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**DFACULTY SENATE**

**SOUTHEAST MISSOURI STATE UNIVERSITY**

**FACULTY SENATE BILL 23-A-XX**

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

**ACTION OF BILL:** REVISING PROCEDURE SECTION OF CHAPTER 1 “DPEARTMENT CHAIRS”.

**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*):

**TITLE OF BILL (Department Chairs)**

1 **Chapter 1, Department Chairs**

2 **Procedure** Faculty Senate Bill xxxx begins here.

3 **Responsibilities of the Chairperson**

4 These responsibilities are presented as guidelines for Chairpersons providing academic  
5 leadership and as a guide for the assessment of department Chairpersons. The administrative  
6 responsibilities of the department Chairperson include, but are not limited to:

- 7 1. Serve as a liaison between department faculty and staff to upper administration;
- 8
- 9 2. Communicate college and University decisions to the faculty;
- 10
- 11 3. Maintain open lines of communication within the department;
- 12
- 13 4. Encourage and support the development of curricula;
- 14
- 15 5. Prepare and finalize class schedules;
- 16
- 17 6. Manage the budget, staff, records, and instructional resources;

- 1
- 2 7. Conduct regular department meetings and distribute minutes;
- 3
- 4 8. Maintain building and equipment safety and function in collaboration with appropriate
- 5 university offices;
- 6
- 7 9. Recruit, retain, mentor, and evaluate faculty and staff and make recommendations regarding
- 8 employment (e.g., continuation, promotion, tenure, termination, salary adjustments, and
- 9 leaves of absence);
- 10
- 11 10. Enhance the departmental reputation on and off campus;
- 12
- 13 11. Coordinate and monitor academic advising to ensure faculty responsiveness to student
- 14 needs and facilitate timely student graduation;
- 15
- 16 12. Encourage student engagement and involvement in the department, college, and university;
- 17
- 18 13. Respond to student complaints utilizing appropriate campus resources;
- 19
- 20 14. Promote effective faculty committees;
- 21
- 22 15. Consult with faculty on department processes and procedures.

### 23 **The Annual Review Procedure for Department Chairpersons**

24 See Chapter 2, Faculty Merit Pay policy for underlying principles related to faculty merit  
25 pay.

### 26 **Chairperson Annual Merit Program**

27 Faculty will assess Teaching, Professional Growth, and Service and the Dean will assess  
28 Administrative duties. Evaluation of the Chairperson follows the procedure as detailed in the  
29 Faculty Handbook (Chapter 2, Faculty Annual Merit Program), with modifications identified  
30 below.  
31

32  
33 Guidelines for Faculty evaluation of Teaching, Professional Growth, and Service:

- 34 1) The Chairperson's workload and responsibilities should be considered when assessing
- 35 Teaching, Professional Growth, and Service.
- 36 2) The Chairperson's responsibilities will be included in the evaluation of Service.
- 37 3) The faculty's evaluation of the Chairperson follows department approved procedures.
- 38 4) An Annual Evaluation is not required if a Chairperson is undergoing Periodic or
- 39 Extraordinary Evaluation.
- 40

41 Guidelines for Dean evaluation of Administrative Duties:

- 1 1) The Dean’s evaluation reflects but does not extend beyond the scope of the
- 2 Responsibilities of the Chairperson (see above).
- 3 2) Dean communicates Chairperson evaluation to the faculty.
- 4

5 For evaluation of the Chairperson, both the department and the Dean evaluate the  
6 Chairperson’s performance based on the developed criteria. The department forwards their  
7 written evaluation. The Dean shares evaluation results with the Chairperson, and the Chairperson  
8 is given the opportunity to agree or disagree. The Dean decides on the Chairperson’s overall  
9 annual performance evaluation. The Dean forwards all evaluations and justifications, with an  
10 optional written response from the Chairperson, to the Provost. The Provost provides a resolution  
11 to the President and involved parties.

### 12 13 **Calendar for Chairperson Annual Performance Program.**

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

15  
16 November 1: Chairperson is notified by the appropriate department representative and the Dean  
17 regarding the procedures and timeline of the annual evaluation program.

18  
19 January 15: Chairperson reports are due for accomplishments and contributions of the previous  
20 year.

21  
22 February 15: The department forwards their written evaluation to the Dean and the Chairperson.  
23 The Dean communicates to the Chairperson the recommendation regarding the Chairperson’s  
24 performance (e.g., meeting or not meeting minimum expectations).

25  
26 From this point forward, follow the calendar as indicated in the Faculty Handbook under  
27 Faculty Annual Merit Program (Chapter 2).

### 28 29 **The Periodic Evaluation Procedure for Department Chairpersons**

30 Faculty and staff are encouraged to share informal feedback on an ongoing basis. The  
31 evaluation procedure, a constructive process, focuses primarily on gaining insights from the  
32 Chairperson’s constituencies so that recommendations can be made to improve overall  
33 effectiveness.

- 34 1. Departments may develop internal procedures, approved by the Dean, to add items to the  
35 “Evaluation of Department Chairpersons” instrument. Any items added to the instrument are  
36 subject to the review and approval of the Dean and Provost. In the absence of department  
37 procedures, the Dean approves additional items.
- 38  
39 2. The Dean meets with the department to discuss the process, reporting format, and procedures  
40 to ensure appropriate anonymity and follow up. In this meeting, procedures are reviewed, a  
41 timetable is set, and whether additional items should be added is decided.
- 42

- 1 3. The Dean provides faculty and staff with access to the online review instrument. Faculty  
2 members have five working days to complete and submit responses. All faculty are  
3 encouraged to participate unless there is an identified conflict of interest. The  
4 Dean may schedule individual meetings with faculty members for purposes of follow-up,  
5 clarification, and additional input.  
6
- 7 4. Concurrent with faculty input, the Dean collects information from other Chairpersons and  
8 individuals outside the department associated with the Chairperson.  
9
- 10 5. Within a month after all information has been collected, the Dean summarizes the input in a  
11 letter to the Chairperson. The document presents collected responses.  
12
- 13 6. After the summary is provided to the Chairperson, the Dean meets with the Chairperson to  
14 discuss the findings. The department Chairperson may respond to any part of the report.  
15
- 16 7. The Dean submits a document to the department for review and response. The document will  
17 include tabulation of the items on the instrument, summary of written comments, and specific  
18 recommendations.  
19
- 20 8. Approximately two weeks after the document is shared with the department, the  
21 Dean meets with the department. A summary of this meeting is appended by the Dean to  
22 the recommendation submitted to the Provost.  
23
- 24 9. The Dean submits the final summary recommendations, along with all support data, to  
25 the Provost. The summary and recommendations are also shared with the  
26 Chairperson and department members.  
27
- 28 10. The Provost schedules a meeting with the Dean and department Chairperson to discuss the  
29 summary and determine appropriate actions.  
30
- 31 11. The Provost discusses the recommendation with the President.  
32
- 33 12. The Provost informs the Dean, department Chairperson, and members of the department of  
34 the recommendation.  
35
- 36 13. Upon continuation, the department Chairperson and the Dean will mutually agree upon a  
37 Chairperson Development Plan which shall be filed with the Provost.  
38

### 39 **Extraordinary Department Chairperson Evaluation**

40 An extraordinary evaluation of the department Chairperson may be initiated at any time  
41 by a majority vote of the full-time faculty and staff of the department in accordance with  
42 departmental procedures. In the absence of a defined departmental procedure, the Dean of the  
43 college will assist faculty with the procedures of an extraordinary evaluation of a department

1 Chairperson. The respective college Dean or the Provost may also initiate an extraordinary  
2 evaluation at any time. Upon receipt of a request for extraordinary evaluation, the appropriate  
3 college Dean convenes with the department as described in the periodic evaluation cycle. The  
4 general procedures and instrument to be used are described in this document. Special attention is  
5 given to the timing of the evaluation and areas of special concern resulting from the  
6 extraordinary request.

### 7 **The Selection Procedure for Chairpersons**

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

- 10 1. The search committee is responsible, within the standard hiring procedures established by the  
11 University's Office of Human Resources, for establishing its own procedures for reviewing  
12 candidates.  
13
- 14 2. Finalists are interviewed by the search committee, staff who report to the Chairperson, other  
15 Chairpersons in the college, college Dean, and Provost. Candidates will meet with faculty,  
16 and others as designated by the search committee. The search committee will meet with the  
17 department to discuss the candidates.  
18
- 19 3. To be hired above the rank of Assistant Professor, the individual must meet the departmental  
20 tenure and promotion criteria for the rank that they are hired into (associate or full professor).  
21
- 22 4. After completing its search, the search committee provides a memo to the college Dean, with  
23 copies to each member of the search committee, that outlines each candidate's potential for  
24 further consideration in the search process. The memo summarizes each candidate's strengths  
25 and challenges relative to the position and their potential for consideration. The "potential for  
26 further consideration" could be phrased using such terms as "Strongly Consider,"  
27 "Consider," "Hesitant to Consider," "Do Not Consider".  
28
- 29 5. After reviewing the search committee's recommendations, the college Dean makes at least  
30 two recommendations to the Provost who makes a final recommendation to the President.  
31
- 32 6. If none of the recommended candidates accepts the appointment, the Dean can request to  
33 review and screen a second pool of applicants, or request to close the search and proceed  
34 with a new search.  
35

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

<b>Action</b>	<b>Date</b>
Introduced to Senate	9/14/2022

Date and Version: 9/14/22 Version 1  
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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Second Senate Meeting

Faculty Senate Vote

President's Review

Board of Regents Approval

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