

Faculty Welfare Committee

30 January 2013

Periodic Review of Department Chairs

In the interests of shared governance and to ensure consistency across academic departments the Faculty Welfare Committee moves that the following policy be adopted by the Faculty Senate and placed in the Faculty Handbook under Section 105.03 "Evaluation of Administrators."

Department Chairs shall undergo a thorough performance review every five years. A request for an earlier review may be made if asked for by a minimum 30% of the department's voting membership^{1*}. In the fifth year of a Chair's tenure and as soon as possible after the Chair's fifth annual evaluation, the Dean of the Chair's college shall conduct said review. This review shall include:

- 1) A review by the department's voting membership of the Chair's review portfolio, which shall include, at a minimum: the Chair's CV, the Chair's annual reports to the Dean, a summary of the Chair's accomplishments over the past five years, a summary of the Chair's goals for the department for the next five years, the faculty's annual evaluations (including electronic evaluations) of the Chair, and the Dean's annual evaluations of the Chair.
- 2) A meeting between the Dean and the voting membership of the faculty to discuss the job performance of the Chair
- 3) A vote by the department's voting membership indicating whether they support or not the chair's job performance and including any written comments the faculty wishes to submit.

Voting will be conducted by anonymous ballot at the time of the meeting or by a similar anonymous electronic method. Two members of the department will tabulate votes with the results being presented to department members and the Dean. After considering the advisory vote, and following any further consultation between the Dean and faculty, the Dean will decide if the Chair shall continue employment in that role. Whatever the Dean decides, he/she will provide to the faculty in writing an explanation of his/her decision.

^{1*} Voting membership is defined as the "Corps of Instruction" in Article 1, Section 3 of the Statutes of Georgia Southern University and consists of: "full-time professors, associate professors, assistant professors, instructors, lecturers, and teaching personnel with such other titles as may be approved by the Board. Full-time research and extension personnel and duly certified librarians will be included in the Corps of Instruction on the basis of comparable training. Persons holding adjunct appointments or other honorary titles shall not be considered to be members of the faculty."