

MEMORANDUM

TO: Faculty Senate

FROM: The Faculty Affairs Committee



RE: Changes to Section I.A.3.b and Section III.C.4.I of the *Faculty Manual*

DATE: January 27, 2022

The Faculty Affairs Committee was asked to review the section of the *Faculty Manual* that pertains to eligibility to serve as chair of a department or director of a school, as well as who is eligible to express their preferences on the selection of a chair or director. The Faculty Affairs Committee recommends to the Faculty Senate the following changes to Section I.A.3.b and Section III.C.4.I of the *Faculty Manual*.

Clean Copy:

[Proposed Changes Section I.A.3.b:](#)

[b\) Eligibility](#)

Eligibility to serve as a department chair or as a school director is normally limited to career-track and tenure-track faculty at the rank of professor or associate professor. Furthermore, faculty in the career track must have a continuous appointment or a fixed-term contract with a term at least as long as the administrative appointment. If there are fewer than three professors and associate professors in total in the department or school, assistant professors are also eligible to serve as chair or director. Eligibility is neither dependent upon nor restricted by academic seniority, nor is it limited to faculty presently in the unit.

Assuming the role of department chair or school director significantly changes the work assignment for a faculty member. This change in workload balance and its effect on promotion should be formally discussed, at the time of appointment, with the department or school, and college leadership. If pre-tenured faculty take on a major leadership role, the effect this may have on the tenure process and assessment should be discussed in consultation with the appropriate dean. See [Section III.C.4.I](#).

Persons eligible to submit preference forms for department chair or school director are career-track and tenure-track faculty of all ranks who have been members of the department or school for at least one semester, regardless of the location of their assignment. This includes faculty who may be on leave at the time of the search. Faculty in the following categories are *not* eligible to submit preference forms for department chairs or school directors:

- Faculty in the short-term track,
- Faculty who have resigned, been terminated, or notified that they will not be reappointed,
- Faculty with less than a 0.5 FTE appointment,
- Faculty who have retired or who are retiring at the close of the academic or fiscal year.

[Proposed Changes Section III.C.4.I:](#)

[I\) Tenure Clock Extensions](#)

The tenure period is negotiated at the time of hire; however, under certain circumstances, an extension of the tenure period and/or the intensive (i.e., 3rd-year) review may be granted under certain circumstances as described below.

1) Faculty members on the tenure track may request a one-time term extension for extraordinary circumstances, such as an unanticipated lack of available resources, serious illness, family emergency, and/or elder or dependent care when the faculty member is a caregiver. In addition, faculty who assume a significant leadership role may request an extension of the tenure clock; however, in this instance the role that the leadership position will play in the tenure assessment should be clearly articulated by the dean of the appropriate college and conveyed to the Office of the Provost.

Requests for an extension should be in writing in the form of a memo signed by both the petitioning faculty member and department chair.

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[Proposed Changes Section I.A.3.b:](#)

[b\) Eligibility](#)

~~Service-Eligibility to serve as a department chair or as a school director is normally limited to career-track and tenure-track faculty at the rank of professor~~s~~ or and associate professor~~s~~ in departments in which three or more persons have such rank. Furthermore, faculty in the career track must have a continuous appointment or a fixed-term contract with a term at least as long as the administrative appointment. If there are fewer than three professors and associate professors in total in the department or school, assistant professors are also eligible to serve as chair or director. Eligibility is ~~not~~ neither dependent upon nor restricted by academic seniority, nor is it limited to faculty presently in the unit members of the present staff.~~

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~~Persons eligible to express their preferences submit preference forms for department chair or school director are career-track and tenure-track faculty of all ranks who have been members of the department or school for at least one semester department tenured faculty of all ranks, tenure-track and clinical departmental faculty, regardless of the location of their assignment, including those on leave who have been members of the department faculty for more than one semester. Faculty on adjunct appointments, faculty who have resigned, been terminated, or notified that they will not be reappointed, and faculty who are retiring at the close of the academic or fiscal year or who have retired are not eligible to express their preferences for department chairs. This includes faculty who may be on leave at the time of the search.~~

Faculty in the following categories are *not* eligible to submit preference forms for department chairs or school directors:

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[Proposed Changes Section III.C.4.I:](#)

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Original:

[Section I.A.3.b:](#)

b) Eligibility

Service as a department chair or school director is limited to professors and associate professors in departments in which three or more persons have such rank. If there are fewer than three, assistant professors are also eligible. Eligibility is not dependent upon or restricted by academic seniority nor is it limited to members of the present staff.

Persons eligible to express their preferences for department chair are department tenured faculty of all ranks, tenure-track and clinical departmental faculty, regardless of the location of their assignment, including those on leave who have been members of the department faculty for more than one semester. Faculty on adjunct appointments, faculty who have resigned, been terminated, or notified that they will not be reappointed, and faculty who are retiring at the close of the academic or fiscal year or who have retired are not eligible to express their preferences for department chairs.

[Section III.C.4.I:](#)

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