College of Liberal Arts Chair Selection Process

The purpose of this policy is to establish a college-wide process for the selection of department chairs when chairs are to be selected from among the faculty in the department. This policy acknowledges the differences among units in the College of Liberal Arts and is intended to conform to the provisions of BOG AA-38 governing the selection and evaluation of department chairs. It is understood that: a) chairs are appointed by and serve at the will and pleasure of the President of the university, b) the chair selection process must conform to EO/AA guidelines, and c) the normal term of office for chairs in the College of Liberal Arts is four years.

BoG AA-38 3.3: "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."

In the last year of a chair's term, the department will have the opportunity to recommend the incumbent for another term or select a new chair for recommendation to the dean, Provost and President. Because chairs are granted reassigned time for administrative duties, this process should occur early enough so that recommendations can be forwarded and approved prior to the submission of the next fall schedule.

College of Liberal Arts Selection Procedures for Department Chairs

1. Eligibility
    i. Candidates for department chair should be full-time, tenured faculty members in the department.
    ii. All full-time probationary and tenured faculty in the department are eligible to vote. Departments with term and temporary faculty will establish a written policy regarding the voting rights of those contingent faculty members. That policy will be approved by the dean of the College of Liberal Arts.

2. Call for nominees
    iii. The College of Liberal Arts office shall notify all full-time faculty members of the upcoming chair selection process by September 1 of the final academic year of the incumbent chair's term.
    iv. Eligible faculty members have until October 15 to send written notification of their intent to stand for chair to their department colleagues and the Dean.

3. Application process
    v. Prospective candidates shall submit a statement of interest and qualifications to all voting faculty by October 15**.**

4. Review of Candidates
    vi. Eligible voting faculty shall meet with each candidate to discuss the candidates' qualifications, the role of the chair, and the department's future direction during the period between October 15 and November 15.

5. Selection process
    i. Ballots will be distributed by the COLA office by November 15.
        1. Votes must be tallied by November 20 for chairs whose terms will begin the following term.
        2. When a chair transition is set to begin in the spring term, the call for nominations will be made by March 1 of the previous academic year; the deadline for candidates to declare will be March 15; the department review of candidates will be March 15 to April 15, and the voting will be completed by April 20.

2. Departments may establish program-specific guidelines for chair selection by a two-thirds vote of the eligible faculty.
    i. Changes to department guidelines can be made by a two-thirds vote of all eligible faculty members.
    ii. Such changes must be approved by September 15 of an election year. If that deadline is not met, approved changes will not be in effect until the next election cycle.

6. Recommendation to the Dean [see BoG AA-38, Section 5]
    i. The recommendation of the department shall be forwarded to the dean.
    iii. <u>If the dean accepts the nomination</u>, the recommendation will be forwarded to the Provost, who will send it on to the President for final action.
    iv. <u>If the dean does not accept the nomination</u>, the dean must notify the department faculty and provide a rationale. The dean will ask the department to submit another nomination.
    v. If a regular appointment cannot be completed in a timely manner, the dean may recommend an interim appointment to the Provost and the President.

Role and Responsibilities of Department/Division Chairs
(SR-93-94-76)

Department chairpersons have a wide variety of duties and responsibilities, in addition to teaching classes. They serve as the chief administrative officer of the department and are responsible for representing the department to the University administration, to the Dean of the College and to the department's faculty and students. The position of department chairperson is integral to the University's central mission: the education of its students.

Department chairpersons report directly to their academic deans and are responsible for:

Faculty

- Establishing and implementing procedures within University guidelines for the recruitment of new faculty.
- Counseling and guiding faculty; encouraging outstanding teaching, research and other professional activities; organizing faculty meetings and department/division/school committees to further the business of the department/division.
- Enforcing faculty responsibilities.
- Promoting faculty development, including encouraging faculty members to attend professional conferences, joining professional organizations, faculty traveling, etc.
- Protecting faculty rights, including recommendations on personal matters such as leaves of absence, sabbatical leaves, research grants, etc.
- Yearly appraisal for recommending reappointment, tenure, promotion and salary adjustments.
- Monitoring the need for changing program specialization as it is affected by faculty positions to ensure that specialization assignments within the department/division/school do not become static but allow for dynamic planning.
- Fostering productive, interpersonal and professional relationships among faculty of the department/division/school.

Students

- Ensuring that proper curricular and career advisement are available to all students majoring and/or taking courses in the department/division/school.
- Monitoring student/department/division/school scholarships, prizes and within University procedures, responding to student grievances and grade appeals.
- Coordinating the active recruitment of undergraduate and graduate students.

Curriculum and Programs

- Establishing department/division/school statements of mission and objectives within those of the University and periodically reviewing the department's/division's/school's progress in achieving them.
- Establishing department/division/school policies in cooperation with faculty related to curriculum content and changes, instructional standards, methods, textbooks and course syllabi.
- Planning and presenting course schedules, and administering the department's/division's/school's responsibilities for their implementing.
- Appointing faculty members to co-curricular responsibilities and recommending reassigned time to the Dean.

Budget and Instructional Resources

- Accounting to the Dean for fiscal management of department/division/school accounts.
- Managing department/division/school facilities and instructional resources.
- Recommending faculty and staff salaries to the Dean within the limits imposed by the respective salary policies.
- Receiving and administrating the department/division/school budgets, which can include:
  Annual operating budget
  Library allocation
  Allocating the resources of the department/division/school so that institutional, research, administration, and travel needs can be met equitably.
- Departmental/Divisional/School liaison with university offices dealing with fiscal activities, such as: 1) Dean's office; for budgets, travel, and extramural funding; and 2) Business offices (purchasing, personnel, accounting); for activities relevant to these offices.
- Planning for long range financing for special programs and activities.
- Writing and reviewing funding and grant proposals in cooperating with the department/division faculty and the appropriate academic support areas by evaluation of the proposal and/or projects as the department's/division's/school's chief administrator.

Communication

- Conveying University and College policies, procedures and actions to the department/division/school.
- Representing the department/division/school in the College and University, and with off-campus organizations.
- Presenting departmental/divisional/school policies, procedures and actions to the students.

Office Facilities

- Administering departmental/divisional/school facilities, hiring, supervising and evaluating departmental/divisional/school staff and establishing the department's/division's/school's office procedures.

Professional Performance

- Providing professional leadership and an example in the department/division.
- Maintaining and demonstrating competence in teaching, research and professional activities, including participation in professional associations and community service.

Miscellaneous

- Carrying out other duties as assigned by the Dean.