


AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL

Policy Number: 5:029	Supersedes Policy Number: 5:029
Date: May 6, 1999	Dated: August 1, 1986
Subject: Departmental Chairpersons	
Initiating Authority: Vice President for Academic Affairs	TBR Policy/Guideline Reference:
Approved:  President	

I. Selection and Review of Chairpersons

- A. Appointment and Removal Department chairs serve at the pleasure of the University President and shall be appointed and removed in consultation with the Vice President for Academic Affairs, the appropriate college dean and department faculty. The chair of a department, who serves as the chief representative of the department within an institution, should be selected by departmental election. Appointments normally should be in conformity with department members' judgment.
- B. Term of Office Chairs ordinarily shall be appointed for four-year terms. Chairs may be reappointed upon the favorable review of the department, the college dean and the Vice President for Academic Affairs.
- C. Reappointment or Selection of Chair A chair may be reappointed at the end of a term with favorable recommendations. If a chair is not reappointed, or if the chair chooses to vacate the position, a new chair will be selected through either an internal or open search. The decision to make the search internal or open to external candidates shall be made by the President, in consultation with the Vice President for Academic Affairs, and with recommendations from the departmental faculty and the college dean.

1. Reappointment and Removal

- (a) Reappointment Recommendations If the chair wishes to stand for reappointment review, it shall be indicated in writing to the appropriate dean in the year prior to the expiration of the chair's term of office. Should the chair decline the review, he/she would step down as chair at the end of that term of office and would not be eligible to serve as chair for the next term.

When a chair requests to be reviewed for possible reappointing, the department faculty shall be convened to evaluate his/her performance. The review process shall include all faculty in the department with a minimum of one academic year's service. The faculty will recommend to the appropriate dean to reappoint the individual as chair or to recommend that a new chair be selected.

The recommendation of the department and the college dean's recommendation, will be forwarded to the Vice President for Academic Affairs. The Vice President for Academic Affairs will then recommend to the President. Upon rendering a decision, the President will then notify the chair of the department and other appropriate parties in writing of his/her reappointment or failure to be reappointed.

- (b) Voting Procedures All voting shall be by secret ballot. The results of the vote are to be presented immediately to the departmental faculty and chairperson. A recommendation for or against reappointment as chair or for nomination of a new chair shall require a majority of the votes.
- (c) Resolving Voting Deadlocks Special circumstances of a voting deadlock or failure to achieve a majority shall be resolved by the members of the faculty in a cooperative effort with the college dean.

2. Internal Search For New Chair The departmental faculty, with one or more year's service, shall be convened to nominate faculty for chair. The President, in consultation with the Vice President for Academic Affairs, and with recommendations from the departmental faculty and the college dean,

shall determine the number of nominees required to constitute an acceptable pool of candidates. The college dean shall appoint a chair from outside the department to lead the nominating process. The chair will send forward to the college dean the name(s) of faculty to be considered for chair and the number of votes received by each. The voting procedure will be the same as that which is described above in 1 (b). The name or names of the nominees, the results of the vote, and the college dean's recommendation will be sent to the Vice President for Academic Affairs and he/she will recommend to the President. The President will name the new department chair. Normally the chair will be appointed to a four-year term.

3. External Search For New Chair An external or open search will follow the University's faculty hiring procedures.
 4. Interim Chair In the event a chair cannot or does not complete the full four-year term, an interim chair may be appointed to complete the term. The process used for this search will be the same as the one developed for the internal search for a new chair (number two above). The evaluation of the interim chair will be the same as the one used for new chairs; that is, he/she will undergo an informal evaluation in each of the first two years as chair.
- D. Chair Evaluations During their first year, chairs will be evaluated by the faculty. The dean will distribute a form to the faculty members which will allow input in regard to the chair's administrative function. The results will be shared with the chair by the dean, with his/her own evaluation, on an informal basis. The dean will inform the faculty of the department upon completion of the process. There also will be informal assessments in year two of the chair's four-year appointment. The dean will discuss the results of the evaluations with the chair and document strengths as well as suggestions for improving weak areas of performance. Should the chair desire to be reviewed for reappointment on the fourth year, there will be a formal evaluation; the results of the evaluation instrument will be shared with the Department Review Committee. Although other criteria may vary depending on the department, committees will use these results as one of the criteria for recommending for or against reappointment for another four-year term. Chair evaluations, therefore, will proceed in the

following manner:

EVALUATION OF DEPARTMENT CHAIRS

<u>New Chair - Year</u>	<u>Types and Sources of Evaluation</u>
1	<u>Informal Review</u> Department Review Committee Dean
2	<u>Informal Review</u> Department Review Committee Dean
4	<u>Formal Review</u> Department Review Committee Dean
<u>Reappointed Chair - Year</u>	<u>Types and Sources of Evaluation</u>
6	<u>Informal Review</u> Department Review Committee Dean
8	<u>Formal Review</u> Department Review Committee Dean

All subsequent reappointment evaluations will follow the same pattern as the reappointment evaluations reflected above; that is, an informal review shall take place during the second year of the reappointment cycle, and a formal review shall be implemented during the fourth year of the reappointment cycle.

II. Administrative and Instructional Responsibilities

A. Administrative Responsibilities

1. Department Administration

- Preside at bi-monthly faculty meetings
- Prepare and manage course offerings and schedules and coordinate these decisions with affected departments
- Manage department's budget
- Coordinate and administer curricular changes

- Approve travel authorizations, travel claims, absence forms, personnel time sheets and other appropriate forms and documents
- Coordinate library collection and purchases and textbook acquisitions

2. Official Department Representation

- Participate in the development of institution, college, and department mission, vision and goals statement
- Articulate policies and procedures to faculty and staff
- Articulate and advocate departmental needs for funding, resources and staffing
- Represent the department (or assign a designee) in meetings with accreditation agencies, at College chairs meetings, required TBR review, Austin Peay Day, and any other gathering where departmental representation is required.
- Oversee regular departmental program review
- Maintain acceptable relationships with other university offices and administrators
- Assume a leadership role in fund-raising for the department
- Serve as liaison with local and regional businesses, industries, government agencies, school systems, and other institutions related to the department and its programs

3. Personnel Management

- Coordinate faculty/staff workload
- Recruit faculty and staff, including adjuncts in accordance with University policy
- Conduct faculty and staff evaluations and make recommendations for promotion, reappointment, salaries, tenure and merit pay increases
- Encourage faculty and staff to be involved in professional development
- Supervise staff and student workers
- Recommend committee assignments
- Promote effective professional working relationships among faculty and staff
- Provide an effective work environment for faculty and staff

- Mediate faculty and staff grievances

4. Student Services

- Coordinate recruitment of graduate/undergraduate students
- Oversee advisement
- Approve course substitutions in the department's major programs
- Coordinate graduate placement efforts with Career Services
- Mediate student grievances

5. Instructional Responsibilities

Chairs shall have instructional responsibilities in relation to the number of full-time equated (FTE) faculty in the department in accordance with the following schedule per academic year. Special arrangements on instructional responsibilities may be made by the dean with the approval of the Vice President for Academic Affairs.

<u>FTE Faculty</u>	<u>Instructional Responsibilities</u>
1 - 7 FTE	18 sem.hrs/acad.yr. (9/semester)
8 - Above FTE	12 sem.hrs/acad.yr. (6/semester)

III. Chair Compensation

Academic chairs on the main campus will have duties and responsibilities during the academic year (mid-August - mid-May). They will receive nine monthly stipends from September through May to cover their service during the academic year. In the event a department chair does not serve during the academic year, the stipend may be transferred to an interim chair after approval from the Vice President for Academic Affairs. A separate stipend will be paid in June and July for chair duties performed for the Summer I and Summer II terms respectively. In the event a department chair chooses not to serve during either Summer Term, the stipend may be transferred to an interim chair after approval from the Vice President for Academic Affairs.

Academic chairs at the Austin Peay Center at Fort Campbell (APCFC) will have duties and responsibilities during their academic year (July - March). They will receive nine monthly stipends from July through March to cover their service during the academic year. In the event a department chair does not serve during the academic year, the stipend may be transferred to an interim chair after approval from the Vice President for

Academic Affairs. A separate stipend will be paid in May and June for chair duties performed for the Summer. In the event a department chair chooses not to serve during the Summer Term, the stipend may be transferred to an interim chair after approval from the Vice President for Academic Affairs.