



**FACULTY SENATE PROPOSAL
FSP 2019/2020-005**

I. Proposal Name

Faculty Handbook Editorial Board, Revisions to Faculty Handbook on Chair Elections and Called Review

II. Committee Assigned/Sponsoring Committee

Faculty Handbook and Academic Affairs

III. Proposal Statement

The Faculty Handbook and Academic Affairs Committee has attached proposed changes (Appendix A) to the handbook regarding the chairperson elections and called review process.

IV. Background and Justification

Following a problematic called review and then a problematic chair election, revisions are being proposed to that section of the handbook.

V. Office(s) Affected

UCO Faculty Association

This proposal submitted to the UCO Faculty Senate on 9 March 2020 by:

Marc Goulding

Chair, Faculty Handbook and Academic Affairs Committee

APPENDIX A TO FSP 2019/2020-005

**ITEMS IN RED ARE NEW ADDITIONS OR DELETIONS OF PROPOSED DOCUMENT
SENT TO FACULTY SENATE REP 4-3-19 SENT TO PAC REP 4-3-19
Did not pass FS/Revisiting 2019-2020**

1.5.7.4.2 DEPARTMENT/SCHOOL FACULTY RECOMMENDATION PROCEDURE

1. In February of the fourth year of the department chair's/school director's term, the dean will notify the department/school faculty that the department chair's/school director's term is concluding and that the position will need to be filled beginning with the following fall semester. A two-week period will be designated for eligible faculty members in the department/school to submit to the dean written applications for the position of department chair/school director.

- A. Generally, an eligible faculty member is defined as one who is a full-time and tenured faculty member within the department. However, the department may consider candidates who do not meet this definition if: 1) that candidate's application is deemed to be in the best interests of the department, and 2) the dean and provost/vice president for academic affairs approve inclusion of the applicant in the pool of eligible candidates.
- B. The dean may, in extraordinary circumstances, request permission from the provost to advertise externally.

2. At the close of the filing period, the dean will notify the department faculty of the names of those who have filed for the position and call a department meeting to determine the recommended candidate.

3. All full-time faculty members within the department, excluding temporary appointments, may cast a ballot. The college dean and associate dean, although holding a tenured position in the department/school, are not considered full-time faculty members in that department/school and therefore cannot participate in the balloting process for department chair/school director. Assistant deans with in-load teaching responsibilities may participate in the balloting process for department chair/school director;

4. A. The dean will convene a meeting of the eligible voters in the department with appropriate notice. A written ballot, to be cast in secret, will be provided by the dean at this meeting; B. Absentee ballots will be made available upon request, beginning with the first day following the announcing of the meeting; C. Absentee ballots must be cast to the dean prior to the start of the voting meeting. D. All votes must be counted in the presence of the faculty at the voting meeting and announced by the dean.

5. The procedure is to be completed by the end of the eighth (8th) week of the spring semester;

6. In all voting scenarios described below, the calculation will be determined by ballots cast, excluding abstentions and including absentee ballots. A. The department's/school's recommendation requires a majority (more than half). B. If there are more than two candidates, and no person has the required majority (as specified in A above) on the first ballot, a run-off ballot between the top two candidates will be held. C. If an unbreakable deadlock occurs, the results will be so reported by the dean.

1.5.7.4.3 DEAN RECOMMENDATION PROCEDURE

Following receipt of the department faculty recommendation, the dean will forward his/her recommendation along with the separate recommendation from the departmental faculty to the provost/vice president for academic affairs.

1.5.7.4.4 APPROVAL PROCEDURE

The provost/vice president for academic affairs has the discretion to accept one of the recommendation(s); request that the department/school advertise the position outside the university; request the department conduct a second balloting; or appoint any amenable full-time faculty member as department chair. The provost/vice president for academic affairs will notify the president of the selection.

1.5.7.5 SELECTION OF A REPLACEMENT DEPARTMENT CHAIR/SCHOOL DIRECTOR TO FULFILL AN INCOMPLETE TERM

If a department chair/school director is unable to complete his/her term, the procedure to select a replacement will follow the procedures above, and should be completed as soon as is practical.

Under normal circumstances, the new department chair/school director will commence a full, four-year term starting the next fall, or, in a case in which a term begins in the middle of a year, three complete years, in addition to the remainder of the first year's term. This does not preclude the possibility of other arrangements among the concerned parties.

1.5.7.6 PROFESSIONAL DEVELOPMENT

Deans, in conjunction with the Office of Academic Affairs, will provide support for department chairs/school directors to attend external meetings and leadership programs. The provost/vice president for academic affairs will sponsor at least one meeting per semester to support the department chairs'/school directors' professional development.

New chairs/school directors will be encouraged to attend the Higher Ed Department Chair Academy, sponsored by the Educator's Leadership Academy, located on the university campus. A number of scholarships are provided each year from the president and/or Academic Affairs to support this activity.

1.5.7.7 EVALUATION

Department chairs/school directors are evaluated in three ways:

1. The dean in an annual formal meeting will discuss with each department chair/school director, the department's/school's progress in achieving its goals and will undertake a thorough review of the department chair's/school director's administrative performance. This review will be based on clear objectives that fulfill the university's, the college's, and the department's/school's mission statements. The dean and the department chair/school director will develop these objectives. The objectives within each college will be consistent and appropriate for that college.

In addition to objectives that are important within each college, the following areas should be included in these evaluations:

Leadership

Communication

Decision Making

Professionalism

Management of

Curriculum

Budget

Personnel

Environment

Planning

2. During the second year of his/her term, the department chair/school director will be evaluated by the department/school faculty. Full-time faculty members within the department, excluding temporary appointments, may participate in the evaluation.
3. The department chair/school director will follow the standard schedule of evaluation specified in the Tenure and Promotion Guidelines (see Appendix E).

1.5.7.8 CALLED REVIEW

If the faculty members of the department/school desire to replace a department chair/school director after a period of less than four years, at least sixty percent (60%) of the ~~tenured~~ non-temporary, full-time faculty members must petition the dean for an evaluation. Once a petition is filed with the dean, he/she will request that the provost/vice president for academic affairs or designee verify each signature by asking each signer a) if he/she did in fact sign the petition, and b) if he/she wishes to remain on the petition. If the verified petition still has signatures from sixty percent (60%) or more of the ~~tenured~~ non-temporary, full-time faculty members in the department, the provost/vice president for academic affairs will notify the dean of the respective college that the petition is valid. A review committee appointment by the dean will evaluate the department chair/school director and make a recommendation to the dean.

After reviewing the committee's recommendation and all other relevant material, the dean will forward the committee recommendation and his/her recommendation to the provost/vice president for academic affairs. The dean will also inform, in writing, the department chair/school director of both the department/school and the committee of his/her recommendation. The provost/vice president for academic affairs will review all relevant materials and determine

whether to sustain the recall. If the recommendation for recall is sustained, the dean will initiate a new selection process as outlined in Section 1.5.7.4. Until such time as a new department chair/school director can be selected, the provost/vice president for academic affairs and the dean of the college will appoint an interim department chair/school director. The provost/vice president for academic affairs will notify the president of the selection.

1.5.7.9 RELEASE FROM APPOINTMENT

1. Prior to the completion of a term, a department chair/school director may request a release from appointment to return to the classroom. A full semester's advance notice in writing to the dean and provost/vice president for academic affairs is appropriate; a twelve month notice is requested under normal circumstances. Based on recommendation by the dean and the provost/vice president for academic affairs, a department chair/school director may be released from appointment following notification and due process.

2. The dean may recommend removal of a department chair/school director based on the results of evaluations completed by faculty members or the dean's own direct evaluation. If the dean chooses to replace a department chair/school director prior to the completion of a four-year term, the dean will forward his/her recommendation to the provost/vice president for academic affairs. The dean must also inform, in writing, the department chair/school director of the dean's recommendation. The provost/vice president for academic affairs will review all relevant material and make a decision regarding removal. If the provost/vice president for academic affairs sustains a recommendation for removal, the dean will initiate a new selection process as outlined in Section 1.5.7.4. Until such time as a new chair can be selected following the procedures of 1.5.7.4, the provost/vice president for academic affairs and the dean of the college may appoint an interim department chair/school director.