

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)**

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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;  
25  
26 3. Maintain open lines of communication within the department;  
27  
28 4. Encourage and support the development of curricula;  
29  
30 5. Prepare and finalize class schedules;  
31  
32 6. Manage the budget, staff, records, and instructional resources;  
33  
34 7. Conduct regular department meetings and distribute minutes;  
35

- 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.
- 54

#### 55 **The Annual Review (Merit) 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 **Guidelines for Faculty evaluation of Teaching, Professional Growth, and Service:**

- 61 1. The chairperson's workload and responsibilities should be considered when assessing teaching,  
62 professional growth, and service.
- 63 2. The chairperson's responsibilities will be included in the evaluation of Service.
- 64 3. The faculty's evaluation of the chairperson follows department approved procedures for evaluation of  
65 faculty, such as use of full faculty, a faculty committee, Chair of the Department Tenure and  
66 Promotion Committee, or another agreed upon committee by the department.
- 67 4. An Annual Evaluation is not required if a chairperson is undergoing periodic or extraordinary  
68 evaluation.
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#### 75 **Guidelines for Dean evaluation of Administrative Duties:**

- 76 1. The dean's evaluation reflects but does not extend beyond the scope of the responsibilities of the  
77 chairperson (see above).
- 78 2. Dean solicits feedback from faculty regarding administrative strengths and areas for improvement.
- 79
- 80
- 81

82 3. Dean communicates chairperson evaluation to the faculty.  
83

84 For evaluation of the chairperson, both the department and the dean evaluate the chairperson's  
85 performance based on the developed criteria. The department forwards their written evaluation to the  
86 dean. The dean shares evaluation results with the chairperson, and the chairperson is given the  
87 opportunity to agree or disagree. The dean decides on the chairperson's overall annual performance  
88 evaluation. The dean forwards all evaluations and justifications, with an optional written response from  
89 the chairperson to the provost. The provost provides a resolution to the president and involved parties.  
90

91 **Calendar for Chairperson Annual Performance Program.**  
92

93 The performance evaluation process shall be conducted according to this calendar:  
94

95 November 1: Chairperson is notified by the appropriate department representative and the dean regarding  
96 the procedures and timeline of the annual evaluation program.  
97

98 From this point forward, calendar is indicated in the Faculty Handbook under Faculty Annual Merit  
99 Program (Chapter 2).  
100

101 **The Periodic Evaluation Procedure for Department Chairpersons**  
102

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

106 1. Departments may develop internal procedures, approved by the dean, to add items to the "Evaluation  
107 of Department Chairpersons" instrument. Any items added to the instrument are subject to the review  
108 and approval of the dean and provost. In the absence of department procedures, the dean approves  
109 additional items.  
110

111 2. The dean meets with the department to discuss the process, reporting format, and procedures to  
112 ensure appropriate anonymity and follow up. In this meeting, procedures are reviewed, a timetable is  
113 set, and whether additional items should be added is decided.  
114

115 3. The dean provides faculty and staff with access to the online review instrument. Faculty  
116 members have five working days to complete and submit responses. All faculty are encouraged to  
117 participate unless there is an identified conflict of interest. The dean may schedule individual  
118 meetings with faculty members for purposes of follow-up, clarification, and additional input.  
119

120 4. Concurrent with faculty input, the dean collects information from other chairpersons and individuals  
121 outside the department associated with the chairperson.  
122

123 5. Within a month after all information has been collected, the dean summarizes the input in a letter to  
124 the chairperson. The document presents collected responses.  
125

126 6. After the summary is provided to the chairperson, the dean meets with the chairperson to discuss  
127 the findings. The department chairperson may respond to any part of the report.

- 128  
129 7. The dean submits a document to the department for review and response. The document will  
130 include tabulation of the items on the instrument, summary of written comments, and specific  
131 recommendations.  
132  
133 8. Approximately two weeks after the document is shared with the department, the dean meets with the  
134 department. A summary of this meeting is appended by the dean to the recommendation submitted to  
135 the provost.  
136  
137 9. The dean submits the final summary recommendations, along with all support data, to the provost.  
138 The summary and recommendations are also shared with the chairperson and department members.  
139  
140 10. The provost schedules a meeting with the dean and department chairperson to discuss the  
141 summary and determine appropriate actions.  
142  
143 11. The provost discusses the recommendation with the president.  
144  
145 12. The provost informs the dean, department chairperson, and members of the department of the  
146 recommendation.  
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148 13. Upon continuation, the department chairperson and the dean will mutually agree upon a chairperson  
149 development plan which shall be filed with the provost.  
150

### 151 **Extraordinary Department Chairperson Evaluation**

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153 An extraordinary evaluation of the department chairperson may be initiated at any time by a  
154 majority vote of the full-time faculty and staff of the department in accordance with departmental  
155 procedures. In the absence of a defined departmental procedure, the dean of the college will assist faculty  
156 with the procedures of an extraordinary evaluation of a department chairperson. The respective college  
157 dean or the provost may also initiate an extraordinary evaluation at any time. Upon receipt of a request for  
158 extraordinary evaluation, the appropriate college dean convenes with the department as described in the  
159 periodic evaluation cycle. The general procedures and instrument to be used are described in this  
160 document. Special attention is given to the timing of the evaluation and areas of special concern resulting  
161 from the extraordinary request.  
162

### 163 **The Selection Procedure for Chairpersons**

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165 Upon search approval and establishment of a search committee, the department shall follow the  
166 following steps, as applicable.  
167

- 168 1. The search committee is responsible, within the standard hiring procedures established by the  
169 University's Office of Human Resources, for establishing its own procedures for reviewing  
170 candidates.  
171  
172 2. Finalists are interviewed by the search committee, staff who report to the chairperson, other  
173 chairpersons in the college, college dean, and provost. Candidates will meet with faculty, and others

- 174 as designated by the search committee. The search committee will meet with the department to  
175 discuss the candidates.  
176
- 177 3. To be hired above the rank of assistant professor, the individual must meet the departmental tenure  
178 and promotion criteria for the rank that they are hired into (associate or full professor).  
179
- 180 4. After completing its search, the search committee provides a memo to the college dean, with copies to  
181 each member of the search committee, that outlines each candidate's potential for further  
182 consideration in the search process. The memo summarizes each candidate's strengths and challenges  
183 relative to the position and their potential for consideration. The "potential for further consideration"  
184 could be phrased using such terms as "Strongly Consider," "Consider," "Hesitant to Consider,"  
185
- 186 5. After reviewing the search committee's recommendations, the college dean makes at least two  
187 recommendations to the provost who makes a final recommendation to the president.  
188
- 189 6. If none of the recommended candidates accepts the appointment, the dean can request to review and  
190 screen a second pool of applicants, or request to close the search and proceed with a new search.

191 Approved by Faculty Senate 12/10/14, Reviewed by President 4/14/15, Placed online for 15 Day Review  
192 4/15/15

193

<b>Action</b>	<b>Date</b>
Introduced to Senate	09/14/2022
Second Senate Meeting	09/28/2022
Faculty Senate Vote	
President's Review	
Board of Regents Approval	
Posted to Faculty Handbook	

194