

OREGON INSTITUTE OF TECHNOLOGY

Department Chair Selection and Evaluation OIT-21-030

Department chairs serve several functions. A chair's first priority is to serve as teaching faculty. In addition, the chair supports the teaching activities of the department, actively represents departmental needs to the dean, and serves as a communicative link between the administration and the departmental faculty. The chair is also an academic leader of the institution serving as a member of the Academic Council, providing input to the administration on academic policy and curriculum issues.

This policy provides guidance in the selection of a chair that is acceptable to both the departmental faculty and the administration, as well as guidance in the evaluation process.

Criteria for Appointment

The chair will be a full-time faculty member, preferably tenured or with a tenure track appointment.

Term of Service

1. The normal term of service for a chair is three years, effective no later than the beginning of summer session of the academic year in which appointment occurs.
2. A chair may be re-appointed if the majority of the full-time/part-time* departmental faculty and the dean concur.
3. The chair may resign the position at any time, but should give at least 90 days notice to permit departmental consultation and timely selection of a successor.
4. The chair may be removed from the position for unsatisfactory performance of department chair duties. Departmental faculty or the dean may initiate the removal process.

Selection and Appointment

When a vacancy occurs in the position of department chair, there will be an internal or external search.

1. Internal Search – In filling a chair vacancy, preferential consideration will be given to departmental faculty. To provide new ideas and leadership, faculty are encouraged to rotate in the chair position.

Internal Search Procedure

- a. During the third year of service, the chair will notify the department of the upcoming vacancy. This notification shall occur no later than the end of the second week of Winter

Term. The dean must be notified of the department's recommendation by the last week of Winter Term. Administrative appointment shall occur by the fourth week of Spring Term. The dean and outgoing chair will train the incoming chair.

- b. The current chair or dean (if requested) shall convene an initial meeting open only to full-time/part-time departmental faculty to solicit nominations for department chair. Notice of at least five working days must be given for the time and place of the meeting. Any departmental faculty member may make nominations. Self-nominations are acceptable. A nomination must be seconded and the candidate has to indicate acceptance in order to be considered.
 - c. A second meeting open only to full-time/part-time departmental faculty to discuss the professional merits of each candidate will occur with the candidate(s) absent. When the discussion is concluded, a secret ballot will be held. At the request of a department member, the dean or provost may be present ex-officio. The department secretary will count the votes and announce the results. A simple majority decides the election.
 - d. In case of a tie vote, a runoff election will be held. If the tie remains unbroken, the names of both nominees will be forwarded to the dean to cast the deciding vote.
 - e. In the event that the dean does not concur with the department's recommendation, the dean, after interviewing the department's nominee, will meet with the department to discuss the selection. The department and the dean will attempt to come to consensus by the second week of Spring Term. If no consensus is reached, the provost may appoint an Interim Chair.
2. External Search – An external search may occur if a faculty position is also open and could be filled with a new hire. The search process will proceed as with any open academic position.

Annual Evaluation

The dean will complete an annual evaluation of the chair's effectiveness as an instructor and an administrator by the first week of Spring Term. Included in this will be a review of the chair's administrative performance by individual faculty members. The dean will solicit departmental faculty input by collection of written comments. Anonymous input will not be considered. Criteria for chair evaluation shall include, but not necessarily be limited to:

1. Faculty Responsibilities: chairs will be evaluated as teaching faculty as prescribed by the Faculty Evaluation Policy (OIT 21-040).

2. Administrative Responsibilities: administration of department business will be evaluated and appropriately documented, as prescribed by the Oregon Institute of Technology job description titled Department Chair, Academic Affairs.

Third Year Reappointment

During the third year of a chair's term, the dean will also perform a summative evaluation of the chair. The summation will include annual performance reviews, a current review, and a formal recommendation from the department as a whole. The formal departmental recommendation shall be conducted in a manner that ensures all members have full opportunity to express their views.

1. The departmental review shall be completed by the eighth week of Winter Term.
2. The full-time/part-time departmental faculty will recommend one of the following:
 - a. Reappointment for an additional term of three years with reasons cited,
 - b. Non-reappointment with reasons cited. This can include the desire of the chair not to serve an additional term, or
 - c. Reappointment for a shorter term with reasons cited.

Departmental recommendations must be signed by the participants and forwarded to the dean.

Removal

Either the majority of the full-time/part-time departmental faculty or dean may initiate the removal of the chair. The dean will consult privately with the chair and meet with the rest of the department. As a result of these consultations, the dean must attempt to come to consensus with the department. If the consensus cannot be reached, the dean may remove the chair.

Interim Chair

The dean may appoint an interim department chair to cover a temporary vacancy or an emergency situation until a new chair according to selection procedures. All requirements of the Department Chair Evaluation Policy apply to the interim chair.

Wilsonville Campus

For programs and/or departments who have faculty in Wilsonville, the dean will consult the Associate Provost in the selection and evaluation of chairs before making the final decision.

* In this policy only, the term "part-time faculty," is defined as part-time faculty who have a Notice of Appointment contract.

Department Chair Selection and Evaluation

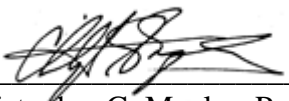
OIT-21-030

Page 4

Recommended by:

Faculty Senate – March 4, 2004; revised May 4, 2010

President's Council – May 25, 2004; April 5, 2011; May 22, 2014

Approved:  _____
Christopher G. Maples, President

Date: _____ May 29, 2014