



**3344-11-07 Appointment of chairs, school director and deans.**

(A) Appointment of department chairs and school directors.

(1) Duties. The department chair/school director is responsible for leadership in the department/school; thus, the department chair/school director shall:

(a) Have general administrative responsibility for the department/school's program and budget, subject to approval by the dean of the college.

(b) Make recommendations regarding department/school faculty concerning appointments, promotions, salary adjustments, dismissals, and the conferment of tenure.

(f) Foster democratic procedures within the department/school.

(g) Encourage and support program development.

(h) Share information with and solicit the views of members of the department/school on matters of general interest.

(i) Obey department/school bylaws.

(2) Terms of office. Departmental chairs/school directors report and are directly responsible to the dean of the college. Normal first term appointments shall be for four academic or fiscal years. Department chairs/school directors may be reappointed for a three-year term under the conditions specified in paragraph (A)(6) of this rule. Under exceptional circumstances and upon the recommendation of the provost and dean, the president may retain a department chair/school director beyond two

consecutive terms with the approval of an absolute majority of the departmental faculty as defined by paragraph (A) of rule 3344-13-01 of the Administrative Code.

- (3) Nature of search. Resources permitting, the provost may authorize an external search.
- (4) Method of selection. The dean of the college, the college's faculty senators, and members of the department/school shall settle upon a method for choosing an appropriate search advisory committee. Normally, this advisory committee shall be composed of members of the department/school.
- (5) For the purpose of the processes of department chair/school director selection and retention (see paragraph (A)(6) of this rule), "members" of the department/school shall mean those faculty in the department/school who are college faculty (excluding emeritus faculty) as defined by paragraph (A) of rule 3344-13-01 of the Administrative Code. For these purposes the department/school "faculty" shall be understood to include only those faculty whose primary responsibility is in the college.

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(A) to (E) of this rule) do not produce an acceptable candidate, the provost may invoke the following procedure:

- (i) The provost shall present evidence to the university faculty affairs committee that the department/school is unlikely to reach consensus under its current composition and circumstances,
  - (ii) The university faculty affairs committee shall consider the provost's statement, and
  - (iii) The university faculty affairs committee may then approve an emergency process:
    - (a) The dean shall recommend to the provost the appointment of a chair from among the finalists recommended by the search advisory committee;
    - (b) This process shall be invoked only under the circumstances specified above, and only with university faculty affairs committee approval.
  - (g) Beyond the normal university affirmative action procedures, external candidates recruited by Cleveland state university for appointment as department chairs/school directors shall submit credentials to the academic department/school in question. In departments/schools subject to a FCBA, the department/school shall make a recommendation as to the individual's qualifications for tenured academic rank as set forth in the appropriate article of the relevant and current FCBA collective bargaining agreement.
  - (h) In the case of an interim or acting department chair/school director, the dean of the college shall consult with the members of the department/school before the appointment is made. Under normal circumstances, an interim or acting department chair/school director should not serve for more than two years. Should an interim or acting department chair/school director succeed in a regular appointment, the normal four-year first term shall begin from the date of the regular appointment.
- (6) Review and continuance.
- (a) Schedule of reviews. The provost's office is responsible for the mechanics (e.g., scheduling, providing appropriate forms, and collecting responses) of review of department chairs/school directors.
    - (i) Department chairs/school directors shall be reviewed annually by the dean. At least every third year, the dean shall seek the departmental members' evaluation of the chair/director's



budget;

- (ii) Timeliness, objectivity, and fairness in recommendations concerning appointments, promotions, salary adjustments, dismissals, and conferment of tenure of department/school faculty;
- (iii) Promotion of department/school morale, quality teaching, research, scholarship, creative activity, and university/community/ professional service;
- (iv) Promoting the mission of the university, including its affirmative action policies, where appropriate;
- (v) Objectivity and fairness in discussions with individual faculty regarding faculty workload plans in accordance with the provisions of the current collective bargaining agreement;
- (vi) Fostering of democratic procedures;
- (vii) Encouragement of and support for program development;
- (viii) Performance in accord with approved departmental/school bylaws; and
- (ix) Evidence that information has been shared with and views solicited from members of the department/school on matters of general interest

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of these standards at the beginning of each academic year. For illustrative purposes, these additional criteria may include: student (undergraduate and graduate) enrollment, retention and graduation rates; external grant activity; student success and outcomes; community outreach activities; research-publication success; maintaining accreditation standards; and external fund raising.

<b>Policy Name:</b>	Appointment of Chairs
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