

1 **FACULTY SENATE**

SOUTHEAST MISSOURI STATE UNIVERSITY

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3 **FACULTY SENATE BILL 23-A-8**

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5 Approved by the Faculty Senate XXXXXX

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

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

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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*):

14 **TITLE OF BILL (Department Chairs)**

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16 **Chapter 1, Department Chairs**

17 **Policy** Faculty Senate Bill 23-A-8 begins here.

18 **The Responsibilities of Department Chairpersons**

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20 The chairperson is the departmental administrative officer with faculty and administrative
21 responsibilities. The department chairperson serves as a liaison between the department faculty and the
22 administration.

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

28 **The Evaluation of Department Chairpersons**

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

33 The assessment of a department chairperson involves both formal and informal evaluation
34 mechanisms and periodic and extraordinary evaluations. Evaluations constructively assess individual
35 performance and suggest areas for improvement. During any evaluation process, the department

36 chairperson retains the right to resign the position. The resignation of the department chairperson will stop
37 any evaluation process.

38 **Formal and Informal Evaluations**

39 Departmental colleagues and administrators informally provide insights to the department
40 chairperson to improve overall leadership effectiveness. The dean meets with the department chairperson
41 annually to discuss administrative performance as part of their Annual Merit review process (see the
42 Department Chairperson Procedures section for details). A written summary of this meeting is shared
43 with the chairperson and the provost.

44 **Periodic Department Chairperson Evaluation**

45 In addition to the annual merit evaluation a department chairperson is evaluated during the third
46 year after the initial appointment. By August 1 of the review year, the dean will inform the chairperson
47 and provost, and initiate a department evaluation by discussing the process and agreeing on the specific
48 procedures to be followed. This evaluation will occur the following semester, avoiding the last four weeks
49 when possible. Continuing appointment as chairperson is subject to this evaluation. After the initial
50 evaluation, periodic evaluations will continue on a three-year cycle unless an extraordinary review is
51 initiated (See the procedures section for extraordinary review procedures).

52 **Guidelines for the Periodic Evaluation of Department Chairperson.**

- 53 1. Adequate time should be provided throughout the process so individuals can effectively participate.
- 54 2. Individual faculty and staff responses are collected by the dean before any written documents are
55 shared.
- 56 3. Input from faculty staff, other chairpersons, and administrators should be properly balanced.
- 57 4. The evaluation should remain constructive.
- 58 5. Full departmental involvement should be stressed.
- 59 6. The need to provide anonymity should be balanced with the need to fulfill professional responsibility.
- 60 7. Opportunities for chairperson self-assessment are expected.

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62 **The Selection of a New Chairperson**

- 63 1. When a chairperson vacancy occurs, the department, dean and provost consult, and the provost
64 determines whether the search process is internal or external. Internal or external candidates apply to
65 an external search.
- 66 2. The dean of the college arranges a meeting of all full-time faculty members in the department. At this
67 meeting, two decisions are made: first, an equitably representative selection of departmental members
68 of the search committee are identified, and second, the method for choosing a chairperson of the
69 search committee is determined. Neither candidates for the position nor any faculty for whom there is
70 a conflict of interest with a candidate shall serve on the search committee. At least one search
71 committee member must be a current or former chairperson from another academic department at the
72 university. Both the dean of the college and the search committee should agree on who will serve in
73 this capacity. This external member operates as a full member of the committee.

Date and Version: 2/22/2023 Version 4
Handbook Section: Department Chairs
Proposed Change: Edits to Handbook Language for Clarity and Conciseness
Source of Bill: Professional Affairs/ Governance Committees

Action	Date
Introduced to Senate	2/28/2024
Second Senate Meeting	3/20/2024
Faculty Senate Vote	
President's Review	
Board of Regents Approval	
Posted to Faculty Handbook	