NOTES ON DEPARTMENT HEAD REVIEWS

Reference: University Rule 12.99.99.M6, Faculty Participation in the Selection, Evaluation and Retention of Department Heads

1. Reviews must occur after the 2nd and 4th years, then once every 4 years thereafter.

2. The Dean’s Office notifies the department head of an upcoming review.

3. The dean calls a general departmental faculty meeting to implement the process, provide information and answer questions.

4. Departmental faculty are encouraged, and provided the opportunity to convey their opinions and related facts to the dean, and/or his/her designate(s), in person or via memo. This information is considered highly confidential.

5. A poll (via secret ballot) of departmental faculty is conducted by the manager of faculty services on whether the department head should continue in office. The poll is conducted for a 5 business day period, with one week advance notice of the voting dates. Many of the confidential faculty comments are relayed during this poll.

6. Eligibility to vote is determined based on the Faculty Senate Constitution:

   For purposes of the Faculty Senate, individuals eligible for election shall be all faculty employed by Texas A&M University (1) whose appointment was approved by the Provost of Texas A&M University, (2) whose faculty appointment at TAMU is the person’s primary long-term position and (3) who is employed on the College Station campus or one of its branch campuses with an annual FTE of at least 0.75. Other academic appointees who receive full-time salary from funds appropriated as teaching or library salaries, and retired faculty members who teach on the College Station campus shall also be counted as faculty. In the case of questioned status under this provision, the decision of the Faculty Senate shall be final.

7. Per University Rule, the Faculty Senate Engineering Caucus leader is notified of the process and asked to assist with the ballot count. A non-departmental member of the Faculty Senate or EFAC is also asked to assist with the ballot count. The manager of faculty services creates a confidential/anonymous cumulative report of all comments received during the poll for the dean’s review.

8. Results of the poll are transmitted to the dean, dean of faculties and the provost by the manager of faculty services or executive associate dean.

9. After review of the results, and in consultation with upper administration, the dean will decide whether a new department head is needed, or if the incumbent will remain in office (to complete a term or be appointed to an additional 2-to-4 year term). The faculty will be notified of this decision.

September 2, 2015