Shared governance cannot exist in the absence of mutual trust. Broad faculty participation in the process will enhance the institution's reputation, aid in recruiting the best faculty and administrators, promote a positive relationship between the faculty and the university administration, and ensure that all levels of the University function effectively. While the appointment and retention decisions for Department Heads/Associate Directors is vested in the Academic Dean/Director of School with approval from the Provost and Vice President for Academic Affairs, and should consider the view of other stakeholders, the principle of shared governance in the academy requires that the faculty of the departments in their college play an essential role in the selection of its college department heads.

Reason for Procedure

This procedure sets forth the process to govern the selection of academic Department Heads/Associate Directors. It also identifies selection, qualifications, administrative role and responsibilities, tenure, reassigned time, stipends, and evaluation of Department Heads/Associate Directors.

Procedures and Responsibilities

1 SELECTION

Department Heads/Associate Directors may be selected as a result of an internal or external search. The administrative channel for this selection process is as follows: a departmental recommendation to the respective Academic Dean/Director of School; the dean’s recommendation to the Provost and Vice President for Academic Affairs (VPAA); and a recommendation to the President from the VPAA. The President has responsibility for final approval. If it is determined that a national search rather than an internal search would be in the best interest of the department and college, the rationale should be provided to the department by the respective dean’s office. Whether an internal or external search is chosen, the procedures outlined in the University Procedure 33.99.01.R0.01 Employment Practices must be followed.
2 DEPARTMENT HEAD QUALIFICATIONS

All candidates for the position of Department Head/Associate Director should hold the Ph.D., Ed.D., or the usual terminal degree for the discipline involved. Candidates should also possess an excellent record of academic leadership; teaching effectiveness; evidence of scholarly or artistic achievement; verbal and written communication skills; interpersonal skills; and professional service.

3 ADMINISTRATIVE ROLE AND RESPONSIBILITIES

3.1 The administrative role and responsibilities of the Department Head/Associate Director are varied. The head of the department should be a team leader in working with the faculty and staff, the dean and other administrators to achieve university goals. Department Head/Associate Director administrative responsibilities include short and long-range planning, and implementing and evaluating goal achievement. The Department Head/Associate Director must work with both departmental faculty and the administration regarding the most effective and efficient strategies for achieving departmental goals and objectives in line with institutional goals. The Department Head/Associate Director will also demonstrate effective budget management, initiative, and institutional commitment.

3.2 The Department Head/Associate Director has leadership and management responsibilities for: 1) academic programs, 2) faculty, and 3) students. Academic program responsibilities of the Department Head/Associate Director include reviewing existing programs for relevancy, initiating curriculum development when needed, developing new programs as the market requirements change, and maintaining program quality at all levels.

3.3 The Department Head/Associate Director is accountable for efforts to achieve a diverse faculty and staff, faculty development, and annual faculty evaluations. The head should promote an academic climate within the unit that is conducive to intellectual inquiry. The Department Head/Associate Director shares the same responsibilities as other faculty members for teaching, research, scholarly and creative activity, and service, commensurate with his or her appointment. As the unit leader, the Department Head/Associate Director should set an example for the department.

3.4 The Department Head/Associate Director plays a leadership role in matters pertaining to students. This role includes a shared responsibility for recruiting and retaining a diverse student body, and for student academic advising.

3.5 The Department Head/Associate Director communicates and maintains involvement with all stakeholders (i.e. students, alumni, faculty, and community members).
4 TENURE

Depending on their qualifications and experience, Department Heads may be granted tenure at the time of their appointment. If the Department Head is not tenured at this time, tenure may be applied for in subsequent years in accordance with System Policy 12.01 Academic Freedom, Responsibility and Tenure, as well as the provisions of University Procedure 12.02.99.R0.03 Implementing Faculty Tenure and Promotion.

5 ADMINISTRATIVE REASSIGNED TIME

Department Heads/Associate Directors should be treated, in terms of administrative reassigned time, in accordance with the demands of the position. All Department Heads/Associate Directors, regardless of the size of the department, should be given a minimum course load reduction of three semester credit hours (graduate) or six semester credits hours (undergraduate) in each of the long terms and a minimum course load reduction of three semester hours in each of the summer terms. In the department head’s absence, arrangements should be made in conjunction with the dean’s office for accomplishment of administrative responsibilities.

6 STIPENDS

Each Department Head/Associate Director, regardless of the size or complexity of the department, should be treated equally in terms of administrative stipend. That stipend shall be paid for the duration of the department head’s term of office and shall end when that person leaves the position. The administrative stipend shall not be considered a part of the person’s base salary.

7 EVALUATION

Department Heads/Associate Directors will be evaluated each year in accordance with University Procedures 12.99.99.R0.03 Annual Evaluation of Faculty and 12.01.99.R0.04 Academic Administrator Evaluation. Merit will be determined by the average of these evaluations.

Related Statutes, Policies, or Requirements

System Policy 12.01, Academic Freedom, Responsibility and Tenure

University Procedure 12.01.99.R0.04 Academic Administrator Evaluation

University Procedure 12.02.99.R0.03 Implementing Faculty Tenure and Promotion

University Procedure 12.03.99.R0.01 Faculty Workload

University Procedure 12.99.99.R0.03 Annual Evaluation of Faculty

University Procedure 33.99.01.R0.01 Employment Practices
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