

Oregon Tech Policy
OIT-21-030
DEPARTMENT CHAIR SELECTION AND EVALUATION

1. Policy Statement

Department chairs serve as department leaders, liaisons and advocates for a department, its faculty, staff and students. They have a dual role as administrator and teacher in fulfilling the university's, college's and department's mission and vision.

2. Reason for Policy/Purpose

Department chairs serve as the leader of the department with responsibility to establish goals in conjunction with the dean and to guide and build their faculty, students and staff to meet these goals. In addition, the chair supports the teaching, professional development and service activities of the department, actively represents departmental needs to the dean and higher administration, and serves as a communicative link between the administration and the departmental faculty. The chair's responsibilities include effective and active management of the department's resources, ensuring the long-term viability of their programs, providing leadership to the university through service as a member of the Academic Council, and providing input on academic policy and curriculum issues.

3. Applicability/Scope

This policy establishes the process for selection and evaluation of a chair that reflects the dual administrator and faculty role of the chair and the shared governance relationship between the faculty and the administration.

The roles and responsibilities of the chair are delineated by the Provost, in the Departmental Chair Roles and Responsibilities Guidelines document.

This policy applies to all department chairs of the University.

4. Definitions

Part time faculty: For the purposes of this policy, the term "part-time faculty," is a part-time faculty who have a Notice of Appointment contract.

5. Policy

Criteria for Appointment

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

Term of Service

- The normal term of service for an internally selected Chair is four years, effective no later than the beginning of summer session of the academic year in which appointment occurs.
- An internally selected Chair may be re-appointed if the majority of the full-time/part-time departmental faculty and the Dean concur.
- The Chair may resign the position at any time, with no less than 90-day notice, or may be replaced for unsatisfactory performance in her or his role as administrator through a process initiated by Dean in consultation with the faculty of the department. In the event of a vacancy in the department Chair position the Dean will consult with the department faculty to appoint an Interim Chair for no more than one year.

Selection and Appointment

Upon a vacancy in the Chair position, at the Dean's discretion following consultation with the department faculty, an Internal Search or an External Search will be initiated. During the fourth year of service, the chair will notify the Dean of their interest in reappointment. If the chair does not wish to be reappointed, the Dean may elect for an Internal Search or an External Search to fill the upcoming vacancy. This notification from the Chair shall occur no later than the end of the second week of Winter Term.

Internal Search:

Internal Search selection is a two-stage process. In the first stage, the Department solicits nominations and in the second stage forms a slate of candidates through an advisory vote of departmental faculty, as described below.

Internal Search - Stage One

- The Dean shall convene an initial meeting open only to full-time/part-time faculty within the department to solicit nominations for Chair. Nominations may be made before or at the meeting and submitted to the Dean previous to the meeting. The Dean may nominate a faculty member to be considered among the slate of candidates. Any departmental faculty member may make nominations. Self-nominations are acceptable. At the meeting a nomination must be seconded and the candidate has to indicate acceptance in order to be considered. Any candidate for the Chair position must provide a one-page executive summary of how they intend to achieve the Strategic Vision for the Department as outline in their Academic

Strategic Plan and through the fulfillment of the Chair's roles and responsibilities as highlighted in the Guidelines. This must be shared with the Department and the Dean no later than one week prior to the second meeting.

- The Dean will request an advisory vote of the department to establish a slate of potential Chairs for a four-year term of service. A second meeting, open only to full-time/part-time faculty within the department to discuss the professional merits of each candidate will occur with the candidate(s) absent. When the discussion is concluded all candidates will be brought into the meeting and a secret ballot will be held. All departmental faculty, including candidates, may vote. The Dean will designate a person to be present to collect and tabulate the votes, and will provide the results to the department faculty and the Dean. The resulting slate of top three candidates, preferably, or two at a minimum, in rank order shall proceed to Stage Two. At the request of any single department member, the Dean or Provost may be present as *ex-officio* members.

Internal Search - Stage Two

- The slate of candidates and results of the advisory vote will be provided to the Dean for review. The department's recommendations will be made no later than the last week of Winter Term.
- The Dean will consult with the department, as necessary, and make an administrative appointment of the chair by the fourth week of Spring Term.

External Search:

External Search selection is a single-stage process which is led by the Dean in consultation and collaboration with faculty from the relevant department, departments or units.

- 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.
- The Dean, in conjunction with the Provost, at their discretion may determine that an external search is in the best interest of the department, college or university.
- The Dean, in consultation with the department, will organize a search committee consisting of tenure-track faculty and other representatives from inside and outside the department as deemed appropriate. A majority of the members of the search committee will be members of the department faculty.
- The appointment of a department Chair through an external search will be a continuing appointment at the discretion of the Dean, following consultation with the department faculty.

Annual Evaluation

The Dean will complete an annual evaluation of the Chair's effectiveness for their administrative and faculty duties by the first week of Spring Term. Included in this will be input from individual faculty members in the department from other academic and non-academic administrators, as deemed relevant by the Dean, of the Chair's administrative performance. 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 are not limited to:

- **Administrative Responsibilities:** the Dean, in consultation with departmental faculty and others will assess Chair administrative performance using the Departmental Chair Roles and Responsibilities Guidelines. If performance is deemed inadequate, the Dean will provide appropriate support or take necessary action to correct deficiencies.
- **Faculty Responsibilities:** Chairs will be evaluated as faculty, to the extent they have faculty responsibilities, as prescribed by the Faculty Evaluation Policy (OIT 21-040).

During the fourth year of a Chair's term, the Dean will also perform a Comprehensive Evaluation of the Chair. The Comprehensive Evaluation will include the prior three annual performance reviews, the current annual review, and a formal recommendation from the faculty within the department. The formal departmental recommendation shall be conducted in a manner that ensures all members have full opportunity to express their views.

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

Departmental recommendations must be signed by the participants and forwarded to the Dean. The Dean will review documentation and the recommendations from the department.

Mid-Term Replacement

Two-thirds majority of the full-time/part-time departmental faculty, through a formal vote may recommend to the Dean the replacement of the Chair. If this occurs, the Dean will consult privately with the Chair and meet with the faculty of the department without the Chair present. As a result of these consultations, the Dean will attempt to come to consensus with the department concerning next steps to resolve the relevant issues. If the consensus cannot be reached, the Dean may replace the Chair using processes outlined in this policy. The Dean, in consultation with the Provost, may at any time terminate the term of a Chair before the normal end of their term.

Interim Chair

The Dean may appoint an Interim Chair to cover a temporary vacancy or an emergency situation until a new Chair is selected according to this policy. All requirements of the Department Chair Evaluation Policy and Departmental Chair Roles and Responsibilities Guidelines apply to the Interim Chair.

Portland-Metro Campus

For programs and/or departments who have faculty at the Portland-Metro Campus, the dean will consult the Associate Provost (or Provost's designee) in the selection and evaluation of chairs.

Definitions:

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

1. Links to Related Procedures, Forms, or Information

Departmental Chair Roles and Responsibilities Guidelines document (with hyperlink) [Faculty Evaluation Policy \(OIT 21-040\)](#)

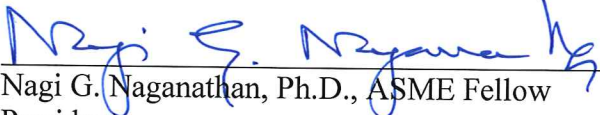
2. Policy Review/Consultation

This policy was reviewed and open to consultation with the following Oregon Tech committees and/or advisory groups:

Faculty Senate, Academic Council, Executive Staff, President's Council

3. Policy Approval

Approved by the President on June 16, 2018.


Nagi G. Naganathan, Ph.D., ASME Fellow
President