II. CATEGORY I FACULTY – POLICIES & PROCEDURES

D. Departmental Guidelines

In accordance with AAUP Guidelines, this section delineates requirements for discipline-specific guidelines that clearly describe performance expectations for tenure-line faculty seeking reappointment, tenure, promotion, a successful post-tenure review, and/or emeritus status.

1. Differences in disciplines and faculty activities among departments will be reflected in the Departmental Guidelines for teaching, scholarly activities, and service.
2. Departmental Guidelines shall include specific criteria, not inconsistent with the definition of each area of performance, for teaching, scholarly activities, and service.
3. All Departmental Guidelines shall establish rigorous performance standards consistent with the goal of academic excellence. Departments should clearly delineate among expectations for successful reviews at each level, including reappointment, tenure, promotion, successful post tenure review, and emeritus status.
4. Departmental Guidelines must include qualitative and, if appropriate, quantitative standards of achievement and examples of activities for achieving each review status.
5. Departmental Guidelines shall also be the basis for the narrative used for tenure and promotion evaluation and Post-Tenure Review.
6. Departments may use guidelines to establish expectations for additional review activities, such as peer observations.
7. ~~Each Department Chair, with the input and advice of departmental faculty, shall write guidelines specific to the needs of the Department pertaining to the performance areas of teaching, scholarly activities, and service, which are consistent with the College/School and University’s mission statements.~~

Each Department Chair, with the input and advice of a committee comprised of faculty within each department ~~departmental faculty~~, shall write guidelines specific to the needs of the Department pertaining to the performance areas of teaching, scholarly activities, and service, which are consistent with the College/School and University’s mission statements. The Guidelines must be voted on by the Tenured and Tenure track members of the department, and approved by the majority, before they can be submitted for approval to the Committee of all Department Chairs.

1. Departmental Guidelines must be approved before they take effect.
   1. To ensure College/School-level equity in Departmental Guidelines performance standards, the College/School Dean will convene a Committee of all Department Chairs in the fall semester to review all Departmental Guidelines and recommend changes or forward them to the Dean and Provost for approval.
   2. ~~In the event there is disagreement concerning Departmental Guidelines content, the Provost will make the final decision.~~

In the event there is disagreement in the Committee of all Department Chairs or between the Chairs and Dean concerning Departmental Guidelines content, a committee comprised of faculty within the college/school will make a recommendation to the provost. The Provost will make the final decision.

* 1. ~~Departmental Guidelines should be reviewed annually, but only updated if deemed necessary. If Departmental Guidelines are changed, the Chair must submit the current Departmental Guidelines and revised Departmental Guidelines, highlighting and explaining the rationale for any changes, to the College/School Committee of Department Chairs, the College/School Dean, and Provost for approval no later than March 1 of each year. The Provost may make revisions to such Departmental Guidelines.~~

Departmental Guidelines should be reviewed annually, but only updated if deemed necessary. If changes are necessary, the Department Chair, with the input and advice of a committee comprised of faculty within each department shall propose changes, which must be voted on by the Tenured and Tenure track members of the department, and approved by the majority, before they can be submitted for approval. The Chair must submit the current Departmental Guidelines and revised Departmental Guidelines, highlighting and explaining the rationale for any changes, to the College/School Committee of Department Chairs, the College/School Dean, and Provost for approval no later than March 1 of each year. The Provost may make revisions to such Departmental Guidelines.

(1) The revised Departmental Guidelines will be effective immediately for faculty hired in the next academic year.

(2) For tenure-track faculty members the revised Departmental Guidelines will be effective upon completion of their tenure review.

(3) For tenured faculty members the revised Departmental Guidelines will be effective upon completion of their next significant evaluation (i.e., promotion or post-tenure review) or immediately, if the next significant evaluation is more than three years away.

(4) Under extremely rare circumstances, changes can be made effective immediately (triggered, for example, by discipline-specific accreditation standards) if a majority of tenure-line faculty in an academic department and the relevant College/School Dean agree such changes are needed and reasonable.

L. Department Chairs: Roles, Responsibilities, and Area of Performance; Selection and Appointment; and Evaluation

1. Academic Department Chairs play an essential role in the governance and operation of an institution of higher education.

2. Definitions

1. Department Chairs are faculty who receive some reassigned time to serve as Chair; Department Chair and Chair are used interchangeably to refer to Chairs of Academic Departments.

3. Roles, Responsibilities, and Areas of Performance: The roles, responsibilities, and areas of performance for Department Chairs include, but are not limited to the following:

1. Serves as the chief representative of the department.
2. Provides leadership in assigning teaching duties within the Department, consistent with the enrollment management needs of the Department and each faculty’s assigned teaching responsibilities.
3. Department Governance:

(1) Establishes and oversees an effective governance structure within the Department, including the creation and use of committees, processes, and procedures where appropriate;

(2) Develops and implements the Department’s long- and short-term goals and plans;

(3) Manages departmental resources—financial, physical, and human—in accordance with allocations and University rules and procedures to meet Department goals, objectives, and needs;

(4) Oversees custody and authorized use of University property charged to the Department and the assignment of Department space and facilities to authorized activities in accordance with University policy and regulations; and

(5) Evaluates departmental faculty and staff performance.

(6) Promotes academic standards relevant to:

(a) Faculty, through their oversight of:

(b) Faculty performance, recruitment, mentoring, development, evaluation, and retention of faculty

in accordance to University policies.

~~(c) Department Chairs are responsible for developing and monitoring Departmental Guidelines for achieving tenure, promotion, and successful post-tenure review, which are consistent with the College/School’s and University’s mission statements, and~~

Department Chairs are responsible coordinating a faculty committee to provide insight and advice in ~~for~~ developing and monitoring Departmental Guidelines for achieving tenure, promotion, and successful post-tenure review, which are consistent with the College/School’s and University’s mission statements, and

(d) Providing recommendations that contain a supporting rationale to the Dean on hiring; retention, tenure, promotion, and post-tenure review; reassigned timework sabbatical leaves; and other leaves of absence per the Handbook detailed in section VII.

(7) Students

(a) Supervision of student recruitment, advising, learning, development, retention, and timely graduation of students;

(b) Response to student concerns and works with students, faculty, staff, and other University offices to resolve concerns, conflicts, and disputes.

(c) Application of academic policies and procedures that affect students, as consistent with University, discipline-specific, and Departmental policies and procedures.

(8) Curriculum, through their leadership of activities related to the development, implementation, and

assessment of academic curriculum and programs.

(9) Teaching and Learning, through their oversight of:

(a) Assessment, including Student Learning Outcomes, and Program Review of departmental and

General Studies curricula;

(b) Accreditation, by supporting and maintaining department, College/School and/or University

accreditation requirements, as appropriate; and

(c) The delivery of quality and relevant curricula, in alignment with federal and state law.

(10) Provides effective management and direction to Affiliate and Category II Faculty, graduate students,

support staff, and student workers.

(11) Establishes effective external relations and programs with constituencies such as alumni, advisory

committees, and industry, as appropriate.

(12) Advocates for the Department professionally with peers, Deans, Provost, and others.

(13) As faculty, Department Chairs retain all the rights and responsibilities associated with their faculty

position. Chairs will agree to an apportionment of time devoted to teaching, scholarly activities, and service, in writing, with the Dean. In addition, Chairs will:

(a) Teach at least three credits per year (July 1 through June 30); and determine their summer

assignments with the Dean.

(b) Engage in scholarly and service activities appropriate to their faculty status. These activities are

evaluated during faculty performance review, exclusive of the evaluation process stated in Section

II.L.5.

(c) Have responsibilities and time constraints inherent to the Chair duties. These constraints and

duties must be given appropriate consideration by all reviewers involved in making decisions on

Chairs’ retention, tenure, promotion, and post-tenure review portfolios.

(14) Are asked to commit to a three-year term (time served as interim Chair will count toward a three-year

term if served consecutively); and Serve at the will of the President, therefore, can be removed from the

position at any time. The President has delegated the authority to appoint, reappoint, or dismiss Department Chairs to the Dean of the appropriate School/College.