

**Note: Academic Year 2009-2010 will be a transition year for this procedure. For the transition year, appointments may be recommended for a duration of one year.** If a review is due, it can take place during the 2009-2010 academic year and review documentation forwarded no later the first week of June 2010. Recommendations for Academic Year 2009-2010 are due in the Academic Personnel Office by June 17, 2009.

I. Approval Authority/Responsibility

Appointments/Reappointments	Executive Vice Chancellor and Provost
Acting Chair (up to one quarter)	Dean
Acting Chair (greater than one quarter)	Executive Vice Chancellor and Provost
Exceptions to Procedures	Executive Vice Chancellor and Provost
Compensation	Dean
Review	Dean

II. Appointment and Reappointment of Department Chairs

The Executive Vice Chancellor and Provost shall appoint a department chair. A Call for recommendations will go out no later than the first week of May of each academic year. A recommendation packet shall be submitted to the Academic Personnel Office for EVCP review no later than the first week of June of each academic year that includes the following:

- 1) Summary of department faculty consultation
- 2) Compensation details including the compensation policy of the college
- 3) Recommendation for length of service (Acting Chair appointments cannot exceed one year)
- 4) Summary of qualifications and expectations (not required for Acting Chair Appointments)
- 5) Copy of Chair review (for reappointments)

The length of service for a department chair appointment can be no less than 3 years and no greater 5 years.

III. Reappointment

To appoint a department chair to a subsequent term, the appointment procedures must be followed and a review of the Chair's performance must take place. The review of the Department Chair shall take place in that last year of the term. If the Department Chair will not be reappointed, and is serving a five year term, a review must still take place in the fifth year.

The Academic Personnel Office is responsible for keeping track of the appointment duration of Department Chairs and informing the EVCP on the status of appointments.

#### IV. Review

During the last term of the Chair's service, the Dean shall initiate a review of the Chair's performance that is based upon expectations, a departmental plan, and/or goals that have been agreed upon. These will serve as the review criteria, and must be in line with APM 245 Appendix A.

The department shall be consulted on the review of the Chair. Other entities that will contribute to the review process must be disclosed to the Chair in advance. A summary of input from the department and other entities will be provided by the Dean. The Chair will be given the opportunity to provide a response regarding all entities providing input to this process.

The Dean's statement on performance may be included with the departmental input or a separate Dean's letter may be provided.

The department chair will provide a self statement that details the accomplishments and other relevant information regarding the term of service.

The Dean and Department Chair will meet and discuss the review, and the Department Chair will be provided with copies of all documents.

A copy of the review shall be provided to Academic Personnel via the reappointment process if the Chair will be reappointed. Copies of reviews for Chairs serving a five year term and not being reappointed should also be sent at that time, no later than the first week of June.