

## **Resolution 2015-2016-3 Appointment and Evaluation of Department Chairs/Unit Heads**

**Whereas**, the University of Central Florida seeks to sustain growth, productivity, and excellence in education and research; therefore

**Be it Resolved** that the Faculty Senate endorses the following guidelines for appointment and evaluation of department chairs/unit heads, and that these guidelines be incorporated into university policy.

### **Service Eligibility**

All schools/departments must have a full-time department chair/unit head. A school/department's regular (non-interim) chair/unit head typically serves a term of three to five years. The appointment is renewable annually. Normally, a department chair/unit head will not serve more than ten consecutive years. Except under special circumstances, no one with another administrative appointment should serve concurrently as a department chair/unit head, and no department chair/unit head should serve concurrently in any other administrative position.

### **Appointment**

Each college dean/hiring official, upon consultation with that college's faculty, will establish, publish, and follow that college/unit's procedure for the appointment of department chair/unit head. These procedures must be filed with and approved by the Office of Faculty Excellence. For appointment of a new (non-interim) department chair/unit head, the procedure requires a search committee that includes faculty in the department/unit. All faculty in the department/unit, and other relevant stakeholders, will have the opportunity to provide feedback concerning the strengths and weaknesses of candidates to the search committee. The search committee will present their recommendations, including a report of feedback from faculty and stakeholders, to the dean/hiring official. If applicable, the faculty of the department/unit will vote on the award of tenure to the selected candidate following established University procedures. The final appointment of the candidate is subject to approval by the provost and the president.

### **Review & Reappointment**

Each college dean, upon consultation with that college's faculty, will establish, publish, and follow that college/unit's procedure for the annual review and reappointment of department chair/unit head by the faculty. These procedures must be filed with and approved by the Office of Faculty Excellence. Department/unit faculty and others whom the dean deems appropriate will conduct the review. If the chair wishes to stand for reappointment, a full review for reappointment will take place during the final year of the term. The dean can institute an interim review at his or her own initiative or as a consequence of a request by the department faculty. All faculty in the department/unit, and other relevant stakeholders, should have the ability to provide feedback concerning the strengths and weaknesses of the chair/unit head to this review committee. The reappointment process shall include a confidential retention vote by faculty. That vote will be unrecorded and the results will be known only to the dean. Eligible voters include all full-time non-visiting faculty, but eligibility may be extended by vote of all eligible faculty.

*Approved by the Faculty Senate on January 28, 2016.*