



Department Chairperson Rotation

I. Introduction

In the event that any information contained within this policy conflicts with any Board of Regents (BOR) policy, the BOR policy controls.

II. Purpose

The Department Chairperson position is one of multiple critical roles and demands an effective manager and leader. It is thus incumbent upon the University to appoint appropriate faculty to the position and to provide an effective system of continuous formative evaluation as well as periodic summative evaluation of its Chairpersons.

III. Policy

Qualifications

A Chairperson should be a tenured faculty member at the rank of Associate Professor or higher. In the rarest of circumstances, exceptions may be taken into consideration should no one in the department with the prescribed qualifications be available to serve as Chairperson.

Length of Service

A faculty member will serve as Chairperson for a four-year term with the possibility of being selected for a second four-year term. A Chairperson can serve a maximum of eight consecutive years.

Selection Process

The process of selecting a Chairperson will commence the semester prior to the end of the current Chairperson's term. The intent is to have a transition period for the new Chairperson. The current Chairperson should mentor the incoming Chairperson and provide opportunities for a smooth transition.

A departmental selection committee should be formed from the highest-ranking full-time, tenured faculty members. The committee will not exceed five members nor less than three. All measures should be taken to assure that divisions within a department are fairly represented by committee members.

The Dean will openly solicit and accept applications (i.e. letters of interest, curriculum vitae) from interested, qualified faculty. The selection committee will interview the candidates and recommend three (when possible) candidates to the College Dean. The selection committee is charged with finding the most suitable candidates who will serve the best interest of the entire

department. Committee members are encouraged to discuss candidates with faculty members and staff outside of the committee; however, these committee members must do so discretely in order to protect the candidates' privacy.

The College Dean will interview applicants and select the Chairperson from the recommended candidates. The College Dean may also confer with faculty and staff members outside of the selection committee but should respect their anonymity.

Chairperson Evaluation

The Chairperson will undergo annual evaluations to include a formative evaluation on an annual basis by the College Dean, with input from the faculty, as an assessment of progress made in meeting expectations. The Provost and College Dean will provide annual professional development opportunities for the Chairperson to assist the new Chairperson in understanding and achieving these expectations. The annual evaluation will be conducted by the College Dean and will include input from the department's faculty. Criteria for evaluation will include evidence of exemplary leadership, strong management skills, and faculty support. The Dean will conduct a 360-degree summative evaluation at the end of the fourth year. The Dean may then reappoint the Chairperson given a positive outcome of the summative review.

If a Chairperson does not have the confidence of the department faculty, the faculty should present the reason for this to the Dean. Reasons may include, but are not limited to, mismanagement of the department, unethical behavior, communication issues, or improper spending of departmental funds. The Dean will investigate and may elect to conduct a vote to recall the Chairperson based on the findings. All full-time faculty are eligible to vote and if a simple majority, support the motion to remove the Chairperson, then the recommendation will carry and the Chairperson will be removed.

Stepping Down

If a Chairperson wishes to step down before completion of the term, the Chairperson will notify the Dean in writing giving at least 30 days' notice of their intention to vacate the position. The Dean will, in consultation with the faculty, appoint an interim Chairperson for the duration of the unexpired term. When the term expires, the Dean will select a new Chairperson in accordance with the above process.

Time and Compensation

An appointed Department Chairperson will receive a 12-month contract and monthly compensation above the base salary using a scale defined in institution's Human Resources Office for supplemental compensation of administrators.

Once the outgoing chairperson returns to faculty status (10-month contract), they will not receive the supplemental compensation and they will return to their academic rate.

IV. Exceptions

Where a specialized accrediting agency prohibits rotation in the Chairperson position using the cycle described above, the Dean must file the specific language published by the agency with the Office of Academic Affairs and certify it if/when the position becomes vacant.

Should the rare situation arise where there are not enough tenured faculty members to make up a reasonably substantial and balanced committee (at least three members representing divisions), the College Dean may request Chairpersons from other departments to nominate properly credentialed faculty members in order to supplement the committee.

V. Applicability

ASU Faculty

VI. Accountability

Albany State University Office of Academic Affairs

VII. Contacts

Albany State University Provost and Vice President of Academic Affairs

Last Update

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