


AUSTIN PEAY STATE UNIVERSITY  
POLICIES AND PROCEDURES MANUAL

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Subject:	
Departmental Chairpersons	
Initiating Authority:	SBR Policy/Guideline Reference:
Vice President for Academic Affairs	
Approved:	
 President	

1. Selection and Review of Chairpersons

- 1.1 Appointment and removal. Departmental chairpersons serve at the pleasure of the President and may be appointed and removed in consultation with the Vice President for Academic Affairs and the appropriate College Dean.
- 1.2 Term of office. Chairpersons ordinarily shall be appointed for four-year terms. Chairpersons may be reappointed upon the favorable review of the department, the College Dean and the Vice President for Academic Affairs.
- 1.3 Timing of recommendations. During the year prior to the expiration of a chairperson's term, a committee shall be formulated to review the services of the chairperson (if it is the current chairperson's wish to stand for review) or to make recommendations for a new chairperson. Names of nominees shall be sent to the appropriate Dean, thence to the Vice President for Academic Affairs, and finally to the President for action. If a vacancy arises suddenly the selection of persons to be recommended shall be done on a schedule developed by the Dean and approved by the Vice President for Academic Affairs.
- 1.4 Number recommended. The President may request the nominating committee to recommend one or more persons for consideration for appointment.

1.5 Review. The College Dean, with the approval of the Vice President for Academic Affairs and the President, at any time may initiate a review of a departmental chairperson. At the direction of and in consultation with the College Dean, the review committee shall determine the ways and means by which the review of the departmental chairperson will be accomplished. Results of such a review shall be considered in determining the desirability of continued services of the chairperson.

1.6 Committee membership. Departmental membership on a review or nominating committee shall be the full time faculty with a minimum of one academic year's service in the department. The Vice President for Academic Affairs may appoint a University member of the committee and the College Dean shall appoint a college member who shall chair the committee. Recommendations shall be determined by secret ballot by a majority of the committee voting.

## 2. Voting

Special circumstances of a voting deadlock or failure to achieve a majority shall be resolved by the members of the committee in cooperative effort with the College Dean.

## 3. Administrative and Instructional Responsibilities

Departmental chairpersons are expected to exercise a leadership role in the administration of the department and to render essential leadership and management services as needed during the summer months; however, they are considered basically to be academic year employees and may teach during the summer sessions at the usual summer rate.

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

1 - 3	FTF	Negotiable with the Dean but ordinarily 36 quarter hours
4 - 8	FTF	27 quarter hours
9 - Above	FTF	18 quarter hours

Departmental chairpersons shall be compensated for their administrative services taking into account the size and complexity of the department and the amount shall be specified at the time of appointment.

Rates for compensation in effect during 1986-87 are:

1 - 3	FTF	\$ 750
4 - 7	FTF	1,000
8 - Above	FTF	1,250