

### 3.5 Department Chair

Department chairs are the administrative leaders and contacts for their respective departments. They participate in the selection, orientation, **review**, and improvement of their departmental faculty. Faculty members should go to them for information and guidance. **It is the responsibility of a chair to be familiar with the relevant policies of the University, including any collective bargaining agreement/s governing faculty.**

Department chairs are selected by ~~written secret majority vote of the members of the department subject to the approval of the Dean of the College~~ **Chief Academic Officer** and the President [See 9.3]. ~~Details on the procedure for selection are found in the By-Laws to the Faculty Constitution. Details on the procedure for removal of a Department Chair from office are found in 3.5.5.~~

#### Selection of Chair

**As stated in the 9.3, a Department Chair will be selected by written secret majority vote of the eligible members of the department, and subject to the approval of the President and ~~Dean of the College~~ Chief Academic Officer. The Chair will be selected during the fall term preceding the academic year when the position will be open. The Chair will serve a three-year term four weeks before the start of fall classes and, under normal circumstances, will be limited to two consecutive three-year terms.**

#### Vacancy of Chair

**Should the office of Chair become vacant while more than one year of the term remains, the above selection procedures, outlined in 9.3.3.B, will be followed to fill the office for the remainder of the term.**

#### Acting Chair

**The ~~Dean~~ Chief Academic Officer may appoint an Acting Chair selected from the Voting Faculty to serve for a period of not more than one year with no reappointment as Acting Chair, when one of the following circumstances occurs: (1) The office becomes vacant with one year or less of the term remaining; (2) The Chair is on leave; (3) The department faculty are unable to elect a chair; or (34) the department and the ~~Dean~~ Chief Academic Officer fail to agree in the selection of the Chair.**

#### 3.5.1 Curriculum and Instruction

- a. Initiate, in consultation with other department members, curriculum changes, considering both needs and resources. Recommend changes to be made to the Academic Affairs Committee **or Graduate Academic Affairs Committee;**
- b. **Have on file an outline of each course taught in the department;**
- c. **With the help of departmental faculty, provide the librarian with information about library materials needed by the department.**

- d. Regulate the use of Directed Study and Independent Study courses. See Section 3.2.11.

### 3.5.2 Faculty

- a. Initiate and contribute to the processes of selecting, evaluating, discontinuing, and promoting departmental **faculty and** staff. This includes reviewing student evaluations at the end of each term, and notifying the **appropriate Academic** Dean of any problem classes, including his/her own. Details are given in section 3.2.8 and 6.5.2 Annual Review Reports.
- b. Assist members of the department in their work including visiting and evaluating class, facilitating peer evaluation, **and encouraging study, research, and attendance at conferences.**
- c. Assign, with the approval of the **appropriate Academic** Dean ~~of the College~~, the instructional **and departmental** duties of each member of the departmental faculty, attending to the needs of the University as well as those of individual Faculty members.
- d. Assist members of the department in preparation for any reviews conducted by the Committee on Tenure, Promotion and Leaves (including third year, tenure and post-tenure reviews), **and supervise faculty review process as described in section 6.**
- e. **Schedule department meetings as needed in order to maintain efficient operation of the department.**
- f. Attend meetings of the department chairs.
- g. **Supervise program directors of programs within the department. Program directors of programs across multiple departments will report to the appropriate Academic Dean.**

### 3.5.3 Students

- a. **Promote a system of effective advising for all students in the department. Oversee the provision of information about opportunities in graduate or professional schools.**
- b. **Establish and regulate a procedure for evaluation of transfer credit toward the major.**
- c. **Work with the Alumni office in maintaining contact with all graduates of the department. (A newsletter is of value; the College Relations department may be able to help here.)**

d. Promote, directly or through departmental staff, the work of student societies related to the field.

e. Initiate the establishment of honor societies in the field of the major, or in an area which includes the major.

f. Mediate and resolve student-faculty grievances as described in the Student Guide and this handbook [section 15.1]. If the department chair's resolution is not acceptable, or if the department is the subject of the grievance, then the grievance should be referred to the appropriate dean for resolution or to initiate a formal grievance as described in Section 15.1.

### 3.5.4 General Administration

a. Call regular meetings of the departmental faculty.

b. Assume responsibility for overseeing the ordering of textbooks for courses in the department.

c. Manage the department budget (see section 5.3, part 1).

d. Report annually to the appropriate Dean on the work of the department, including recommendations and requirements of the department in terms of staff, equipment, and supplies for the following year.

e. Schedule courses and assign faculty FTE.

f. Set course size guidelines.

### 3.5.5 Procedures for the Removal of Department Chairs

The chair may be removed from office prior to the end of term in either of two ways:

1. By a written secret vote of no confidence supported by two-thirds of the voting members of the department, effective upon acceptance by the Chief Academic Officer ~~Dean of the College~~ and subject to the following procedural requirements:

a. Vote request- Any two members of a department who desire a departmental vote on the removal of the chair will submit a written request to the appropriate Academic Dean of the College requesting a special meeting for that purpose.

b. Notification. The appropriate Academic Dean will call a special departmental meeting within a reasonable time after the request for the meeting will have been received; written notification of the time, place and purpose of the meeting will be

transmitted by the Dean to all members of the department at least three days prior to the meeting.

c. The Meeting. The **appropriate Academic** Dean will chair the meeting. All members of the department eligible to vote for the selection of a chair will be eligible to vote on the question of removal, and the number of such persons will constitute the base for the determination of the two-thirds vote. The question will be "Will the chair of this department be removed from office?" Upon completion of the discussion the **appropriate Academic** Dean will collect and count the ballots and announce the results of the vote. If the vote supports removal, the **appropriate Academic** Dean will announce within 24 hours whether the departmental vote is accepted. If the **Chief Academic Officer** ~~Dean~~ does not accept a vote for removal, the Dean will, within seven days of the date of the meeting, prepare and transmit to the members of the department, to the chair of the Committee on Tenure, Promotion and Leaves, and to the President of the University, a memorandum which specifies the outcome of the vote and reasons for not accepting the departmental vote.

d. Limitation. These procedures will not be invoked more than once during any academic year for any department.

~~2. By action of the President of the University for cause, subject to the following procedural requirements:~~

~~a. — Notification. The President will notify the chair in writing by registered mail of the intended removal, of the reasons therefore, and of the proposed effective date of removal, which date will be at least one month later than the date of notification; the notice will contain a statement of the chair's right to request a hearing. A copy of the notice will be delivered to the Committee on Tenure, Promotion and Leaves and the Dean of the College.~~

~~b. — Request for Hearing. The chair may request a hearing on the charges alleged in the President's notice; the request will be delivered to the President and to the chair of the Committee on Tenure, Promotion and Leaves within seven days of the date of the receipt of notice of intended removal.~~

~~e. — Waiver of Hearing. If the chair does not, within seven days of the date of notification, request a hearing concerning the proposed removal, the right to a hearing is waived and the removal will become effective on the date proposed by the President in the original notice.~~

~~d. — The Hearing. Upon receipt of timely request for a hearing, the Committee on Tenure, Promotion, and Leaves will ascertain and set a time and place for the hearing mutually acceptable to the President, the chair, and the Committee. The hearing will be held within a reasonable time. The hearing will be concerned only with charges specified in the notice. Both the chair and the President may have representatives to present or to assist in representing their respective cases. The Committee will, in a~~

~~written opinion, express its recommendation concerning the case and its reasons therefore. Minority opinions, if any, will be included. Copies of the opinion(s) will be delivered to the President and to the chair.~~

~~e. — Final Determination. The President of the University will exercise final determination as to the removal for cause of the chair from office, provided, however, that in the event that the decision does not accord with the recommendations of the Committee, the President will provide the chair and the Committee a written response to the recommendations, including a statement of reasons for not concurring with them, within seven days.~~

~~f. — Suspension. During the course of action for removal for cause, the President may, for a period of not more than 40 days, suspend the chair's exercise of that office; during suspension, the Dean may appoint a temporary acting chair.~~

2. If the Chief Academic Officer determines that the Department Chair's performance is unsatisfactory, they shall 1) meet with the Chair to discuss their performance and create an improvement plan, 2) if performance fails to improve within a reasonable amount of time, the Chair may be removed.