



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 lies in the department/school in question, rather than in another department/school or academic unit (see paragraph (G) of rule 3344-11-02 of the Administrative Code.)
 - (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 additional committee members as needed.
 - (c) The search advisory committee shall then meet with representatives from the college's senate caucus, whose responsibility is to ensure fair voting - and in the case of internal searches, fair nominating-procedures. They may render additional types of assistance if requested by the committee.
 - (d) Once the procedure has been determined, members of the search advisory committee shall solicit and review applications or call for nominations, depending on the nature of the search. Subsequently, they shall arrange a vote of all department/school members on the acceptability of candidates.
 - (e) The search advisory committee shall then submit to the dean an unranked list of all candidates deemed acceptable by a majority vote of the department members as defined in paragraph (A)(4) of this rule. This list should be accompanied by commentary relevant to the dean's final decision.
 - (f) If two iterations of the search process (as described in paragraphs

(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.

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