

**THE TEXAS A&M UNIVERSITY SYSTEM  
HEALTH SCIENCE CENTER INTERNAL POLICIES**

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**08.99.99.Z1.01 Appointment of Department Chairs**

*Approved March 20, 2000*

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**1. GENERAL**

The Department Chair is the leader of a community of scholars and represents the department to the college and Health Science Center administration. The Chair is also the department's chief administrative officer, representing the administration to the department and bearing responsibility for the pursuit and maintenance of excellence in that department. The selection and evaluation of Department Chairs should therefore involve the widest and deepest faculty participation and the fullest exchange of ideas between faculty and administrators consistent with the requirements for sound management, flexibility, and the maintenance of proper standards in the operations of the department.

**2. QUALIFICATIONS**

Eligibility for the position of Department Chair shall require the following qualifications:

- 2.1. Status as a senior faculty member with a terminal degree in a discipline appropriate for the department, most usually a full Professor
- 2.2. Tenure
- 2.3. Outstanding record of academic accomplishment including:
  - 2.3.1. Excellent ability as a teacher
  - 2.3.2. Demonstrated record of research and/or scholarly accomplishment as indicated by:
    - Peer-reviewed articles, invited book chapters, books, invited review articles
    - Continued and sustained receipt of research grants as principal investigator
    - Service on external grant review agencies
    - Awards and recognition at national or international level
- 2.4. Experience as vice-chair or as chair of substantial university or college committees, or other evidence of administrative ability
- 2.5. Record of public service with community or volunteer agencies or institutional-sponsored outreach efforts
- 2.6. Evidence of national or international reputation or standing

- 2.7. Upon recommendation of the appropriate Dean, and with approval of the HSC President, exceptions to the above requirements may be made for individual candidates who possess unusual qualifications in a particular area.

### **3. SELECTION PROCESS**

Department Chairs shall be selected according to the following process:

- 3.1. With the HSC President's approval, the College Dean will appoint a search advisory committee. The faculty of the department for which the Chair is being recruited and of the college will be appropriately represented on this committee.
- 3.2. The search advisory committee will conduct the search process utilizing national advertisement and strategy.
- 3.3. The committee will forward its recommendations to the Dean.
- 3.4. The Dean will request the HSC President's approval of the candidate.
- 3.5. Upon receiving approval of the HSC President, the Dean will make the Department Chair appointment.

### **4. TERM OF APPOINTMENT**

The Department Chair serves at the pleasure of the Dean and may be removed without cause. The Dean will periodically evaluate the Department Chair's performance. The Department Chair will receive a letter of appointment, and reappointment is contingent on the evaluation and retention process described below.

### **5. EVALUATION AND RETENTION**

- 5.1. The Department Chair will be reviewed annually by the Dean for purposes of merit salary increases and for determination of consistency with departmental and college strategic plans.
- 5.2. Department Chairs will be completely evaluated by a formal process every five years.
- 5.3. Departmental faculty must play a prominent role in the formal, five year review process.
- 5.4. Because the individual colleges and institute within the Health Science Center have common purpose and goals, the view of other Department Chairs may be requested in the review process. Faculty will be given the opportunity to completely and broadly present their estimation of the Department Chair's abilities and performance in a formal process.

## **6. SPECIFIC DUTIES**

A Department Chair shall be expected to perform the following duties:

- 6.1. Report directly to and be responsible to the Dean
- 6.2. Serve as chief administrator of the department
- 6.3. Be responsible for creation and maintenance of academic environment
- 6.4. Set standards for research, teaching service and outreach efforts and lead in attainment of standards by personal example
- 6.5. Involve faculty in development of strategic plan for the department
- 6.6. Select, with faculty input, candidates for nomination to Dean for faculty appointment
- 6.7. Serve as mentor for faculty and clearly articulate pathway for advancement and tenure, clearly articulate expectations of individual faculty and insure maintenance of an environment in which faculty could reach expectation
- 6.8. Conduct annual review of performance of faculty and staff and forward summary of faculty reviews to Dean
- 6.9. Maintain fiscal integrity of departmental finances and accounts
- 6.10. Establish an environment for free discussion and exchange of ideas with faculty and staff
- 6.11. Aggressively encourage acquisition of external funding for the department

## **OFFICE OF RESPONSIBILITY**

**Office of the Vice President for Academic Affairs**