

GR VII

B.5. Chairs of Departments

The department chair leads the department faculty in its development of policies on such matters as academic requirements, courses of study, class schedules, graduate and research programs, and service functions. The chair presides at all department meetings, except as the chair may delegate this function, and is an *ex officio* member of all department committees. The chair has administrative responsibility for implementing the department's policies and programs within the limits established by these *Governing Regulations*, the *Administrative Regulations*, *University Senate Rules*, *Rules of the Graduate Faculty*, the rules of the college, and the rules of any school of which it is a part.

The department chair is responsible for recommendations on the appointment of new faculty ~~employees~~members of the department, promotions, reappointments, terminal appointments, post-retirement appointments, the granting of tenure, and decisions not to reappoint.

Procedures used in preparing recommendations shall be those established by the University, the college, and the department faculty. At a minimum, on matters relating to decision not to reappoint, reappointment, terminal reappointment, and or the granting of tenure of persons in any title series, the department chair shall consult ~~procedures must include consultation~~ with all tenured faculty members of the department, ~~with the directors of any multidisciplinary research centers, graduate centers or institutes with which the affected individuals are or will be associated.~~ At a minimum, on matters relating to appointment or and promotion of any persons in any tenure-eligible title series, the department chair shall consult with all full-time tenured and tenure-eligible faculty members of the department, other than visiting faculty, with a rank at or above the rank to which the individual being considered would be appointed or promoted. At a minimum, on matters relating to appointment, decisions not to reappoint, reappointment, terminal reappointment, or promotions of persons in any tenure-ineligible series, the department chair shall consult with all full-time tenured and tenure-eligible faculty members of the department (GR VII.A.(a)), and with all full-time non-tenured faculty members (except for temporary faculty or those appointed in the research title series, clinical title series, or visiting series) with the actual or equivalent rank of assistant professor or higher who have been members of the department for two (2) years, except as noted below. In all of the faculty personnel matters listed above, the department chair shall consult with the directors of any multidisciplinary research centers or institutes, or graduate centers with which the individual is, or would be, associated.

On matters relating to appointment and or promotion in the Clinical Title Series, Research Title Series, or Lecturer Series, the department chair shall also consult with all full-time faculty employees in the series of the individual under consideration who are at or above the rank to which the individual would be appointed or promoted. Faculty members with appointments in the clinical title series, however, shall be consulted on a

~~departmental or divisional basis as appropriate about appointment or promotion of individuals to academic ranks equal to or below their own in the clinical title series. Faculty employees in the tenure-ineligible series Clinical Title Series shall but not be consulted on matters relating to appointment, reappointment, retention, terminal reappointment, decisions not to reappoint, promotion or the granting of tenure of faculty employees in the tenure-eligible other title series, except by invitation of the department faculty as provided below.~~ the regular or special title series.

A department faculty may establish policies that extend the above minimum consultation requirements in faculty personnel matters to include the specified participation of other full-time faculty employees in any series in the department. Once these policies on extended participation privileges are approved by the department faculty (GR VII.A.6.(a)) and reviewed by the department chair, the dean and Provost for consistency with the *Governing Regulations, Administrative Regulations, Rules of the Graduate Faculty,* and rules of the College and approved, these policies shall be incorporated into the rules document of the department.

The following exceptions may be made: (1) faculty employees members on approved leave of absence or with a primary administrative, service, or other assignment outside the department, who are otherwise eligible to participate, may, but are not required to, provide written judgments on all recommendations; ~~and, (2) faculty members need not be consulted on recommendations for promotion affecting members with equivalent or higher rank, except that all faculty members with tenure shall be consulted on recommendations for granting of tenure; (3) faculty members without tenure need not be consulted on recommendations for granting of tenure; (4) (2) the right to make recommendations on temporary appointments and/or appointments at the assistant professor level or below may be delegated, with these appointments to be reviewed by the tenured faculty of the department during the second semester of the first year of appointment; and (5) (2)~~ in a large and diverse department, upon prior recommendation by the department faculty (GR VII.A.6.(a)) and approval of the dean and the Provost, consultation with faculty employees members may be restricted to those associated with the concerned, previously-defined academic division or program area in the department.

In ~~All~~ recommendations on faculty personnel matters listed above in this section (GR VII.B.5), above, excluding reappointments of temporary faculty and post-retirement appointments, the department chair shall send to the dean his or her written recommendation and documentation of consultation by the department chair with the appropriate department faculty and the written judgment of the director of the pertinent multidisciplinary research center or institute, or graduate center. The documentation of faculty consultation shall be individual written judgments of the consulted faculty and/or a written summary of the consultative input containing the faculty vote along with any individual letters consulted faculty have elected to submit to accompanying the written summary statement.

A department faculty shall establish policies on the form that such documentation shall take (either individual written judgments of the consulted faculty, or a written summary

of the consultative input containing the faculty vote along with any elective individual letters from consulted faculty, or both) for each of the faculty personnel matters listed above in this section (GR VII.B.5). Once these policies on the documentation of faculty consultation are approved by the department faculty (GR VII.A.6.(a)) and reviewed by the department chair, the dean and Provost for consistency with the *Governing Regulations, Administrative Regulations, Rules of the Graduate Faculty*, and rules of the College and approved, these policies shall be incorporated into the rules document of the department.

~~consulted members of the department, and of each director of pertinent multidisciplinary research centers and institutes, along with the recommendation of the chair.~~

The department chair is responsible for the periodic evaluation of department members by procedures and criteria established by the University, the college, and the department faculty.

The department chair submits the budget request for the department and administers the budget after its approval. The chair also is responsible for making recommendations on salaries, salary changes, and distribution of effort.

In connection with the above major administrative functions, the chair shall seek the advice of members of the department, individually or as a group, or of advisory committees that the chair may appoint. Staff employees shall be consulted, when appropriate, by the chair, in the development of administrative policies and on decisions that directly affect staff employees.

The chair shall speak for the department. In the event that the chair believes it necessary to depart from the opinion of the department faculty, the chair shall communicate the department faculty's opinion as well as the chair's recommendation, stating reasons for differing from the department faculty's opinion, and notify the department faculty of such action.