UNIVERSITY OF ILLINOIS AT SPRINGFIELD
CAMPUS SENATE AY 2007/2008
RESOLUTION 37-27

Department Administrators

WHEREAS, the UIS Faculty Personnel Policies provides discussion of department administrators in Article 9, Section 6 and Appendix 6; and

WHEREAS, the language in these sections of the UIS Faculty Personnel Policies is outdated with the adoption of departments at UIS; and

THEREFORE, BE IT RESOLVED THAT: the following changes to Article 9, Appendix 4 and the elimination of Appendix 6 of the Faculty Personnel Policies be approved:

ARTICLE 9

PROFESSIONAL RESPONSIBILITIES

Section 6. Department Direction

A. Department administrators, irrespective of whether they are called Directors or Chairs, have similar functions and responsibilities. Functions of department administrators are the following: provide effective leadership for faculty in the department/division; assume responsibility for seeing that decisions assigned to the department/division by university policies and procedures are made and communicated to others in the University; convey recommendations concerning such matters as curriculum development, budgetary requests, position requests, multi-year schedules, and faculty development activities.

Responsibilities of department administrators include overseeing, supervising and/or coordinating the following: the work of faculty in the development of department curriculum, educational philosophy and academic standards and the department’s long-term planning efforts;
coordinate formal reviews of degrees and certificates (if applicable), oversee preparation of
documents for follow-up and accreditation review, prepare documents for curricular changes,
catalog revisions and other documents necessary to convey the department’s curricular plans;
develop multi-year course schedules and staffing plans for curricular delivery, consistent with
institutional priorities and student needs. Prepare annual course schedule documents and faculty
assignment summary sheets for faculty approval, and coordinate curricular delivery and make
recommendations about non-instructional assignments; lead and participate in the selection and
development of full and part-time faculty; oversee faculty searches in accordance with University
policies and procedures; develop and coordinate student recruitment, retention, advising and
service activities of the unit: implement and monitor admissions, student progress and closure
requirements of the department’s degree(s) and certificate(s) (if applicable), as well as
professional certification or registration of students; represent the department(s) to external
organizations and groups, inter-institutional activities and accrediting agencies; lead the
department(s) in developing budget requests and priorities and approve expenditures according to
them; oversee selection and supervision of the department graduate assistants and student workers
as appropriate; direct the work of support staff; communicate information to and from the dean
and appropriate governance bodies and report the results of department actions and deliberations;
ensure representation of the department(s) on appropriate College-level committees; represent
department(s) at Campus and University level meetings; lead the development of public affairs
activities in the department(s) and the offering of general education courses; oversee students’
clubs, honorary societies, advisory committees, etc.

B. In determining the appropriate amount of support, the following factors will be considered in
relationship to the departments/divisions being administered: the number of degree programs
included in the administrative unit (an undergraduate degree and graduate degree within one (1)
department are considered separately for this purpose); the number of minor(s) and/or certificate
program(s) included in the administrative unit; the number of online degrees, minors, or
certificates in the administrative unit; the number of student major/minors served by the administrative unit; the extent to which the department administrator interacts with external affiliations, student clubs, honoraries, advisory boards, etc. on behalf of the academic department(s); whether the department administrator, as opposed to other faculty in the unit for which separate compensation is provided, coordinates the unit’s internships, practicum, or clinical placements; whether the administrative unit offers degree program(s) on off-campus locations (consideration should be given to units that regularly offer two (2) or more courses at off-campus locations for which coordination is provided by the department administrator rather than the individual faculty teaching the courses or some other department administrator); the extent to which the department(s) maintain laboratories/studios for which the department administrator orders supplies, supervises staff, and/or provides oversight; the number of FTE part-time instructors regularly supervised by the department administrator; the extent to which the department(s) regularly conducts significant public affairs activities or offers general education coursework requiring coordination and direction by the administrator above and beyond that required for normal course scheduling; the number of FTE faculty included in the administrative unit; whether the unit’s administrator serves as fiscal officer for department accounts; whether the unit’s administrator regularly serves as fiscal officer on department grant accounts; the extent to which the administrator will be responsible for non-recurring and periodic activities; and whether the unit’s administrator does all the initial student advising for the department(s).

Every three to five years, the Dean, in consultation with an ad hoc faculty committee appointed by the College Executive Committee, will review and determine the extent to which the above factors contribute to the workload of the department chairs and assign compensation, which may include release time and stipends over the academic year and summer if warranted. The Vice Chancellor for Academic Affairs, in consultation with the Deans and the faculty of the Campus Senate Executive Committee, will have responsibility for ensuring that comparability is maintained among the Colleges.
C. Each department, through its by-laws, will make provisions for the selection and removal of the department administrator. Selection and duration of appointment for department administrators shall be approved by the appropriate Dean and Vice Chancellor for Academic Affairs upon recommendations from the appropriate department. In the event the department is unable or unwilling to select a department administrator, the Dean will select a faculty member to provide direction; or should the Dean be unable to appoint a faculty member, the Dean’s office will provide administrative support to the department.

D. Either the department or the Dean may initiate discussions to remove a department administrator; removal normally requires concurrence both the department and the Dean. In the event the department votes to remove and the Dean wants to retain the department administrator, the Dean may ask the department for a second vote. If a simple majority of the department votes to remove, the process to appoint a new department administrator will begin. The department administrator may not vote on the question of his or her own removal.

E. Both the department and the Dean shall evaluate the department administrator on her/his performance in providing department direction. Each College will develop a form and a process for department administrator evaluation which includes input from department faculty and staff, a self-evaluation by the department administrator, and written feedback from the dean to the department administrator. The evaluation by the Dean and such other documents as designated by the College shall be placed in the personnel file.

APPENDIX 4

CAMPUS GUIDELINES FOR NON-INSTRUCTIONAL ASSIGNMENTS
Assignments (NIAs) will be approved by the Campus Administration for the purposes stated above, subject to the following guidelines:

1. NIA proposals must include a careful description of the work to be undertaken, and include a timetable, work products, and suggested criteria for judging the assignment’s success.

2. NIA proposals must be recommended by:
   a. the faculty member’s assigned department;
   b. the unit where assigned; and must be approved by:
      a. the appropriate Dean(s); and
      b. the VCAA.

3. Before approving NIA proposals, the Deans and Vice Chancellor for Academic Affairs will insure that the teaching assignments of faculty members are properly covered. Other factors to be considered are the merits of the proposal’s goals in meeting University priorities, the history of the faculty member’s previous NIAs (including NIA reports), and the developmental needs of the faculty member as they relate to department and University needs and priorities.

4. Upon the cancellation of a class because of insufficient enrollment, an NIA assignment must be recommended by the College Dean for approval by the Vice Chancellor for Academic Affairs, with specific regard for the developmental needs of the College and the University.

5. Research and service NIAs in research centers and institutes and other offices of the University shall be consistent with the developmental objectives of these units. These units are acknowledged to have an approved personnel base, in some cases including faculty members assigned to the units, outside the provisions of these guidelines. To the degree possible, assignments associated with externally funded projects shall be supported by monies generated by those projects. When available and as needed, salary monies which are displaced by grant or contract funds will be made available to the relevant College for part time faculty and overload expenditures.

6. NIA projects shall be reported on by the faculty member and evaluated by the academic department of the faculty member, or the head of the unit in which the project was performed, with further review by the appropriate dean and the Vice Chancellor for Academic Affairs. The project shall be evaluated in accordance with the NIA proposal, i.e., does the work product(s) meet the criteria outlined in the proposal. The report and evaluation shall be added to the personnel file of the faculty member for periodic personnel review process. Evaluation for department leadership shall be conducted under Article 9, section 6C.