

**NORTHERN KENTUCKY UNIVERSITY**

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**DEPARTMENT CHAIR  
/SCHOOL DIRECTOR  
HANDBOOK**

**Approved by Board of Regents  
November 15, 1995**

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**PREAMBLE**

The Department chair/School director is an administrator and a member of the faculty with major responsibility for leadership of an academic unit. This leadership is exercised through constructive concern for the academic performance of the department/school in light of goals and missions set by the disciplines, the college, and the University. The chair/director must be thoroughly involved with academic planning and with faculty development to ensure the continued vitality of the department/school.

**SECTION ONE**

**RESPONSIBILITIES OF DEPARTMENT CHAIRS/SCHOOL DIRECTORS**

- I. **Program Maintenance, Development, and Evaluation**

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outlined in Faculty Recruitment Procedures.

3. Evaluate needs for additional faculty and report the results of such evaluations to the dean along with an appropriate justification for the request for new faculty.
4. Provide leadership in the development of professional goals of the faculty and goals of the department/school, the college, and the University.
5. Communicate college and University policies to faculty and implement and monitor all department/school, college, and University policies.
6. Hear and assess faculty concerns on all University matters; present faculty concerns and problems to other members of the administration.
7. Conduct annual performance reviews for all tenure-track and non-tenure-track renewable department/school faculty; evaluate faculty



- e. Gather student feedback on appropriate department/school matters.
- f. Disseminate information (e.g., curricular requirements for major and/or minor, employment opportunities, graduate programs, upcoming seminars) to students.
- g. Inform department/school majors of changes in courses and curricula; inform appropriate offices of approved changes in major or other requirements.
- h. Insure that faculty members are aware of the policies and procedures of the Student Code of Rights and Responsibilities, especially those sections relating to Academic Policies and Procedures.
- i. Respond to student grievances and appeals.

V. **Other Responsibilities of Chairs/Directors**

Chairs/directors will:

- a. Encour







his/her discipline. Searches will generally follow the procedures in use for faculty and/or administrative searches.

e. Interviews

The Search Committee will select at least three candidates for on-campus interviews. Appropriately qualified women and minorities should be given full consideration for an interview. At the conclusion of the interview, the Search Committee will report to the dean which candidates are acceptable. The dean will meet with the search committee, at which meeting the committee members may express their preferences to the dean. As always, the dean may seek consultation with the faculty of the department/school before making a recommendation. If the dean agrees with the committee's recommendation, he/she will recommend a candidate to the provost. If none of the candidates is acceptable to the committee or to the dean, other candidates may be interviewed or a new search may be initiated. In no case

contract will go into effect.

g. Terms of Appointment

- i. A term of appointment for an academic department chair/school director is four years. Continuing in the position from year to year within any term is contingent upon annual reviews by the department/school faculty and evaluation and approval by the dean.
- ii. Department chairs/school directors are initially appointed for a single term (See #1.)
- iii. The dean, in substantive consultation with the department/school and the provost, may reappoint a chair/director for additional terms.
- iv. Re-appointment for additional terms must be approved by the dean and the provost.

III. **Internal Search**

If the internal appointment of a chair/director is required by institutional constraints and the appointment is to be continuing, affirmative action procedures appropriate to internal searches will be followed. Furthermore, to insure fairness, the position announcement, candidate qualifications, interviews, and appointment will conform as closely as possible to the criteria for external searches.

IV. **Acting Chairs/Directors**

If a vacancy is to be filled by an acting chair or director, the dean, in consultation with the department/school faculty, will recommend to the provost a member of the NKU faculty to serve until a continuing appointment can be made. Acting chairs/directors will serve on a semester-to-semester basis; the dean must recommend their remaining in the position until circumstances permit the appointment of a continuing chair/director. However, no one shall remain as acting chair/director for more than 24 months. Should an acting chair/director be appointed to the permanent position following an

writing in advance of, or in conjunction with, the appointment.

### SECTION THREE

#### TERMS OF APPOINTMENT OF CHAIRS/DIRECTORS

I. **Review**

After consultation with the department/school faculty and other appropriate persons, the dean will conduct an annual performance review based upon the duties of the chairs/directors delineated in this handbook. Recommendations by the dean for continued appointment and salary increases will be based upon the findings articulated in the performance review. Apart from the normal review process, the dean, the chair/director, or a majority of the department/school faculty may request a formal review of performance at any time, for the purpose of determining whether the chair/director should continue in the position. The procedure for this review will be written by the dean, in consultation with the chair/director and department/school faculty, prior to the review taking place. Prior to the end of a contract year, following consultation with the tenured faculty of the department/school and others as appropriate, a chair/director may be relieved of his/her duties by the dean, and the position declared vacant.

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such service alone cannot justify a positive case for promotion. Chairs/directors seeking promotion should work closely with their Dean to plan their progress towards reaching this goal and find ways to reserve time to focus on scholarship.

- b. If a chair/director is appointed from outside the university without tenure, performance will be reviewed by the dean and the department/school at or near the end of the first academic year of the appointment. In fall of the

faculty base prior to the addition of 25% plus salary increases during the period of the administrative appointment.

3. Administrative Stipends

Chairs/directors will receive a standard chair/director stipend amount that will be clearly defined on the appointment form. The current amount is \$3,000. This amount is separate from the 12-month salary and may not be included for annual raise calculations. The \$3,000 stipend is lost upon relinquishing the position of chair/director.

b. Calculation of Salary Increases

Annual raises shall be computed on a chair/director's 9-month salary plus 33 percent as determined by the appropriate college dean in light of performance.

c. Reversion to Regular Faculty Status

When **returning** to regular faculty status, a department chair/school director shall receive 85 percent of the total of her or his ~~faculty salary~~ ~~base and 12-month compensation supplement~~, after the annual salary raise for the following year has been added to the salary. Department chairs/school directors m

e. Contract Format

All contracts shall state as separate items the amount related to components described above (i.e. faculty salary base as recalculated annually, 12- months compensation supplement as recalculated annually, and the administrative stipend). The total aggregate salary also shall be stated clearly on the contract.

V. **Annual Leave**

- a. Annual leave begins accruing on a pay period basis from the initial date of appointment to the position of department chair/s12 0 20 0 612 [a]7(ppoi)7(nt)7(m)-1912 0 612 7





and accomplishments during the leave and their application to the recipient s responsibilities at Northern Kentucky University. This report will be due within three months after return from leave and will be filed with the appropriate dean.

VII. **Procedures and Evaluation for Leaves**

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return to faculty status or an academic year leave with half salary based on the academic year salary (and, in either case, full benefits) to facilitate re-entry into a teaching position, provided that neither a chair/director sabbatical leave has been taken during the previous four years. Chairs/directors returning to faculty may also apply for a sabbatical leave based on the criteria and process outlined in the Faculty Policies and Procedures Handbook.

#### SECTION FOUR

#### **DEPARTMENT/SCHOOL PROGRAM COORDINATORS**

Upon approval of the dean and in consultation with department/school faculty, chairs/directors may appoint program coordinators, directors, or others to whom certain specific administrative duties of the chair are assigned.





