



Memorandum

To: All Faculty
From: Robyn Hannigan, Provost
Re: Procedural Memo – Chair/Academic Program Director Review
Date: 24 February 2021

This memo serves as a communication regarding the approved change (Administrative Council passed Monday Feb 22, 2021; Sen. Doc. #2021-42 approved Jan 29, 2021) in annual and periodic review of department chairs and academic program directors. Below is the updated language that will be in the OM upon Spring 2021 update.

2.4.0 Duties and Responsibilities of Academic Department Chairs and Academic Program Directors Policy Statement

A. Academic Department Chair - As chief executive officer of the department, the chair is responsible for the proper and effective administration of the department. It is the chair's responsibility to provide the leadership to achieve the highest possible level of excellence in teaching, research, and other professional activities. The chair shall serve as representative and spokesperson for the department and shall seek the advice and counsel of departmental colleagues and the dean of the school as appropriate.

Specifically, the department chair shall:

1. Supervise the execution of school and University policies within the department;
2. Formulate and execute departmental policies and procedures;
3. Assume the initiative in the recruitment of new faculty members of the highest possible quality;
4. Establish an intellectual climate and working conditions that will encourage the professional development of members of the department;
5. Make recommendations to the appropriate dean/institute director for new appointments, reappointments, salary changes, termination, tenure, leaves of absence, and promotions;
6. Prepare the budget proposal for the department and supervise expenditure of the funds allocated to the department;
7. Arrange teaching assignments and organize the teaching program to make the most efficient use of the faculty;
8. Evaluate the educational activities of the department, formulate plans for its future development, and transmit these plans to the appropriate dean/institute director;
9. Assist officers of the administration in interpreting programs, plans, and needs of the department to appropriate outside agencies;
10. Direct an effective advisory program for all students registered as majors in the department;

11. Provide the necessary departmental cooperation in interdisciplinary, interschool, and University-wide activities;
12. Supervise the use and access to university space, facilities, equipment, and supplies;
13. Recommend appointments and supervise the work of staff of the department;
14. Notify the dean/institute director whenever members of faculty are unable to conduct classes because of illness or absence;
15. Review periodically with the faculty those University regulations that bear directly on their teaching and advising functions, with particular emphasis on academic integrity.

B. Academic Program Director - An academic program director is a faculty administrative position that acts in the same way as an academic department chair with similar roles and responsibilities. An academic program director oversees a degree granting program(s) but not programs solely offering certificate or minor credentials. Specific roles and responsibilities of an academic program director will be necessarily distinct in scope and/or breadth from those of department chairs depending on the School/Institute in which they serve. Each academic program director's roles and responsibilities will be detailed within their appointment letter and so will include some, but not necessarily all, of the duties listed below.

Specifically, the academic program director shall:

1. Supervise the execution of school/institute and University policies within the academic program;
2. Formulate and execute academic program policies and procedures;
3. Support the recruitment of new faculty members of the highest possible quality;
4. Establish an intellectual climate and working conditions that will encourage the professional development of members of the academic program;
5. Make recommendations to the appropriate dean/institute director for new appointments, reappointments, salary changes, termination, tenure, leaves of absence, and promotions;
6. Prepare the budget proposal for the program and manage expenditures of the funds allocated to the academic program;
7. Arrange teaching assignments and organize the teaching program to make the most efficient use of the faculty;
8. Evaluate the educational activities of the academic program, formulate plans for its future development, and transmit these plans to the appropriate dean/institute director;
9. Assist officers of the administration in interpreting programs, plans, and needs of the academic program to appropriate outside agencies;
10. Direct an effective advisory program for all students registered as majors in the academic program;
11. Provide the necessary programmatic cooperation in interdisciplinary, interschool, and University-wide activities;
12. Facilitate the use and access to university space, facilities, equipment, and supplies;
13. Recommend appointments and supervise the work of program staff;
14. Notify the dean/institute director whenever members of the program faculty are unable to conduct classes because of illness or absence;
15. Review periodically with the program faculty those University regulations that bear directly on their teaching and advising functions, with particular emphasis on academic integrity.

2.4.1. Appointment and Tenure of Department Chairs and Academic Program Directors

Policy Statement

Appointment. Departmental chairs and academic program directors are appointed by the Dean/Institute Director, after consultation with all department faculty members and staff, and the approval of the Provost. Initial appointments are to three-year terms and are eligible for re-appointment by the Dean upon evaluation of their performance. Terms normally start at the beginning of the Clarkson fiscal year (July 1). Chairs and academic program directors serve at the pleasure of the president. Department Chairs and academic program directors will be evaluated for performance annually, with a more detailed review at the end of a three-year term in advance of renewal. Review by the Dean/Institute Director, however, can occur at any time during the term of service.

Chairs and academic program directors may be recruited by the Dean/Institute Director from within the unit, from affiliate units, or through an external search at the direction of the Dean/Institute Director and assent by the Provost. Interim or Acting chairs/academic program directors may be appointed to quickly fill vacancies, but a permanent appointment should be made as soon as possible.

Term of Office. Department chairs and academic program directors (faculty administrators who oversee degree granting programs, see OM 2.4.0.B) shall be appointed for three-year terms and are eligible for reappointment. In general, a maximum of two additional 3-year terms is typical, though in exceptional cases, a chair/academic program director may be appointed by the Dean/Institute Director for additional terms. Before such reappointments, reviews and evaluations of their performance will be obtained from the department/academic program faculty and staff, as well as from appropriate administrative officers and faculty members. The department chair/academic program director can resign or be removed and replaced prior to the end of the term if deemed necessary by the Dean/Institute Director. Chairs/academic program directors who finish their service are not precluded from serving again, after a gap in service of at least three years.

Period of Duty. The department chair/academic program director will be appointed based on the academic year (nine months) with the understanding that additional work necessary for continuity of department/program business will be conducted during the summer months. The department chair/academic program director is always responsible for the performance of department/academic program duties (OM 2.4.0) unless other arrangements are made in writing with the appropriate dean.