

## COEN FAC 004

### Department Chairs - Appointment and Terms of Office

Effective Date: March 23, 2000

Revised: April 15, 2016

Reference:

BSU Policy 4500 – Search For and Selection of Department Chairs, Division Managers or Unit Heads  
BSU Policy 4530 - Department Chair Evaluation

**Purpose:** To specify the procedures and term of office for appointment of Department chairs in the College of Engineering.

#### I. Procedures for Appointment

The principles and procedures for search and selection of a Department Chair shall be in accordance with BSU Policy 4500. The Chair shall be appointed by the Dean with the advice and consent of the Department's tenured and tenure-track faculty, and with the approval of the Provost and Vice President for Academic Affairs, in accordance with BSU Policy 4500.

#### II. Procedures for Search and Selection

All tenured and tenure-track faculty in a Department are eligible to serve on a search committee to select a Department Chair. The Dean shall assign a tenured faculty member to be chair of the committee. The Dean is expected to solicit additional input from non-tenure-track faculty and staff in the Department.

The committee will call for nominations for the position of Chair of the Department. Nominations may be made by any tenured or tenure-track faculty member in the Department. Self-nominations are allowed.

The solicitation and application procedures for external candidates shall be in accordance with BSU Policy 4500.

Each nominee is expected to discuss his/her goals, management philosophy, and the direction they envision for Department. Each nominee will also provide a curriculum vitae.

The committee will identify a list of candidates who are deemed acceptable to at least half of the tenured and tenure-track faculty of the Department. The committee chair will conduct a confidential vote of all tenured and tenure track faculty. The vote will be counted by the Dean with a witness from outside the Department.

In addition to the vote, the committee will provide a list of strengths and weaknesses of each candidate to the Dean.

The Dean shall select the Chair, after consultation with the Provost and Vice President for Academic Affairs.

**A. Appointment of an Interim Chair**

When there is an urgent need, the Dean may appoint an Interim Department Chair for a term of not more than one year. The Dean is advised, but not required, to consult the faculty members before making a decision.

**B. Failure to Select a Chair**

If the search committee is unable to find a candidate acceptable to at least fifty percent of the tenured and tenure-track faculty that committee shall discuss and resolve the issue with the Dean.

If either the Dean or the Provost finds no acceptable candidates on the list of candidates forwarded by the selection committee the Dean shall notify the search committee that a new unranked list must be provided. The Dean in consultation with the Provost will select from the new list. If no candidate on the new list is acceptable, a new search shall be initiated.

**III. Term of Office for Department Chairs**

The first term of a Department Chair shall be three years duration, unless the appointment has been designated as interim. Successive and multiple three-year terms are allowed in accordance with Section III.A Reappointment.

Typically, new Chair assignments will begin on June 1 and the outgoing Chair's assignment will end May 30 in a given year.

**A. Reappointment**

1. The Chair shall communicate her/his intention to be reappointed as early as possible during the fall semester prior to the end of her/his term. Reappointments shall be completed no later than the last day of classes of the fall semester.
2. In order for the chair to be reappointed
  - a. The Chair must agree.
  - b. The Chair must have received satisfactory evaluations using the metrics provided in BSU Policy 4530.
  - c. The Dean will meet with the tenured and tenure track faculty to solicit input.
  - d. The Dean shall request a confidential vote. At least fifty percent of the tenured and tenure-track faculty must agree that reappointment without competition for the position is appropriate.
  - e. The tenured and tenure-track faculty of the Department shall submit a letter of endorsement of the current Department Chair to the Dean and the Provost and Vice President for Academic Affairs for reappointment.
  - f. Reappointment is made by the Dean with approval from the Provost
3. If reappointment is not approved, then the search and selection procedure described in Section II is followed.

**IV. Compensation for Service as Department Chair**

All chairs shall receive a stipend and one to three months of summer salary support depending on the requirements of the position.

**V. Succession Planning**

The Dean is responsible for succession planning. A succession plan shall be created during the first year of a chair's term and reviewed annually.