

Approved Board of Regents
August 27, 1987

POLICY ON THE APPOINTMENT OF DEPARTMENT CHAIR

The academic department, like the School and the Division of Academic Affairs, is an administrative unit of the University. The Chair of the department is responsible to the Dean for the administration of the department and the academic leadership of the department faculty. Included in the role of Chair is the responsibility for providing leadership in the curriculum development and review; the establishment and tutoring of teaching and committee assignments; the evaluation and recommendation of faculty appointment, promotion, tenure, and merit increases; the recruitment of faculty and students; the preparation and submission of departmental budgets and the monitoring of departmental budget allocations.

Pursuant to these duties and responsibilities, the Department Chair will be an administrative appointment made by the President upon the recommendation of the Dean of the School and the Vice President for Academic Affairs. The Chair shall serve at the pleasure of the administration, with the major responsibility for evaluation of his/her performance resting with the Dean. In evaluating the Chair, the Dean shall consider among other factors, input from faculty and students.

When a vacancy from the Department Chair occurs, the Dean of the School shall appoint a search committee of three to five persons, preferably of senior rank and tenured. To the extent possible, the committee should consist of members of the faculty from a relevant 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 Vice President for Academic Affairs for appointment by the President.

Stipends for Departmental Chairs can range from \$1,200.00 to \$5,000.00 per fiscal, year based upon the following criteria:

- Size of department including number of students and size of faculty
- Nature of the discipline
- Term of employment (10 or 12 months)
- Level of departmental programs
- Level of current base salary