

UNIVERSITY POLICY FOR ACADEMIC AFFAIRS

Policy No. UPAA-26

SELECTION, ROLE, AND EVALUATION OF DEPARTMENT CHAIRS

1 General Information.

- 1.1 Scope: This policy addresses the role, selection, and evaluation of academic department/division chairs, school directors, and equivalent positions.
- 1.2 Authority: W. Va. Code §18B-1-6
- 1.3 Passage Date: October 31, 2019
- 1.4 Effective Date: December 3, 2019
- 1.5 Controlling over: Marshall University
- 1.6 History:
 - 1.6.1 This policy is equivalent to the old Executive Policy Bulletin No. 6, effective February 8, 1994. Executive Policy No. 6 is hereby repealed. This policy revises the version passed by the Board of Governors on March 8, 2006. This policy was updated to clarify current practices on October 31, 2019.

2 Policy: Role and Responsibilities.

- 2.1 The role and responsibilities of department chairs are outlined in Faculty Senate Policies.
- 2.2 More specific departmental definitions may be developed by colleges. Such policies must be approved by the dean and Chief Academic Officer (CAO).

3 Evaluation.

- 3.1 Each department chair will be evaluated annually according to the responsibilities outlined in the university and college policies.
- 3.2 Specific criteria and detailed procedures for evaluation shall be established by each college. All department chairs within a college will be uniformly evaluated.
- 3.3 The dean will confer with the chair in a timely manner to share the results of the evaluation. The dean will meet with the department's faculty to discuss each chair's overall evaluation.

4 Selection.

- 4.1 Each college shall develop (a) selection criteria, (b) selection procedures, and (c) procedures for evaluating chairs prior to selection for continuation past the first term. The dean must ensure that these criteria and processes are understood by the faculty and chairs. The selection criteria and procedures must be approved by the faculty of the

college, the dean, and the Office of Equity programs.

- 4.2 At the end of the process outlined above, the department will recommend a candidate to the dean. If the dean supports the nomination, s/he will then forward this recommendation to the CAO. If the CAO approves, the candidate will be forwarded to the president for final action. If the dean does not support the nominee, the dean must communicate that decision and its rationale to the faculty of the department, and the faculty asked to submit another nomination to the dean.
- 4.3 The dean may recommend an interim appointment to the CAO and president if a regular appointment is not completed in a timely manner.

5 Term.

- 5.1 The department chair will normally serve a term of four years. The dean may recommend that a chair be released from responsibilities before a term is ended, based on annual evaluations and/or the chair's desire not to remain in that position.
- 5.2 Chairs serve at the will and pleasure of the president and may be reassigned at any time.
- 5.3 A department chair may be appointed to additional terms of four years using the selection process described above. There is no limit to the number of terms that an individual can be appointed as chair of a department.