

**College of Health Professions and Sciences  
Policy & Procedure Manual**

<b>SUBJECT:</b>  <b>Dean's Administration:</b> Reappointment of School Director/Department Chair	<b>Effective Date:</b> 9/30/2019	<b>Policy Number:</b> 1.04
	<b>Supersedes:</b> n/a	Page 1 of 3
	<b>Authority:</b> Dean	

**DATE OF INITIAL ADOPTION AND EFFECTIVE DATE**  
9/30/2019

**APPLICABILITY/ACCOUNTABILITY**  
Dean

**PURPOSE**

In order to best serve the administration of the college, it is imperative that there is a systematic review of the college's school directors/department chairs.

**POLICY STATEMENT**

Each year directors/chairs will be reviewed by the dean of the College of Health Professions and Sciences (CHPS) and receive an annual evaluation. At the beginning of the final year of a director's/chair's appointment (fifth year of term unless initiated earlier by request), the dean will ask him/her if a reappointment is desired. If so desired, the dean will initiate the process for a review of their appointment as director/chair. This review may also begin at any another time, as determined by the dean, as an interim review. The policies and procedures are in accordance with UCF Faculty Senate Resolution 2015-2016-3 Appointment and Evaluation of Chairs/Unit Heads.

**PROCEDURES**

The appointment of the review committee and initiation of the evaluation should begin in September.

A review committee will be selected as follows:

- I. The committee shall consist of three tenured faculty members in the college, none a sitting director/chair and none from the unit under review.
- II. The dean will provide the unit with a list of eligible committee members.
- III. From the list of eligible committee members, both the unit faculty and the director/chair will submit a list of five acceptable names to the dean, who will select three members from the submitted lists, with at least one from each group's list.
- IV. The dean will designate one of the selected committee members to chair the committee.

The review of the director/chair will consist of the following duties to be performed by the committee:

- I. Evaluation of previous unit annual reports and relevant information from the UCF Five-year Fact Book.
- II. Solicit input from the full-time faculty and staff regarding the chair's/director's performance. Input should include both closed and open-ended questions and can include, but is not limited to, an assessment of the director's/chair's leadership and ability in the following areas:
  - a. Creates/implements the unit's strategic implementation plan;

- b. Receives suggestions and criticism regarding unit issues;
  - c. Advocates for the unit in the community and within the university;
  - d. Administers the unit budget impartially;
  - e. Keeps faculty and staff informed about decisions, policies, and events which will affect them;
  - f. Involves faculty and staff in departmental policy making;
  - g. Helps faculty and staff in the development and implementation of identified solutions;
  - h. Promotes a work environment conducive to cooperation, mutual trust, and high morale;
  - i. Is just and equitable in his/her role in such personnel matters as the annual evaluation, promotion, and tenure;
  - j. Is regularly available for questions and conferences;
  - k. Promotes cultural diversity among faculty, staff, and students;
  - l. Maintains positive relationships with the local professional communities; and
  - m. Upholds ethical standards.
- III. Conduct a confidential retention vote by faculty. That vote will be unrecorded, and the results will be known only to the dean. Eligible voters include all full-time non-visiting faculty, but eligibility may be extended by vote of all eligible faculty.
  - IV. Solicit written or verbal input from non-departmental sources (if appropriate)
  - V. Solicit input from the chair/director regarding their performance regarding the areas outlined above.

After collecting the information above, the committee will issue an evaluative report that will include the data collection process, the strengths and weaknesses of the director/chair, and the general findings of the confidential vote concerning appointment or reappointment of the director/chair. The actual votes and tally should not be included in the evaluative report but should be provided directly to the dean.

Prior to submitting the final evaluative report to the dean, the review committee shall provide a draft copy of the report to the director/chair under review. The director/chair will then be given five working days to read the report and provide a written response, if desired. Any such written responses will be appended to the final evaluative report, which will be submitted to the dean of the college by the review committee. The evaluative report should be delivered to the dean by the first week of December.

The review committee will also prepare a summary of the final evaluative report. This summary should be appropriate for release to the faculty as well as to the public in accordance with State of Florida Statutes concerning evaluation materials. The summary report will not contain the numerical results of the faculty vote on renewal or non-renewal of the director/chair. The summary report will be distributed to the faculty of the department of the director/chair under review and a copy will be placed in the appendix of the final report. A cover letter from the dean will accompany the summary report sent to the faculty, informing them that they have five working days to submit written comments concerning the report, if they desire. Any such comments received from faculty will also be appended to the final evaluative report.

The decision about whether to retain the director/chair should be based on the director's/chair's past performance and their ability to lead the unit moving forward. When making the decision regarding the director's/chair's reappointment, the dean will consider input from a variety of sources, including: (1) the committee evaluative report; (2) the director's/chair's annual evaluations since the term began; (3) members

of the community; and (4) others from outside the department (i.e., other unit leaders from the college or from other colleges at UCF, staff, administrators).

If the dean decides that the current individual should not be reappointed based on the feedback from the sources listed above, an interim director/chair will be appointed, and/or a search for a new director/chair will begin.

The dean will arrange a personal meeting with the director/chair to notify him/her of the results of the feedback and the decision to reappoint or not reappoint. As the school director and department chair roles are administrative (which are non-unit positions), these decisions are not subject to the collective bargaining agreement and cannot be grieved.

Except under special circumstances, no one with another administrative appointment should serve concurrently as a (non-interim) department chair/school director, and no (non-interim) department chair/school director should serve concurrently in any other administrative position.

**Reviewed/Approved by:**  
CHPS College Council 9/30/2019

**Approved by:**

  
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Dean, College of Health Professions and Sciences

10/1/2019  
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Date