



**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 program and budget, subject to approval by the dean of the college.
    - (b) Make recommendations with regard to department/school faculty concerning appointments, promotions, salary adjustments, dismissals, and the conferment of tenure.
    - (c) Promote the mission of the university, including its affirmative action policies.
    - (d) Promote department/school morale, quality teaching, research, scholarship, creative activity, and university/community/professional service.
    - (e) For departments/schools subject to the CSU-AAUP agreement, work to implement, in cooperation with department/school faculty members, the faculty workload provisions of the current collective bargaining agreement.
    - (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.



- (a) The search advisory committee may also include faculty members from one or more related professional fields or disciplines.
- (b) To address special circumstances in the department/school or to meet affirmative action guidelines, the dean or the affirmative action officer may request the department/school to select

consensus under its current composition and circumstances,

- (ii) The university faculty affairs committee shall  
  
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 committees;
  - (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 the CSU-AAUP agreement, the department/school shall  
  
qualifications for tenured academic rank as set forth in the appropriate article of the current CSU-AAUP 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)

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' <sup>1</sup> evaluation of the performance, based on the criteria for review indicated below. The evaluation forms shall also make provision for written comments and an overall evaluation of the department chair/school  
unsatisfactory.

(ii) The dean shall provide a report on the evaluation responses, including the quantitative data (the responses to the overall evaluation) and a summary narrative of qualitative responses. The dean will convey the report to the members of the department/school. If concerns are raised about the accuracy of the report, the

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<sup>1</sup> Faculty members who also hold administrative positions including president, provost, vice provost, dean, associate dean, or any other administrative position that automatically takes them out of the bargaining unit shall not participate in the evaluation o

university faculty affairs committee will evaluate these concerns, and may require the dean to provide them with all documents

can judge the accuracy of the report. If the committee identifies any discrepancies, the dean shall revise and re-issue the report to the members of the department/school.

- (iii) The dean shall take the evaluation into account when considering reappointment and shall report on the evaluation results in the

dean shall inform department/school members in a timely manner of the reappointment decision.

- (iv) A majority of the department/school members, as defined in paragraph (A)(5)(b) of this rule) may request an unscheduled departmental/school review of the chair/director. If, after any of these prescribed or optional reviews, the dean and a majority of the department/school members (as expressed by their quantitative responses to the overall evaluation) are in clear disagreement over the retention of a chair/director, the decision may be appealed to the university faculty affairs committee and the provost.

- (b) Criteria for review. In evaluating the performance of a department chair/school director, the dean and faculty shall consider both the general overall leadership provided by that chair/school director and the following specifics:

(i) Administration of the

to each department/school may be employed. If such additional criteria are to be included in evaluations, the dean should inform the department chairs and school directors 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; community outreach activities; maintaining accreditation standards; student outcomes; and research-publication activity.

(B) Appointment of deans of colleges.

(1) Duties. The dean of a college:

- (a) Shall have the general administrative responsibility for the program and budget of the college, subject to approval by the provost of the university.
- (b) Shall recommend to the president appointments, promotions, salary adjustments, dismissals, and the conferment of tenure with regard to the college faculty.
- (c) Shall promote the mission of the university including its affirmative action policies.
- (d) Shall encourage and promote college morale, research and scholarship, and quality teaching.
- (e)



- (2) Method of selection. The provost shall meet with the they shall determine the method of choosing the selection committee. The committee established to make recommendations on the selection may differ from case to case according to the particular situation at the time in the college concerned. Considerations involved in deciding on the selection committee may include the size of the college, the relative strength of departments within the college, the administrative policy and procedures of the previous dean, the state of morale in the college, the degree of cooperation between the college and other colleges, and other relevant factors. Normally the selection committee shall be

(3)

