

Policy on Department Chair Appointments, Responsibilities, and Evaluation

I. Purpose and Scope

This policy outlines the appointment, responsibilities, and process for evaluation of department chairs (or equivalent) at the University. It applies to all academic departments and colleges/schools, except where otherwise specified.

II. Appointment, Reappointment, and Termination

A. Appointment

1. Department chairs are appointed by the Dean of their respective college/school after consultation with the full-time faculty of the department and with approval of the appropriate Executive Vice President (EVP).
2. Department chairs shall be full-time faculty members in the department holding the rank of professor or associate professor, unless otherwise approved by the appropriate EVP.

B. Reappointment

1. With the exception of the School of Medicine, Chairs are appointed for three-year terms and shall serve no more than two consecutive terms. Reappointment for a third term requires approval by the dean, EVP, and President, with justification provided to departmental faculty. All reappointments are subject to review as set forth in Section IV.B. Upon conclusion of the review, the dean, shall recommend to the appropriate EVP either:
 - i. reappointment of the incumbent chair,
 - ii. appointment of a new chair from within the department, or
 - iii. appointment of a new chair to be recruited from outside the department.

After the approval of the recommendation by the appropriate EVP, the dean shall make a written report to the departmental faculty, summarizing important conclusions of the evaluation and announcing the decision. In cases where the reappointment is for a third term, approval of the President is also required prior to the dean's announcement of the reappointment decision.

2. Chairs (or equivalent) in the Schools of Medicine and Health Professions shall serve at the discretion of the appropriate dean until non-renewed/terminated by the dean with approval by the appropriate EVP.

C. Termination

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ready for faculty senate review

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Commented [A2]: Why is this removed? B.2. indicated the process is different for the School of Medicine and Health Professions so shouldn't there be a qualifier to avoid a contradiction?

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Commented [A3]: Is there a reason this was added as a separate sentence rather than a clause in the previous sentence in the previous version? I don't believe it changes any requirement.

Commented [A4R3]: I agree with Jeff.

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1. A chair's appointment may be terminated by the dean before the end of the term with approval of the appropriate EVP.

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2. Chairs with tenure do not hold tenure in the administrative role of department chair and may be terminated from the role as set forth above.

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III. Responsibilities

- A. The department chair has primary administrative responsibility for all personnel in their department and serves as the primary liaison between the department faculty and the dean.

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- B. Department chair responsibilities include, but are not limited to:

1. Leadership and Administration – Provide strategic and operational leadership of the department; administer Board, University, and college/school policies; develop short- and long-range plans and academic programs; oversee departmental operations and staff.

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2. Faculty Affairs – Recruit, appoint, retain, and evaluate faculty; recommend tenure, promotion, and salary adjustments; foster professional development of department members.

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3. Financial Stewardship – Prepare and administer the department budget and request resources needed to reach departmental goals.

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4. Academic Program Support – Implement and assess departmental curricula; support student advising.

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5. Research and Clinical Programs – Support research and clinical program development; encourage funding opportunities and partnerships.

6. Equity and Collegiality – Promote diversity, equity, inclusion, civility, and well-being of faculty, staff, and students.

7. External Relations – Represent the department to internal and external stakeholders.

Specific/additional responsibilities and authority of the chair shall be established by the dean of the college/school with the concurrence of the appropriate EVP.

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IV. Evaluation

- A. Annual Performance Evaluations.

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1. The college/school dean shall conduct department chair evaluations at least annually based on the goals and objectives established by the dean.
2. Each chair shall be evaluated using the following process unless the appropriate EVP has approved a different written process for chair evaluations for that college/school.
 - i. The dean will solicit anonymous feedback from all full-time faculty each spring, consider leadership effectiveness, faculty development, student outcomes, fiscal management, research/clinical contributions, and departmental collegiality.
 - ii. Results of the feedback will be discussed with the chair and reported to the EVP.

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Commented [A11]: Confirming a change in policy that the annual feedback results no longer need to be shared back with the department faculty?

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B. Three-Year Reappointment Review

1. Chairs outside the School of Medicine seeking a second or third reappointment shall be subject to a three-year reappointment review as outlined in this section.
2. The dean shall design the three-year review to fit the customs and circumstances of each college/school; however, in all cases:
 - i. Six months before the end of the term of the chair, the dean shall invite anonymous feedback on the chair's performance from all full-time faculty of the department.
 - ii. Such responses shall be submitted on a survey instrument appropriate to the department.
 - iii. To conclude the three-year review process, the dean shall make a recommendation regarding reappointment to the appropriate EVP, as set forth in Section II. B, above, and shall notify the faculty of the final decision.

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