FACU	JLTY SENATE SOUTHEAST MISSOURI STATE UNIVERSITY
	FACULTY SENATE BILL 23-A-9
	Approved by the Faculty Senate XXXXXX
	F SUMMARY: Edits to condense and clarify the procedure section of the Faculty Handbook er 1, Department Chairs.
A CTI(CHAIF	ON OF BILL: REVISING PROCEDURE SECTION OF CHAPTER 1 "DEPARTMENT RS".
stablis <i>Iandb</i>	RESOLVED : subject to the passage and approval of both this bill and its companion bill shing a corresponding "policy" section, Chapter 1, Department Chairs section of the <i>Faculty book</i> be amended by replacing the existing content with the following "procedure" section (with the nion "policy" to follow it in the <i>Handbook</i>):
	TITLE OF BILL (Department Chairs)
Chapt	er 1, F. Academic Administrative Organization, 9. Department Chairs
Proced	dure Faculty Senate Bill 23-A-9 begins here.
Respo	nsibilities of the Chairperson
-	These responsibilities are presented as guidelines for chairpersons providing academic leadership
and as	a guide for the assessment of department. The administrative responsibilities of the department
chairpe	erson include, but are not limited to:
1.	Serve as a liaison between department faculty, students, and staff to upper administration.
2.	Communicate college and university decisions to the faculty;
3.	Maintain open lines of communication within the department;
	Encourage and support the development of curricula;
5.	Prepare and finalize class schedules;
6.	Manage the budget, staff, records, and instructional resources;
7.	Conduct regular department meetings and distribute minutes;
8.	Maintain building and equipment safety and function in collaboration with appropriate university
	offices;
9.	
	employment (e.g., continuation, promotion, tenure, termination, salary adjustments, and leaves of
	absence);
	. Enhance the departmental reputation on and off campus;
11.	. Coordinate and monitor academic advising to ensure faculty responsiveness to student needs and
	facilitate timely student graduation;

2/21/2024 Version 5
Department Chairs
Edits to Handbook Language for Clarity and Conciseness
Professional Affairs/ Governance Committees

37	12.	Encourage student engagement and involvement in the department, college, and university;
38		Respond to student complaints utilizing appropriate campus resources;
39		Promote effective faculty committees;
40		Consult with faculty on department processes and procedures.
41		
42	Annua	I Merit Evaluation Procedure for Department Chairpersons
43		The dean will assess teaching, professional growth, service, and administrative duties. Evaluation
44		of the chairperson follows the procedure and timeline detailed in the Faculty Handbook (Chapter
45		2, Faculty Annual Merit Program), with modifications identified below.
46		
47	2.	Evaluation of the chairperson's teaching, professional growth, and service will be conducted
48		using the department-approved criteria and procedures for evaluation of faculty.
49	3.	The chairperson's workload and responsibilities should be considered when assessing teaching,
50		professional growth, and service. The chairperson's responsibilities will be included in the
51		evaluation of service.
52	4.	Evaluation of the chairperson's administrative responsibilities will be based on the
53		responsibilities of a department chairperson as defined above.
54	5.	Dean may solicit feedback from faculty regarding administrative strengths and areas for
55		improvement.
56	6.	The dean communicates the evaluation results with the chairperson, and the chairperson is given
57		the opportunity to agree or disagree in writing. The dean forwards the evaluations and any
58		response from the chairperson to the provost. The provost provides a resolution to the president.
59		At the conclusion of the process, results of the chairperson's annual merit evaluation are
60	7	communicated to all involved parties.
61	7.	An annual evaluation is not required if a chairperson is undergoing periodic or extraordinary
62		evaluation. If a chairperson resigns following the initiation of the review process, materials
63 64		submitted may be used for an annual merit review.
65	The Pe	riodic Evaluation Procedure for Department Chairpersons
66		Faculty and staff are encouraged to share informal feedback with their chairperson and dean on
67	on on a	bing basis. The periodic evaluation procedure, a constructive process, focuses primarily on gaining
	•	
68	•	from the chairperson's constituencies so that recommendations can be made to improve overall
69		eness. Flexibility in the process should be maintained to accommodate differences between
70	departn	
71	1.	Chairpersons will provide a Record of Service and curriculum vitae to faculty members and the
72		dean to document recent activities.
73	2.	Departments may develop internal procedures, approved by the dean, to add items to the
74		"Evaluation of Department Chairpersons" instrument. Any items added to the instrument are
75		subject to the review and approval of the dean and provost. In the absence of department
76		procedures, the dean approves additional items.
77	3.	The dean meets with the department to discuss the process, reporting format, and procedures to
78		ensure appropriate anonymity and follow up. In this meeting, procedures are reviewed, a
79		timetable is set, and whether additional items should be added is decided.
80	4.	The dean provides faculty and staff with access to the online review instrument. Faculty
81		members have five working days to complete and submit responses. All faculty are encouraged to

Date and Version:	2/21/2024 Version 5
Handbook Section:	Department Chairs
Proposed Change:	Edits to Handbook Language for Clarity and Conciseness
Source of Bill:	Professional Affairs/ Governance Committees

82		participate unless there is an identified conflict of interest. The dean may schedule individual
83		meetings with faculty members for purposes of follow-up, clarification, and additional input.
84	5.	Concurrent with faculty input, the dean collects information from other chairpersons and
85	0.	individuals outside the department associated with the chairperson.
86	6.	Within a month after all information has been collected, the dean summarizes the input in a letter
87		to the chairperson. The document presents collected responses.
88	7.	After the summary is provided to the chairperson, the dean meets with the chairperson to discuss
89		the findings. The department chairperson may respond to any part of the report.
90	8.	The dean submits a document to the department for review and response. The document will
91		include tabulation of the items on the instrument, summary of written comments, and specific
92		recommendations.
93	9.	Approximately two weeks after the document is shared with the department, the
94		dean meets with the department. A summary of this meeting is appended by the dean to
95		the recommendation submitted to the provost.
96	10.	The dean submits the final summary recommendations, along with all support data, to
97		the provost. The summary and recommendations are also shared with the
98		chairperson and department members.
99	11.	The provost schedules a meeting with the dean and department chairperson to discuss the
100		summary and determine appropriate actions.
101		The provost discusses the recommendation with the president.
102	13.	The provost informs the dean, department chairperson, and members of the department of the
103		recommendation.
104	14.	Upon continuation, the department chairperson and the dean will mutually agree upon a
105		chairperson development plan which shall be filed with the provost.
106	E (
107	Extrao	rdinary Department Chairperson Evaluation
108		An extraordinary evaluation of the department chairperson may be initiated at any time by a
109 110		y vote of the full-time faculty and staff of the department in accordance with departmental
110		ures. In the absence of a defined departmental procedure, the dean of the college will assist faculty e procedures of an extraordinary evaluation of a department chairperson. The respective college
111		the provost may also initiate an extraordinary evaluation at any time. Upon receipt of a request for
112		dinary evaluation, the appropriate college dean convenes with the department as described in the
113		c evaluation cycle. The general procedures and instrument to be used are described in this
115	•	ent. Special attention is given to the timing of the evaluation and areas of special concern resulting
116		e extraordinary request.
117		
118	The Se	lection Procedure for Chairpersons
119		earch approval and establishment of a search committee, the department shall follow the following
120	-	s applicable.
121	· ·	The search committee is responsible, within the standard hiring procedures established by the
121	1.	University's Office of Human Resources, for establishing its own procedures for reviewing
		candidates.
123	2	
124	2.	Finalists are interviewed by the search committee, the college dean, and the provost. Candidates
125		will meet with faculty and others as designated by the search committee. The search committee
126		will meet with the department to discuss the candidates.

Date and Version:	2/21/2024 Version 5
Handbook Section:	Department Chairs
Proposed Change:	Edits to Handbook Language for Clarity and Conciseness
Source of Bill:	Professional Affairs/ Governance Committees

127	3	To be hired above the rank of assistant professor, the individual must meet the departmental
127	5.	tenure and promotion criteria for the rank that they are hired into (associate or full professor) as
129		recommended and reviewed by the department tenure and promotion committee.
130	4.	After completing its search, the search committee provides a memo to the college dean, with
131		copies to each member of the search committee, that outlines each candidate's potential for
132		further consideration in the search process. The memo summarizes each candidate's strengths and
133		challenges relative to the position and their potential for consideration. The "potential for further
134		consideration" could be phrased using such terms as "Strongly Consider," "Consider," "Hesitant
135		to Consider."
136	5.	After reviewing the search committee's recommendations, the college dean makes at least two
137		recommendations to the provost who, in turn, makes a final recommendation to the president.
138	6.	If none of the recommended candidates accepts the appointment, the dean can request to review
139		and screen a second pool of applicants, or request to close the search and proceed with a new
140		search.
141		
142	***	
143		
	Acti	on Date
	Intro	duced to Senate 2/28/2024
	Seco	nd Senate Meeting
	Facu	Ity Senate Vote

15 Day Review Posted to Faculty Handbook

President's Review

144