

The chair of a department or director of a school reports directly to the dean of the appropriate college and serves at the discretion of the dean.

1. APPOINTMENT OF CHAIR

- 1.01 When vacancies occur in a chair position, hiring procedures are subject to the guidelines and procedures contained in Academic Policy Statement 800114, Academic Instructional Staffing.
- 1.02 Appointment of a chair to an administrative unit is at the discretion of the dean and subject to the approval of the Provost and Vice President for Academic Affairs and the President.
- 1.03 The dean may request permission from the Provost and Vice President for Academic Affairs and the President to appoint an interim chair while the department conducts a formal search for a chair.
- 1.04 The decision to appoint a chair should incorporate input from the faculty within the administrative unit.

2. EVALUATION OF CHAIRS

The chair of each administrative unit is evaluated on an annual basis by faculty members within the academic unit.

- 2.01 Each dean is responsible for developing an instrument to evaluate his/her department chairs.
- 2.02 This instrument should be distributed to all faculty members, within the unit at a prescribed date determined by the dean of the college.
- 2.03 The completed forms are returned to the office of the appropriate dean and compiled and used in the annual evaluation of the chair's performance.

3. THREE-YEAR EVALUATION

Each third-year of a chair's appointment, a formal evaluation is conducted in the spring of that third year by the tenured, tenure-track, and clinical faculty within the academic unit.

- 3.01 The tenured, tenure-track and clinical faculty of the academic unit are convened by the chair of the Department Promotion and Tenure Advisory Committee (DPTAC).
- 3.02 Faculty members are allowed and encouraged to participate in an open discussion of the chair's performance.
- 3.03 Following the discussion, a recommendation to retain or not retain is conducted by secret ballot.
- 3.04 A summary of the discussion is transmitted from the DPTAC chair to the dean of the college.
- 3.05 The recommendation should be given consideration in the decision regarding the chair's continued appointment.

4. CHAIR WORKLOAD

- 4.01 The workload for a Department/School Chair/Director is impacted by a wide variety of factors, to include, among others, the number and contract status of faculty in the department/school, oversight of facilities and laboratory spaces, undergraduate and graduate majors served, accreditation, curricular demands, community engagement, public programming, alumni outreach, and research/creative activity. Given the complexity of this administrative appointment across the University, it is expected that variances will occur in workload and stipends.
- 4.02 The compensation for a chair/director may include both a stipend and reduced annual teaching load. The compensation package is set by the academic dean upon approval of the Provost. The chair/director will be on campus throughout the academic year as well as the summer months, unless prior salary and load arrangements have been approved by the dean (9 month contract with a 3 month summer stipend).

5. ASSISTANT CHAIRS AND PROGRAM COORDINATORS

- 5.01 Chairs/directors may be allowed to appoint an assistant chair(s) or programs coordinator(s) with administrative release and/or stipend to be approved in advance by the dean.

- 5.02 Compensation in lieu of or in addition to administrative release and/or stipend is to be negotiated with the department/school chair/director.

- 5.03 The appointment and the compensation must be approved by the academic dean and Provost.

APPROVED: < signed >
Dana G. Hoyt, President

DATE: 1/29/18

CERTIFICATION STATEMENT

This academic policy statement (APS) has been approved by the reviewer(s) listed below and represents SHSU's Division of Academic Affairs' policy from the date of this document until superseded.

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| Original: | May 11, 2011 | Review Cycle: | Five years* |
| Reviewer(s): | Council of Academic Deans | Review Date: | Fall 2022 |
| | Faculty Senate | | |
| | Academic Affairs Council | | |

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| Approved: <u> < signed > </u> | Date: | <u> 1/29/18 </u> |
| Richard Eglsaer | | |
| Provost and Vice President | | |
| for Academic Affairs | | |

*Effective January 2018, Academic Policy Statements will be reviewed on a rotating 5-year schedule. To transition to a distributed review load, some policies may be reviewed prior to the 5-year timeframe, with subsequent reviews transitioning to the 5-year schedule.