



Indiana University
Purdue University
Fort Wayne

Guidelines for the Selection, Appointment, and Review of Department Chairs

The purpose of these guidelines is to outline procedures for the selection, appointment and review of academic department chairs at IPFW. The guidelines are based on the twin principles of faculty participation and administrative accountability and are consistent with Senate documents related to the review of academic department chairs (SD 92-13, SD 97-13, and SD 97-23).

Chair Selection

1. When a vacancy in a department chair position occurs, the dean will consult with the department and recommend to the VCAA whether to proceed with an internal or external search (or both) for a replacement.
2. The department will follow its own governance procedures for conducting an internal search. If the search is external, the department will follow all University rules and regulations for conducting administrative searches. Every candidate brought to campus for a chair position must meet with the Vice Chancellor for Academic Affairs during the interview visit.
3. The process is expected to culminate in a recommendation from the department to the dean. The dean may require that the names of all acceptable candidates be forwarded in rank order.
4. In turn, the dean will make a recommendation to the VCAA who will recommend to the Chancellor for final approval.

Chair Appointment

1. Chairs will serve subject to the favorable outcomes of annual performance reviews and periodic comprehensive reviews as defined below.
2. The terms of appointment (e.g. 11 or 12 month appointment, salary increments, FTE assignment) for chairs will follow the guidelines of OAA No. 98-1.
3. Chairs will receive a formal letter outlining the terms of appointment.

Chair Review

1. The chair's performance will be reviewed annually by their dean, following procedures and criteria set by the dean.
2. The chair's administrative performance will be evaluated through a comprehensive review process every three to five years (or as recommended by the dean). Comprehensive reviews will involve asking faculty and other groups identified by the chair and dean to evaluate the chair's administrative performance against specific review criteria determined by the dean in consultation with the chair.
3. Criteria for both annual and comprehensive reviews should be adapted from OAA No. 98-2 regarding the duties of chairs.

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