

1 **FACULTY SENATE**

SOUTHEAST MISSOURI STATE UNIVERSITY

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3 **FACULTY SENATE BILL 23-A-9**

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6 Approved by the Faculty Senate
7 March 20, 2024

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

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12 **ACTION OF BILL:** REVISING PROCEDURE SECTION OF CHAPTER 1 “DEPARTMENT
13 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*):

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

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

18 **Procedure** Faculty Senate Bill 23-A-9 begins here.

19 **Responsibilities of the Chairperson**

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

- 23 1. Serve as a liaison between department faculty, students, and staff to upper administration.
- 24 2. Communicate college and university decisions to the faculty;
- 25 3. Maintain open lines of communication within the department;
- 26 4. Encourage and support the development of curricula;
- 27 5. Prepare and finalize class schedules;
- 28 6. Manage the budget, staff, records, and instructional resources;
- 29 7. Conduct regular department meetings and distribute minutes;
- 30 8. Maintain building and equipment safety and function in collaboration with appropriate
31 university offices;

- 32 9. Recruit, retain, mentor, and evaluate faculty and staff and make recommendations
33 regarding employment (e.g., continuation, promotion, tenure, termination, salary
34 adjustments, and leaves of absence);
- 35 10. Enhance the departmental reputation on and off campus;
- 36 11. Coordinate and monitor academic advising to ensure faculty responsiveness to student
37 needs and facilitate timely student graduation;
- 38 12. Encourage student engagement and involvement in the department, college, and
39 university;
- 40 13. Respond to student complaints utilizing appropriate campus resources;
- 41 14. Promote effective faculty committees;
- 42 15. Consult with faculty on department processes and procedures.

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44 **Annual Merit Evaluation Procedure for Department Chairpersons**

- 45 1. The dean will assess teaching, professional growth, service, and administrative duties.
46 Evaluation of the chairperson follows the procedure and timeline detailed in the Faculty
47 Handbook (Chapter 2, Faculty Annual Merit Program), with modifications identified
48 below.
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- 50 2. Evaluation of the chairperson's teaching, professional growth, and service will be
51 conducted using the department-approved criteria and procedures for evaluation of
52 faculty.
- 53 3. The chairperson's workload and responsibilities should be considered when assessing
54 teaching, professional growth, and service. The chairperson's responsibilities will be
55 included in the evaluation of service.
- 56 4. Evaluation of the chairperson's administrative responsibilities will be based on the
57 responsibilities of a department chairperson as defined above.
- 58 5. Dean may solicit feedback from faculty regarding administrative strengths and areas for
59 improvement.
- 60 6. The dean communicates the evaluation results with the chairperson, and the chairperson
61 is given the opportunity to agree or disagree in writing. The dean forwards the
62 evaluations and any response from the chairperson to the provost. The provost provides a
63 resolution if needed, and communicates the results of the annual merit evaluation to the
64 chairperson and dean.
- 65 7. An annual evaluation is not required if a chairperson is undergoing periodic or
66 extraordinary evaluation. If a chairperson resigns following the initiation of the review
67 process, materials submitted may be used for an annual merit review.

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

70 Faculty and staff are encouraged to share informal feedback with their chairperson and
71 dean on an ongoing basis. The periodic evaluation procedure, a constructive process, focuses
72 primarily on gaining insights from the chairperson's constituencies so that recommendations can

73 be made to improve overall effectiveness. Flexibility in the process should be maintained to
74 accommodate differences between departments.

- 75 1. Chairpersons will provide a Record of Service and curriculum vitae to faculty members
76 and the dean to document recent activities.
- 77 2. Departments may develop internal procedures, approved by the dean, to add items to the
78 “Evaluation of Department Chairpersons” instrument. Any items added to the instrument
79 are subject to the review and approval of the dean and provost. In the absence of
80 department procedures, the dean approves additional items.
- 81 3. The dean meets with the department to discuss the process, reporting format, and
82 procedures to ensure appropriate anonymity and follow up. In this meeting, procedures
83 are reviewed, a timetable is set, and whether additional items should be added is decided.
- 84 4. The dean provides faculty and staff with access to the online review instrument. Faculty
85 members have five working days to complete and submit responses. All faculty are
86 encouraged to participate unless there is an identified conflict of interest. The
87 dean may schedule individual meetings with faculty members for purposes of follow-up,
88 clarification, and additional input.
- 89 5. Concurrent with faculty input, the dean collects information from other chairpersons and
90 individuals outside the department associated with the chairperson.
- 91 6. Within a month after all information has been collected, the dean summarizes the
92 input in a letter to the chairperson. The document presents collected responses.
- 93 7. After the summary is provided to the chairperson, the dean meets with the chairperson to
94 discuss the findings. The department chairperson may respond to any part of the report.
- 95 8. The dean submits a document to the department for review and response. The document
96 will include tabulation of the items on the instrument, summary of written comments, and
97 specific recommendations.
- 98 9. Approximately two weeks after the document is shared with the department, the
99 dean meets with the department. A summary of this meeting is appended by the dean to
100 the recommendation submitted to the provost.
- 101 10. The dean submits the final summary recommendations, along with all support data, to
102 the provost. The summary and recommendations are also shared with the
103 chairperson and department members.
- 104 11. The provost schedules a meeting with the dean and department chairperson to discuss the
105 summary and determine appropriate actions.
- 106 12. The provost discusses the recommendation with the president.
- 107 13. The provost informs the dean, department chairperson, and members of the department of
108 the recommendation.
- 109 14. Upon continuation, the department chairperson and the dean will mutually agree upon a
110 chairperson development plan which shall be filed with the provost.

111 **Extraordinary Department Chairperson Evaluation**

112 An extraordinary evaluation of the department chairperson may be initiated at any time
113 by a majority vote of the full-time faculty and staff of the department in accordance with
114 departmental procedures. In the absence of a defined departmental procedure, the dean of the
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116 college will assist faculty with the procedures of an extraordinary evaluation of a department
117 chairperson. The respective college dean or the provost may also initiate an extraordinary
118 evaluation at any time. Upon receipt of a request for extraordinary evaluation, the appropriate
119 college dean convenes with the department as described in the periodic evaluation cycle. The
120 general procedures and instrument to be used are described in this document. Special attention is
121 given to the timing of the evaluation and areas of special concern resulting from the
122 extraordinary request.

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124 **The Selection Procedure for Chairpersons**

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

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

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Date and Version: 2/29/2024 Version 5a
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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Action	Date
Introduced to Senate	2/28/2024
Second Senate Meeting	3/20/2024
Faculty Senate Vote	3/20/2024
President's Review	4/9/2024
Posted to Faculty Handbook	

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