

ACTION ITEM #2
Revisions to the Faculty Manual
(Erica Weintraub Austin)

TO ALL MEMBERS OF THE BOARD OF REGENTS

SUBJECT: Revisions to the Faculty Manual

PROPOSED: That the Board of Regents approve the attached changes to the Faculty Manual – Appointment of Chairs and Directors

SUBMITTED BY: Erica Weintraub Austin, Interim Co-Provost

SUPPORTING INFORMATION: The Provost reviewed the complicated process for appointing chairs and directors in the Faculty Manual and recommended to the Faculty Affairs Committee a revision. After reviewing the document, the Faculty Affairs Committee felt two important aspects of the appointment process were missing. After further consultation with the Provost, it was agreed that these two points could be added to the proposed revision. On April 7, 2015, the Faculty Affairs Committee approved the recommendation that the current appointment of chairs and directors be replaced with an amended process and submit the proposed revision for review by the Faculty Senate. This recommendation was passed by the Faculty Senate on October 8, 2015.

TO: Craig Park, Chair of Senate

FROM: Judith McDonald, Chair of the Faculty Affairs Committee



SUBJECT: Proposed changes to the *Faculty Manual* regarding the appointment of chairs and directors.

The Provost reviewed the complicated process for appointing chairs and directors in the Faculty Manual and recommended to the Faculty Affairs Committee the attached revision. After reviewing the document, the Faculty Affairs Committee felt two important aspects of the appointment process were missing (see marginal notes in the attached document). After further consultation with the Provost, it was agreed that these two points could be added to the revision. On April 7, 2015, the Faculty Affairs Committee approved the recommendation that the current appointment of chairs and directors be replaced with the attached (amended) process and we submit the proposed revision for review by Faculty Senate.

Clark, Donna F

From: Clark, Donna F
Sent: Monday, February 16, 2015 9:51 AM
To: Parks, Craig; Converse, Sheila Kearney
Subject: Proposed Revision of Appointment Process for Department Chairs and School Directors
Attachments: faculty manual department chair appt proposal.docx



Office of the Provost

February 16, 2015

TO: Faculty Senate Leadership

FROM: Dan Bernardo 
Provost and Executive Vice President

RE: Proposed Revision of Appointment Process for Department Chairs and School Directors

I respectfully submit the following proposal for revising the appointment process for department chairs and school directors (Section I.A.3.c of the *Faculty Manual*). It recently came to light that our current process is not practical, and for reappointment of a sitting chair, is not routinely followed. Following discussion with the Faculty Senate leadership, the following proposal was developed. This proposal has been vetted with deans and the Faculty Senate leadership.

Thank you for your cooperation.

Daniel J. Bernardo
Provost and Executive Vice President
Washington State University
PO Box 641046, Pullman, WA 99164-1046
Phone: 509-335-5581 Fax: 509-335-0103

Proposal to Revise Appointment Process of Department Chairs and School Directors (Section I.A.3.c of the *WSU Faculty Manual*)

Justification:

The current department chair and school director appointment process outlined in the *Faculty Manual* is out of date and cumbersome, particularly in cases when the dean is not inclined to opt for an external search of a chair/director. In addition, procedures are not delineated for cases when a new chair/director is being appointed versus the proposed reappointment of a sitting chair/director.

The proposed changes outline a more streamlined and transparent process for collecting input from faculty concerning whether an internal or external search should be conducted. They also explicitly define the role of the dean in the selection process. Finally, separate processes are stipulated for reappointment of a sitting chair/director versus the appointment of a new chair/director.

Proposed Policy:

c) Nomination

Department Chairs or School Directors are appointed by the Provost and Executive Vice President upon recommendation of the Dean of the associated academic college.

For potential reappointment of a sitting Department Chair or School Director, the following process shall be followed:

- (1) The Dean will poll all eligible members of the department faculty, regardless of location, including those on leave, as to their preference for reappointing or not reappointing the sitting Chair.
- (2) Each person filling out a preference form shall be allowed at least one week to consider a decision. Forms will be returned directly to the Dean. The Dean will make a recommendation to the Provost as to whether to reappoint the incumbent. The Provost makes the decision concerning reappointment and informs the Dean and faculty.

For an initial appointment of a Department Chair or School Director, the following process shall be followed:

- (1) The Dean (or his/her designee) shall meet with the department faculty to discern their preference for selecting a Chair from inside the department or outside the University. After the discussion, the Dean decides, following consultation with the Provost, whether to select a Chair from within the department or to initiate a process for recruiting a chair from outside the department, and notifies the department faculty and staff.
- (2) If the Dean elects to select a Chair from outside the department, ~~the~~ the Provost and Executive Vice President may, upon the recommendation of the Dean, appoint an interim Chair during the search for a Chair outside the university, so that the search need not be conducted in haste. Each eligible member of a department faculty, regardless of location, including those on leave, shall be provided an opportunity to express their preferences for the interim Chair to the Provost and Executive Vice President, and the Dean, from names nominated for the position.
- (3) If the Dean elects to select a Chair from inside the department, then a form shall be provided to each eligible faculty member on which to express a preference from among eligible faculty members of the unit.
- (4) All preference forms shall ordinarily be provided by the Dean of the unit concerned. Each person filling out a preference form shall be allowed at least one week to consider a decision. Forms will be returned directly to the Dean. Within one month after the department has indicated each preference, a summary of the results shall be reported by the Dean to the department faculty and

the Dean will appoint a search committee, consisting of members of the unit, to prepare a list of candidates for consideration. The

The Dean will provide an explanation to the faculty in the unit if he/she chooses to recommend someone other than one of the top two (2) faculty identified in the preference forms.

the Provost and Executive Vice President. Each summary reported to the Provost and Executive Vice President shall be accompanied by the preference forms, which must be retained in the University files for one year. The Dean provides the Chair appointment recommendation to the Provost. The Provost makes the final decision concerning appointment and informs the Dean and faculty.