

11-1-2008

# Appalachian State Chair Review Policy

USM Faculty Senate

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## Recommended Citation

USM Faculty Senate, "Appalachian State Chair Review Policy" (2008). *Faculty Senate Reports*. Paper 5.  
[http://aquila.usm.edu/faculty\\_senate\\_reports/5](http://aquila.usm.edu/faculty_senate_reports/5)

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#### **4.5.4.4 Periodic Reopening of the Departmental Chair Position**

**4.5.4.4.1** A person is appointed as a chair for a period of one year (July 1 - June 30). If an individual receives appointment to the position of chair in five consecutive years (including service as acting or interim chair) from the date of the initial appointment, the position will be reopened for nominations automatically in September of the fifth year of that individual's service as chair and every three years thereafter. The purpose of the periodic reopening of the position is to provide opportunity for the chair to return to faculty status and/or for the department to signal interest in positive change; that is, change not necessarily linked to the regular annual review of the chair.

**4.5.4.4.2** At that designated time, the dean will inform the faculty and the departmental chair that the periodic reopening of the position is taking place. The faculty of the department shall assemble, without the departmental chair, to discuss the future of the department and its leadership. Before this meeting is adjourned and while a quorum exists, departmental faculty (as defined in Article II, Section 3. of the Faculty Constitution) shall vote by secret ballot on whether to recommend to the dean that the department seek candidates for the position of departmental chair or that the department continue with the current chair for an additional term of three years. A simple majority shall be required. The result of this vote (the number of yeas, nays, or abstentions) shall be communicated to the dean of the college, and the dean will share the results with the departmental chair. After consulting with all EPA and SPA personnel working at least .75 time in the department, the dean shall recommend to the Provost and Executive Vice Chancellor whether the department should seek candidates for the position of departmental chair or continue with the current chair for an additional term of three years.

**4.5.4.4.3** If the faculty vote to continue with the current departmental chair, that person may continue as departmental chair for an additional term of three years. If the current chair does not wish to continue serving as departmental chair, then at this point the procedure for appointing a departmental chair (section 4.5.4) will be followed.

**4.5.4.4.4** If the faculty vote to consider other candidates, then a second vote will be taken on whether to seek candidates from outside the department or to consider only internal candidates. A simple majority shall be required. If a position is available, the departmental chair search committee may request of the dean an external search. A request for an external search does not preclude the dean from limiting a search to department members. At this point, the procedure for appointing a departmental chair (section 4.5.4) will be followed.

**4.5.4.4.5** The department's Equal Opportunity Associate (EOA) will convene the meeting. The faculty shall select a member to chair the meeting, conduct all balloting, prepare minutes of the meeting, and immediately inform the departmental faculty and the dean of the college of the ballot results. Minutes of the meeting shall only record those faculty present and the ballot results, and shall be sent to the dean of the

college. The paper ballots for this vote shall be kept in sealed, labeled and dated envelopes, and filed in the office of the dean.

**4.5.4.4.6** In order to institute the reopening of the chair position in an orderly way so that all chair positions will not be reopened at the same time, the following schedule is to be implemented. Beginning with the first academic year in which the new policy is adopted (i.e., the 1999-2000 academic year), if a chair has served in that position for:

- (a) 1-2 years, the first reopening would occur 5 years later.
- (b) 3-5 years, the first reopening would occur 3 years later.
- (c) 6 or more years, the first reopening would occur 2 years later.

#### **4.5.4.5 Annual Review of Departmental Chairs**

**4.5.4.5.1** Provision is made for a written review of departmental chairs each year. However, no chair who has served less than a full year in that position, or who is on an off-campus assignment, shall be reviewed.

**4.5.4.5.2** The purpose of the review is to evaluate and strengthen the departmental chair's performance with regard to the responsibilities listed in the *Faculty Handbook*. The dean of the college/school concerned will prepare a report concerning the performance of the chair which will be submitted to the Office of Academic Affairs. While it is recognized that a review report will generally contain both positive and negative aspects, a report is considered positive overall unless the dean recommends that the chair be removed from office.

#### **4.5.4.5.3 Procedure for the Review Process**

**4.5.4.5.3.1** During the first week of the spring semester, the evaluation instrument will be distributed by the dean's office to each faculty member within each academic department including the library.

**4.5.4.5.3.2** Within five (5) working days after receiving the form, the faculty are to evaluate their respective chair and to return the form(s) in an unmarked, sealed envelope to the dean of the college/school who will then compile a summary of the evaluation responses for the dean's annual evaluation conference with the chair.

**4.5.4.5.3.3** Prior to or during the month of February, the dean shall discuss the summary with the chair in an annual spring conference called for this purpose. Following this meeting, the dean will discuss the evaluation of the chair with the Provost and Executive Vice Chancellor.

**4.5.4.5.3.4** Following discussions of the evaluation with the chair and Provost and Executive Vice Chancellor, the dean will communicate with the department regarding the dean's recommendation, consistent with Article 7, Chapter 126-24 of the State Personnel Act regarding privacy of personnel records. The communication may be provided in

writing or in a meeting with the department. Members of the faculty who may participate in the review process are specified in Article II, Section 2. of the Faculty Constitution.

**4.5.4.5.3.5** In the event that a negative recommendation appears to be under consideration by the dean, the chair has the right to call a meeting of the dean, the faculty and the chair to discuss the basis or lack of basis for the recommendation.

**4.5.4.5.3.6** In the event that the dean recommends the removal of the chair, the dean and the Provost and Executive Vice Chancellor will meet with the chair to discuss the evaluation and the dean's recommendation.

**4.5.4.5.3.7** If the Provost and Executive Vice Chancellor accepts the dean's recommendation that the chair be removed, the Provost and Executive Vice Chancellor should complete the process of removal by notifying in writing the chair, the faculty of the department, and the dean of the college/school of the decision. If the Provost and Executive Vice Chancellor rejects the dean's recommendation for removal, the Provost shall notify in writing these same persons of the decision and of any recommendations the Provost wishes to make.

**4.5.4.5.3.8** If the chair remains in the position and suggestions for improvement have been made, the dean of the college/school involved will follow up as necessary to determine whether or not the recommendations are being implemented.

**4.5.4.5.3.9** When viewed as necessary, the dean, chair or the faculty by a petition of more than 50% of the faculty of a department may call for a meeting between the dean and the faculty members to discuss concerns pertaining to the chair's performance. (The "more than 50%" requirement is not to be construed that the petitioning faculty members have decided one way or the other on the merits of the issues that might be discussed.) Upon completion of this meeting, it is the dean's responsibility to communicate the information from this meeting to the chair, to give the chair the opportunity to respond if the chair wishes, and to make a recommendation about the chair, if appropriate, based on the written and oral evaluations that have been collected.