

FACULTY SENATE **SOUTHEAST MISSOURI STATE UNIVERSITY**

FACULTY SENATE BILL 23-A-XX

Approved by the Faculty Senate XXXXXX

BRIEF SUMMARY: Edits to condense and clarify the policy section of the Faculty Handbook Chapter 1, Department Chairs.

ACTION OF BILL: REVISING POLICY SECTION: CHAPTER 1 “DEPARTMENT CHAIRS”.

BE IT RESOLVED: subject to the passage and approval of both this bill and its companion bill establishing a corresponding “procedures” section, Chapter 1, Department Chairs section of the *Faculty Handbook* be amended by replacing the existing content with the following “policy” section (with the companion “policy” to follow it in the *Handbook*):

TITLE OF BILL (Department Chairs)

Chapter 1, Department Chairs

Policy Faculty Senate Bill xxxx begins here.

The Responsibilities of Department Chairpersons

The chairperson is the departmental administrative officer with faculty and administrative responsibilities. The balance between these responsibilities suggests the need for considerable latitude in the leadership style utilized by the chairperson.

The chairperson is authorized to speak for and on behalf of the department and links the department to the office of the college dean and other appropriate university administrative offices. The department chairperson represents the interests of the faculty and the department to the administration and presents the administration’s position to the department.

The chairperson should be able to evaluate issues with a broad point of view and perceive the consequences of decisions. The department chairperson assumes responsibility for those decisions assigned to the department by university policies and procedures. The department chairperson considers advice and judgment from department faculty when making recommendations, especially those regarding curriculum development. A representative list of responsibilities is given in the procedure section.

The Evaluation of Department Chairpersons

The evaluation of a chairperson is a collegial process encouraging faculty participation in departmental governance and provides balance to administrative decision-making responsibilities. Evaluations of a department chairperson consider the many factors impacting the performance of a department and the faculty and programs within the department.

The assessment of a department chairperson involves both formal and informal evaluation mechanisms and periodic and extraordinary evaluations. Evaluations constructively assess individual performance and suggest areas for improvement. During any evaluation process, the department chairperson retains the right to resign the position. The resignation of the department chairperson will stop any evaluation process.

Formal and Informal Evaluations

Departmental colleagues and administrators informally provide insights to the department chairperson to improve overall leadership effectiveness. The dean meets with the department chairperson annually to discuss administrative performance. A written summary of this meeting is shared with the chairperson and the provost.

Periodic Department Chairperson Evaluation

In addition to an annual merit review, (see the procedures section for chairperson annual review procedure) a department chairperson is evaluated during the third year after the initial appointment. By August 1 of the review year, the dean will inform the chairperson and provost, and initiate a department evaluation by discussing the process and agreeing on the specific procedures to be followed. This evaluation will occur the following semester, but not within the first four weeks or last four weeks. Continuing appointment as chairperson is subject to this evaluation. After the initial evaluation, periodic evaluations will continue on a three-year cycle unless an extraordinary review is initiated (See the procedures section for extraordinary review procedures).

The Periodic Evaluation Process

Guidelines for the Periodic Evaluation of Department Chairperson

1. Adequate time should be provided throughout the process so individuals can effectively participate.
2. Individual full-time faculty and staff responses are collected by the dean before any written documents are shared.
3. Input from faculty, staff, students, other chairpersons, and administrators should be properly balanced.
4. The evaluation should remain constructive.
5. Full departmental involvement should be stressed.
6. The need to provide anonymity should be balanced with the need to fulfill professional responsibility.

- 69 7. Opportunities for chairperson self-assessment should be encouraged.
- 70 8. Flexibility in the process should be maintained so differences between departments can be addressed.
- 71 9. Chairpersons will provide a Record of Service and curriculum vitae to faculty members to document
- 72 recent activities.

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74 **The Selection of a New Chairperson**

- 75 1. When a chairperson vacancy occurs, the department, dean and provost consult, and the provost
- 76 determines whether the search process is internal or external. Internal or external candidates may apply to
- 77 an external search.
- 78 2. The dean of the college arranges a meeting of all full-time faculty members in the department. At this
- 79 meeting, two decisions are made: first, a representative and diverse selection of departmental members of
- 80 the search committee are identified, and second, the method for choosing a chairperson of the search
- 81 committee is determined. Neither candidates for the position nor any faculty for whom there is a conflict
- 82 of interest shall serve on the search committee. At least one search committee member must be a current
- 83 chairperson at the university. After the search committee is established, an additional faculty member
- 84 from any other department in the University is added to the search committee. Both the dean of the
- 85 college and the search committee should agree on who will serve in this capacity. The additional faculty
- 86 member operates as a full member of the committee.
- 87 Approved by Faculty Senate 11/20/13, reviewed by President 4/14/15, Approved by Board of Regents
- 88 5/8/15

Action	Date
Introduced to Senate	09/14/2022
Second Senate Meeting	09/28/2022
Faculty Senate Vote	
President's Review	
Board of Regents Approval	
Posted to Faculty Handbook	