

MORGAN STATE UNIVERSITY

Morgan State University Policy on Department Chair Appointment, Responsibilities and Evaluation

Approved by the Board of Regents on August 6, 2019
Effective September 1, 2019

- 1 **Purpose** - The purpose of the Morgan State University Department Chair Appointment Policy is to outline the standards for the roles and responsibilities, appointment and evaluation of Department Chairs. As the Academic Leader of their respective departments, this Policy sets forth criteria and process for appointment to Department Chair and expectations for service and evaluation once appointed. This Policy applies to faculty members with an administrative assignment of Department Chair.

2 **Policy Statement**

The academic department is an administrative unit of the University. The Department Chair is responsible to the Dean for the administration of the department and the academic leadership of the department faculty.

3 **Department Chair Search**

When there is a vacancy in a Department Chairperson position, the Dean of the College/School shall appoint a search committee of three to five faculty, preferably of senior rank and tenured. To the extent possible, the committee should consist of members of the faculty from a relevant or cognate field. The search committee will be charged with the task of screening applications, interviewing candidates and making recommendations to the Dean. The Dean will in turn make a recommendation to the Provost and Senior Vice President for Academic Affairs (the "Provost") for appointment.

If the recommendation is to appoint a faculty member on tenure track (i.e., not tenured) to the Department Chair position, the appointment will be as "Interim Chair".

4 **Appointment**

- a. The Department Chair appointment may occur through the recruitment of external or internal candidates. To be eligible to serve as a Department Chair, the faculty member must have a tenure or tenure-track appointment and a substantial record of instructional excellence and scholarship within the faculty member's discipline.
- b. The Department Chair shall be appointed to the position by the College/School Dean upon the prior written approval of the Provost.
- c. The Department Chair serves at the pleasure and the position may be terminated upon the recommendation of the Dean and written approval by the Provost.
- d. Department Chair positions are 12-month academic administrator positions (see the Manual for Executive and Professional Administrative Staff).

5 Compensation

- a. **Internal Appointments Effective on or after September 1, 2019.** When a person is selected for appointment as Department Chair and converted from a 9 1/2-month to a 12-month appointment, the person appointed shall also receive an annual stipend of Ten Thousand Dollars (\$10,000.00) in addition to their current faculty salary, which said total salary shall be paid over 12 months. Salary raises, if assigned as a percentage of existing salary, will be computed on the total salary of the Department Chair, *i.e.*, including the stipend. When the 9 1/2-month to 12-month transition occurs at the juncture of a fiscal year, the 9 1/2-month salary should be the salary for the new fiscal year, not the old fiscal year. The total increase, therefore, is the result of two smaller adjustments: the fiscal year salary raise and the 9 1/2-month to 12-month salary conversion. When the appointment as Department Chair ends, and the person returns to a 9 1/2-month faculty appointment, the annual stipend of Ten Thousand Dollars (\$10,000.00) shall cease and be removed, and the person shall only be paid the current 9 1/2-month salary.
- b. **External Hires.** For persons whose initial appointment is that of department chair, the letter of offer/acceptance will include a statement regarding transition in the future from a 12-month appointment to a 9 1/2-month appointment. This will be designed to place the 9 1/2-month faculty salary within the range of other senior faculty in the department on 9 1/2-month appointments.
- c. **Policy Transition.** Unless the terms of the appointment stated otherwise, when a department chair (appointed prior to 9/1/19) moves from a 12-month to a 9 1/2 month appointment, any stipend received shall cease and be removed, and the person shall only be paid the then current 9-1/2 month salary.

6 Chair Responsibilities

The Department Chair shall be responsible for the leadership of the Department. Duties are those listed here, including but not limited to additional department-related duties assigned to the Department Chair by the Dean:

- Department Governance
 - Work with faculty, students and staff to establish a long-term vision for the Department that is consistent with the University mission.
 - Assess Department progress in meeting Department goals.
 - Ensure faculty members are informed and updated on Department, College/School and University expectations.
 - Ensure Department compliance with College/School and University systems, rules and regulations.
 - Coordinate the development and implementation of Department-specific policies/guidelines.

- Preside over all Department meetings.
- Serve on Departmental, College/School and University committees.
- Serve as a representative of the Department to the College/School Dean and wider institution.
- Curriculum and Instruction
 - Provide leadership for curriculum development and review.
 - Develop course schedules in collaboration with faculty members and College/School Deans to ensure Departmental and student needs are met.
 - Utilize the historic Departmental enrollment data and other College/School or University wide trends and indices to schedule appropriate number of course sections to accommodate expected number of students at any given semester.
 - Learn and utilize new technologies that will enhance department performance, student success and incorporate the use of analytics in decision-making.
 - Communicate and collaborate with other entities across campus regarding curriculum (including Curriculum Committee, Academic Standards Committee and Graduate programs).
 - Initiate new academic courses, programs, and projects when appropriate.
 - Conduct Department program assessments.
 - Ensure the timely submission of course schedules.
 - Assist faculty in creating and revising curriculum.
 - Make faculty teaching assignments.
 - Assure faculty teaching assignments are in compliance with the University Faculty Workload Policy and ensure that the faculty members are assigned appropriate instructional responsibilities. Assure that any reductions in instructional workload strictly comply with University policy and to ensure that the faculty member has documented reasons for any requests for course load reduction and has received proper written approvals prior to any course load reductions.
 - Monitor Department-specific accreditation requirements.
 - Teach courses in the Department. Department Chair's teaching load is determined by the Morgan State University policies and guidelines on administrative faculty workload and based on the Dean's recommendation and requires approval by the Provost.
- Research Administration and Operations
 - Assure that faculty understand and adhere to federal and State laws and regulations, and University guidelines regarding sponsored research.
 - Approve faculty research project applications.
 - Oversee research administration and operations to assure that faculty have the services necessary to conduct research.

- Faculty Affairs and Professional Development
 - Encourage teaching and learning excellence throughout the Department.
 - Mentor faculty.
 - Carry out the Chair's responsibilities as set forth in the Morgan State University Appointment, Promotion, and Tenure policy (APT Policy), e.g. evaluation and recommend faculty appointment, promotion, and tenure.
 - Monitor and assure faculty compliance and/or observance of APT Policy provisions.
 - Assure the proper composition, assignment, and operation of Departmental Review Committees in compliance with the APT Policy.
 - Prepare recommendations for faculty merit increases when merited.
 - Exercise leadership in actively recruiting and retaining faculty members to ensure Departmental needs are met.
 - Monitor the progress of Department faculty search committees to assure progress and institutional goals for faculty recruitment are met.
 - Make faculty committee assignments.
 - Conduct annual performance reviews of all faculty members.
 - Commence the merit increase process by providing recommendations to the Dean based on the College/School criteria.
 - Review and recommend faculty requests for sabbaticals, leaves of absences, travel authorizations and other relevant Department personnel functions.

- Student Success
 - Actively recruit and retain students through orientations, competitions, awards, clubs, etc.
 - Manage student administrative requests for waivers, course overrides to courses within the Department, excess credit, independent study and internship requests, etc.
 - Meet with students, as appropriate, regarding concerns about courses, faculty, and policies.
 - Coordinate Department and new student participation in orientation activities.
 - Work with advisors and facilitator dispute resolution.

- Department Operations
 - Oversee daily operations of the Department including business, facilities, and services.
 - Review and recommend appropriate revisions to the University catalog regarding matters related to Department requirements and schedules.
 - Manage resources for the advancement of Departmental and program vision and mission.
 - Oversee, review, prepare, submit for approval and monitor departmental budget and expenditures.

- External Relations
 - Work with Dean to promote the Department to the wider institution.
 - Serve as the Department representative to the outside community.
 - Ensure Department involvement in academic professional organizations specific to Department discipline.

7 Interim Chair

The Dean of the School/College shall recommend appointment of an “Interim Chair” to fulfill the responsibilities of the Department Chair if any of the following occurs:

1. The position of Department Chair is vacated, and the search process pursuant to this Policy is not completed to appoint a Department Chair. In these cases, once the search process concludes and a Department Chair is appointed, the Interim Chair returns to the Interim Chair’s previous position.
2. The search process pursuant to this Policy is completed and the recommendation of the Dean to the Provost is to appoint a faculty member on tenure track (i.e., not tenured) to the Department Chair position. In these cases, if an Interim Chair who is on tenure-track receives tenure, the Interim Chair title shall change to “Department Chair”.

8 Performance Review

To ensure the Department Chair role is being carried out in line with the University’s standard of excellence, the College/School Dean will complete an annual performance review of the Department Chair. The review will focus on the Chair’s performance in fulfilling the Department Chair duties as set forth in this Policy. The review will also include an evaluation of the Department Chair’s success in preparing performance reviews for departmental faculty and meeting with individual faculty to discuss the results. In an effort to gain a well-rounded perspective, the evaluation process will include feedback from faculty members regarding their Chair.

The Department Chair and College/School Dean shall meet in-person to discuss the review once completed. In addition to reviewing the previous year’s performance, the Chairs and Deans shall create specific, measurable, achievable, relevant and time-bound goals for the upcoming year in line with the Department’s mission. If necessary, they will include actions around the areas of deficiency identified in the performance review to develop a pathway to improvement.