

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 all faculty members within the academic unit.

- 2.01 A common evaluation form (Attachment 1) is distributed to all faculty members, including interim faculty, within the unit at a prescribed date published by the Office of the Provost and Vice President for Academic Affairs.
- 2.02 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

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

- 3.01 The tenured and tenure-track 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

The workload for a department/school chair is directly related to the number of faculty FTEs in the department/school and, in many instances, a department/school chair may have duties such as oversight of buildings, university lands, laboratory facilities, and research that cannot be adequately assessed by FTEs alone. Therefore, the base workload and stipend for a department/school chair should be based on FTE count, but a college dean (with the approval of the Provost and Vice President for Academic Affairs) may arrange with a chair to increase the stipend or reduce the workload to accommodate the extra responsibilities. The base workload and stipend are described below:

Each department/school chair, regardless of the size of the respective department/school, will teach at least one class during the fall and spring semesters. In addition, the requirement that the chair must be on campus during the summer months applies to all departments regardless of size.

CATEGORY	FTE SIZE	TEACHING LOAD	STIPEND
A	1 to 11.99	Six courses (each for 3 credit hours or more) per year [i.e., two each long semester and two in the summer]. Must be on campus in the summer.	Negotiable based on FTEs, a minimum of \$2,100 and a maximum of \$2,400 per year.
B	12 to 20.99	Five courses (each for 3 credit hours or more) per year. Must be on campus in the summer.	\$3,600 per year
C	21 to 29.99	Four courses (each for 3 credit hours or more) per year. Must be on campus in the summer.	\$4,800 per year
D	30 or more	Three courses (each for 3 credit hours or more) per year. Must be on campus in the summer.	\$6,000 per year

CAD AMENDMENT (February 2003): Each department/school chair, regardless of the size of the respective department/school, will teach at least one class during the fall and spring semesters. In addition, the requirement that the chair must be on campus during the summer months will apply to all departments regardless of size.

CAD AMENDMENT (March 2007): Chairs are allowed an assistant chair(s) or programs coordinator(s) with administrative release to be approved by the academic dean and the Provost.

APPROVED: _____ /signed/
 Dana L. Gibson, President

DATE: _____ 11/9/11

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.

Original:	May 11, 2011	Review Cycle:	May 1, ONY*
Reviewer(s):	Council of Academic Deans Academic Policy Council	Review Date:	May 1, 2013

Approved:	_____ /signed/ _____	Date:	_____ 11/9/11 _____
	Jaimie L. Hebert Provost and Vice President for Academic Affairs		

***ONY = Odd Numbered Year**