



**Office of the Dean**

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**DATE:** 2-18-08

**TO:** Elizabeth J. Stroble  
Sr. Vice President, Provost and C.O.O.

**FROM:** Ronald F. Levant  
Dean

**RE:** **Chair Review Guidelines**

The attached guidelines have been approved by the Faculty of the Department of Sociology on February 15, 2008.

I have approved the attached guidelines.

If you concur, we ask that you also approve the guidelines.

Department Chair or Faculty Representative

2-18-08  
Date

Dean

  
Date

Senior Vice President, Provost  
and Chief Operating Officer

  
Date

## **Chair Review Process for the Department of Sociology**

### **Purpose**

To state the process and content of the Sociology Chair review to be conducted pursuant to Article 10 (Governance), Section 5 of the AAUP/UA contract.

### **Chair Review Committee**

The Chair Review Committee shall consist of four members of the bargaining unit faculty of the Department: two elected by the faculty, one appointed by the Dean, and one appointed by the Provost. The Committee of four will meet to select a Committee Chair who will coordinate all duties of the Committee.

### **Committee Duties**

- 1) The Committee shall request from the Chair an open-ended written response to four questions.
  - a. How successful have you been in fulfilling the role of Chair and completing the most important tasks as Chair (including management of the Department)?
  - b. How successful have you been in working with faculty of all ranks, graduate students and staff to meet the mission of the Department of Sociology regarding research, teaching and service?
  - c. How successful have you been in encouraging efforts to increase our national visibility?
  - d. How successful have you been in continuing with your own research, teaching and service?
- 2) The Committee shall arrange for the Chair to make his or her vita and open-ended written response to the preceding questions available to all members of the department.
- 3) The Committee shall distribute a questionnaire to all members of the Department and invite written responses from all members. The Committee will then assemble these responses into one document for review by the bargaining unit faculty. The questionnaire shall be anonymous and identifying responses will be confidential (no names shall be requested) (pursuant to Article 10, section 5). Responding to the questionnaire is voluntary.

While the questions will be the same for all departmental members, the committee will summarize the responses in a way that ensures that each constituency's responses are accurately represented and anonymity is preserved. This may lead to the assembling of responses: 1) full-time bargaining unit faculty; 2) non-bargaining unit faculty; 3) graduate students; and, 4) staff. A smaller number of groups will be used if anonymity would be



compromised. This summary of the evaluations (pursuant to Article 10, section 5) will be made available to all bargaining unit faculty who meet to deliberate during the final Chair review meeting(s).

Note: Department auxiliary faculty, staff and graduate students are not part of the bargaining unit. However, they are crucial to the successful operation of the Department and many have daily contact with the Chair. Their opinions are important to the bargaining unit faculty and they will have the opportunity to respond to the questionnaire.

The questionnaire shall include, but does not have to be limited to the following:

How successful has the Chair been in...

- a. Fulfilling the role of Chair and completing the most important tasks as Chair (including management of the Department)?
- b. Working with faculty of all ranks, graduate students and staff to meet the mission of the Department regarding research, teaching and service?
- c. Encouraging efforts to increase the Department's national visibility?
- d. Continuing with her/his own research, teaching and service work?
- e. Any additional comments.

### **Chair Review Meeting**

The committee shall assemble responses by all groups to the questionnaires and shall arrange for all bargaining unit faculty to meet to review the summary document and to discuss the recommendation to the Dean.

Because of the important role non-bargaining unit faculty play in the success of the Department and because their opinions have traditionally been important, they shall select a representative to participate at the review meeting. This representative will receive a copy of the summary report and participate in the deliberations. Non-bargaining unit faculty have the option of meeting anytime before the review meeting to formalize positions for their representative to present at the review meeting; but such a meeting is not required.

Because this is a personnel matter, a graduate student representative will not participate in the chair review meeting deliberations. Graduate students will participate in the questionnaire process. A previously elected "graduate student representative to department meetings" does, however, have the option of surveying graduate students and requesting to present issues, concerns or support for the Chair (representing graduate student opinions) at the beginning of the Chair Review meeting. However, they may not be present during committee deliberations.

Staff also will participate in the questionnaire process. A representative of the support staff does, however, have the option of surveying staff and requesting to present issues, concerns or support for the Chair (representing staff opinions) at the beginning of the Chair Review meeting. However, they may not be present during committee deliberations.

The Chair shall not attend the Chair Review meeting.

Individual questionnaires will be available to bargaining unit faculty to review if they so desire.

Additional meetings may be required depending upon the extent of the deliberations.

At the conclusion of these deliberations, each bargaining unit faculty member can communicate, in writing, her/his level of support for the Chair continuing to serve for another term. This information will be submitted to the Chair Review Committee for their consideration in writing the final narrative regarding the department's deliberations.

Bargaining unit faculty who are unable to attend these deliberations can also communicate their level of support, in writing, directly to the Chair Review Committee.

Members of the Chair Review Committee shall communicate to the Department Chair the results of the review process and any other information/issues the faculty would like communicated to the Chair.

Pursuant to Article 10, section 5, the Review Committee shall report its recommendation to the Dean. This recommendation and any accompanying narrative shall first be circulated to bargaining unit faculty to assure that the narrative is representative of the meeting deliberations.

Questionnaires shall be kept on file in the Department as part of the Department's permanent records.