

**Lewis College of Business Policy No. LCOB-4**  
**Selection, Role, and Evaluation of Department Chairs Policy**

This policy relates to the selection, role, and evaluation of department chairs in the Lewis College of Business (LCOB) at Marshall University. It is consistent with the Marshall University Board of Governor's Policy No. AA-38, "Selection, Role, and Evaluation of Department Chairs".

**Selection**

1. Any tenured, full-time department faculty member is eligible to run for the department chair position.
2. Individuals will self-identify as interested in the position of department chair at a department meeting or through a letter or email to all department faculty.
3. The election will take place by secret ballot in or outside of a department meeting. Voting is restricted to the department's full-time tenured, tenure-track, and term faculty. The department administrative assistant will prepare and distribute ballots. The voting period will be one week if voting takes place outside of a department meeting. Once voting has occurred, the administrative assistant will count the ballots in the presence of a member of the dean's office, announce the results immediately, and forward the results to the dean.
4. Tie votes will result in a runoff vote between the two highest vote winners. If the runoff vote results in a tie, the administrative assistant will forward both names to the dean.
5. If the dean approves the nominee forwarded by the department, he will forward the name to the Vice President of Academic Affairs who will forward it to the President for final action. If the dean does not approve the nominee, he must communicate that decision and the rationale for it to the department faculty. The faculty will then recommend another candidate for the dean's consideration in accordance with the procedures established above. The process continues until the dean approves a nominee.
6. The dean may appoint an interim department chair if the current chair cannot finish the term for any reason and/or the department cannot start or complete the selection process in a timely manner. An interim department chair will serve until the department elects a permanent department chair (but for a period of no more than one year).

**Role**

1. The general role and responsibilities of department chairs are outlined in the Greenbook

2. The LCOB has developed its own specific roles and responsibilities as detailed in each chair's contract and approved by the dean and the Chief Academic Officer (CAO).

### **Evaluation**

1. The dean and faculty members will evaluate department chairs annually according to the responsibilities outlined in the university and college policies.
2. The LCOB has established specific criteria and detailed procedures for evaluation.
3. The dean will confer with the chair in a timely manner to share the results of the evaluation. The dean will meet with the department's faculty to discuss each chair's overall evaluation.

### **Term**

1. The department chair will normally serve a term of four years. The dean may recommend that a chair step down from the position before the end of the term, based on annual evaluations and/or the chair's desire not to remain in that position.
2. A department may appoint a chair to additional terms of four years using the same selection process described above. There is no term limit for department chair.
3. A chair may have to step down before the end of the term due to loss of confidence by the dean or department faculty.

### **Policy Approval Date:**

March 4, 2020

### **Dean's Signature:**

Avinandan Mulhujee