

## End-Of-Year Report

Faculty Affairs Committee

May 2014

The Faculty Affairs Committee reviewed the following issues during AY 2013/14:

### 1. Faculty 180 – campuswide, new software for the UAF Annual Activities Report (AAR)

The Faculty Affairs Committee (FAC) met with Dr. Eric Madsen to discuss Faculty 180 and voice concern regarding the efficacy and rationale for this new reporting requirement. Inefficiencies in the software for entering certain kinds of data (e.g., publications) and apparent bugs in the program pertaining to saving and revising data entered was acknowledged by Dr. Madsen. As this reporting requirement has been ratified, no further requests for extensions or exemptions were submitted by FAC.

### 2. Promotion/merit recognition of tenured instructors

The basic question before us was: What are the mechanisms for recognition of work accomplishments by way of promotion for tenured instructors? Research faculty generally goes through a recognized procedure for promotion, but instructional faculty does not.

When FAC met to discuss this issue we realized that the framework for such a procedure should really come from the instructors themselves. Based on these guidelines the committee was prepared to work with these instructors to develop criteria for recognition and promotion. One mechanism by which the status of tenured instructors could start on the path of promotion involved changing their description to “visiting faculty”. This opportunity was rejected by the instructors. No further initiative to advance the issue of promotion was brought to FAC and currently there are no new guidelines, but the issue is being dealt with in a sub-committee.

### 3. Challenges to merit recognition and responsibilities in Interdisciplinary Programs

Interdisciplinary Studies/programs/degrees are increasing, in part because of the increasing recognition of its relevance in academia and society. What are the guidelines for allocating

interdisciplinary responsibilities (departmental requirements) and merit recognition (e.g., workload distribution and indirect cost recovery) in ID projects/grants?

Currently interdisciplinary research projects are typically administered through the

**MOTION:** The Faculty Senate moves to adopt the following changes to the UAF Department Chair Policy.

Effective: Immediately

Rationale: The Department Chair Policy has not been revisited or reviewed since 2000. With some new changes to the United Academics (UNAC) Collective Bargaining Agreement in 2014, it is pertinent to review and revise the existing policy. Also, currently, some of the roles and duties of the department chair, and procedure for the election of department chairs at the University of Alaska Fairbanks. The size and composition of departments and programs are defined by each individual college and school.

## **I. ROLE OF THE DEPARTMENT CHAIR**

A. The department chair [[is the administrative and academic officer of the department and as such]] has the primary responsibility [[and authority]] for: (1) leadership in developing high quality academic programs which fulfill department, college, and university objectives; (2) leadership in the implementation of college and university policies and programs at the department level; (3) leadership in developing resource requests and an appropriate departmental budget; and (4) service on the college/school executive committee.

B. The department chair is first a faculty member. The department chair is primarily a teacher-scholar serving as a leader of his/her department colleagues. The department chair is a role model for faculty responsibility.

C. The department chair is responsible for providing mechanisms and processes for members' participation in discussion and decision making within the department. All members of the department should be informed of these mechanisms and processes. Regular meetings should be held for purpose

## II. DUTIES OF THE DEPARTMENT CHAIR

The department chair is responsible, either directly or by delegation, for performance of at least the specific duties enumerated below (the duties are not prioritized) which shall be performed in accordance with the extant collective bargaining agreements on the role and status of department chairs.

### A. Academic Programs

1. Initiate, plan, oversee implementation of, and review the preparation and offering of the academic program, after appropriate involvement of members of the department and consultation with the dean.
2. Ensure interdepartmental coordination and cooperation.
3. Take leading role in ensuring academic program quality.
4. Ensure reports are prepared as needed. Ensure that course [[schedule]] **SCHEDULES** are prepared in a timely manner.
5. Ensure catalog is current.
6. Supervise departmental office and ensure that files and records are maintained.
7. Keep the dean informed of departmental and faculty activities. Act as a liaison with the University community.

### B. Personnel

1. Coordinate [[and evaluate]] professional activities of all members of the department, to include providing guidance to faculty concerning expectations regarding promotion and tenure. [[Request and obtain faculty activity reports as appropriate to this process]].
2. Provide recommendations for appointments, [[promotion]], sabbatical leaves, [[tenure]], and release of faculty after consultation with members of the department.
3. Review and recommend to dean/director workloads **IN CONSULTATION WITH AND** as proposed by faculty members.
4. Take lead role in departmental faculty and staff recruitment and retention.
5. Provide for the management and supervision of support staff.
6. Appoint appropriate committees within the department.
7. Facilitate support for faculty teaching, research and service activities.

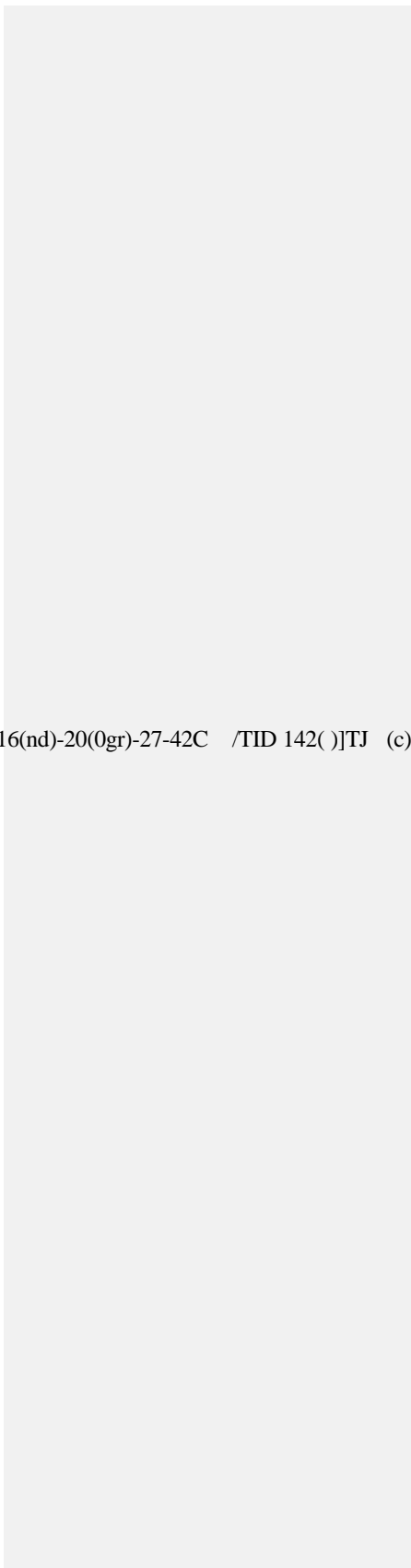
8. Function as spokesperson and advocate for the department, both within and outside the University community.

C. Students

1. Administer the departmental student advisement program and counsel students.
2. Recruit students in cooperation with other members of the department and the dean.
3. Act on student petitions.
4. Provide for the management of student assistants.
5. Address student concerns as appropriate.

D. Budget, Inventory, Facilities, Etc.

1. Initiate resource and budget requests with justifications.
2. Maintain fiscal control of departmental budgets.
3. Ensure upkeep of equipment and facilities.



Only tenured members of a department who are eligible to vote are eligible to be nominated and serve as department chair. [[Only in exceptional circumstance,]] Where the majority of the department faculty feel that options are severely limited, [[should]] there **MAY** be deviation from this policy.

~~APPOINTED BY THE DEAN TO ACT AS DEPARTMENT CHAIR MUST BE REPRESENTED EI~~