

Memo to: All UH-Downtown/PS Holders  
From: Max Castillo, President  
Subject: Appointment of Department Chairs

UH-Downtown/PS 10.A.17  
Issue No. 1  
Effective Date: 01/21/98  
Page 1 of 1

## 1. PURPOSE

This PS describes the terms of appointment for department chairs and the process to be followed in making such appointments.

## 2. POLICY/PROCEDURES

### 2.1 Policy

The university appoints department chairs to manage the daily operations of the academic department and to provide leadership for the academic programs housed within the department. Chairs are responsible for representing the needs of their students, faculty and programs to the administration, and are also responsible for communicating and implementing university policies and procedures at the department level. In matters of educational policy and department governance, chairs work under the shared governance procedures set forth in *PS 01.03*.

The university recognizes that effective leadership at the department level is critical if the university is to be successful in carrying out its institutional mission. Department chairs are selected on the basis of their administrative effectiveness, academic achievement, leadership skills, and commitment to working with students, faculty, other university personnel and external constituencies in carrying out the University of Houston – Downtown's (UHD) mission.

#### 2.1.1 General Qualifications Needed to Serve as Department

Chairs must hold the terminal degree in one of the disciplines represented in the department and hold the rank of either associate professor or professor.

#### 2.1.2 Determination of Procedures to be Used in Selecting an Individual for the Chair Position

The position of department chair may be filled either by an internal search or a search open to both internal and external candidates. The scope of the search will be determined by the tenured/tenure-track faculty in the department and the dean, in consultation with the vice president for academic affairs/provost.

#### 2.1.3 Faculty Participation in the Selection and Evaluation of a Chair

Regardless of the type of search authorized, the selection of the department chair will be accomplished through the joint action of the faculty and the administration.

#### 2.1.4 Terms of Appointment

Chairs hold a regular nine-month faculty appointment with additional summer responsibilities as specified by the university at the time of appointment. Summer compensation is a prorated amount of the base faculty salary. Chairs also receive an administrative stipend on top of their base faculty salary.

#### 2.1.5 Normal Length of Appointment

The appointment is for four years with a maximum of two consecutive appointments.

#### 2.1.6 Performance Review Procedures

The performance of each chair is evaluated by the dean annually according to the provisions of *PS 03.28*. In April of the third year of the chair's appointment, the dean and the tenured/tenure-track members of the department conduct a summary review of the chair's performance.

#### 2.1.7 Performance Review Procedures

Action to end the appointment of a chair may be initiated by the provost or dean at any time during the term of the appointment in consultation with the tenured/tenure-track faculty of the department. The dean also will initiate such action upon written request of two-thirds of the tenured faculty of the department. Once an individual leaves the chair's position, the administrative stipend and the prorated summer salary are removed from the base salary.

#### 2.1.8 Interim Chair Appointment

If the position of chair becomes vacant, the dean, with the approval of the tenured/tenure-track faculty, will recommend to the vice president for academic affairs/provost one of the tenured members of the department for the position. An interim chair may not serve in such a capacity for more than twelve months unless extraordinary circumstances exist and the recommendation for the extension of the appointment is agreed upon by a majority vote of the tenured/tenure-track faculty and the dean.

### 2.2 Procedures

#### 2.2.1 Internal Searches

If a chair's position is to be filled internally, the dean announces the position and a timetable for the search to be completed and requests the chair of the departmental rank and tenure committee to convene an elected search committee from the tenured/tenure-track faculty. The composition of the search committee must reflect as far as possible the diversity of the disciplines in the department. The search committee may add a non-voting member from outside the department. Those faculty members who wish to be considered for the position of department chair submit their name to the dean and to the chair of the search committee. The search committee evaluates the qualifications of each candidate, arranges interviews, discusses the

candidates' qualifications with the dean, conducts the balloting and communicates the results to the faculty and the dean. The person to serve as chair of the department is selected in a secret vote by the current chair and the tenured/tenure-track members of the department who would be evaluated by the chair. The dean recommends the selected individual to the vice president for academic affairs/provost. At the discretion of the tenured/tenure-track faculty of the department, more than one name may be forwarded to the dean who then selects an individual for the chair position and recommends that individual to the vice president for academic affairs/provost. In either case, the vice president for academic affairs/provost takes the recommendation to the president and advises the president on the appropriate course of action. The president approves the terms of appointment to be offered to the candidate and makes the final official offer and appointment. The chair serves at the pleasure of the president. When the dean does not concur with the selection of the faculty, the dean informs the search committee and meets with the search committee to discuss further action.

#### 2.2.2 External/Open Searches

A new faculty member employed by the university to serve as a department chair is subject to the same qualifications given in *Sec. 2.1.1* and the same terms of appointment as a currently employed faculty member. External Searches are conducted according to the procedures set forth for a faculty member in *PS 03.42* (Faculty Employment Policies) except that:

a. the responsibilities normally handled by the department chair are carried out by the college dean and the responsibilities normally handled by the dean are carried out by the vice president for academic affairs/provost.

b. *Sec. 2.2.2 of PS 03.42* is to be modified to read: The search committee is constituted as described in *Sec. 2.2.1*. The search committee is responsible for evaluating candidate's credentials; for setting up, conducting and evaluating interviews; for discussing the candidates in detail with the dean; and for setting up the balloting procedures to determine by secret ballot the individual(s) to be sent forward to the dean. Upon concurrence by the dean, the dean makes a recommendation to the vice president for academic affairs/provost and *Sec. 2.2.4* is followed.

c. *Sec. 2.2.3* is modified to read: If the dean does not concur with the selection of the faculty, the search committee and the dean meet to discuss further action.

## 3. REVIEW AND RESPONSIBILITIES

Responsible Party: Vice President for Academic Affairs and Provost  
Review: As needed

---

President