

ACADEMY POLICY & PROCEDURE MANUAL

Department Chairs Policy

Policy Number: AS 01-006

Policy Administrator: Academic Senate Executive Committee

Policy Initiator: Academic Senate Executive Committee

Authority: Academic Senate

Effective Date: 09/16/21

Revised Date:

Chair, Dinesh Pinisetty **Approved AS Chair:**

Approval Signature AS /s/

Chair:

Approved: President Cropper

Approval Signature:

/s/

If the school Dean supports the department recommendation, he/she shall meet with the Chair elect and subsequently provide a written recommendation that includes the results of the recommendation votes by the department, the CVs, and one-page written statements of all the nominees to the Provost within ten working days from the date of receiving the material from the Faculty Senate Chair. In the case of recommendation of the incumbent Chair, the last performance review will also be included in the materials that are forwarded to the

comments that are received may be edited, if necessary, to ensure anonymity; however, no comments shall be omitted.

The school Dean shall draft a report within ten working days from the end of review, that objectively summarizes the results/comments (as appropriate) and makes recommendations to the Department Chair for improvement in performance.

The school Dean shall meet with the Department Chair to share the collated data and draft report. The Department Chair shall be given an opportunity to provide input and/or correct errors of fact in the draft report. This meeting shall happen within five working days after the completion of the draft.

Within ten working days after the first meeting with the school Dean, the Department Chair shall work with the school Dean to finalize the report and discuss a plan to address all the valid concerns (if any) provided by the department faculty.

The s collated data, the self-assessment,

February 20	Official acceptance of nominations by submission of CV and one-page		
1 Goldaly 20	statement.		
February 28	Recommendation votes are received from the department faculty.		
	Vote tally, CV and one-page statement of all the nominees shared with		
March 5	the School Dean by the Faculty Senate Chair. Vote tally will also be		
	shared with department faculty by the Faculty Senate Chair.		
	Resolution of disagreement with the department faculty if the School		
March 18	Dean does not agree with the recommendation of the Department		
	faculty.		
	department faculty		
March 25	recommendation, vote tally, CV and one-page statement of all nominees		
	submitted to the campus President via the Provost.		
	Resolution of disagreement by meeting with department faculty and		
April 15	School Dean if the campus President does not agree with the		
	recommendation of the department faculty and/or School Dean.		
April 25	Official appointment of the Department Chair by the campus President		
April 25	with the start date of the upcoming new academic year.		

Performance Review

	The school Dean will contact the Department Chair to initiate the review
February 1	and request for the submission of the self-study (not more than 3
	pages).
In 10 working days after Feb 1	Department Chair submits the self-study to the Department Chair.

In 5 working days after the submission of the self-study