

Re-Appointment of Chairs
College of Engineering and Computer Science (CECS)

Chair reviews typically occur in the fifth year of the chair's term. Scheduling of reviews is the responsibility of the dean. The review process typically takes 2-3 months. The review process is described below:

1. The dean meets with the unit chair to discuss re-affirmation of their common interest to proceed with a review and potential re-appointment. The review process is discussed with the unit chair. A chair may rescind their re-affirmation at any point in this process.
2. The dean informs faculty and staff members of the unit about the proposed re-appointment process.
3. A committee (Review Committee) is formed. The Review Committee is chaired by one of the College's associate deans or another UCF faculty member at the dean's discretion. The Review Committee will be appointed by the dean.
4. The dean charges the committee.
5. The unit chair provides to the Review Committee a succinct package that includes: Vision, Mission, Goals of the unit, Major Accomplishments in the last 5 years (connecting these to the unit's goals and/or the College/UCF goals), and Vision for the unit in the next 5 years; a current Vita should also be provided. The package becomes available to unit's stakeholders.
6. The Review Committee will create, in consultation with the dean, appropriate questionnaires for the faculty and staff of the unit as well as other unit stakeholders.
7. The unit's chair will present to the faculty, staff members, Review Committee, other unit's stakeholders his/her past accomplishments and vision for the unit (next five years).
8. The created questionnaires will be distributed to appropriate stakeholders (unit's faculty, unit's staff, CECS chairs, unit's Industry Advisory Board, unit's undergraduate and graduate students, other stakeholders) after the chair's presentation.
9. Stakeholders' feedback (questionnaire) is collected by the Review Committee.
10. The Review Committee reviews all the collected materials and creates a report for the dean. The report should include a balanced (i.e., addressing both areas (Accomplishments, Vision) of the chair's strengths and possible areas for improvement) analysis for the chair and a summary of the questionnaire responses. The chair has one week to respond to the Review Committee's report. Any response will be appended to the final report. This report and the chair's response should be appropriate to be released to the faculty and the public according with Florida statutes, concerning evaluation materials.
11. A vote is conducted, administered by the chair of the Review Committee, by all the unit's faculty regarding the chair's re-appointment. This vote shall be by secret ballot using the Reappointment Ballot contained in this document.
12. The dean may meet with the unit's stakeholders during the review or after the report is completed to permit direct communication. The dean reviews all materials and decides about re-appointment. The Review Committee's report, other input and the vote are advisory to the dean. The final decision as to whether to re-appoint is made by the dean.

Department Chair Reappointment Ballot
College of Engineering and Computer Science

IMPORTANT: After making your choice below, place this ballot in a blank envelope. Then place the blank envelope inside a second envelope labeled "From: Your Name," and deliver to the dean's administrative assistant, HEC 114.

(Your name will be checked off the list as having voted but the blank envelopes will be separated from the identifying information before opening to preserve anonymity).

Department: _____

Which of the following best expresses your wishes concerning the current chair?

Renew Appointment: _____

Do Not Renew Appointment: _____

Abstaining: _____

Explain Briefly the Reasons for your Re-Appointment Decision: