

**Proposal
Chair Review Process for the
Department of Sociology**

Passed unanimously by the Sociology bargaining unit faculty on 2-3-06

Purpose

To state the process and content of the Sociology Chair review to be conducted every four years for a continuing Chair pursuant to Article 7 (Governance), Section 5 of the AAUP/UA contract available at <http://www.akronaap.org/negotiations/ta/Art7GovernanceTA11-05-05.pdf>

Chair Review Committee

The Chair Review Committee shall consist of four members of the bargaining unit faculty of the Department: two elected by the faculty, one appointed by the Dean, and one appointed by the Provost. The Committee of four will meet to select a Committee Chair who will coordinate all duties of the Committee.

Committee Duties

- 1) The Committee shall request from the Chair an open-ended written response to four questions.
 - a. How successful have you been in fulfilling the role of Chair and completing the most important tasks as Chair (including management of the Department)?
 - b. How successful have you been in working with faculty of all ranks, graduate students and staff to meet the mission of the Department of Sociology regarding research, teaching and service?
 - c. How successful have you been in encouraging efforts to increase our national visibility?
 - d. How successful have you been in continuing with your own research, teaching and service?
- 2) The Committee shall arrange for the Chair to make his or her vita available to all members of the department.
- 3) The Committee shall distribute a questionnaire to all members of the Department and invite written responses from all members. The Committee will then assemble these responses into one document for review by the bargaining unit faculty. The questionnaire shall be anonymous and identifying responses will be confidential (no names shall be requested) (pursuant to Article 7, section 5, part A.iii). Responding to the questionnaire is voluntary.

While the questions will be the same for all departmental members, the committee will summarize the responses in a way that ensures that each constituency's responses are accurately represented and anonymity is preserved. This may lead to the assembling of

responses: 1) full-time bargaining unit faculty; 2) non-bargaining unit faculty; 3) graduate students; and, 4) staff. A smaller number of groups will be used if anonymity would be compromised. This summary of the evaluations (pursuant to Article 7, section 5, part A.iii) will be made available to all bargaining unit faculty who meet to deliberate during the final Chair review meeting(s).

Note: Department auxiliary faculty, staff and graduate students are not part of the bargaining unit and can have no vote in the final review. However, they are crucial to the successful operation of the Department and many have daily contact with the Chair. Their opinions are important to the bargaining unit faculty and they will have the opportunity to respond to the questionnaire.

The questionnaire shall include, but does not have to be limited to the following:

How successful has the Chair been in...

- a. Fulfilling the role of Chair and completing the most important tasks as Chair (including management of the Department)?
- b. Working with faculty of all ranks, graduate students and staff to meet the mission of the Department regarding research, teaching and service?
- c. Encouraging efforts to increase the Department's national visibility?
- d. Continuing with her/his own research and grant work?
- e. Any additional comments
- f. In conclusion, would you recommend that the Chair continue for four more years? Yes No

Chair Review Meeting

The Committee shall arrange for all bargaining unit faculty to meet to review the results of the questionnaires and deliberate whether the Chair shall be recommended to the Dean and Provost to serve four more years as Chair of the Department. A majority vote of the bargaining unit faculty shall constitute a positive recommendation to the Dean for the Chair to continue.

The summary document assembling responses by all groups, as well as the Chair's responses to questions, shall be made available to bargaining unit faculty for review before the meeting.

Because of the important role non-bargaining unit faculty play in the success of the Department, they shall select a representative to participate at the review meeting. This representative will receive a copy of the summary report. While the contract excludes this representative from voting, her/his opinions will be solicited; this group's opinions have traditionally have been important. Non-bargaining unit faculty have the option of meeting anytime before the review meeting to formalize positions for their representative to present at the review meeting; but such a meeting is not required.

Because this is a personnel matter, a graduate student representative will not participate in the chair review meeting deliberations. Graduate students will participate in the questionnaire process. A previously elected "graduate student representative to department meetings" does, however, have the option of surveying graduate students and requesting to present issues, concerns or support for the Chair (representing graduate student opinions) at the beginning of the Chair Review meeting. However, they may not be present during committee deliberations.

Staff also will participate in the questionnaire process. The most senior member of the support staff does, however, have the option of surveying staff and requesting to present issues, concerns or support for the Chair (representing staff opinions) at the beginning of the Chair Review meeting. However, they may not be present during committee deliberations.

The Chair shall not attend the Chair Review meeting.

Individual questionnaires will be available to bargaining unit faculty to review if they so desire.

Additional meetings may be required depending upon the extent of the deliberations.

Each bargaining unit faculty member shall have one vote.

Bargaining unit faculty who are unable to attend may submit a written proxy vote.

Members of the Chair Review Committee shall communicate to the Department Chair the results of the vote and any other information/issues the faculty would like communicated to the Chair.

Pursuant to Article 7, section 5, part A-iv, the Review Committee shall report it's recommendation to the Dean. This recommendation and any accompanying narrative shall first be circulated to bargaining unit faculty to assure that the vote and the narrative is representative of the meeting deliberations.

Questionnaires and a record of the votes shall be kept on file in the Department as part of the Department's permanent records.