

The UAF Faculty Senate passed the following at Meeting #205, March 2, 2015:

MOTION:

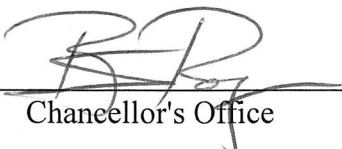
The Faculty Senate moves to adopt the following changes to the UAF Department Chair Policy.

Effective: Immediately

Rationale: The Department Chair Policy has not been revisited or reviewed since 2000. With recent changes made to the United Academics (UNAC) Collective Bargaining Agreement (CBA) in 2014, it is pertinent to review and revise the existing policy.



President, UAF Faculty Senate

APPROVAL: 

Chancellor's Office

DATE: 3/2/15

DISAPPROVED: _____
Chancellor's Office

DATE: _____

CAPS and **Bolded** – Addition; [[]] – Deletion

UAF Department Chair Policy

The following is a description of the role and duties of the department chair, and procedures for the election of department chairs at the University of Alaska Fairbanks. The size and composition of departments and programs are defined by each individual college and school.

I. ROLE OF THE DEPARTMENT CHAIR

- A. The department chair [[is the administrative and academic officer of the department and as such]] has the primary responsibility [[and authority]] for: (1) leadership in developing high quality academic programs which fulfill department, college, and university objectives; (2) leadership in the implementation of college and university policies and programs at the department level; (3) leadership in developing resource requests and an appropriate departmental budget; and (4) service on the college/school executive committee.
- B. The department chair is first a faculty member. The department chair is primarily a teacher-

scholar serving as a leader of his/her department colleagues. The department chair is a role model for faculty responsibility.

- C. The department chair is responsible for providing mechanisms and processes for members' participation in discussion and decision-making within the department. All members of the department **WILL** be informed of these mechanisms and processes. Regular meetings **WILL** be held for purposes of communicating information, discussing issues, and making decisions on department matters.
- D. The department chair is **REQUIRED** to communicate faculty perspectives and concerns to the administration and other segments of the community as appropriate. The department chair is the primary spokesperson **FOR** the faculty of the department. The department chair will also **BE REQUIRED TO** convey administration views and concerns to the faculty.

II. DUTIES OF THE DEPARTMENT CHAIR

The department chair is responsible, either directly or by delegation, for performance of at least the specific duties enumerated below (the duties are not prioritized) which shall be performed in accordance with the extant collective bargaining agreements on the role and status of department chairs.

A. Academic Programs

1. Initiate, plan, oversee implementation of, and review the **PREPARATION**, and offering of the academic program, after appropriate involvement of members of the department and consultation with the dean.
2. **FACILITATE** interdepartmental coordination and cooperation.
3. **PROMOTE** academic program **QUALITY, INCLUDING PROGRAM ASSESSMENTS.**
4. Ensure reports are prepared as needed. Ensure that course **SCHEDULES AND OTHER NECESSARY DOCUMENTS** are prepared in a timely manner.
5. Ensure **THE** catalog is current.
6. Supervise **THE DEPARTMENT OFFICE.** [[departmental office and ensure that files and records are maintained.]]
7. Keep the dean informed of departmental and faculty activities. Act as a liaison with the University community.

B. Personnel

1. **FACILITATE COORDINATION OF** professional activities of all members of the department, to include providing guidance to faculty concerning expectations regarding promotion and tenure. [[Request and obtain faculty activity reports as

appropriate to this process]].

2. Provide recommendations for appointments, [[promotion]], sabbatical leaves, [[tenure]], and release of faculty after consultation with members of the department.

3. Review and recommend to **THE** dean/director workloads[[,]] **IN CONSULTATION WITH AND** as proposed by faculty members.

4. Take a [[lead]] **LEADING** role in departmental faculty and staff recruitment and retention.

[[5. Provide for the management and supervision of support staff.]]

[[6.]] **5.** Appoint appropriate committees within the department.

[[7.]] **6.** Facilitate support for faculty teaching, research and service activities.

[[8.]] **7.** Function as spokesperson and advocate for the department, both within and outside the University community.

C. Students

1. Administer the departmental student [[advisement program and counsel students.]]
ADVISING PROGRAM.

2. Recruit students in cooperation with other members of the department and the dean.

3. Act on student petitions.

4. Provide for the management of student assistants.

5. Address student concerns as appropriate.

D. Budget, Inventory, Facilities, Etc.

1. Initiate resource and budget requests with justifications.

2. Maintain fiscal control of departmental budgets.

3. Ensure upkeep of equipment and facilities assigned to the department.

III. ELECTION AND TERMS OF SERVICE OF THE DEPARTMENT CHAIR

A. Departments Involved

The procedures will apply to every unit that is considered a department.

B. Eligibility to Vote

All [[full-time]] faculty members holding academic rank who are affiliated with the department **AND ARE REPRESENTED THROUGH THE CURRENT APPLICABLE COLLECTIVE BARGAINING AGREEMENTS** are eligible to vote. [[Visiting faculty who are in an academic rank position are eligible to vote.]]

A [[full-time]] faculty member currently holding academic rank is affiliated with a department if

[[: 1) the chair of that department evaluates the faculty member or;]]

[[2)]] the chair of [[the]] **THAT** department reviews the faculty member's workload agreement.

C. Eligibility to be Nominated and Serve as Department Chair

[[Only tenured members of a department who are eligible to vote are eligible to be nominated and serve as department chair. Only in exceptional circumstance, where the majority of the department faculty feel that options are severely limited, should there may be deviation from this policy.]]

THE SENATE RECOMMENDS THAT ONLY TENURED MEMBERS OF A DEPARTMENT WHO ARE ELIGIBLE TO VOTE BE NOMINATED AND SERVE AS DEPARTMENT CHAIR, EXCEPT UNDER EXCEPTIONAL CIRCUMSTANCES.

D. Procedures for Elections

1. By March 15, those faculty in the department who are eligible to vote will establish a list of nominees for department chair. The names of the nominees will be placed on an official secret ballot for the department and distributed from the dean's office to those faculty eligible to vote.

2. Faculty members eligible to vote [[but]] who are absent because of sabbatical leave, leave of absence, or for other official reasons will be provided with an absentee ballot.

3. Secret ballots are to be cast. **EACH BALLOT SHALL INCLUDE THE OPTION TO VOTE FOR "NONE OF THE ABOVE"**.

4. THE DEAN'S OFFICE SHALL TALLY THE VOTES. THE RESULTS MAY BE VERIFIED BY ANY FACULTY MEMBER REQUESTING TO DO SO.

5. The person receiving a simple majority of the votes cast will be elected. [[In the case of a tie which cannot be resolved by the voters, the dean shall select the department chair from those faculty involved in the tie vote.]] **IF "NONE OF THE ABOVE" RECEIVES A MAJORITY VOTE, A NEW ELECTION MUST BE HELD.**

[[4.]] **6. If no nominee receives a simple majority of the votes, a runoff election of the top two nominees shall be held immediately under the same procedures outlined above. IN THE CASE OF A TIE, THE DEAN SHALL SELECT THE DEPARTMENT CHAIR FROM THOSE NOMINEES INVOLVED IN THE TIE VOTE.** The deadline for

accepting ballots for the run-off election will be the last working day prior to April 15.

[[5.]] 7. Departments and the provost will be notified of election results by May 15.

E. Term of Elected Department Chair

A department chair shall serve for a term of two years, beginning July 1, following his/her election. **THE DEPARTMENT CHAIR MAY SERVE CONSECUTIVE TERMS.** [[The department chair may continue in the position indefinitely by a simple majority of the voting faculty of the department.]]

F. Department Chair Disputes, Vacancies, and Recall

1. If an action of the department chair is [[appealed]] **DISPUTED** by a simple majority of the eligible voting members of the department and the issue cannot be resolved within the department, the matter shall be referred to the dean for arbitration. If necessary, the dean will refer the matter to the Provost. [[(See Section F 6 for recall procedure.)]]

2. If the department chair's position becomes vacant due to unexpected prolonged leave, illness, death, resignation, or other circumstances, the dean shall appoint a department faculty member **OR OTHER TENURED FACULTY MEMBER WHO IS ELIGIBLE TO SERVE AS A DEPARTMENT CHAIR AS DEFINED BY THIS POLICY.** An election to fill this position will be held the following April 15.

3. The department chair shall appoint an acting department chair whenever [[their absence]] **ABSENT** from the department **AND UNAVAILABLE TO CARRY OUT CHAIR DUTIES.** [[is for a period of less than two months]] **THE CHAIR SHALL NOTIFY DEPARTMENT MEMBERS AND DEAN OR DIRECTOR OF SUCH APPOINTMENT.** If this absence extends beyond two months, the procedure defined in Section F. 2. above is to be followed.

4. Election of a new department chair may be requested by petition to the dean signed by three-quarters of the eligible voting members of the department or by the petition of the Dean to the department approved by **THREE FOURTHS** [[3/4's]] of the voting members of the department. After the election by the faculty [[and ratification by the Dean]], the new department chair will take office immediately and serve the unexpired term.

G. Acknowledgement for Department Chair Duties

A Department chair's duties may be acknowledged through release time, remuneration, and/or their service component of their faculty duties. Any acknowledgement must be agreed upon between the Department chair and the Dean and must be consistent with UAF and Board of Regent's policies and extant Collective Bargaining Agreements.