



To: Keith Koons, Chair of the Faculty Senate

From: A. Dale Whittaker, Provost and Executive Vice President

A handwritten signature in blue ink, reading 'Dale Whittaker'.

Re: Addendum to Faculty Senate Resolution 2015-2016-3: Appointment and Evaluation of Department Chairs/Unit Heads

Date: March 14, 2016

Keith;

I have signed Faculty Senate Resolution 2015-2016-3: Appointment and Evaluation of Department Chairs/Unit Heads contingent upon inclusion of this Addendum.

1. Dr. Cynthia Young will work with you to identify a timeframe for the review and approval of each college/unit's procedures for appointment of department chairs/unit heads. Until this is accomplished, we cannot expect colleges and units to be held to this practice.
2. While Department Chairs/Unit Heads will be evaluated each year, they will not be reappointed each year. Their initial appointment timeframe will be the trigger for their next reappointment consideration. The Dean currently can (and will continue to be able to) remove a Chair/Unit Head upon his/her discretion at any time.
3. The decision to hire lies with the Dean. This is subject to approval by the Provost and the President (or his designee). This clarifies the last three sentences below, with added italics:

"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.*"