

**Procedures for Conducting the
Evaluation of Department Chairs when
Associated with Reappointment, Promotion or Tenure**

Reappointment

IGP 29 establishes the basic structure and timeline for consideration of reappointment of a Department Chair. This IGP includes the following:

- 1) A letter of request to be considered for reappointment is to be submitted to the Dean by the Chair no later than November 1.
- 2) The Dean is to consult with eligible members of the Department using the Administrative Appraisal Instrument and complete an evaluation by December 15.
- 3) The Dean is to submit a recommendation concerning reappointment to the Provost by February 1.

Additional procedures associated with the reappointment process shall include:

- 1) The purpose of this process is to gather information from a variety of sources to be used to review the performance of a Department Chair. This process will be completed on a three-year cycle. This process will consider all aspects of the Chair's performance, but will focus primarily upon administrative responsibilities. The process will conclude with a recommendation being made by the Dean of the College to the Provost concerning the possible reappointment of the Chair. This Dean, in consultation with the Chair, will include the goals and areas of focus for the Chair's next term of service, should he or she be reappointed.
- 2) The Dean will notify the Chair of materials to be submitted to the Dean for consideration. In most cases this will include a brief summary of work completed over the previous three years including progress made toward established goals. These materials will be for the consideration of the Dean and will not be provided or made available to faculty or others. The summary may be included with the recommendation submitted to the Provost.
- 3) The Dean will provide an opportunity for consultation on this recommendation with all Department Unit A and Unit B faculty using the Administrative Appraisal Instrument. The Instrument will be confidential; only the composite responses will be shared with the Chair. Only signed Instrument forms will be considered. The Dean in consultation with the involved Chair shall determine others to be asked to submit information to be considered with this recommendation. These individuals may include other Chairs, Departmental support staff, professionals in the field who have working relationships with the Chair, professionals in the discipline of the Chair, or others. The composite of these responses will

be developed and considered by the Dean along with other information in the development of a recommendation.

- 4) The Dean will notify the Chair of the recommendation being made to the Provost.
- 5) The Dean will annually review the performance of the Chair.

Promotion and Tenure

Board of Trustees Regulations require that for an administrative employee to be considered for tenure or promotion he/she must meet the stated educational requirements and be recommended by the appropriate Department, Department Chairperson, Dean and Provost (as appropriate). In addition the following procedures will be followed:

- 1) This process will be completed at the time that the employee is eligible and applies for tenure and/or promotion. The process specified here will focus on performance in the areas of teaching/performance of primary duties, research/creative activities, and service. The process will conclude with a recommendation being made by the Provost concerning the application for promotion or a recommendation being made by the President to the Board of Trustees concerning the application for tenure.
- 2) The Dean will notify the employee of materials to be submitted to the Dean for consideration. This will include a portfolio of work that is indicative of the level of performance in the areas of teaching/performance of primary duties, research/creative activities, and service. Information supporting teaching performance shall include student and peer evaluations of observed teaching. Peer evaluations may be completed by individuals such as Chairs, Associate Dean, tenured faculty members within the Department, faculty with expertise in the discipline who are not members of the Department, or retired faculty from the Department. As a general rule, non-tenured faculty members should not be asked to provide peer reviews.
- 3) The Dean will solicit a recommendation from the tenured/tenure-track faculty from the appropriate Department. Faculty will be notified of the process and the availability of materials for review. Involved faculty will be invited to complete a confidential, signed sheet where they are given the opportunity to provide narrative comments pertaining to the following question: "Considering that the overall job responsibilities of the employee include both administrative; and teaching/performance of primary duties, research/creative activity, and service responsibilities, are the employee's accomplishments for that portion of his/her EIU assignment devoted to professorial work consistent with those necessary for tenure or promotion in your Department?" The composite of these responses will be considered as a recommendation from the Department and included as a consideration in the Dean's recommendation to the Provost.
- 4) As a part of the employee's annual review, as required by IGP 29, the Dean will annually review materials indicative of the quality of performance in teaching/performance of

primary duties, research/creative activities, and service submitted by the employee. The Dean will provide the employee with an evaluation of the progress being made toward tenure or promotion. The employee may solicit information about progress in these areas from other sources at his/her discretion.

- 5) For continuing employees, this process will follow the same time schedule as reappointment:
 - a. Request from employee for consideration for tenure or promotion by November 1.
 - b. Review process completed by the Dean by December 15.
 - c. Recommendation from the Dean to the Provost by February 1.
 - d. Recommendation by the Provost communicated to the Chair by February 28.

- 6.) For newly recruited A&P employees, consideration of faculty rank and/or tenure may be initiated at the time that the individual is negotiating the terms of appointment and wishes to be considered for tenure and/or rank.

If a dean or associate dean is being considered for promotion and/or tenure, the foregoing process will be appropriately adjusted.

Administrative Tenure/Promotion Feedback Instrument

Name of person to be evaluated: _____

Department _____

Evaluation for: _____ Promotion

_____ Tenure

Board of Trustees regulations require that for an administrative employee to be considered for tenure or promotion he/she must meet educational requirements and be recommended by the appropriate department, Dean and Provost. This process is to only consider the Chair's performance in the areas of teaching, research, and service.

Please complete this confidential administrative tenure/promotion performance appraisal instrument. Anonymity will be maintained, but only signed feedback will be used.

Please respond to the following question, if you choose you may also provide narrative comments.

Considering that the overall job responsibilities of the employee include both administrative; and teaching/performance of primary duties, research/creative activity, and service responsibilities, are the employee's accomplishments for that portion of his/her EIU assignment devoted to professorial work consistent with those necessary for tenure or promotion in your Department?

YES _____

NO _____

Narrative Comments:

Your Signature

Department

Return to: {Appropriate Dean}

by: