

# **Chairperson/Director Selection and Appointment**

## **Division of Academic and Student Affairs**

**Purpose:** To regulate the selection and appointment of chairpersons/directors in the Division of Academic and Student Affairs.

### **Part I Preliminaries**

Chairpersons and program directors are defined as full-time administrators who supervise the faculty and staff in an academic department. The job description of chairpersons and program directors is attached. A Chairperson or Program Director reports to the Dean or relevant administrator. The Chairperson or Program Director is appointed by the President, on the advice of the Provost, and serves as an at-will employee in this capacity.

### **Related University Policy**

Chairpersons as appointees of the President stem from the Academic Affairs Policy Manual, III-IV. The policies detail related material including rank, tenure, and removal from office.

Chairpersons/program directors are 12-month administrative employees. The expectation is for their work to be on-campus, five days a week, unless otherwise approved by the Dean and/or Office of Human Resources.

In addition, all departments/programs with a chairperson or program director should maintain written rules for the departmental/program voting process, eligibility to participate, and voting procedures, including safeguards to preserve anonymity. These procedures are recommended to include provision for write-in candidates and to utilize an electronic voting process.

While it is a decision for the President and Provost, the normal term of office for a chairperson is three years. Chairpersons may be re-appointed following this policy to successive terms of office.

### **Minimum Qualifications**

In evaluating candidates for chair/director, units should bear in mind the following guidelines for chair/director appointments throughout the College.

- Tenured faculty members may serve as chairs. In exceptional cases, a non-tenured faculty member or staff may serve as a director or coordinator.

It is generally preferred that chairs/directors have the rank of full professor. The significance of this consideration in any specific situation may depend on the priorities of the Dean, the preferences of the faculty and staff of the unit, and the pool of potential chairs/directors for the unit.

## **Internal vs. External Searches**

The sections outlined below pertain to internal chair and director searches (Part II) and external chair and director searches (Part III).

### **Part II Internal Searches**

The process for selection of an internal candidate as chairperson follows the Academic Calendar. Chairperson selection occurs in March or April, normally. The Office of Academic Affairs delivers the call for elections to academic departments in which they are to occur. Wherever possible, the Dean should meet with the department faculty in advance of an election for a chairperson or the appointment or re-appointment of an interim chairperson to obtain the input of the faculty.

A department meeting occurs in which candidates may be self-nominated or nominated by a colleague. The sitting/existing chairperson may be nominated (or self-nominated) to stand for re-election.

The composition of the faculty engaged in the selection process should include all Unit A faculty not on leave. Departmental bylaws may include other faculty members and provide other specifics for the departmental voting process. The sitting chairperson is allowed to vote.

An anonymous vote is taken, gathered, and tabulated by the most senior member of the faculty and another faculty member who serves as a witness. The vote is reported to the Dean. The vote should indicate tallies for each candidate and any abstentions. Votes may be for one of the candidates or an abstention. A departmental vote is a recommendation to the dean.

The Dean receives the department's recommendation and makes a recommendation to the Provost.

The Provost carries the departmental and decanal recommendations into consideration and formulates a recommendation to the President.

The President appoints the chairperson on the advice of the Provost, who receives a contract, usually for three years and commencing on July 1 of the subsequent fiscal year.

There is no term limit for an academic chairperson/program director. A chairperson/program director may be reappointed.

### **Part III External Searches**

An external search is one in which the unit's next chair or director will be drawn from outside the ranks of the existing faculty of the College. There may be extenuating circumstances whereby the dean in consultation with the Provost decides to hold an external search. In those cases, the expectation is for a consultative discussion with the faculty and staff of the unit prior to commencing any search. When the unit is conducting an external search for a new faculty

member who will be its next chair or director, it follows its faculty recruitment process – to identify an external candidate. The position description for hiring an external faculty member to serve as chair should mirror the job description for a chairperson and specify the rank of the hire. Tenure depends on review by the faculty, chair, dean, and President but may be included for a faculty member who has rank at the prior institution.

The process for selecting a chairperson/program director by external search should commence early in the Fall semester or prior Spring semester to conclude by September 30 for the following academic year.

## **Process**

### **1. Dean's Office Meeting with Unit**

The process begins when the Dean meets with the faculty and staff of the unit to outline the process of the search for a new chair/director. Faculty may also request a meeting with the dean if there is a proposal from the department faculty to search for a chairperson externally. Topics typically discussed include the formation of the search committee, subsequent stages of the process, and any questions that unit members may have.

At this stage of the process, the Dean normally designates a member of the faculty to serve as search committee chairperson. The Dean may select a staff member or administrator in particular circumstances.

### **2. Search Committee Formation**

The search committee is typically formed at the unit level following the bylaws of the unit. To the extent that the bylaws of the unit are indeterminate concerning this topic, the unit may consult the following guidelines:

- It is often advisable for the search committee to include all of the “permanent” members of the faculty, where that term is understood to refer to teaching professors of all ranks (assistant, associate, and full) who are Unit A faculty. A representative of Unit B faculty may be included.
- Regardless of how the committee is constituted (committee of the whole or otherwise), the following individuals must not serve on it:
  - the current chairperson/director of the department
  - any candidate for the position
  - the partner or family member of any candidate for the position

### **3. Position Description**

After the chair of the search committee has been determined, the dean sends the chair a draft of the chairperson's job description. The chair of the search committee shares this document with

the other members of the search committee, collects any comments or suggestions regarding the content of the position description, and forwards these comments to the associate dean. This step may be omitted if the need to expedite the process is deemed to outweigh the value of obtaining this feedback. The current job description of an academic chairperson/program director may not be changed by a hiring department. The hiring department may wish to recommend information or particulars for the specific search at hand.

The final version of the position description is determined by the Dean with the approval of the Provost. The Dean's Office staff then works with Human Resources to arrange for the position to be formally posted on the university's website for open positions, using the steps outlined [here](#). When the position has been posted, the dean notifies the faculty members affiliated with the unit.

#### **4. Unit Evaluation of Candidates**

After the deadline for applying for the position has passed, the search committee members review application materials in People Admin.

Normally, all of the search committee members of the unit review every application. (The committee members assemble as a group, but every candidate is interviewed separately from the other candidates.)

The search committee members then deliberate about the merits of the applicants. Candidates who do not meet minimum requirements are to be excluded. Candidates who meet the minimum and any preferred requirements should be identified. Interviews of semi-finalist candidates may occur. Thereafter, campus finalist interviews may occur with no more than three candidates. A rank ordering of the finalists should be presented to the dean as the committee's recommendation.

In addition, the report should contain other information, such as an account of the strengths and weaknesses of each candidate as determined by the unit's faculty members. The search committee's feedback serves as a recommendation to inform the dean's decision-making.

#### **5. Dean's Evaluation and Presidential Appointment**

After the campus interview, the Dean receives the department's recommendation and makes a recommendation to the Provost for approval. The Dean may make an offer to a candidate, and/or decline to offer the position to any of the existing candidates and seek to fill the position by other means. If the offer is accepted, the President or her designee presents a contract for the prospective hire.



**CHICAGO STATE UNIVERSITY**  
**OFFICE OF ACADEMIC AFFAIRS**  
**POSITION DESCRIPTION**  
**DEPARTMENT CHAIRPERSONS AND PROGRAM DIRECTORS**

The academic department is the primary educational unit within the university. The department has the fullest measure of autonomy consistent with general college, university, and Board policies. The chairperson, as the chief administrative officer of the department, operates under the general supervision of the Dean of the College, and is responsible for the implementation of university and college policies as far as such policies concern the department. Responsibilities include, but are not limited to, the following:

1. Managerial Responsibilities

Provide leadership necessary and appropriate for the effective functioning of the department.

Develop and implement immediate and long-range departmental goals and objectives in alignment with the university strategic plan and related college and university planning goals and objectives.

Supervise departmental participation in Budgeting, Planning, Assessment and Reporting (BPAR), including timely submission of annual plans and reports.

In consultation with the faculty, prepare and submit in timely fashion yearlong and teaching schedules for course offerings and for the delivery of instructional services.

Maintain faculty and student records; maintain student databases, conduct surveys of students, alumni, and employees, collect data for annual program reviews.

Prepare requested reports in timely fashion.

Encourage faculty members to improve themselves professionally through study, research, service, and participation in professional organizations.

Recommend and supervise revisions to the Departmental Application of Criteria (DAC), ensuring that the DAC meets contractual requirements and is consistent with the Chicago State University mission.

Coordinate activities within the department and between the department and other units of the university.

Maintain communication between the department and the college administrative offices, community, and alumni.

Participate in college and university deliberations; contribute to policy formation.

Prepare and administer department budget.

Monitor the progress of student majors and establish departmental program for students not making satisfactory progress.

Intake and review student grievances and grade appeals and make appropriate decisions following departmental, college, and university policy.

Serve as first-line CSU/UPI contract Agreement administrator for the department.

Convene departmental meetings on a regular basis, but not less than three times each academic term.

Manage departmental fulfillment of specialized and of university accreditation processes, reports, and visit participation.

Monitor and enforce faculty submission of mid-term and final grades

Monitor and enforce the timely ordering of books and required course materials by faculty and/or the department, as applicable.

## 2. Supervisory Responsibilities

Supervise all personnel assigned to the department. This includes bargaining unit personnel (Units A-C), temporary/adjunct faculty, civil service staff, student employees, and any other administrative and/or staff employees.

Evaluate Unit A and Unit B faculty for tenure, promotion, retention, professional advancement increases, and annual review of tenured faculty; make recommendations to the Dean. Reference all relevant criteria and duties in employee evaluations.

Evaluate civil service, temporary faculty, staff and other supervised employees. Reference all relevant criteria and duties in employee evaluations.

Be responsible for all search and screen committees and processes.

Make recommendations to hire full-time and part-time faculty members, civil service staff, and graduate assistants.

Onboard all permanent and temporary hires/supervisees related to their roles and duties in the department.

Review and recommend all faculty proposals for awards, leaves, and travel requests.

Consult with faculty and assign workloads, courses, and advising.

Supervise departmental recruitment, retention and registration efforts and align with college, division and university priorities.

Supervise the development of the department curricula and improvement of instruction, including selection of texts and instructional materials, academic assessment, writing across the curriculum, faculty development, and other curricular activities.

Supervise student advisement activities. Coordinate enrollment, recruitment, and retention activities with the college and with the Divisions of Enrollment Management and Academic Affairs.



Coordinate and supervise the department's participation in institutional and (as applicable) program-specific accreditation activities, including self-study reports, data requests from the University Accreditation Steering Committee, and all related matters.

### 3. Other

Teach one course per academic year.

Attend convocation and commencement ceremonies.

Maintain professional development within the discipline.

Perform other duties and responsibilities as assigned by the college dean and/or the Provost and Vice President for Academic Affairs.