



5. **Chair**

Criteria for Appointment

The Chair will be a full-time faculty member, preferably tenured or with a tenure track appointment.

Term of Service

- The normal term of service for an internally selected Chair is four years, effective no later than the beginning of summer session of the academic year in which appointment occurs.
- Internally selected Chair may be reappointed if the majority of the full-time/part-time departmental faculty and the Dean concur.
- Chair may resign the position at any time, with no less than 90-day notice, or may be relieved for unsatisfactory performance by the Dean in consultation with the department Chair position. The Chair will consult with the department faculty to appoint a new Chair for no more than one year.

Selection and Appointment

Upon vacancy in the Chair position at the department, an Internal Search or an External Search will be initiated. During the fourth year of service, the Chair will notify the Dean of their interest in reappointment. If the Chair does not wish to be reappointed, the Dean may elect to initiate an Internal Search or an External Search to fill the vacancy. The notification from the Chair shall occur no later than the end of the second week of the semester.

Internal Search

Each selection is a two-stage process. In the first stage, the Department solicits nominations and records them. This forms a slate of candidates through an advisory vote of departmental faculty, as described below.

Internal Search - Stage One

- The Dean shall convene an initial meeting to solicit nominations for the Chair. Nominations may be made before or at the meeting. The Dean may nominate a faculty member to be considered among the candidates. Any departmental faculty member are acceptable. At the meeting a nomination must be accepted in order to be considered. Any nomination must include a one-page executive summary of how they will advance the Department as outline in their Academic

Strategic Plan and through fulfillment of the Chair's roles and responsibilities as highlighted in the guideline this must be shared with the Department and the Dean no later than one week prior to the second meeting.

- The Dean will request an advisory vote of the department to establish a one-time/part-time Chair for a four-year term. A second meeting, open only to discuss the professional merits of each candidate will occur with the candidate absent. All votes will be brought into the meeting and a secret ballot will be held. All departmental faculty, including candidates, may vote. The Dean will designate a person to be present to collect and tabulate the votes, and will provide the results to the department faculty and the Dean. The voting slate of top three candidates, preferably by or two, shall proceed to Stage Two. At the request of any single department member, the Dean or Provost may be present as *ex-officio*.

Internal Search - Stage Two

- The slate of candidates and results of the advisory vote will be provided to the Dean for review. The department's comments will be made no later than the last week of Winter Term.
- The Dean will consult with the department, as necessary, and make a final administrative appointment of the chair by the fourth week of Spring Term.

External Search:

External Search selection is a single process which is led by the Dean in consultation and collaboration with faculty from the relevant department, departments or units.

- An external search may occur if a faculty position is also open and cannot be filled with a new hire. The search process will proceed as with any open academic position.
- The Dean, in conjunction with the Provost, at their discretion may determine that an external search is in the best interest of the department, college or university.
- The Dean, in consultation with the department, will organize a search committee consisting of tenure-track faculty and other representatives from inside and outside the department as deemed appropriate. A majority of the members of the search committee will be members of the department faculty.
- The appointment of a department Chair through an external search will be a continuing appointment at the discretion of the Dean, following consultation with the department faculty.

Annual Evaluation

The Dean will complete an annual evaluation of the Chair's effectiveness for their administrative and faculty duties during the first week of Spring Term. Input for this will be from individual faculty members in the department from other academic and administrative administrators, as deemed relevant by the Dean, of the Chair's administrative performance. The Dean will solicit departmental faculty input through a collection of written comments. Anonymous input will not be considered. Criteria for Chair evaluation shall include, but are not limited to:

- Administrative Responsibilities: The Dean, in consultation with departmental faculty and others, will assess the Chair's administrative performance using the Departmental Chair Roles and Responsibilities Guidelines. If performance is deemed inadequate, the Dean will provide appropriate support or take corrective action to correct deficiencies.
- Faculty Responsibilities: Chairs shall be evaluated as faculty, to the extent they have faculty responsibilities, as prescribed by the Faculty Evaluation Policy (OIT 21-40).

During the fourth year of the Chair's term, the Dean will also perform a Comprehensive Evaluation of the Chair. The Comprehensive Evaluation will include the prior three annual performance reviews, the current annual review and a formal departmental recommendation from the faculty with full opportunity to express their views.

- The departmental review shall be completed by the eighth week of Winter term.
- The full-time/part-time departmental faculty will recommend one of the following:
- Reappointment for an additional term of four years with reasons cited,
- Non-reappointment with reasons cited. This can include the desire of the Chair not to serve an additional term.

Departmental recommendations may be signed by the participants and forwarded to the Dean. The Dean will review documentation and recommendations from the department.

Mid-Term Replacement

Two-thirds majority of the full-time departmental faculty through a formal vote may recommend to the Dean the replacement of the Chair. If this occurs, the Dean will consult privately with the Chair and meet with the faculty. The Dean will attempt to come to consensus with the department concerning the relevant issues. If the consensus cannot be reached, the Dean may replace the Chair using processes outlined in the policy. The Dean, in consultation with the Provost, may at any time terminate the term of a Chair before the normal end of their term.

