

UNIVERSITY RULE

12.99.99.M6 Faculty Participation in the Selection, Evaluation, and Retention of Department Heads

Approved July 31, 1998

Revised April 14, 2009

Revised April 1, 2013

Next scheduled review: April 1, 2018

Rule Statement

Shared governance cannot exist in the absence of mutual trust. Broad faculty participation in the process will enhance the institution's reputation, aid in recruiting the best faculty, promote a positive relationship between the faculty and the university administration, and ensure that all levels of the university function effectively. While the appointment and retention decisions for department heads is vested in the college dean with approval from the Provost and Executive Vice President, and should consider the view of other stakeholders, the principle of shared governance in the academy requires that the faculty of the department play an essential role in the selection of its department head.

For the purposes of this document:

- “faculty” shall mean those persons eligible to vote for members of the Faculty Senate;
- “applicants” shall mean those individuals who submit an application to the search committee;
- “candidates” shall mean only those applicants recommended by the search committee for faculty consideration and voting;
- “recommended candidates” shall mean those candidates forwarded to the dean of the college for consideration;
- “finalist” shall be the dean's selection, with the approval of the Provost and Executive Vice President, for placement as a Department Head.

Violations of the principles or the spirit of these procedures and any other improprieties in the selection, evaluation, and retention of department heads shall be reported to the Executive Committee of the Faculty Senate.

Official Rule/Responsibilities/Process

1. SELECTION

- 1.1 When a vacancy occurs or is imminent, a search committee shall be appointed by the dean according to the provisions of this Rule, and the search for a new permanent department head shall begin promptly. If necessary, the dean may appoint an interim head, normally for one year. The faculty should have an opportunity to nominate candidates for this position. The dean must consult with the faculty of the department after one year if an interim will serve into a second year and must receive formal faculty approval before extending an interim department head appointment beyond two years.

- 1.2 The size and precise makeup of the search committee will vary according to circumstances, but a majority of the members shall be faculty members of the department. A majority of the faculty members from the department must be elected by the faculty of that department. The balance of the committee should broadly represent the department's constituencies.
- 1.3 The search committee shall take into account the rights of the applicant and the Texas Public Information Act, Chapter 552, Texas Government Code. The curricula vitae and all other non-confidential material the search committee has pertaining to each candidate shall be made available for examination by the faculty.
- 1.4 Members of the departmental faculty shall be provided an opportunity to meet with the candidates and vote on the acceptability of each candidate after all candidates have been interviewed. Faculty shall be given at least one week to vote. Voting will be by secret ballot. The ballots shall be collected by a person chosen by the search committee. Any ballots that are maintained are subject to disclosure under the Texas Public Information Act.
- 1.5 Members of the search committee shall tabulate the ballots. The results of the vote described in section 1.4 shall be reported by indicating those that received a majority of acceptable votes to the departmental faculty within one week of the end of the balloting period. No other information shall be disclosed by the search committee. When faculty are notified of the results the college dean and the Dean of Faculties and Associate Provost shall also be informed of the results.
- 1.6 After all the steps in sections 1.4 and 1.5 are completed, the committee shall deliberate to form the list of recommended candidates, all of whom must have received acceptable votes from a majority of the faculty members who participated in the voting described in 1.4; however, the list need not include all candidates who received a majority of acceptable votes. The committee will provide the college dean a report with descriptions of each recommended candidate's strengths and weaknesses.
- 1.7 The dean may take into consideration the entire spectrum of viewpoints from many stakeholders. In the event that the college dean finds a recommended candidate to be a suitable finalist, a recommendation for approval of the appointment shall be made to the Provost and Executive Vice President.
- 1.8 The dean shall provide the committee with an explanation of the action taken on its report. If no acceptable finalist is chosen from the recommended candidates, the search process and above procedures shall be repeated, and by the college dean's choice, this will be done with either the same search committee or a new search committee formed in accordance with this rule.

2. EVALUATION AND RETENTION

A faculty evaluation of the department head must be conducted near the midpoint of the first term of appointment and prior to any decision to reappoint the department head, but can be initiated by the college dean at other times. This review does not replace the annual review which the college dean conducts concerning the department head's performance, but certainly

will inform the annual evaluation.

The faculty evaluation of department heads should serve to improve performance and enhance professional development. In addition it should promote a sense of shared values between the faculty, department heads, deans, and the University administration. The administrative officers responsible for evaluation shall determine faculty sentiment concerning incumbent department heads and seriously take such sentiment into account. However, it is anticipated that the sentiment of other important constituencies shall be considered as well.

- 2.1 A dean, in consultation with the higher administration and directors of relevant agencies, consistent with their own evaluations of the candidates forwarded by the search committee, shall make the initial appointment of a department head for up to four years, renewable under the provisions of this rule.
- 2.2 The Dean shall initiate a preliminary review of a new department head at approximately the 24th month of service. Thereafter formal reviews should occur at least every fourth year of the department head's term in office. The results of these reviews shall be reported to the department faculty within four months of the initiation of the review process.
- 2.3 All reviews shall include an opportunity for department faculty members to present their views to the dean including, but not limited to, a faculty poll of whether the department head should continue in office. The poll should be conducted as described in 1.4 and 1.5 above by the Dean in conjunction with the Faculty Senate Caucus leader from that College.
- 2.4 Reappointments to a second term must have received acceptable votes from a majority of the faculty members who participated in the poll. Reappointments beyond a second term must have received acceptable votes from at least two thirds of the faculty members who participated in the poll.

Contact Office

OFFICE OF RESPONSIBILITY: [Dean of Faculties and Associate Provost](#)