
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)

1 **Chapter 1, Department Chairs,**

2 **Policy** Faculty Senate Bill xxxx begins here.

3 **The Responsibilities of Department Chairpersons**

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

7 The Chairperson is authorized to speak for and on behalf of the department, and links the
8 department to the office of the college Dean and other appropriate University administrative offices. The
9 department Chairperson represents the interests of the faculty and the department to the administration,
10 and presents the administration’s position to the department.

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

1 **The Evaluation of Department Chairpersons**

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

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

11 **Formal and Informal Evaluations**

12 Departmental colleagues and administrators informally provide insights to the department
13 Chairperson to improve overall leadership effectiveness. The Dean meets with the department
14 Chairperson annually to discuss administrative performance. A written summary of this meeting is shared
15 with the Chairperson and the Provost.

16 **Periodic Department Chairperson Evaluation**

17 A department Chairperson is evaluated during the third year after the initial appointment. By
18 August 1 of the review year, the Dean will inform the Chairperson and Provost, and initiate a
19 department evaluation by discussing the process and agreeing on the specific procedures to be
20 followed. This evaluation will occur the following semester, but not within the first four weeks or last
21 four weeks. Continuing appointment as Chairperson is subject to this evaluation. After the initial
22 evaluation, periodic evaluations will continue on a three-year cycle **unless an extraordinary review is**
23 **initiated.**

24 **The Periodic Evaluation Process**

25 **Guidelines for the Periodic Evaluation of Department Chairperson**

- 26 1. Adequate time should be provided throughout the process so individuals can effectively participate.
27
- 28 2. Individual faculty and staff responses are collected by the Dean before any written documents are
29 shared.
30
- 31 3. Input from faculty, staff, students, other Chairpersons, and administrators should be properly
32 balanced.
33
- 34 4. The evaluation should remain constructive.
35

- 1 5. Full departmental involvement should be stressed.
- 2
- 3 6. The need to provide anonymity should be balanced with the need to fulfill professional
- 4 responsibility.
- 5
- 6 7. Opportunities for Chairperson self-assessment should be encouraged.
- 7
- 8 8. Flexibility in the process should be maintained so differences between departments can be
- 9 addressed.
- 10
- 11 9. Chairpersons will provide a Record of Service summary and curriculum vitae to faculty members to
- 12 document recent activities.

13 **The Selection of a New Chairperson**

- 14 1. When a Chairperson vacancy occurs, the Department, Dean and Provost consult, and the Provost
- 15 determines whether the search process is internal or external. Internal or external candidates may
- 16 apply to an external search.
- 17
- 18 2. The Dean of the college arranges a meeting of all full-time faculty members in the department. At
- 19 this meeting, two decisions are made: first, a representative and diverse selection of departmental
- 20 members of the search committee are identified, and second, the method for choosing a
- 21 Chairperson of the search committee is determined. Neither candidates for the position nor any
- 22 faculty for whom there is a conflict of interest shall serve on the search committee. At least one
- 23 search committee member must be a current Chairperson at the university. After the search
- 24 committee is established, an additional faculty member from any other department in the
- 25 University is added to the search committee. Both the Dean of the college and the search
- 26 committee should agree on who will serve in this capacity. The additional faculty member operates
- 27 as a full member of the committee.
- 28

29 Approved by Faculty Senate 11/20/13, reviewed by President 4/14/15, Approved by Board of Regents
30 5/8/15

Action	Date
Introduced to Senate	9/14/2022
Second Senate Meeting	
Faculty Senate Vote	
President's Review	
Board of Regents Approval	
Posted to Faculty Handbook	