



Part 3: Academic Rank and Titles

3-3-301 Chair Selection and Evaluation.

A chair is the unit leader of a department.

3-3-301(1) Chair Selection.

- (a) A chair is an at-will employee in their capacity as chair. Normally the chair shall be appointed from tenured or tenure-track faculty within the unit. There is no limit to the number of terms a chair may serve. If the chair is to be selected from the current faculty of the unit, an agreement between the dean and a majority of the faculty of the unit, outlining the recommendation process, including faculty involvement, shall be required prior to initiating the search for a chair. Faculty involvement may include unit faculty vote and/or conferences with the faculty in the unit. Upon completion of this process, the dean of the college shall recommend a chair to the CAO for approval.
- (b) When no qualified faculty member is willing to accept appointment as chair and/or the unit and dean agree that it is in the best interest of the unit not to recommend a chair from present faculty, or when the unit and dean cannot reach agreement on the appointment of a chair, the following applies:
 - (i) The dean may request and receive authorization to advertise externally for a chair. Selection of off-campus candidates for the position of chair shall follow established University procedures for the hiring of full-time tenure-track faculty, or
 - (ii) The CAO, in consultation with the dean and the unit, shall appoint a chair from among the faculty of the University for

a term of no more than one year.

3-3-301(2) Term of Service. A chair shall be appointed for a three-year term.

3-3-301(3) Vacancies. In all cases of vacancies occurring during a chair's term of service, the dean, after seeking faculty input, may appoint an acting chair who shall assume responsibilities immediately.

3-3-301(4) Relief of Chair Responsibilities. If for any reason the dean believes that a change in unit leadership is necessary, the dean may, in consultation with the CAO, relieve the individual of chair responsibilities. Unless circumstances prohibit, such action will only be taken after consultation with the unit faculty.

3-3-301(5) Chair Evaluation. Evaluation of those in the position of chair shall follow the standard University evaluation process (see Board Policy Manual, 1-1-307 and 2-3-Part 8 and University Regulations 3-3-Part 8). The portion of a chair's workload devoted to chair duties shall be evaluated as "Chair Responsibilities" as a separate subcategory under service, which will be averaged into the overall service score as a weighted average according to workload. Although the dean does not assign scores in the annual/biennial/triennial evaluation process, the dean shall assign scores in evaluating the "chair responsibility" section of the service. This evaluation shall be averaged with the unit faculty's evaluation of the chair's workload in their capacity as chair. Additionally, if there is a disagreement as to the level of evaluation between the unit faculty's evaluation of the chair, in their capacity as chair, and the dean's evaluation, the results of each evaluation shall be sent to the CAO as an information item. If the unit faculty's or dean's evaluation of the chair's performance as chair is at the level of "unsatisfactory" or "needs improvement", the dean shall convene a meeting with the unit faculty to discuss the evaluation.

Policy History

3-3-301 DEPARTMENT CHAIR SELECTION AND EVALUATION POLICY.

3-3-301 section amended (May 2023)

3-3-301Section amended (Jun 2022)

3-3-301(2) Term of Service added (Jun 2022)

3-3-301(4) section amended (Jun 2021)
3-3-301 section amended (Sep 2016)
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