

11-2-1993

SR-93-94-13 (FPC)

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Recommended Citation

Marshall University, "SR-93-94-13 (FPC)" (1993). *Recommendations*. 1044.
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**FACULTY PERSONNEL COMMITTEE
RECOMMENDATION**

SR-93-94-13 (FPC)

To approve the attached report by the Ad Hoc Committee on the Selection, Role and Evaluation of Departmental Chairs dated March 23, 1993 as revised by the Faculty Personnel Committee and the Faculty Senate.

FACULTY SENATE PRESIDENT:

APPROVED
BY SENATE: Bertam W. Grass DATE: 11/2/93

DISAPPROVED
BY SENATE: _____ DATE: _____

UNIVERSITY PRESIDENT:

APPROVED: _____ DATE: _____

DISAPPROVED: [Signature] DATE: 11/19/93

COMMENTS:

REPORT TO PRESIDENT J. WADE GILLEY

by

THE AD HOC COMMITTEE ON SELECTION, ROLE AND EVALUATION OF DEPARTMENTAL CHAIRS

March 23, 1993

The following recommendations address the role, evaluation and selection of academic department/division chairs and school directors. These recommendations were made with two basic assumptions: (a) chairs are appointed by and serve at the pleasure of the president, and (b) Equal Opportunity/Affirmative Action guidelines must be followed in all evaluation, selection and appointment processes developed concerning department chairs.

Role

The role and responsibilities of department chairs should be defined both generally and specifically. A general definition should be developed by the Vice President for Academic Affairs. This general definition would update previously developed documents¹ which addressed the role and responsibility of chairs at Marshall University.

A specific definition should be determined by each college, but within and based on the general definition developed by the Vice President for Academic Affairs.

Both general and specific statements of the role of department chairs should

¹ "The Role of the Departmental Chairman," January 7, 1974; "The Role of the Department Chairman: Responsibilities and Recommendations," April 23, 1986; and definition of "Chairpersons of Departments" found under Section II. Organization of the University, The Greenbook, 1989-1990, page 4.

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 should include, but not be limited to: academic planning, budget preparation and oversight, external relations and responsibilities concerning faculty and students.

Evaluation

Each department chair will be evaluated annually based on his/her performance as chair. The evaluations, conducted by both the dean and the faculty of the department, should 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.

In addition, specific criteria and detailed procedures for evaluation should be determined within each college. All departments within a college should use a uniform evaluation instrument. 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 faculty evaluation summary shall be provided in writing to the faculty.

Selection

Each college should 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 would be 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.

Faculty in the department will vote to select one candidate whose name shall be forwarded to the dean. If the dean accepts the first nomination, he/she shall 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 the first nominee, the dean must communicate that decision and the reasons for it in writing to the faculty of the department involved. If the dean does not accept the first nomination, the faculty shall be asked to submit another nomination for the dean's consideration. This process will continue until a nomination acceptable to both the faculty and the dean is made. The dean shall then forward the recommendation to the Vice-President for Academic Affairs, who shall forward it to the President for final action.

Term. The department chair will be appointed to a term of four years. However, the dean has the flexibility to recommend a chair be released from responsibilities before the term is ended, based on annual evaluations and the chair's desire to remain in that position.

Reappointment. A department chair may be reappointed 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.