

**COMMITTEE REPORT OF ADOPTION OF POLICY RECOMMENDATION**

**DATE:** March 24, 2017  
**TO:** Adam Swenson, Faculty President  
**FROM:** Personnel Planning and Review Committee  
**BY:** Sheila K. Grant, Committee Chair  
Daisy Lemus, Executive Secretary

**Name of proposed policy:****Section 622.6.2 (Appointment and Evaluation of Department Chairs)**

At its meeting on November 30, 2016, the Committee adopted a policy recommendation by passing the following motion:

**MSP:** That Section 622.6.2 in the *Administrative Manual* be revised to establish that all tenure track faculty in a Department have the right to nominate candidates for the position of Department Chair.

**Current policy or catalog copy:**

622.6 Appointment and Evaluation of Department Chairs.

1. Term of Office.

The term of office for Department Chairs shall normally be three years. A department may submit alternative policies specifying terms of a different length to the Personnel Planning and Review Committee. At the end of a term of office, the Department Chair position shall be considered to be vacant. The vacancy shall be filled by the Appointment Procedures that follow.

2. Appointment Procedures.

- a. Search and Screen Committee.

- (1) In anticipation of the end of a Department Chair's term, or in the event of a vacancy for other reasons, the Dean shall call a meeting

of the Department faculty for the election of a committee of three to five tenured teaching faculty to serve as a Search and Screen Committee. Where such a committee cannot be formed, the Dean shall so advise the College Personnel Committee, which shall determine the appropriate action. The first meeting of the Search and Screen Committee shall be called by the Dean or a designee.

(2) Members of a Department faculty who will not be reappointed, who are on terminal notice, or who have resigned or accepted another full-time position elsewhere shall not vote in the election of, nor serve on, the Search and Screen Committee.

b. Nomination of Candidates.

The Department Search and Screen Committee shall nominate at least one but not more than three candidates for the position of Department Chair. All candidates shall have indicated a willingness to serve. A committee member who becomes a candidate shall resign and be replaced.

c. Departmental Recommendation.

The Department Search and Screen Committee shall submit its nomination(s) to the tenure track faculty in the Department, for a vote. After considering the vote of the faculty in the Department, the Committee shall forward its recommendation, and the vote of the faculty in the Department, to the Dean of the College.

d. Responsibility of the College Dean.

The Dean of the College shall transmit to the President of the University the recommendations of the Department Committee and the vote of the Department faculty. Prior to the transmitting of the Dean's recommendation, the Dean shall provide opportunities for full-time faculty to have conferences with the Dean.

**Proposed policy or catalog copy (with changes):**

622.6 Appointment and Evaluation of Department Chairs.

1. Term of Office.

The term of office for Department Chairs shall normally be three years. A department may submit alternative policies specifying terms of a different length to the Personnel Planning and Review Committee. At the end of a

term of office, the Department Chair position shall be considered to be vacant. The vacancy shall be filled by the Appointment Procedures that follow.

2. Appointment Procedures.

a. Search and Screen Committee.

- (1) In anticipation of the end of a Department Chair's term, or in the event of a vacancy for other reasons, the Dean shall call a meeting of the Department faculty for the election of a committee of three to five tenured teaching faculty to serve as a Search and Screen Committee. Where such a committee cannot be formed, the Dean shall so advise the College Personnel Committee, which shall determine the appropriate action. The first meeting of the Search and Screen Committee shall be called by the Dean or a designee.
- (2) Members of a Department faculty who will not be reappointed, who are on terminal notice, or who have resigned or accepted another full-time position elsewhere shall not vote in the election of, nor serve on, the Search and Screen Committee.

b. Nomination of Candidates.

Candidates for the position of Department Chair shall be nominated by the department's tenure track faculty. The Department Search and Screen Committee shall nominate at least one but not more than three candidates for the position of Department Chair. All candidates shall have indicated a willingness to serve. A committee member who becomes a candidate shall resign and be replaced.

c. Departmental Recommendation.

The Department Search and Screen Committee shall hold an advisory vote by the department's tenure track faculty from the list of nominees for Department Chair. ~~submit its nomination(s) to the tenure track faculty in the Department, for a vote. After considering the vote of the faculty in the Department,~~ The Committee shall forward the results of the vote and the Committee's recommendation ~~its recommendation,~~

~~and the vote of the faculty in the Department,~~ to the Dean of the College.

d. Responsibility of the College Dean.

The Dean of the College shall transmit to the President of the University a recommendation by the Dean and the recommendations of the Department Committee and the vote of the Department department faculty. Prior to the ~~transmitting~~ communication of the Dean's recommendation, the Dean shall provide opportunities for full-time faculty to have conferences with the Dean.

**Proposed policy or catalog copy (clean copy):**

622.6 Appointment and Evaluation of Department Chairs.

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2. Appointment Procedures.

a. Search and Screen Committee.

- (1) In anticipation of the end of a Department Chair's term, or in the event of a vacancy for other reasons, the Dean shall call a meeting of the Department faculty for the election of a committee of three to five tenured teaching faculty to serve as a Search and Screen Committee. Where such a committee cannot be formed, the Dean shall so advise the College Personnel Committee, which shall determine the appropriate action. The first meeting of the Search and Screen Committee shall be called by the Dean or a designee.

(2) Members of a Department faculty who will not be reappointed, who are on terminal notice, or who have resigned or accepted another full-time position elsewhere shall not vote in the election of, nor serve on, the Search and Screen Committee.

b. Nomination of Candidates.

Candidates for the position of Department Chair shall be nominated by the department's tenure track faculty. All candidates shall have indicated a willingness to serve. A committee member who becomes a candidate shall resign and be replaced.

c. Departmental Recommendation.

The Department Search and Screen Committee shall hold an advisory vote by the department's tenure track faculty from the list of nominees for Department Chair. The Committee shall forward the results of the vote and the Committee's recommendation to the Dean of the College.

d. Responsibility of the College Dean.

The Dean of the College shall transmit to the President of the University a recommendation by the Dean and the vote of the department faculty. Prior to the communication of the Dean's recommendation, the Dean shall provide opportunities for full-time faculty to have conferences with the Dean.

### **Summary of Supporting Reasons**

Section 622.6 (Appointment and Evaluation of Department Chairs):

Changes are being proposed for Section 622.6.2(b) to clarify responsibilities and rights. Current wording limits the right to nominate candidates for the chair position to the members of the Department Search and Screen Committee. This prevents non-committee members from nominating desired candidates or non-committee members from self-nominating for the position. The proposed wording broadens the right to nominate to all tenure track faculty of the department.

Changes are being proposed for Section 622.6.2(c) to clarify the voting procedures for department chair and the responsibilities of the Department Search and Screen Committee. This proposal is being worded to be consistent with the proposal to Section 622.6.2(b) so that the

Department Search and Screen Committee is responsible for holding an advisory vote by the tenure track faculty from the nominations provided by the faculty rather than itself. Other responsibilities of recommendation and communication to the Dean remain unchanged.

Changes are being proposed for Section 622.6.2(d) to clarify the responsibility of the dean following the vote of the department tenure track faculty. The proposal requires the Dean to communicate the Dean's recommendation and the Department's voting results to the President and removes the requirement of the Dean to forward the Department Search and Screen Committee's recommendation.