

MARSHALL UNIVERSITY BOARD OF GOVERNORS

Policy No. AA-38

SELECTION, ROLE, AND EVALUATION OF DEPARTMENT CHAIRS

1 General Information.

- 1.1 Scope: This policy addresses the role, evaluation and selection of academic department/division chairs and school directors.
- 1.2 Authority: W. Va. Code §18B-1-6
- 1.3 Passage Date: March 8, 2006
- 1.4 Effective Date: Upon passage
- 1.5 Controlling over: Marshall University
- 1.6 History:
 - 1.6.1 This policy is equivalent to the old Executive Policy Bulletin No. 6, effective February 8, 1994. Executive Policy No. 6 is hereby repealed.

2 Policy.

- 2.1 This policy has three inherent basic assumptions: (a) chairs are appointed by and serve at the will and pleasure of the president, (b) Equal Opportunity / Affirmative Action guidelines must be followed in all evaluation, selection and appointment processes developed concerning department chairs, and (c) that the health sciences division be exempted.

3 Role.

- 3.1 The role and responsibilities of department chairs will be defined both generally and specifically. A general definition will be developed by the Vice President for Academic Affairs in consultation with deans and the Faculty Senate. This general definition will update previously developed documents which addressed the role and responsibility of chairs at Marshall University.
- 3.2 A specific departmental definition will be developed by each college and approved by the dean and vice president based on the general definition developed by the Vice President for Academic Affairs.
- 3.3 Both general and specific statements of the role of department chairs will clearly and concisely state the vice president's and the colleges' expectations, delineating how responsibilities of chairs vary according to the size, resources and scope of each department. The role and responsibilities of the department chairs will include, but not be limited to: academic planning, budget preparation and oversight, external relations and responsibilities concerning faculty and students.

4 Evaluation.

- 4.1 Each department chair will be evaluated annually based on his/her performance as chair. The evaluations, conducted by the dean in consultation with the faculty of the department, will be based on both the general responsibilities of the role of the department chairs, as defined by the Vice President for Academic Affairs and specific expectations of chairs as defined by the college as approved by the deans and vice president.
- 4.2 In addition, specific criteria and detailed procedures for evaluation shall be determined within each college. All department chairs within a college will be uniformly evaluated. The dean will confer

with the chair in a timely manner to share the results of the evaluation. Both the dean's evaluation and a summary of the faculty's evaluation will be discussed at that time. The dean will meet with the department's faculty in executive session to discuss each chair's overall evaluation.

5 Selection.

- 5.1 Each college shall formally document the details of the chair selection process in a clear and concise manner, ensuring that the process is understood by faculty, chairs and deans. The colleges are responsible for developing (a) selection criteria based on their expectations of the chairs, and (b) selection procedures, including the time and format for selection. The selection process is to be approved by the faculty of the college, the deans and the Office of Equal Employment Opportunity/Affirmative Action.
- 5.2 Faculty in the department will recommend a candidate whose name shall be forwarded to the dean. If the dean accepts the nomination, he/she will then forward this recommendation to the Vice President for Academic Affairs who shall forward it to the president for final action. If the dean cannot support a nominee, the dean must communicate that decision and the rationale for it to the faculty of the department. If the dean does not accept a nomination, the faculty shall be asked to submit another nomination for the dean's consideration. The dean shall then forward the recommendation to the Vice President for Academic Affairs, who shall forward it to the president for final action. The dean may recommend an interim appointment to the vice president and president if a regular appointment is not completed in a timely manner.

6 Term.

- 6.1 The department chair will normally serve a term of four years. However, the dean has the flexibility to recommend a chair be released from responsibilities before a term is ended, based on annual evaluations and the chair's desire to remain in that position. Further, each chair serves at the will and pleasure of the president and may be reassigned at any time.

7 Reappointment

- 7.1 A department chair may be appointed to additional terms of four years using the same selection process described above. There is no limit to the number of terms that an individual can be appointed as chair of a department. While annual evaluations will be helpful to determine continuation of the appointment, a more formal evaluation process that would substantiate the support of both the dean and the faculty should take place in the fourth year prior to reappointment of the chair to a subsequent term.