

University of Georgia – College of Education
COE PROCEDURE-5
APPOINTMENT/REAPPOINTMENT
OF DEPARTMENT HEADS
Policy to be in effect
July 1, 2007

The *Statutes of The University of Georgia* state:

Section 5. *Head* The Head of a department shall be recommended for appointment in accordance with Regents Policy.¹ The Head shall be recommended for appointment after the Dean of a school or college has consulted with the faculty of the department. Such consultation shall include a vote of the faculty of the department, the results of which shall be forwarded with the Dean's recommendation. A Department Head shall hold office at the pleasure of the President.

(i) The Head shall be evaluated by the faculty of the department at least every three years; the evaluation shall be conducted by the Dean who shall notify the President of the results for consideration in the overall evaluation of the Head's performance.

Department Head Tenure/Term

A faculty member serves as Department Head at the discretion of the Dean, as delegated by the President. The term of a Department Head is for a period of three complete academic years. At the end of the three year term, an open search for the position of Department Head as described below will be conducted. A previous Department Head may apply for an additional term if his/her last comprehensive review (see below) was positive. Department policies may determine the number of consecutive terms a faculty member may serve as the Department Head.

Appointment of a Department Head

When the term of a Department Head position ends, or a vacancy arises due to the resignation or removal of a former Head, all faculty members in the College will be notified of the vacancy. All tenured faculty members within the College of Education will be invited to apply for the position of Department Head. On the approval of the Dean, the search for a Department Head may be extended outside of the College. A Department faculty member (or an associate Dean, when a search is extended outside of the College) will be charged to lead the search committee. In the case of an external search, a minority of the search committee may be composed of other faculty or administrators from the College or the University.

Faculty interested in the position will be asked to submit a letter of interest, curriculum vitae, and a brief statement of their vision for the Department. Applicants from outside the College may also be asked to submit two to four samples of professional writings and names and email addresses of four references. The search committee will review all applications and make a

¹ Policies, section 803.02

recommendation to the Department faculty and to the Dean identifying the top applicants. On the Dean's approval, the top applicants will be asked to meet with the Department faculty and present their vision for the Department and administrative philosophy. The Dean will meet with all top applicants. Applicants from outside the University will also interview with the Provost and the College associate deans.

Following the presentations of all top applicants, the chair of the search committee will convene the Department faculty for a discussion of the top applicants and a vote will take place consistent with the voting procedures articulated in the last section of this document. No faculty applying for the position may be present at or part of this discussion and vote.

The Dean will make the final decision on appointing the Department Head based on the vote of the Department faculty and all other pertinent data. If a faculty member from outside the University is selected as Department Head, the Department will vote on extending tenure to that individual.

Extenuating circumstances may require that an interim Department Head be appointed. The Dean may make that appointment without a formal process. Consistent with Board of Regents' policy, individuals may serve on an interim basis for one year.

Comprehensive Review of a Department Head

All Department Heads are reviewed annually by the Dean based on the Department Head's faculty activity report and any data collected as part of the Faculty Senate's annual evaluation of administrators. This annual review will consider instruction, research, service, and administration.

A comprehensive review, focusing on the depth and breadth of the head's administrative work, will be conducted during the spring semester of the Department Head's third full academic year in the position.

The Dean will initiate the comprehensive review. The Department Head will prepare a brief document (up to 4 pages) outlining significant administrative accomplishments and goals for the future. This document will be submitted to the Dean and the Department faculty no later than **the last day of the first full week of spring semester classes. The comprehensive review will be completed within 45 days from the submission of Department Head's document.**

The Dean will reserve several blocks of time for individual faculty members or small groups of faculty to meet with him/her to discuss the Department Head's administrative performance. In addition, the Dean or the Dean's designate will call for a special Department faculty meeting to discuss the accomplishments and future goals set forth by the Department Head. The Dean or the Dean's designate (who must not be the incumbent Head) will chair the meeting. Following a period for open discussion (with the Head absent), the faculty of the Department will assess the Department's leadership. A vote will take place consistent with the voting procedures articulated in the final sections of this document.

The Dean will meet with the Department Head to review the accomplishments, future goals, faculty vote, and any other data collected. The Dean will provide a written evaluation of the Department Head. If the Dean's evaluation is positive, the faculty member may seek an additional term as Department Head. If the Dean's evaluation is negative, an interim Department Head may be appointed. The search for a new Department Head will be conducted, as described in the previous section, during the spring semester so that a new Department Head is in place by the start of the following fall semester.

Removal of a Department Head

At any time the Dean may initiate a comprehensive review (as described in the previous section) of a Department Head's administrative work. Based on this review the Dean may decide to terminate the Department Head's term and begin a search for a new Department head.

The faculty of a Department may also ask the Dean to conduct a comprehensive review of Department Head before the expiration of the Head's term. To initiate the process, 40% of the Department faculty must sign and submit to the Dean the following resolution: "Resolved that we, the faculty of the Department of (name of the department), petition the Dean of the College Education to conduct a comprehensive review our Department Head." The Dean will then notify the Department Head and the entire Department faculty that a comprehensive review (as described in the previous section) will be conducted. Based on the results of the review, the Dean will decide whether or not to remove the Department Head and begin a search for a replacement.

Voting² on Appointment, Review & Removal of a Department Head

Discussion and voting on the appointment, the review, or the removal of a Department Head will take place at a meeting of Department faculty in which at least two-thirds of the faculty is present. If two-thirds of the faculty is not present, the meeting must be rescheduled. All voting will be by written, secret ballot. Absentee ballots related to the appointment, the review, or the removal of a Department Head must be delivered to the designated chair prior to the start of the meeting. All votes will be counted during the meeting and the results announced to the faculty before the meeting is adjourned. The Dean's designated chair will communicate the results of the discussion and voting to the Dean.

During the appointment process, in the event that there is a single candidate, a vote will be taken as to the acceptability of that candidate. In the case of multiple candidates, two votes will be held during the meeting. The first vote will be on the acceptability of each candidate for Department Head. The second vote will rank order the candidates. The ballots will be counted in the meeting by a committee consisting of the Dean's designated chair and a Department member of the search committee.

² All eligible faculty are expected to participate in the process for selecting/reviewing a Department Head by voting, except for those who reclude themselves because of a familial type of relationship with the individual or significant conflict of interest.

During the comprehensive review process at the end of the Department Head's term, the secret ballot will ask faculty to rate the leadership behavior of the Department head by responding to the following question:

Overall, the leadership provided to the (name the Department) by (name of the Department Head) has been:

- 1) Poor
- 2) Adequate
- 3) Excellent

The responses will be counted in the meeting by a committee consisting of the Dean's designated chair, a Department senator, and one faculty member appointed by the Head.

If the comprehensive review process has been conducted to remove a Department Head, the secret ballot will contain the following two options:

- 1) "I favor the removal of (name of the Department Head) and request a search be initiated".
- 2) "I do not favor the removal of (name of the Department Head)."

The ballots will be counted in the meeting by a committee consisting of the Dean's designated chair, one of the Department's senators, and one faculty member appointed by the Head.

Last revision: October 8, 2007