

1 **FACULTY SENATE**

SOUTHEAST MISSOURI STATE UNIVERSITY

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3 **FACULTY SENATE BILL 23-A-8**

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5 Approved by the Faculty Senate
6 March 20, 2024

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

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12 **ACTION OF BILL:** REVISING POLICY SECTION: 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 “procedures” section, Chapter 1, Department Chairs section of the
Faculty Handbook be amended by replacing the existing content with the following “policy”
section (with the companion “policy” to follow it in the *Handbook*):

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

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17 **Chapter 1, Department Chairs**

18 **Policy** Faculty Senate Bill 23-A-8 begins here.

19 **The Responsibilities of Department Chairpersons**

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21 The chairperson is the departmental administrative officer with faculty and administrative
22 responsibilities. The department chairperson serves as a liaison between the department faculty
23 and the administration.

24 The chairperson should be able to evaluate issues with a broad point of view and perceive
25 the consequences of decisions. The department chairperson assumes responsibility for those
26 decisions assigned to the department by university policies and procedures. The department
27 chairperson considers advice and judgment from department faculty when making
28 recommendations, especially those regarding curriculum development. A representative list of
29 responsibilities is given in the procedure section.

30 **The Evaluation of Department Chairpersons**

31 The evaluation of a chairperson is a collegial process encouraging faculty participation in
32 departmental governance and provides balance to administrative decision-making

33 responsibilities. Evaluations of a department chairperson consider the many factors impacting the
34 performance of a department and the faculty and programs within the department.

35 The assessment of a department chairperson involves both formal and informal
36 evaluation mechanisms and periodic and extraordinary evaluations. Evaluations constructively
37 assess individual performance and suggest areas for improvement. During any evaluation
38 process, the department chairperson retains the right to resign the position. The resignation of the
39 department chairperson will stop any evaluation process.

40 **Formal and Informal Evaluations**

41 Departmental colleagues and administrators informally provide insights to the department
42 chairperson to improve overall leadership effectiveness. The dean meets with the department
43 chairperson annually to discuss administrative performance as part of their Annual Merit review
44 process (see the Department Chairperson Procedures section for details). A written summary of
45 this meeting is shared with the chairperson and the provost.

46 **Periodic Department Chairperson Evaluation**

47 In addition to the annual merit evaluation a department chairperson is evaluated during
48 the third year after the initial appointment. By August 1 of the review year, the dean will inform
49 the chairperson and provost, and initiate a department evaluation by discussing the process and
50 agreeing on the specific procedures to be followed. This evaluation will occur the following
51 semester, avoiding the last four weeks when possible. Continuing appointment as chairperson is
52 subject to this evaluation. After the initial evaluation, periodic evaluations will continue on a
53 three-year cycle unless an extraordinary review is initiated (See the procedures section for
54 extraordinary review procedures).

55 **Guidelines for the Periodic Evaluation of Department Chairperson.**

- 56 1. Adequate time should be provided throughout the process so individuals can effectively
57 participate.
- 58 2. Individual faculty and staff responses are collected by the dean before any written documents
59 are shared.
- 60 3. Input from faculty staff, other chairpersons, and administrators should be properly balanced.
- 61 4. The evaluation should remain constructive.
- 62 5. Full departmental involvement should be stressed.
- 63 6. The need to provide anonymity should be balanced with the need to fulfill professional
64 responsibility.
- 65 7. Opportunities for chairperson self-assessment are expected.

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67 **The Selection of a New Chairperson**

- 68 1. When a chairperson vacancy occurs, the department, dean and provost consult, and the
69 provost determines whether the search process is internal or external. Internal or external
70 candidates apply to an external search.
- 71 2. The dean of the college arranges a meeting of all full-time faculty members in the
72 department. At this meeting, two decisions are made: first, an equitably representative
73 selection of departmental members of the search committee are identified, and second, the
74 method for choosing a chairperson of the search committee is determined. Neither candidates
75 for the position nor any faculty for whom there is a conflict of interest with a candidate shall
76 serve on the search committee. At least one search committee member must be a current or
77 former chairperson from another academic department at the university. Both the dean of the
78 college and the search committee should agree on who will serve in this capacity. This
79 external member operates as a full member of the committee.

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	