

Approval Date: December 11, 2009

Most Recent Editorial Date: July 27, 2016

Parent Policy: [Recruitment Policy](#)

## Department Chairs Review Procedure

<b>Office of Administrative Responsibility:</b>	Office of the Provost and Vice-President (Academic)
<b>Approver:</b>	General Faculties Council Executive Committee
<b>Scope:</b>	Compliance with University procedure extends to all members of the University community.

### Overview

With respect to the procedures for the review of Department Chairs, the Board and GFC delegate their approval authority to the GFC Executive Committee for all matters of a routine editorial nature. For matters of a substantive nature, the GFC Executive Committee shall recommend to the Board Human Resources and Compensation Committee (BHRCC). The Provost and Vice-President (Academic) will determine what is of a routine/editorial or substantive nature.

These authorities over procedures are related to the appointment of academic staff and embrace senior administrators including Department Chairs.

### Purpose

To detail the procedure for the review of Department Chairs.

## PROCEDURE

### 1. INSTIGATION OF REVIEWS

Review may come about in three (3) ways:

a. In anticipation of an end of term if provided for in the terms of appointment. (Such a review should serve two purposes. The first is the traditional one of determining if an appointment is to be renewed. The second is to provide an opportunity for an incumbent to obtain an objective and helpful assessment, which may not be available by other means.)

The term of office for a Department Chair shall not exceed five (5) years.

In accordance with the *Department Chair Selection Procedure*, review procedures will only be used instead of selection procedures at the end of a term when a Faculty Council has adopted regulations that review procedures will be used in that Faculty and such regulations have been approved by GFC. A certain amount of flexibility may also be permitted. For example, a Faculty may propose using selection procedures in some cases and review in others. Alternate procedures have been adopted by Faculty Councils and approved by GFC.

The process of review in anticipation of the end of a term is initiated by the Dean of the Faculty concerned. The process must be initiated at least six (6) months prior to the end of the incumbent's term. If a review is carried out, the decision must be reached no later than two months after the formation of the committee.

b. During the term at the joint initiative of the Provost and Vice-President (Academic) and Dean of the Faculty.

c. During the term by petition, as follows:

- i. Petitions for review of Department Chairs shall be submitted to the Dean.
- ii. Where the petition is signed by a majority of **faculty members** in the Department, the Dean must establish the appropriate review committee.
- iii. Where the petition is not signed by a majority of faculty members in the Department, the Dean shall decide in conjunction with the Provost and Vice-President (Academic) whether or not a review committee shall be established.

## 2. CONTINUING APPOINTMENTS

In the case of those officers whose appointments were made prior to the development of these procedures and whose appointments as officers are on a continuous basis, performance review procedures will be used and such reviews will be carried out every five (5) years.

## 3. PERFORMANCE EVALUATIONS

The specifics of evaluating performance of an incumbent Chair with a view to reappointment fall within the jurisdiction of the review or selection committee. The review should be largely based on an evaluation of the individual's administrative performance. However, it should also be based upon the belief that teaching and research work are continuing commitments of all academics, whether or not they occupy administrative positions. While it is expected that a Chair remain active in at least one of these areas, the extent of such participation will be greatly influenced by the administrative needs of the specific Department or Faculty.

## 4. COMPOSITION OF REVIEW COMMITTEES

- a. All reviews shall be carried out by a duly constituted review committee. Normally, the composition of the committee, the quorum and related matters shall be the same as for selection committees.
- b. Once members have been elected, the Provost may name one additional full-time faculty member to the review committee to ensure broad representation across the Faculty. The Provost shall consult with the Chair or the Vice-Chair of the GFC Nominating Committee.
- c. Notwithstanding the provisions of 4a (above), in the case of the review of a Department Chair, the incumbent shall not be eligible to vote in the election of departmental representatives to serve on the review committee.

## 5. REVIEW PROCEDURES

### a. General

- i. The review committee shall obtain information about the effectiveness of the incumbent and the desirability of reappointment or continuation. As a minimum, the committee shall solicit submissions from the staff of the Department or Faculty in this regard.
- ii. All submissions shall be in writing and signed; the review committee shall make every effort to ensure confidentiality.
- iii. The relevancy of all materials submitted shall be determined by the review committee.
- iv. After the relevancy of all material submitted has been determined by the review committee, the chair of the review committee shall then provide in writing to the incumbent a summary of that material. Comments contained in this summary shall not be attributed to any person(s).

- v. The incumbent shall be invited to submit an oral or written presentation, or both, concerning his or her performance.
- vi. After sufficient discussion, the chair of the review committee polls the committee to reach a "preliminary decision" in the case. If the "preliminary decision" is that the recommendation be to offer an additional term to the incumbent (or to continue in office in the case of a review under 1.b. or 1.c.), then this constitutes the decision of the review committee in the case.
- vii. The Dean of the Faculty has the authority to accept or reject the committee's recommendation. If the Dean accepts the recommendation, the Dean offers the reappointment to the incumbent and, following the incumbent's acceptance, advises the Provost and Vice-President (Academic). The Provost and Vice-President (Academic) formally advises the candidate on behalf of the University.
- viii. If the Dean of the Faculty doesn't accept the committee's recommendation, the Dean will explain their reasons to the committee and to the incumbent. A selection committee will then be established.

**b. Review Procedures Following a Negative Recommendation**

Where the "preliminary decision" of the review committee is not to recommend an additional term (or not to continue in office in the case of a review under 1.b. or 1.c.) the chair of the review committee immediately adjourns the hearing and the following procedures are then followed prior to the reconvening of the committee.

- i. The chair of the review committee advises the incumbent of the "preliminary decision". The chair also selects a time to meet with the incumbent to discuss the situation.
- ii. The chair invites the incumbent to make submissions to the review committee. The submissions may be in writing and/or in person and may introduce material not previously before the review committee. The chair also invites the incumbent to submit a list of persons who may have information of value to the committee.
- iii. After sufficient discussion, the chair polls the review committee to reach a final decision on the case and makes the recommendation to the Dean of the Faculty.
- iv. The Dean of the Faculty has the authority to accept or reject the committee's recommendation. If the Dean accepts a positive recommendation, the Dean offers the re-appointment to the incumbent and, following the incumbent's acceptance, advises the Provost and Vice-President (Academic). The Provost and Vice-President (Academic) formally advises the candidate on behalf of the University.
- v. If the Dean doesn't accept the committee's positive recommendation, the Dean will explain their reasons to the committee and to the incumbent. A selection committee will then be established.

**c. Report to the Board**

The Provost and Vice-President (Academic) will provide the Board with an annual report of Chair re-appointments.

**DEFINITIONS**

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [▲Top](#)

<b>Faculty Members</b>	A faculty member means a full-time faculty member (from Category A1.1 or A1.6) who is employed at the University under the terms and conditions of the Board/AASUA Agreement – Faculty. See Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues
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**FORMS**

There are no forms for this Procedure. [\[▲Top\]](#)

**RELATED LINKS**

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[Recruitment Policy \(Appendix A\) Definition and Categories of Academic Staff, Administrators and Colleagues \(UAPPOL\)](#)