

AP242 - Appointment of Department Chairperson

Associated Board Policy: 242.00

Procedure Owner: VP of Academic Affairs

Related Procedures: None

I. Procedure Scope and Purpose

This procedure addresses the process for appointment of department chairpersons. The department chair operates under the jurisdiction of the Vice President of Academic Affairs and provides leadership and management of the faculty and activities within the designated academic department. The duties of the Department Chairperson shall be assigned to a full-time faculty member in each department by the President in consultation with the department faculty and the Vice President of Academic Affairs. Exceptions to full-time faculty appointments must be approved by the Academic Affairs Council. Such appointments shall continue for as long as there is evidence of satisfactory performance, based upon regular evaluations by the department faculty, and the Vice President of Academic Affairs.

II. Definitions

Academic department: An academic department is a division of the College or College faculty devoted to a particular academic discipline or disciplines.

Academic programs: Academic programs refer to specific types of degree paths or transfer pathways.

Academic program review: Academic Program/Discipline Review is a process of reflection, data gather, and analysis conducted for the purpose of improving academic program/discipline quality and to document academic program/discipline progress.

Full-time faculty: Is a professional employee as defined by K.S.A. 72-5413 according to the negotiated Master Agreement

III. Procedure

A. Selection of the Department Chairperson

1. The Department Chairperson shall be selected and appointed through a nomination process whenever it is requested by either: a majority of the departmental faculty members, the Department Chairperson, or the Vice President of Academic Affairs.
2. Whenever it is determined that a selection should be made, each faculty member and the Vice President of Academic Affairs shall have an opportunity to submit nominations or applications for the position of Chairperson to the Vice President of Academic Affairs.

3. In the event that there are two or more nominations/applications acceptable for the position, the department faculty will be surveyed by the Vice President of Academic Affairs. In such case where there is not a suitable or willing full-time faculty to serve, another full-time designee can be appointed.
4. The results will be reviewed by the Vice President of Academic Affairs, who shall submit the names of the final nominees in ranked order, to the President.
5. The President, in consultation with the Vice President of Academic Affairs, shall select and announce the appointment.


B. Evaluation of Department Chairperson

1. The Department Chairperson shall be evaluated every three years using the Academic Program Review cycle for departments, unless a request is made for an immediate evaluation by a majority of the department faculty, the Department Chairperson, or the Vice President of Academic Affairs.
2. The evaluation form shall be based upon the job description of the Department Chairperson.
3. Department Chairpersons will be evaluated by (a) Self, (b) Members of the Department, and (c) the Vice President of Academic Affairs.
4. The Vice President of Academic Affairs will tabulate the evaluation and review the results with the Department Chairperson.
5. After the review and consultation, a decision is made to (a) keep current Chairperson, (b) keep current Chairperson but on one-year review status, (c) elect new Chairperson.

IV. Effective Date(s)

This procedure first became effective 10/11/2022

V. Signature and Title

This procedure is implemented by: 

Title: Vice President of Academic Affairs