

1 **FACULTY SENATE**

SOUTHEAST MISSOURI STATE UNIVERSITY

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

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5 Approved by the Faculty Senate XXXXXX

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

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11 **ACTION OF BILL:** REVISING PROCEDURE SECTION OF 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 “policy” section, Chapter 1, Department Chairs section of the *Faculty
Handbook* be amended by replacing the existing content with the following “procedure” section (with the
companion “policy” to follow it in the *Handbook*):

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

15
16 **Chapter 1, F. Academic Administrative Organization, 9. Department Chairs**

17 **Procedure** Faculty Senate Bill xxxx begins here.

18 **Responsibilities of the Chairperson**

19 These responsibilities are presented as guidelines for chairpersons providing academic leadership
20 and as a guide for the assessment of department. The administrative responsibilities of the department
21 chairperson include, but are not limited to:

- 22 1. Serve as a liaison between department faculty, students, and staff to upper administration.
23
24 2. Communicate college and university decisions to the faculty;
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26 3. Maintain open lines of communication within the department;
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28 4. Encourage and support the development of curricula;
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30 5. Prepare and finalize class schedules;
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32 6. Manage the budget, staff, records, and instructional resources;
33
34 7. Conduct regular department meetings and distribute minutes;
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- 36 8. Maintain building and equipment safety and function in collaboration with appropriate university
37 offices;
- 38
- 39 9. Recruit, retain, mentor, and evaluate faculty and staff and make recommendations regarding
40 employment (e.g., continuation, promotion, tenure, termination, salary adjustments, and leaves of
41 absence);
- 42
- 43 10. Enhance the departmental reputation on and off campus;
- 44 11. Coordinate and monitor academic advising to ensure faculty responsiveness to student needs and
45 facilitate timely student graduation;
- 46
- 47 12. Encourage student engagement and involvement in the department, college, and university;
- 48
- 49 13. Respond to student complaints utilizing appropriate campus resources;
- 50
- 51 14. Promote effective faculty committees;
- 52
- 53 15. Consult with faculty on department processes and procedures.
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55 **The Annual Merit Review Procedure for Department Chairpersons**

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57 Faculty will assess teaching, professional growth, and service and the dean will assess
58 administrative duties. Evaluation of the chairperson follows the procedure as detailed in the Faculty
59 Handbook (Chapter 2, Faculty Annual Merit Program), with modifications identified below.

60 61 **Guidelines for Annual Evaluation of Teaching, Professional Growth, and Service:**

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- 63 1. The annual evaluation of the chairperson's teaching, professional growth, and service will be
64 conducted by the department faculty, following the department-approved criteria and procedures
65 for evaluation of faculty. This may be done by the full faculty, a faculty committee, the Chair of
66 the Department Tenure and Promotion committee, or another committee as agreed upon by the
67 department.
- 68
- 69 2. The chairperson's workload and responsibilities should be considered when assessing teaching,
70 professional growth, and service.
- 71
- 72 3. The chairperson's responsibilities will be included in the evaluation of service.
- 73
- 74
- 75 4. An annual evaluation is not required if a chairperson is undergoing periodic or extraordinary
76 evaluation.
- 77
- 78 5. If a chairperson resigns following the initiation of the review process, materials submitted may be used
79 for an annual merit review.
- 80

81 **Guidelines for Annual Evaluation of Administrative Duties:**

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- 83 1. Annual evaluation of department chairperson administrative duties shall be conducted by the
 - 84 college dean.
 - 85
 - 86 2. The dean's evaluation reflects only the responsibilities of the chairperson (see above).
 - 87
 - 88 3. Dean solicits feedback from faculty regarding administrative strengths and areas for improvement.
 - 89
 - 90 4. Dean communicates chairperson evaluation to the faculty.
 - 91

92 The department forwards their written evaluation of the chairperson's teaching, professional
93 growth, and service to the dean. The dean shares evaluation results with the chairperson, and the
94 chairperson is given the opportunity to agree or disagree in writing. The dean decides on the chairperson's
95 overall annual performance evaluation. The dean forwards all evaluations and justifications, with an
96 optional written response from the chairperson to the provost. The provost provides a resolution to the
97 president. At the conclusion of the process, results of the chairperson's annual merit evaluation are
98 communicated to all involved parties.

99

100 **Calendar for Chairperson Annual Performance Program.**

101 The performance evaluation process shall be conducted according to this calendar:

102

103

104 November 1: Chairperson is notified by the appropriate department representative and the dean regarding
105 the procedures and timeline of the annual evaluation program.

106

107 From this point forward, calendar is indicated in the Faculty Handbook under Faculty Annual Merit
108 Program (Chapter 2).

109

110 **The Periodic Evaluation Procedure for Department Chairpersons**

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112 Faculty and staff are encouraged to share informal feedback on an ongoing basis. The evaluation
113 procedure, a constructive process, focuses primarily on gaining insights from the chairperson's
114 constituencies so that recommendations can be made to improve overall effectiveness.

- 115 1. Departments may develop internal procedures, approved by the dean, to add items to the "Evaluation
116 of Department Chairpersons" instrument. Any items added to the instrument are subject to the review
117 and approval of the dean and provost. In the absence of department procedures, the dean approves
118 additional items.
- 119
- 120 2. The dean meets with the department to discuss the process, reporting format, and procedures to
121 ensure appropriate anonymity and follow up. In this meeting, procedures are reviewed, a timetable is
122 set, and whether additional items should be added is decided.
- 123
- 124 3. The dean provides faculty and staff with access to the online review instrument. Faculty
125 members have five working days to complete and submit responses. All faculty are encouraged to

- 126 participate unless there is an identified conflict of interest. The dean may schedule individual
127 meetings with faculty members for purposes of follow-up, clarification, and additional input.
128
- 129 4. Concurrent with faculty input, the dean collects information from other chairpersons and individuals
130 outside the department associated with the chairperson.
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- 132 5. Within a month after all information has been collected, the dean summarizes the input in a letter to
133 the chairperson. The document presents collected responses.
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- 135 6. After the summary is provided to the chairperson, the dean meets with the chairperson to discuss
136 the findings. The department chairperson may respond to any part of the report.
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- 138 7. The dean submits a document to the department for review and response. The document will
139 include tabulation of the items on the instrument, summary of written comments, and specific
140 recommendations.
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- 142 8. Approximately two weeks after the document is shared with the department, the dean meets with the
143 department. A summary of this meeting is appended by the dean to the recommendation submitted to
144 the provost.
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- 146 9. The dean submits the final summary recommendations, along with all support data, to the provost.
147 The summary and recommendations are also shared with the chairperson and department members.
148
- 149 10. The provost schedules a meeting with the dean and department chairperson to discuss the
150 summary and determine appropriate actions.
151
- 152 11. The provost discusses the recommendation with the president.
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- 154 12. The provost informs the dean, department chairperson, and members of the department of the
155 recommendation.
156
- 157 13. Upon continuation, the department chairperson and the dean will mutually agree upon a chairperson
158 development plan which shall be filed with the provost.
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160 **Extraordinary Department Chairperson Evaluation**

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162 An extraordinary evaluation of the department chairperson may be initiated at any time by a
163 majority vote of the full-time faculty and staff of the department in accordance with departmental
164 procedures. In the absence of a defined departmental procedure, the dean of the college will assist faculty
165 with the procedures of an extraordinary evaluation of a department chairperson. The respective college
166 dean or the provost may also initiate an extraordinary evaluation at any time. Upon receipt of a request for
167 extraordinary evaluation, the appropriate college dean convenes with the department as described in the
168 periodic evaluation cycle. The general procedures and instrument to be used are described in this
169 document. Special attention is given to the timing of the evaluation and areas of special concern resulting
170 from the extraordinary request.
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172 **The Selection Procedure for Chairpersons**

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Upon search approval and establishment of a search committee, the department shall follow the following steps, as applicable.

1. The search committee is responsible, within the standard hiring procedures established by the University’s Office of Human Resources, for establishing its own procedures for reviewing candidacies.
2. Finalists are interviewed by the search committee, the college dean, and the provost. Candidates will meet with faculty and others as designated by the search committee. The search committee will meet with the department to discuss the candidates.
3. To be hired above the rank of assistant professor, the individual must meet the departmental tenure and promotion criteria for the rank that they are hired into (associate or full professor).
4. After completing its search, the search committee provides a memo to the college dean, with copies to each member of the search committee, that outlines each candidate’s potential for further consideration in the search process. The memo summarizes each candidate’s strengths and challenges relative to the position and their potential for consideration. The “potential for further consideration” could be phrased using such terms as “Strongly Consider,” “Consider,” “Hesitant to Consider.”
5. After reviewing the search committee's recommendations, the college dean makes at least two recommendations to the provost who, in turn, makes a final recommendation to the president.
6. If none of the recommended candidates accepts the appointment, the dean can request to review and screen a second pool of applicants, or request to close the search and proceed with a new search.

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Handbook Section: Department Chairs
Proposed Change: Edits to Handbook Language for Clarity and Conciseness
Source of Bill: Professional Affairs/ Governance Committees

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Introduced to Senate	09/14/2022
Second Senate Meeting	09/28/2022
Faculty Senate Vote	
President's Review	
15 Day Review	
Posted to Faculty Handbook	