

TO: Deans' Council Members

FROM: Bobby Middlebrooks  
Associate Provost

DATE: October 12, 1999

SUBJECT: Chairs/Directors Review

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Attached you will find the approved procedure for the Chairs/Directors Review that is to be instituted effective immediately. Please be reminded of the need to stagger the initial terms of current chairs/directors as we implement the new policy, with initial individual appointments within a college being established for 3, 4, or 5 years. The method of assigning the initial appointments is left to the discretion of the Dean, but assignment must be fair and impartial. Thank you for your assistance in implementing the review process. It is anticipated that the process will be included in the next revision of the Faculty Handbook.

### **CHAIRS/DIRECTORS REVIEW**

Chairs and academic directors are appointed by the dean of the college following consultation with the department/school faculty and the Provost. They will normally serve five-year terms. Although there is no limit to the number of terms they may serve, chairs/directors must undergo a review before reappointment for each term. Such a review will proceed as follows:

1. Early in the fall semester of the fifth year, the dean of the college will determine whether a chair/director wishes to be considered for another five-year term. If the answer is affirmative, the dean begins immediate consultations with the full-time faculty of the academic unit.
2. If the faculty is favorably disposed towards reappointment for another term, and if the dean concurs, the chair/director will be informed immediately of his/her reappointment for another five-year term.
3. If the faculty recommends against reappointment, and if the dean concurs, the chair/director will be immediately informed that his/her reappointment as chair/director will lapse (end). If the dean does not concur with the faculty's recommendation, he/she may reappoint the chair/director for another five-year term.
4. If reappointment is not forthcoming, the search for a new chair/director should begin as soon as possible. This search will be internal unless funds are available in the department or college for a national search and to support a new position. It is recognized that it may be necessary for the dean to appoint an interim chair/director for some specified period of time.

5. If reappointment is not forthcoming, the appointment of the sitting chair/director will ordinarily lapse at the end of the fiscal year. The chair/director has the prerogative of resigning his/her appointment prior to the normal lapse of the term.
6. Current chairs/directors at the time of implementation of this proposal may be reappointed for a five-year term beginning with the contract year following implementation.
7. In order to promote efficiency and planning of academic departments, chairs/directors should be notified of the decision concerning reappointment/non-reappointment<sup>5</sup> prior to the end of the Fall semester. In the case of chairs/directors whose appointment is to be discontinued because of malfeasance, misfeasance, or nonfeasance, such action may be taken immediately and is not subject to the guidelines presented herein. Nevertheless, only under extraordinary circumstances should a chair/director be removed without at least a 90-day notice.
8. Should a chair/director choose to resign, the review process (if it has been initiated) will be ended and the resignation will be used as the mechanism through which the appointment is not renewed.
9. Deans will consult with the Provost at decision points of the review process.
10. The Chair/Director may request a hearing from the Provost on a dean's decision not to reappoint.