

Proposed Revision of Section III, E., B. of the FPPM (Page 72 ):

## E. DEPARTMENT CHAIRS

A. ...

B. Selection and Compensation

### 1. Appointment and Term of Office

A department chair is appointed by the Dean of the College housing the department following the selection process described below. The appointment must be approved by the Provost and Vice President for Academic Affairs. The normal term of office for a department chair is three years, although a chair may be replaced before the three year term is completed. A chair may serve at most four consecutive three year terms.

### 2. Selection Process

A candidate for department chair must be willing to take on and be capable of carrying out the responsibilities of a chair and must have the support of department faculty. The Dean may use individual interviews with department members, group interviews, and/or polls of department members to help determine the best candidate for department chair. The candidate chosen by the Dean for chair must be acceptable to at least two-thirds of the faculty in the department. If a previous poll has not already shown such support for the candidate, the Dean should arrange a vote by secret ballot in which each department faculty member will indicate acceptance or non-acceptance of the candidate. When the candidate receives two-thirds support from department faculty, the Dean will forward the selection to the Provost and VPAA for approval.

### 3. External Searches; Interim Chairs

If the department chair position cannot be filled internally (because of a lack of willing and qualified candidates having support of two-thirds of the department faculty) and if a faculty position is available for the department, a national search for a chair may be conducted. Such a national search will follow the usual guidelines for faculty searches and department faculty will interview and recommend at least two candidates for the department chair position to the Dean.

If the chair position cannot be filled internally by the normal selection process and a national search is either impossible or unsuccessful, the Dean may appoint an interim chair until the position can be filled.

### 4. Reappointment

Department chairs may be reappointed, but **may serve at most four consecutive three year terms.** Department chairs are evaluated each year by their faculty with results provided to the Dean. During the final year of a chair's three year term, the Dean will conduct an extensive review to determine if the chair is willing to serve an additional term, still has the support of department faculty, and has a record of performance as chair which merits an additional term. The decision to reappoint the chair for an additional term or to select another candidate will be made no later than February 15 of the final year of the three year term.

### 5. Compensation Policy

a) Department chairs will receive at least one course (3 credit hours) of reassigned time each semester. Up to four courses (12 credit hours) of reassigned time per academic year may be granted depending on the number of faculty and staff the chair supervises and evaluates and the complexity of the programs within the department. Any reassigned time beyond one course must be negotiated with the Dean and must receive prior approval from the Provost and VPAA.

b) Department chairs in departments with 20 or more faculty will each receive a stipend of \$5,000 for the academic year. Chairs in other departments will each receive an annual stipend of \$4,000.

c) Department chairs are normally expected to be available during the summer months and will be compensated for summer responsibilities by a stipend of \$2,000. During the summer months, a chair is responsible for normal office functions such as keeping the office open, following up on inquiries and messages, helping with summer orientation, and being available to talk to prospective students and parents. The chair is not necessarily present every day of the summer; the chair's work schedule for the summer should be worked out in consultation with the Dean.

Chairs who can present a reasonable case for needing a summer free and who can find a department colleague who is willing to serve as acting chair for the summer may apply for release from summer responsibilities. In such a case the acting chair will receive the summer stipend.

#### 6. Leave and Conclusion of Service

A chair who goes on leave for an entire academic year during the term of office will receive no chair's compensation for that year. A chair who is on leave for a part of an academic year may receive reassigned time and partial stipends appropriate to the amount of administrative service performed during that year.

Upon completion of a chair's term of office, the former chair will no longer receive reassigned time or either of the stipends for chairs.

#### 7. Acting Department Chairs

If a department chair is unable to serve during part of the three year term of office, the Dean may appoint an acting department chair. A faculty member who serves as acting department chair for an entire academic year will receive compensation appropriate for the regular chair. A faculty member who serves as acting chair for part of the academic year will receive compensation appropriate to the amount of administrative service performed during the year.

