

ARTICLE XVI DEPARTMENT CHAIRPERSONS

Academic Departments are those departments recognized and approved by the Board of Trustees. For purposes of this article, full-service faculty refers to those faculty holding contracts in accordance with Article II, Section 2.A.

Section 1. General Information

A. The University and the Association both recognize that department chairs are faculty members with limited managerial administrative functions. Department chairs shall be awarded a nine (9) month contract with an additional stipend of \$5000 or 10% of their academic year salary whichever is greater prorated over the academic year. This stipend terminates upon the incumbent's departure from position as chair. Chairs are expected to be available on campus during normal business hours five days per week. No individual may receive more than one stipend under this section in any academic year. The stipend shall not be used in the computation of overload. At the dean's discretion and with the provost's approval, the department chair shall receive a course load reduction of up to 12 contractual hours [Q: 20] per academic year.

B. In addition, department chairs will receive a summer contract for chair duties that will extend from the end of spring term through the beginning of fall term at 1/4 AY salary (excluding the stipend as provided in paragraph A above) for presence on campus as scheduled with the dean on or before April 1, as follows:

- (1) average 20 hours per week from the end of the spring term until one week prior to the start of fall term, and
- (2) a 40 hour work week the week prior to the start of fall term.

The chair may teach summer courses and receive additional compensation as provided in Article XVII. Time spent teaching is not included in the 20 hours average per week on campus.

C. Time away from campus unrelated to official university business shall be approved by the appropriate dean, but shall not exceed twenty (20) days excluding official university holidays. The twenty (20) days, which will be available beginning with the fall term each year, may be scheduled during either the nine-month contract or the summer contract. The twenty (20) days shall not accrue from year to year. Time away from campus should be scheduled to avoid conflict with assigned teaching.

Section 2. Department Chair Responsibilities.

The department chairperson holds faculty rank and status and is a member of the bargaining unit. Department chairs report directly to the dean. He/she shall serve as a liaison between faculty and the administration and is responsible for providing overall leadership for faculty within his/her department.

Consistent with this role, the chairperson:

- A.) Coordinates the activities of the faculty and department in the recruitment and review of applicants for appointment to the faculty;
- B.) Assists the dean or designee in orienting new faculty;
- C.) Prepares and recommends course offerings of the department and of the faculty assigned to the department. Such work includes coordinating requests from department faculty for schedule preferences, considering student scheduling needs, developing the departmental class schedule, and recommending that schedule to the dean or designee;
- D.) Provides for meetings of the department to discuss department needs, activities, and recommendations;
- E.) Represents the department to the administration;
- F.) Recommends all expenditures from department budgetary allocation. Provides initial recommendations for new departmental budgets;
- G.) Coordinates all departmental academic advising including acceptance of majors, fulfillment of degree requirements, and assessment of equivalency and transfer credits;
- H.) Prepares departmental information for program reviews, accreditation visits, and University publications;
- I.) Assists in planning departmental offerings through assessing needs and recommending revisions in curricula, new degree programs, and other approaches to improving education;
- J.) Assists in recruiting and retaining students;
- K.) Assesses adequacy of library support and recommends acquisitions relevant to department programs and offerings;
- L.) Attends meetings of chairpersons;
- M.) Serves as readily accessible point of contact and source of information for students, faculty, and staff on all matters involving departmental activities;
- N.) Recommends the need for part-time faculty, assists in selecting and orienting part-time faculty, and recommends concerning the rehiring of part-time faculty;
- O.) Selects and maintains clinical site affiliations or internship sites and agreements;

P.) Performs other assignments relevant to the department as assigned by the dean. These additional duties shall not include taking disciplinary action against a bargaining unit member.

Q.) Assists in the supervision and evaluation of faculty teaching in the department.

Section 3. Selection, Evaluation, and Early Removal of Department Chairs

A. Term of Office.

The department chair shall serve a three (3) year term and is eligible to serve multiple consecutive terms. A department chair appointed after the start of an academic year will complete that year and two additional years of service. Chair appointments terminate on the last day of spring term of the last academic year of their term.

B. Selection of Chair.

Prior to the start of spring break during the last year of a chair's term, the dean will solicit from the department's full-service faculty names of individuals to be considered for the chair position. Individuals may self-nominate or be nominated by others within the department. All full-service faculty members are eligible to be considered for the chair position as long as they meet the academic requirements of relevant accrediting bodies. The dean will compile a list of those nominated and meet with department faculty to arrive at a mutually agreeable slate of candidates. The dean will approve the slate of candidates to be considered by the faculty.

The dates of the voting period, not less than five (5) consecutive workdays, will be established by the dean who will provide ballots containing the slate of candidates. All full-service faculty members will be eligible to participate in the election of the chair. The dean and an SEA representative will tabulate election results and make the results known to the faculty of the department who are eligible to vote. The dean will recommend the candidate to the provost for consideration and appointment. The three-year term will begin with the summer term following appointment by the provost.

Notwithstanding the number of votes cast, an individual must receive votes equal to or greater than the majority of eligible voters to be elected chair. To be considered valid, a ballot must conform to instructions written on the ballot and clearly indicate only one choice from among the names listed on the ballot. Write-in candidates will not be considered. If no one receives a majority vote as herein defined, a run-off election between the two highest vote-getters will be held. If the department faculty are unable to decide on a candidate by vote, the dean may appoint a chair from the slate of approved candidates to serve the three-year term or appoint an individual, not necessarily a bargaining unit member, to carry out the duties of chair until the next election cycle. An individual can serve no more than one year in this capacity without the support of a majority of the full-service faculty.

If no faculty members consent to have their names placed on the ballot and a vacant faculty line is not available within the department, the dean will appoint an individual, not necessarily a bargaining unit member, to carry out the duties of chair until the next election cycle. An individual can serve no more than one year in this capacity without the support of a majority of the full-service faculty. The Dean and an SEA representative will tabulate the faculty vote.

If no faculty members consent to have their names placed on the ballot and a vacant faculty line is available within the department, a national search for a new faculty member to serve as chair will be initiated. The department faculty shall recommend individuals to serve on the search committee and submit the list of names to the dean who will forward a suggested committee to the provost. The search committee's appointment and conduct shall be consistent with University guidelines provided by the Human Resources department. A new faculty member hired as department chair will be subject to reappointment as chair at the end of the three-year cycle specified above.

C. Evaluation of Administrative Function.

Evaluation of all department chairs will be conducted annually no later than 6 weeks prior to the end of the spring term using the standard evaluation form in Appendix H. The purpose of the annual chair evaluation will be to provide a basis for improving the chair's performance. The dean will use results of the faculty evaluation of the chair to develop a plan for improvement as appropriate. Evaluation of the chair's teaching effectiveness will be conducted as provided in Article XI, Section 3, and shall not be included in the administrative evaluation.

The chair evaluation instrument will be distributed to the faculty by the dean and will be collected and tabulated by the dean. The dean will discuss results with the chair privately before dissemination to the department faculty.

D. Early Removal of Department Chair.

If a majority of the department faculty desire removal of the chair prior to the triennial election, they may petition the dean in writing, stating reasons that warrant removal. The dean will investigate the complaints and make a recommendation for removal or retention to the provost after consultation with department faculty. Further, if two-thirds of full-service non temporary faculty who are eligible to vote indicate in their response to Item 20 of the annual evaluation that they do not support continuation of the individual in the chair position, the process for selecting a new chair will begin as soon as possible.

The dean may initiate possible early removal by discussing deficiencies in performance with the chair and providing the chair with a written notice of improvement. If the chair does not improve performance as provided in the notice the dean may submit a recommendation of removal to a vote of the department faculty. The dean's recommendation, faculty vote, and the chair's comments will be forwarded to the provost for a decision on removal. The provost's decision may be appealed by the chair to the president.

Section 4. Clarification of Status of Health Science Faculty Program Leaders

Sections 1 and 2 of this article shall apply to those individuals assigned administrative responsibilities and designated as faculty program leaders in health science departments. Since accrediting and licensing bodies prescribe specific credentials for program leaders in the health professions, the program leader will be appointed by the dean with the approval of the faculty in the program area. In the case of a vacancy, internal candidates with appropriate credentials will be given first consideration for appointment as program leader.

Those health science departments with five (5) or more full-service faculty members will evaluate the program leader as specified in Section 3.C. of this Article. In departments with fewer than five (5) full-service faculty members, the dean will solicit input from program faculty members prior to the annual evaluation of the program leader. The faculty of a given department may petition for removal of the program leader by presenting to the dean a written statement providing reasons that warrant removal. The program leader's ability to maintain continuing programmatic accreditation shall be a primary factor in the dean's recommendation to hire, remove, or retain an individual as program leader. The provost will review the dean's recommendation and make the final decision regarding the appointment, removal, or retention of the program leader. Faculty members removed from their position as program leaders retain their faculty status.