid at the same rate as other faculty, based on FTE assigned for administrative responsibilities. Summer policies on the assignment of workload will apply to chairs in the same way they apply to other faculty.