

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 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.
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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:
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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.
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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**
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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.
147
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.
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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.
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- 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

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Action	Date
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	

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