2.4.1 Appointment and Tenure of Department Chairs and Academic Program Directors Policy Statement

Policy Statement

1. **Appointment.** Departmental chairs and academic program directors are appointed by the Dean/Institute Director, after consultation with all department faculty members and staff, and the approval of the Provost. Initial appointments are to three-year terms and are eligible for re-appointment by the Dean upon evaluation of their performance. Terms normally start at the beginning of the Clarkson fiscal year (July 1). Chairs and academic program directors serve at the pleasure of the president. Department Chairs and academic program directors will be evaluated for performance annually, with a more detailed review at the end of a three-year term in advance of renewal. Review by the Dean/Institute Director, however, can occur at any time during the term of service. Chairs and academic program directors may be recruited by the Dean/Institute Director from within the unit, from affiliate units, or through an external search at the direction of the Dean/Institute Director and assent by the Provost. Interim or Acting chairs/academic program directors may be appointed to quickly fill vacancies, but a permanent appointment should be made as soon as possible.

2. **Term of Office.** Department chairs and academic program directors (faculty administrators who oversee degree granting programs, see OM 2.4.0.B) shall be appointed for three-year terms and are eligible for reappointment. In general, a maximum of two additional 3-year terms is typical, though in exceptional cases, a chair/academic program director may be appointed by the Dean/Institute Director for additional terms. Before such reappointments, reviews and evaluations of their performance will be obtained from the department/academic program faculty and staff, as well as from appropriate administrative officers and faculty members. The department chair/academic program director can resign or be removed and replaced prior to the end of the term if deemed necessary by the Dean/Institute Director. Chairs/academic program directors who finish their service are not precluded from serving again, after a gap in service of at least three years.

3. **Period of Duty.** The department chair/academic program director will be appointed based on the academic year (nine months) with the understanding that additional work necessary for continuity of department/program business will be conducted during the summer months. The department chair/academic program director is always responsible for the performance of department/academic program duties (OM 2.4.0) unless other arrangements are made in writing with the appropriate dean.

History

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