

PROCEDURES FOR CONDUCTING DEPARTMENT CHAIR/DIRECTOR FIVE-YEAR REVIEWS

College of Arts and Humanities

Introduction

The University of Central Florida Faculty Senate requires that each department chair be reviewed during the fifth year of service. The purpose of this review is to provide information concerning the Chair's leadership in the achievement of past and future departmental goals. The essential ingredients of this review process are: a Review Panel that solicits information from departmental faculty and other relevant parties, a schedule that encourages full participation by departmental faculty, the transmission of collected information to the Dean, and a timely feedback process.

Philosophy of the Role of Chair

The role of the department Chair in the College of Arts and Humanities is first and foremost based on the concept of collegiality. As a member of the academic community, a departmental Chair is a leader among peers. As such the Chair serves the faculty at the discretion of the Dean and functions as a representative and an advocate for the faculty to the College, University, and profession at large. The position of Chair carries with it the responsibility for maintaining professionalism, treating all faculty with the respect due to a colleague, and dealing with them in a fair and equitable manner.

Philosophy of the Chair Review Process

The Dean is ultimately responsible for judging the performance of the Chair and determining whether the Chair shall continue to serve in this position. The purpose of the Chair Review Panel is to serve as a conduit of information from the faculty, the Chair, and others to the Dean. Hence, the main role of the Panel is information gathering. This information should relate to two basic areas; namely, the past performance of the Chair and the ability of the Chair to lead the department into the future. The primary source of information for the review is the faculty of the department, who will consider the progress of the department during the tenure of the Chair, the goals of the department, and the likelihood that the Chair can continue to lead the department to achieve these goals. This information will include the general wishes of the department faculty concerning the continued service of the Chair. In consultation with the

faculty and Chair, the Review Panel may elect to seek information from sources outside the department to the extent that such information is relevant to the review.

Initiation of the Review

Chair reviews shall typically occur in the fifth year of the Chair's term, unless initiated earlier by special request. Interim years as Chair count towards the 5-year term. The scheduling of all reviews is the responsibility of the Dean of the College of Arts and Humanities.

Normally, the review process should be completed in one semester. The Dean of the College or the Dean's designee will convene the first meeting of the Review Panel at the beginning of an academic semester. The final report of the Review Panel shall be submitted to the Dean's office prior to the end of the semester of the review process.

The Review Panel

A Chair Review Panel will be selected as follows:

- a. The Panel shall consist of three tenured faculty members in the College, none a sitting Chair and none from the department under review.
- b. The Dean will provide the Department with a list of eligible Panel members.
- c. From the list of eligible Panel members, both the department faculty and the Chair will submit a list of five acceptable names to the Dean, who will select three members from the submitted lists, with at least one from each group's lists.
- d. The Dean will designate one of the selected Panel members to chair the Panel.

Review Process Guidelines

The guidelines provided in this document are suggestive rather than prescriptive. This allows the Review Panel the latitude to conduct itself in a manner commensurate with its primary objective: collecting information on the performance and future of the Chair. The guidelines are given in the following sections. Review Panel meetings are closed and confidential. Any conflict of interest should be reported immediately to the Dean or Dean's designee.

Information Gathering

In preparation for the review, the Chair will ensure that departmental annual reports and relevant information from the previous five years are available to the faculty and the Review Panel. The Review Panel will explore all relevant avenues of information collection including, for example, written input from the department, interviews with individual faculty, interviews with the Chair, and possibly written or verbal input from non-departmental sources. Every effort will be made to ensure that departmental faculty have ample opportunity to participate fully in the information-gathering process. As the process continues, the Review Panel may solicit the Dean to provide opportunities for individual faculty members to meet with the Dean in order to communicate directly with the Dean.

After all other information is gathered from the faculty and other constituencies, the Review Panel will arrange for a vote among the departmental faculty concerning the renewal or non-renewal of the department Chair. All in-unit faculty in the department of the Chair in review are eligible to vote. Votes shall remain anonymous. These votes are to be forwarded directly to the Dean.

Documentation

The Review Panel will accumulate the collected information for dissemination to the Dean. In addition, the Review Panel shall prepare a written report to be submitted to the Dean of the College. The written report will briefly describe the data collection process, the information collected, the strengths and the areas of potential improvement of the Chair, and general findings regarding the department faculty's wishes in regard to the Chair. Appropriate appendices will contain the original written input and descriptions of interviews under anonymity when requested. Faculty votes concerning retention of the Chair will be forwarded directly to the Dean and will not be included in this report.

Prior to submitting the final written report to the Dean, the Review Panel shall provide a draft copy of the report to the Chair under review. The Chair will then be given five working days within which to read the report and provide a written response, if desired. Any such written responses will be appended to the final report, which will be submitted to the Dean of the College by the Review Panel.

The Review Panel will also prepare a summary of the final report. This summary should be appropriate for release to the faculty as well as to the public in accordance with the State of Florida statutes concerning evaluation materials. The summary report will not contain the numerical results of the faculty vote on renewal or non-renewal of the Chair. The summary report will be distributed to the faculty of the department of the Chair under review and a copy

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will be placed as an Appendix of the final report. A cover letter from the Dean will accompany the summary report sent to the faculty, informing them that they have five working days to submit written comments concerning the report, if they desire. Any such comments received from faculty will also be appended to the final report.