

1 **FACULTY SENATE**

SOUTHEAST MISSOURI STATE UNIVERSITY

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

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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)**

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

17 **Procedure** Faculty Senate Bill 23-A-9 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 2. Communicate college and university decisions to the faculty;
- 24 3. Maintain open lines of communication within the department;
- 25 4. Encourage and support the development of curricula;
- 26 5. Prepare and finalize class schedules;
- 27 6. Manage the budget, staff, records, and instructional resources;
- 28 7. Conduct regular department meetings and distribute minutes;
- 29 8. Maintain building and equipment safety and function in collaboration with appropriate university
30 offices;
- 31 9. Recruit, retain, mentor, and evaluate faculty and staff and make recommendations regarding
32 employment (e.g., continuation, promotion, tenure, termination, salary adjustments, and leaves of
33 absence);
- 34 10. Enhance the departmental reputation on and off campus;
- 35 11. Coordinate and monitor academic advising to ensure faculty responsiveness to student needs and
36 facilitate timely student graduation;

- 37 12. Encourage student engagement and involvement in the department, college, and university;
- 38 13. Respond to student complaints utilizing appropriate campus resources;
- 39 14. Promote effective faculty committees;
- 40 15. Consult with faculty on department processes and procedures.

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

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

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

65 Faculty and staff are encouraged to share informal feedback with their chairperson and dean on
66 an ongoing basis. The periodic evaluation procedure, a constructive process, focuses primarily on gaining
67 insights from the chairperson’s constituencies so that recommendations can be made to improve overall
68 effectiveness. Flexibility in the process should be maintained to accommodate differences between
69 departments.

- 70 1. Chairpersons will provide a Record of Service and curriculum vitae to faculty members and the
- 71 dean to document recent activities.
- 72 2. Departments may develop internal procedures, approved by the dean, to add items to the
- 73 “Evaluation of Department Chairpersons” instrument. Any items added to the instrument are
- 74 subject to the review and approval of the dean and provost. In the absence of department
- 75 procedures, the dean approves additional items.
- 76 3. The dean meets with the department to discuss the process, reporting format, and procedures to
- 77 ensure appropriate anonymity and follow up. In this meeting, procedures are reviewed, a
- 78 timetable is set, and whether additional items should be added is decided.
- 79 4. The dean provides faculty and staff with access to the online review instrument. Faculty
- 80 members have five working days to complete and submit responses. All faculty are encouraged to
- 81 participate unless there is an identified conflict of interest. The dean may schedule individual
- 82 meetings with faculty members for purposes of follow-up, clarification, and additional input.

- 83 5. Concurrent with faculty input, the dean collects information from other chairpersons and
84 individuals outside the department associated with the chairperson.
- 85 6. Within a month after all information has been collected, the dean summarizes the input in a letter
86 to the chairperson. The document presents collected responses.
- 87 7. After the summary is provided to the chairperson, the dean meets with the chairperson to discuss
88 the findings. The department chairperson may respond to any part of the report.
- 89 8. The dean submits a document to the department for review and response. The document will
90 include tabulation of the items on the instrument, summary of written comments, and specific
91 recommendations.
- 92 9. Approximately two weeks after the document is shared with the department, the
93 dean meets with the department. A summary of this meeting is appended by the dean to
94 the recommendation submitted to the provost.
- 95 10. The dean submits the final summary recommendations, along with all support data, to
96 the provost. The summary and recommendations are also shared with the
97 chairperson and department members.
- 98 11. The provost schedules a meeting with the dean and department chairperson to discuss the
99 summary and determine appropriate actions.
- 100 12. The provost discusses the recommendation with the president.
- 101 13. The provost informs the dean, department chairperson, and members of the department of the
102 recommendation.
- 103 14. Upon continuation, the department chairperson and the dean will mutually agree upon a
104 chairperson development plan which shall be filed with the provost.
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106 **Extraordinary Department Chairperson Evaluation**

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

116 **The Selection Procedure for Chairpersons**

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

- 120 1. The search committee is responsible, within the standard hiring procedures established by the
121 University's Office of Human Resources, for establishing its own procedures for reviewing
122 candidates.
- 123 2. Finalists are interviewed by the search committee, the college dean, and the provost. Candidates
124 will meet with faculty and others as designated by the search committee. The search committee
125 will meet with the department to discuss the candidates.
- 126 3. To be hired above the rank of assistant professor, the individual must meet the departmental
127 tenure and promotion criteria for the rank that they are hired into (associate or full professor) as
128 recommended and reviewed by the department tenure and promotion committee.

- 129 4. After completing its search, the search committee provides a memo to the college dean, with
130 copies to each member of the search committee, that outlines each candidate’s potential for
131 further consideration in the search process. The memo summarizes each candidate’s strengths and
132 challenges relative to the position and their potential for consideration. The “potential for further
133 consideration” could be phrased using such terms as “Strongly Consider,” “Consider,” “Hesitant
134 to Consider.”
- 135 5. After reviewing the search committee's recommendations, the college dean makes at least two
136 recommendations to the provost who, in turn, makes a final recommendation to the president.
- 137 6. If none of the recommended candidates accepts the appointment, the dean can request to review
138 and screen a second pool of applicants, or request to close the search and proceed with a new
139 search.

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<u>Action</u>	<u>Date</u>
<u>Introduced to Senate</u>	<u>2/28/2024</u>
<u>Second Senate Meeting</u>	<u>3/20/2024</u>
<u>Faculty Senate Vote</u>	
<u>President's Review</u>	
<u>15 Day Review</u>	
Posted to Faculty Handbook	

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